

POLICIES
NATIONAL ASSOCIATION OF WOMEN IN CONSTRUCTION
PACIFIC NORTHWEST REGION

In addition to furthering the objects of the National Association of Women in Construction, it is the objective of the Pacific Northwest Region to retain, enhance and expand its membership. The following policies have been established.

These policies are adopted in accordance with the Standing Rules of the National Association of Women in Construction (NAWIC) and Roberts Rules of Order, Newly Revised.

A. GENERAL

1. Policy and Guidelines Review Committee: At least 60 days prior to the Fall Conference, the NAWIC Director or Director Elect, shall appoint a chairman and two members to serve on this committee and if no Fall Conference, at least 60 days prior to Forum.
 - i. The committee will review the Policies and Guidelines prior to either the Fall Conference and/or Forum in order to make the 30 day circulation rule. In addition, the committee will review the policies and guidelines at any time that a request is made by a member through the Director.
 - ii. All voting members in good standing of the region, by a majority vote of members in attendance at Fall Conference and/or Forum, may adopt or amend policies and/or guidelines applicable to Pacific Northwest Region provided (with exception of a compelling emergency) previous notice has been given to each member.
 - iii. Changes, additions or deletions to any policy and/or guideline may be recommended by any member, chapter and/or committee within the Pacific Northwest Region and are encouraged to submit their recommendations in sufficient time for the Policy and Guidelines Review Committee to distribute them at least thirty (30) days prior to Fall Conference and/or Annual Forum respectively.
2. The Pacific Northwest Region shall adopt the Sarbanes-Oxley (SOX)

PNWR – V1

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policies approved by the NAWIC Board of Directors along with the individual Code of Ethics and Conflict of Interest. Both documents must be signed by the NAWIC Director and each Pacific Northwest Region Fund Trustee at the start of each Fiscal Year and placed in the permanent records of the Pacific Northwest Region.

B. MEETINGS

Per the Bylaws of the National Association of Women in Construction, Section A, Article VIII - Regions, Section 2 – Annual Regional Forum – An Annual Regional Forum is required to be held in the Spring of each year. The Annual Regional Forum site will be selected two (2) years in advance at each Annual Forum Meeting. If no chapter has indicated its desire to host this meeting and no location has been placed on the ballot, the presiding Pacific Northwest Region Director shall appoint a Task Force Committee.

Per the Bylaws of the National Association of Women in Construction, Section A, Article VIII - Regions, Section 3 - Fall Conference – A Fall Conference is optional. By majority of the vote of the members present at the Fall Conference and/or Forum, members will determine when or if there will be a Fall Conference held that year or in the following year along with location. If it has been determined that a Fall Conference will be held and no chapter has indicated its desire to host this meeting and no location has been placed on the ballot, the presiding Pacific Northwest Region Director shall appoint a Task Force Committee to plan this meeting.

Additional Regional meetings such as Winter Conference/Retreat or Summer Conference may be scheduled as a Regional function upon approval of the voting members of the Region. As these are not recognized meetings by the NAWIC Bylaws, no Regional business or voting will be conducted.

Attendance is encouraged and not mandated however each chapter is encouraged to provide financial support to all Regional meetings so that at least one member of their chapter can attend however electronic means of participation will be made available at all Regional meetings.

C. CONTRACTS

Contracts for meeting facilities and hotel accommodations must be reviewed,

PNWR – V1

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approved and signed on behalf of the Pacific Northwest Region by the NAWIC Pacific Northwest Region Director in office. Individual chapters or committees are not authorized to enter into any contracts on behalf of NAWIC or the Region.

D. FINANCIAL – See Pacific Northwest Region Fund Guideline

1. The Pacific Northwest Region Fund will be established to assist the NAWIC Director and Director-Elect with expenses not reimbursed through the National Budget. An undue financial burden shall not be placed upon the Director or Director Elect. It is also a fund to be used for other expenses benefiting the entire region, including expenses of the Pacific Northwest Region Fund's Trustees and the Pacific Northwest Region's Committee Chairs.
2. Budget - A minimum of 60 days prior to the Fall Conference, if applicable, or no later than August 1st, the Northwest Pacific Region Director or Director-Elect will appoint a Budget/Finance Committee. This committee will be comprised of the NAWIC Director along with the Pacific Northwest Region Fund Trustees for the budget year and one additional Region member. Its chairman will be the incoming Region Fund Treasurer. The NAWIC Director will circulate the proposed budget to the members thirty (30) days prior to Fall Conference if held or thirty (30) days prior to the Region Meeting held during Annual Meeting and Educational Conference (AMEC).
3. Dissolution – Upon Dissolution of the Pacific Northwest Region, except in the case of redistricting, any funds remaining after all financial obligations of the Pacific Northwest Region have been met, remaining assets and funds shall be donated equally to the NAWIC Education Foundation (NEF) and the NAWIC Founders' Scholarship Foundation (NFSF).

E. AWARDS

1. In recognition of individual and chapter achievements, this region will make the following awards as shown below. Costs of these awards will be incorporated into the Pacific Northwest Region Budget. Guidelines and Forms for all awards will be on the Pacific Northwest Region website – www.nawicpnw.org.

PNWR – V1

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- i. Membership – **See NAWIC Guidelines for this committee**
 - 1. Chapter Retention
 - 2. Chapter Increase in Membership
 - 3. Individual Recruiter

 - ii. Professional Development & Education (PDE) – **See NAWIC Guidelines for this committee**
 - 1. Professional Development
 - 2. Education

 - iii. Safety Excellence Award - **See NAWIC Guidelines for this committee**
 - 1. Contractor
 - 2. Subcontractor
 - 3. Construction Related

 - iv. Future Leader, Member of the Year and Lifetime Achievement Awards – **See NAWIC Guidelines for these committees** – Prior to purchasing the appropriate award, it is each chairman's responsibility to contact the Region Fund Treasurer to determine the budgetary amount for each award.
- 2. In some instances, awards may be provided by NAWIC and shall not be included in the Region or Annual Forum budgets.
 - 3. The NEF - Cheryl Kolar Memorial Fund will make the following awards as shown below associated with the NEF awards. Costs of these awards will be incorporated into the Pacific Northwest Region Budget.
 - 1. Block Kids
 - 2. Design Drafting
 - a. Computer Assisted (CAD)
 - b. Hand Drafting

F. PROPERTIES

- 1. The Pacific Northwest Region is in possession of the following assets.
 - i. Dell Inspiron 1501 laptop computer (Maintained by Pacific Northwest Region Treasurer) – **See Laptop Guidelines**
 - ii. QuickBooks Pro 2006 accounting program (Stored by Pacific Northwest Region Treasurer)

PNWR – V1

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- iii. **New** Pacific Northwest Region gavel (Stored by Pacific Northwest Director)
- iv. Tabletop Exhibit (Stored by the Pacific Northwest Region Director) – **See Table Top Exhibit Guidelines**

G. WEB SITE

- 1. In order to promote and benefit NAWIC, its chapters and members, the Pacific Northwest Region will establish and maintain a web site. Actual development and maintenance of this web site will be through the Website Committee. The Director and the Web Site Committee will review the contract and fees proposed on an annual basis. Chapter participation in this web site is encouraged, but optional – **See Pacific Northwest Region Website Guidelines**

H. MISCELLANEOUS

- 1. A Directors Assistance Committee shall be comprised of Past Region Directors and will be available to assist the Director as needed.

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