

# Guidelines and Traditions

National Association of Women in Construction  
Tulsa Chapter 76

*For membership use only; no copies allowed outside of membership*

## 1. Elections:

The Nominating Committee shall present to the membership the proposed slate of Board of Directors thirty (30) days prior to elections. The proposed slate will be published in the Newsletter, and presented and voted on at the following membership meeting.

## 2. Directors:

All directors shall be a Committee Chairperson or Co-Chairperson, if possible.

## 3. Forum and National Convention:

As budgeted for the current year, upon the Treasurer's receipt of a letter requesting reimbursement, the necessary receipts, and a written report, the Chapter will pay the most economical and logical transportation, registration fee, and lodging for National Convention, and all Region 7 functions for Chapter President. The President must also send a copy of her written report to the Newsletter Chairperson for publication in the Bulletin.

As budgeted for the current year, the Treasurer's receipt of a letter requesting reimbursement, the necessary receipts, and a written report, the Chapter will pay the most economical and logical transportation, registration fee, and lodging for National Convention, and all Region 7 functions for Chapter President-Elect. The President-Elect must also send a copy of her written report to the Newsletter Chairperson for publication in the Bulletin.

The Chapter will pay only that part of the above expenses not paid by the member's Company for Chapter President and/or President-Elect.

Providing there are sufficient funds in the registration reimbursement fund, members attending all business sessions of Forum, Summer Conference, Fall Planning Conference and National Convention shall have their registration reimbursed by the Chapter if not paid by their Company. Members requesting reimbursement must present a written report of the meeting, the necessary receipts, and a letter requesting reimbursement to the Treasurer, and also a copy of the written report to the Newsletter Chairperson, for publication in the Bulletin. Requests for reimbursement must be submitted to the Chapter Treasurer within fifteen (15) days after the meeting. No reimbursements will be made prior to the fifteen (15) day period so that equal payment may be made to all that apply should there be insufficient funds to cover the full amount.

## 4. President:

The outgoing President has the responsibility to get last year's files from the outgoing officers, directors and committee chairpersons and transfer them to the new officers, directors and committee chairpersons.

## 5. Scholarship:

- A. Each year monies will be sent to the OSU Foundation to Benefit the National Association of Women in Construction Tulsa Chapter 76 Endowment.
- B. Scholarship Recipient to be chosen by OSU Foundation.
- C. Introduction of Recipient(s) will be at Industry Appreciation Night Meeting. Recipient(s) are requested to make a brief acceptance speech if possible.

6. Social Chairperson:
  - A. Sends Sunshine Chairperson birthday card, get well cards, etc.
  - B. Is responsible for purchasing the outgoing President's appreciation gift.
  - C. Plan and conduct the chapter Christmas function, Industry Appreciation Night and Board of Directors' Installation Ceremony.

7. Ways and Means:

- A. A Pancake Day may be held annually and may include a craft sale.
- B. The Board of Directors will respectfully consider any other creative fundraiser in order to meet the budget.

8. Industry Appreciation Night:

Industry Appreciation Dinner will be held in the month of April. Should Spring Forum be in the month of April, the Social Committee has the option to work with the Membership to choose another month.

9. *Gifts and Flowers: OMITTED by Approval 2/2016*

~~*Gifts/flowers may be sent to any member in the hospital, with the amount not to exceed sixty dollars (\$60.00).*~~

10. Budget:

When possible, Committee Chairpersons of Forums, Seminars, Work Shops, Ways and Means projects, etc., where money from the Treasury is involved, and not budgeted for that purpose, shall present a written estimate to the Board of Directors for their approval.

11. Monies:

- A. Committee Chairpersons shall turn over collected money to the Treasurer within thirty (30) days.
- B. Checks drawn on the Chapter bank account may be signed only by the President, Treasurer and one other officer as designated by the Chapter Board of Directors. Two signatures from the aforementioned officers are required for each check.
- C. Debit card transactions drawn on the Chapter bank account may be signed only by the President, Treasurer and one other officer as designated by the Chapter Board of Directors. Two signatures from the aforementioned officers are required for each debit card transaction. In the event that two signatures cannot be entered for a transaction, e. g. online purchases, a two-signature verification form, such as a Check Request form, for the transaction must be completed.
- D. It is not permissible for the debit card to be used to withdraw cash from the Chapter accounts at any time.
- E. Itemized receipts for each debit card transaction will be reviewed and initialed by each Board member in attendance at the Board meeting following the date of transaction.
- F. Operating funds for the chapter shall be held in a separate account from funds designated for scholarships or other non-core purpose-related programs.

12. Monthly Meeting Dinner Reservations:

- A. The treasurer will assume all Active and Corporate members will attend the monthly membership meetings. Active and Corporate Members who do not opt out of attending the monthly membership meetings by notifying the treasurer via phone call or e-mail will be invoiced for their dinner unless their notice of cancellation is received by noon Friday prior to the regular Tuesday meeting. Board members must also cancel in the same way.
- B. Retired, Student, Associate, At-Large and Honorary members are exempt from the opt out policy.
- C. Active and Corporate members with NAWIC contact addresses located outside of the Tulsa metropolitan area are exempt from the opt out policy.

### 13. Memorials:

The Chapter will contribute twenty-five dollars (\$25.00) to the OSU Foundation to Benefit the National Association of Women in Construction Tulsa Chapter 76 Endowment when there is a death in the member's immediate family. (Immediate defined as: spouse, child, parent of member or sibling.)

Change #1: Article 7, Approved by Membership 12-15-1987

Change #2: Articles 3 and 9, Approved by Membership 6-21-1988

Change #3: Articles 8, 11 and 14, Approved by Membership 12-19-1989

Change #4: Article 3, Approved by Membership 10-20-1998

Change #5: Article 3, Approved by Membership 3-26-2001

Change #6: Articles 1, 3, 5, 6, 7, 8, 9, 12, 13 and 14, Approved by Membership 1-15-2002

Change #7: Articles 1, 3, 5, 6 and 8, Approved by Membership 3-15-2005

Change #8: Articles 3, 5, 9, 13 and 14, Approved by Membership 2-15-2011

Change #9: Article 11, Approved by Membership 9-16-2014

Change #10: Articles 7(A), 9 and 13, Approved by Membership 2/19/16.

Change #11: Articles 7, 11 and 12, Approved by Membership 2/21/2017

National approval for Guidelines and Traditions changes is not required. Proposed changes must be circulated for 30 days prior to making a motion for membership approval.