

SOUTHEAST REGION ADMINISTRATIVE FUND

PURPOSE

- A. The Administration Fund is established in order to assist the Southeast Region Director & Director Elect with expenses not reimbursed through the National Association. The image of NAWIC, which is self-supporting and professional, shall be maintained and undue financial burden shall not be placed upon the Director.

It would be to the benefit of each chapter to be visited by the Director during her term of office and the Director is encouraged to visit as many chapters as her work schedule and itinerary will allow within the two year term. Chapters are encouraged to submit to the Director a schedule of NAWIC events to help said Director plan accordingly.

FUND

- A. These monies shall be provided through contributions made by the chapters in Southeast Region, based on a suggested minimum of \$3.50 per capita for the chapter membership as of the annual August 31 membership count from the NAWIC office, payable by October 30 to the Guardian. It is further recommended that this be an item in each chapter's budget for the year. The Guardian is responsible for sending an invoice to each chapter as soon as August membership report is available.
- B. Special fundraising projects involving all chapters may be initiated each year to benefit the Fund.

It is the Guardian's responsibility to solicit a chapter to be responsible for organizing Fund Raiser. Fund Raiser period will be from Forum to Forum. Chapter is to report status of Fund Raiser at Annual Planning Conference. (Fund raising will be permitted at Annual Planning Conference.)

When fund attains a balance of **\$6000.00** no further fund raising will be required until such time as the Fund decreases to **\$3000.00**. At this time, Fund Raiser will be reinstated.

- C. Contributions to the Fund shall not relieve chapters from extending courtesies to the Director when said Director is invited to a chapter function.

ADMINISTRATION

- A. *A Trustee Committee composed of four (4) members, including a past NAWIC Director currently a member of the Southeast Region, shall administer the fund. This committee shall be comprised of one member from each state represented in the Southeast Region and be members in good standing within their respective chapters.*

Proposed: A Trustee Committee composed of one (1) Guardian, appointed by the NAWIC Director from a member in her Chapter and four (4) Active,

Corporate or Retired members from the Southeast Region, shall administer the fund. The Trustees shall be comprised of one member from each state represented in the Southeast Region and be members in good standing within their respective chapters.

Rationale: To clarify the makeup of the Trustee committee. All committees with voting potential should have an odd number of members.

- B. The appointment of this committee shall be made by the incoming Director at the beginning of her term. The committee shall serve for a term of two (2) years coinciding with the NAWIC Director's term of office, but not to exceed two (2) consecutive terms.
- C. *The incoming Director shall appoint a Guardian with responsibility for accounting, maintenance, and distribution of the funds. The three (3) remaining Trustees shall serve as auditors.*

Proposed: The incoming Director shall appoint a Guardian with responsibility for accounting, maintenance, and distribution of the funds. The four (4) remaining Trustees shall serve as auditors.

Rationale: To clarify the number of Committee members as changed in Administration A above.

- D. Should a vacancy occur on the Trustee Committee, the Director shall appoint a replacement for the remainder of the term. Any replacement appointed shall be a member in good standing of the Southeast Region.
- E. These funds shall be maintained in a checking account specifically designated as NAWIC SOUTHEAST REGION ADMINISTRATION FUND, in an insured banking institution with all activity being done by ONLINE BANKING. The balance of this fund shall be ongoing.
- F. The signatory on this account shall be the Guardian and the three (3) Trustees. The Guardian is responsible for obtaining the approval for withdrawals with an attached Statement of Expenses report signed by the Guardian and approval statements attached from at least 2 of the 3 Trustees prior to payment. **2 of the 4 Trustees**

Proposed: The signatory on this account shall be the Guardian and the four (4) Trustees. The Guardian is responsible for obtaining the approval for withdrawals with an attached Statement of Expenses report signed by the Guardian and approval statements attached from at least 3 of the 4 Trustees prior to payment.

Rationale: To clarify the number of Committee members as changed in Administration A above.

- G. Reimbursable expenses require prior approval of the Guardian and the Trustees. Requests for reimbursement within the guidelines shall be submitted to the Guardian within thirty (30) days after the expense has been incurred, with supporting documents.

Proposed: The Guardian and Trustees must approve an Annual Budget for Reimbursable expenses prior to the start of the NAWIC Southeast Region Fiscal Year. Requests for reimbursement, with supporting documents, within the budget shall be submitted to the Guardian within thirty (30) days after the expense has been incurred. Anticipated reimbursement for expenses not in the approved Annual Budget will require prior approval by the Guardian and the Trustees prior to expending.

Rationale: To require an Annual Budget for this fund which allows for efficient approval process of funds expended by the Director.

- H. Complete accounting records shall be maintained by the Guardian and are to include chapter names, membership count, contributions received, and disbursements made along with supporting documents for all reimbursements.
- I. The incoming committee and the Director-elect, prior to October 1, shall complete a review of these records. The report shall be presented at the Annual Planning Conference, with copies forwarded to each Chapter President. A financial report shall be given at the Annual Region Forum. A detailed report shall be presented to the Director quarterly.
- J. The Guardian shall serve with Bond and the cost of the Bond will be paid by the Fund.
- K. It shall be the joint responsibility of the Fund Guardian and the sitting Director to file the Form 990-N for the Region, as required.

FISCAL YEAR

The fiscal year of the Fund shall coincide with the NAWIC fiscal year.

REIMBURSEMENT

- A. Priority will be given to visits to chapters experiencing some difficulty.
- B. Reimbursement shall be limited to:
 - 1. Official NAWIC functions.
 - a. Any authorized and structured gathering of the Southeast Region NAWIC membership will be considered an official NAWIC function.
 - b. Expenses for AMEC (convention) including Pre and Post Annual Meeting of the Board of Directors, not reimbursed by the National Association or other sources, in accordance with Item C below.
 - 2. Special or called meetings deemed necessary by the Director or

Director-elect, i.e., Bylaws discussions, Officer's Training, etc.

3. Visits for chapter business meetings and/or special meetings on chapter issues.
4. Director may attend one out-of-region Forum or Annual Planning Conference during the first year of her two-year term, with reimbursement not to exceed \$1,000.00.
5. Director may attend a joint regional conference (i.e. Summer Multi-Regional Meeting) during her term as Director with reimbursement as noted below in C.
6. Director may attend one other industry related meeting per year with reimbursement not to exceed \$50 per year.

C. Major expenses shall be paid as noted:

1. The most suitable transportation, coach airfare, or current IRS approved mileage
2. The pro-rata cost of shared lodging
3. And reasonable meals not to exceed \$50 per day unless provided by other sources (not including alcoholic beverages)
4. Additional expenses incurred (maximum of \$125 per event) to include, but not limited to airport/hotel tips, taxi or shuttle costs.
 - a. Receipts must be submitted for all expenses.

D. Expense for social functions or events shall not be covered by this fund, but shall be provided by the hosting chapter.

E. Items of benefit and interest to the Region may be purchased when deemed advisable and upon prior approval obtained from the Trustees, Guardian and Director.

~~F. The Director-elect shall be responsible for purchasing the retiring Director's gift, to be reimbursed from Director's Fund, cost not to exceed \$500.00.~~

Proposed: Remove Reimbursement, F. in its entirety. Purpose of this item will be redirected to the Southeast Region Policies/Guidelines.

Rationale: IRS Requirements for C6 Tax Designation does not allow for inurement from funds gathered from dues, fees, etc. The inurement prohibition forbids the use of the income or assets of a tax-exempt organization to directly or indirectly unduly benefit an individual or other person that has a close relationship with the organization or is able to exercise significant control over the organization.

SOUTHEAST REGION WEBSITE GUIDELINES

A. The NAWIC Region Director will appoint a webmaster to design and maintain a Regional website. Its content will be approved by the NAWIC Region Director prior to being posted. The NAWIC Region Director shall be responsible for

overseeing the maintenance of the website.

- B. The cost of the website hosting and maintenance will be paid by the Director's Fund in an amount not to exceed \$500 per year.

PAST DIRECTOR'S ADVISORY COMMITTEE

- A. The past directors who have maintained their NAWIC membership may act as an advisory committee for the NAWIC Region Director and will be available for consultation in matters concerning the region, should the Director require assistance. It is recommended that the NAWIC Region Director call upon the advisory committee to review contracts and assist with contract negotiations with hotels, restaurants, etc. for all regional meetings.

Director-Elect Expenses

- A. Priority will be given to visits to chapters experiencing some difficulty.
- B. Reimbursement shall be limited to:
 - 1. Official NAWIC functions.
 - a. Any authorized and structured gathering of the Southeast Region NAWIC membership will be considered an official NAWIC function.
 - b. Expenses for AMEC (convention) including Pre and Post Annual Meeting of the Board of Directors, not reimbursed by the National Association or other sources.
 - 2. Special or called meetings deemed necessary by the Director or Director-elect, i.e., Bylaws discussions, Officer's Training, etc.
 - 3. Visits for chapter business meetings and/or special meetings on chapter issues.
- C. Major expenses shall be paid as noted:
 - 1. The most suitable transportation, coach airfare, or current IRS approved mileage
 - 2. The pro-rata cost of shared lodging
 - 3. And reasonable meals not to exceed \$50 per day unless provided by other sources (not including alcoholic beverages)
 - 4. Additional expenses incurred (maximum of \$125 per event) to include, but not limited to airport/hotel tips, taxi or shuttle costs.
 - a. Receipts must be submitted for all expenses

DISSOLUTION

In the event of region redistricting by the NAWIC Board, this Fund will be merged OR split, as necessitated by the redistricting.

In the event of the dissolution of this Fund due to the dissolution of the region, any monies remaining, after all outstanding expenses have been paid shall be transferred to the NAWIC Education Foundation as a donation from the Southeast Region or to the NSFS to provide scholarships in the states of Alabama, Florida, Georgia or Tennessee

and is to be determined by the Past Regional Director's Advisory Committee.

AMENDMENTS

The Agreement may be amended at any Annual Regional meeting by a two-thirds vote of the Southeast Region members present provided that the proposed amendment has been submitted in writing to the chapters at least sixty (60) days prior to the date of such meeting.

INITIAL APPROVAL DATE:

September 4, 2015 at Annual Planning Conference, held at AMEC, Nashville, Tennessee

REVISIONS:

Description: Revisions to be approved at Annual Forum 2019.

Approval date: