

NA TIONAL ASSOCIATION OF WOMEN IN CONSTRUCTION
DALLAS, TEXAS CHAPTER #2
STANDING RULES

Standing Rule #1. The Chapter shall adopt Standing Rules stating its dues, fees and charges, meeting date and declaring whether the Chapter will elect Officers to the positions Corresponding Secretary and President-elect, and such other rules as are not in conflict with the Charter; or the Bylaws, Standing Rules and official policies of the National Association of Women In Construction, provided they have been reviewed for compliance by the Association's bylaws Committee.

Amendment of Chapter Standing Rules requires previous notice and a two-thirds vote of those present and voting.

Standing Rule #2. Any member accepting Chapter funds to attend any Association function shall prepare a report to be either published or distributed within forty-five (45) days following event. The report shall be attached to appropriate Chapter minutes, and the report shall be forwarded to the President with copies to the Treasurer, Secretary and Newsletter Editor.

Standing Rule #3. The official meeting date of Chapter #2 will be the third (3rd) Monday of each month.

Standing Rule #4. Annual dues for Chapter #2 will be as established by the Board of Directors at the time the budget is prepared. Membership categories shall include Active, Corporate, Student, and Retired.

Standing Rule #5. Each new member will be assessed a one time initiation fee as established by the Board of Directors at the time the budget is prepared. The membership Chairman shall provide (using chapter funds) each new member with at least the following:

- A binder containing Chapter Bylaws, Standing Rules and Guidelines;
- Current Chapter Roster;
- Membership Certificate.

Standing Rule #6. The Chapter Officers shall be President, President Elect, Vice President, Secretary and Treasurer. While the bylaws require a minimum of two directors, Chapter 2 has elected to maintain four (4) Directors to serve on the Board of Directors.

Standing Rule #7. Chapter #2 shall publish a newsletter to be distributed to all Chapter members. The newsletter shall be called The dal-wic front sheet and shall be published a minimum of six times annually.

NATIONAL ASSOCIATION OF WOMEN IN CONSTRUCTION

DALLAS, TEXAS CHAPTER #2

GUIDELINES

1. Members are expected to pay any expenses either prior to or at the time of meetings or functions. There will be no individual or company billings for Chapter related expenses.
2. If the President, President Elect, and Vice President choose to attend the annual meeting, each shall be a Chapter 2 delegate. The President, if she chooses to attend the Regional Forum, shall be the Chapter 2 delegate. If she does not choose to attend Regional Forum, the delegate shall be selected by the Board of Directors at the appropriate Board meeting.
3. It is the responsibility of the Vice-President to purchase (using Chapter funds) the Past President's Pin and Chapter Appreciation Plaque for the President. These items should be obtained in a timely manner to be available for presentation at the Chapter installation ceremonies.
4. Each year, the Chapter President will purchase (using Chapter funds) the current issue of NAWIC Manual for presentation to the newly installed Chapter President. This should be obtained in a timely manner to be available for presentation at the Chapter installation ceremonies.
5. Scholarship Guidelines are defined and approved separately from the Chapter Guidelines.
6. Annual Meeting Guidelines are defined and approved separately from the Chapter Guidelines.
7. The Guidelines of the Dallas Chapter will be reviewed annually. The President will appoint an ad hoc committee to report any recommended revisions at the March meeting.

NATIONAL ASSOCIATION OF WOMEN IN CONSTRUCTION

Dallas, Texas Chapter #2, NAWIC

Annual Meeting Guidelines

1. The Budget Committee will set the dollar amount to be used for registration fees for members attending Annual Meeting. This amount will be reflected in the budget approved by the membership and will be applicable only for the year the elected members of the Budget Committee are in office.
2. The Budget Committee will determine the funds available for the Chapter President and President-elect attending the Annual Meeting as separate line items in the Chapter budget at the time the budget is created. These funds will include funds for registration fees.
3. Delegates and Alternates to the Annual Meeting/Convention shall be elected by plurality ballot vote no later than sixty (60) days prior to the Annual Meeting/Convention. Only voting members in good standing shall be eligible to serve as Delegate or Alternates.
4. The following defines qualifications for Delegates or Alternates to receive registration fee reimbursement (based on funds available in Chapter budget).
 - a. must be a member in good standing at National and Chapter level.
 - b. must attend all voting sessions of Annual Meeting.
 - c. must attend a minimum of one seminar at Annual Meeting.
 - d. must submit written report of Annual Meeting in compliance with National Policies and IRS requirements.
 - e. must have attended 50% of Chapter monthly business meetings for the year attending Annual Meeting.
 - f. new members must be members a minimum of six months.
 - g. new members must have attended 50% of monthly business meetings since joining.