

Greater Des Moines Chapter Guidelines

General Operations

- Tipping: Standard gratuity is 20%. Always verify invoices to ensure a tip has not already been included.
- Google Drive Access: The Vice President updates access for incoming and outgoing Board and Committee members annually.
- Document Management:
 - Committee Chairs and Board Members must maintain all documents on the Google Drive.
 - Review files regularly and remove or archive outdated materials.
 - Keep the most recent versions uploaded and organized.
- Membership Contact List: Updated regularly by the Membership Committee on the Google Drive.
- Board Emails: All board questions, concerns, and chapter-wide suggestions must be submitted to Chapter80@nawicdesmoines.org, with up to five business days allowed for a response. Official updates and decisions will be communicated through the bi-weekly chapter email and monthly membership meetings. (2/26)
- Logo Use: Permission to use the chapter logo must be requested and approved by the Marketing & PR Committee.
- Swag Orders: All chapter swag must be ordered by the Marketing & PR Committee with prior approval from the President or Board.
- Passwords & Logins: All account information should be stored securely in the "Board of Directors" folder on the Google Drive.
- Sales & Fundraisers: All chapter sales and fundraising activities must be discussed and approved by the Board.
- Social Media & Website: Content should be maintained and approved by the Marketing & PR Committee.

Finance & Operations

- Alcohol Purchases: NAWIC does not purchase alcohol. Obtain a spirit sponsor or arrange a cash bar for events.
 - Note all designated funds and transfers in the Board minutes, and record dollar amounts in the Treasurer's report.
 - The Treasurer must track cash, check, and Square transactions separately for audit purposes.
- Keys: Mailbox keys are held by the Chapter Secretary and Treasurer.
- Financial Reserves: Maintain a reserve equal to 2–3 years of operating expenses.
- Vendor Selection: Obtain 2–3 quotes when engaging third-party services (e.g., accounting, insurance). The Board must review and approve prior to hiring.
- Meeting Meals: The Treasurer should review the P&L for Membership Meeting meals semi-annually and adjust pricing if needed.
- Member Certification Reimbursement:
 - The Chapter will reimburse 75% of NEF certification materials and exam costs (first attempt only) upon completion, if funds allow.
 - Members are eligible for one reimbursement per fiscal year.
- Conference Donations: The Chapter will donate auction baskets (up to \$125 each) to the MWR Fall and Spring Conferences for NEF fundraising.

- Scholarships:
 - Scholarships are administered annually through NFSF (NAWIC Founders' Scholarship Foundation).
 - The Board of Directors will budget and vote on scholarship amounts each year.
 - The Vice President coordinates and manages all scholarship paperwork with NFSF.

New Member Process

- Welcome Email & Handbook: Sent by the Membership Committee Chair.
- Email & Calendar Setup: Managed by the Secretary.
- New Member Lunch: Invitation extended by the President.

Sunshine Committee Guidelines

Birth/Adoption

- First Baby: \$75 gift card + hand-written NAWIC card.
- Subsequent Babies: \$50 gift card + hand-written NAWIC card.

Congratulations

- For certifications, awards, or outside board appointments: hand-written NAWIC card.

Get Well

- For major illness or surgery: \$75 food gift card (DoorDash, Grubhub, or grocery store) + hand-written NAWIC card.

Death

- Immediate Family Member (spouse, child, parent, sibling): Up to \$125 donation to a charity of choice *or* a plant sent to the funeral home + hand-written NAWIC card.
- Chapter Member: Up to \$150 donation or plant sent to funeral home + card.
- Member Company (CEO, President, or Owner): Up to \$50 donation or plant sent to funeral home + hand-written NAWIC card.

Marriages

- A hand-written NAWIC card (4/26)

Retirement

- \$50 Visa Giftcard and Virtually signed by NAWIC chapter members card (6/26)

Committee Guidelines

- Committee Chair positions should be filled by Chapter members who are not serving on the Board of Directors whenever practical. If no willing Chapter member is available after reasonable recruitment efforts, a Board member may serve as Committee Chair. Reasonable recruitment efforts can include member communications, direct outreach to potential volunteers, and announcements at Chapter meetings. If no response is received within 14 days, the Committee Chair will be filled by a Board member.
 - A Chapter member should not chair more than one committee unless other Chair positions remain unfilled after reasonable recruitment efforts have been made.
 - Each committee shall have a Board Liaison to provide guidance, facilitate communication with the Board, and report committee activities. The Board Liaison should not also serve as the Committee Chair or Co-Chair except when no other volunteer is available.(8/26)

National's Chapter Guidelines

- In keeping with the object of the Association and because NAWIC and its Affiliated Chapters were granted tax exemption based on the representation that NAWIC's programs would be

related to its exempt purpose, at least seventy-five (75%) percent of all Chapter programs and activities shall be construction-related.

- Chapters may elect to extend a reduced rate on chapter dues for multiple Corporate Members in accordance with Chapter Standing Rule #5. (02/09)
- A Chapter Corporate Member's company is required to notify the Chapter of its intent to change its designated representative. The former Corporate Member representative must submit an application for Chapter membership within thirty (30) days of notice from the company of its intent to change its designated representative. Upon payment of dues, the former Corporate Member may retain her Chapter status as a Chapter Member (including Chapter office).
- Unless otherwise authorized by the Board of Directors, NAWIC's Chapter rosters may not be released or sold, or used except for official NAWIC business. (08/20)
- To ensure compliance with IRS regulations and requirements for 501(c)(6) designation, the NAWIC National Board of Directors shall have overall supervision of all Chapters.
- Should a Chapter fail to meet the regulatory requirements of the Charter of the National Association of Women in Construction, the Bylaws, Standing Rules or Official Policies of the National Association of Women in Construction, the NAWIC National Board of Directors may place the Chapter on Probation. During the term of Probation, any deficits shall be corrected as determined by the NAWIC National Board of Directors. Failure to correct said deficits could result in the withdrawal of the Chapter Charter. Time limits for correction of the deficits should be made in writing to the Chapter. (05/21)

Examples of reasons to place a Chapter on Probation:

- Failure to have representation at Annual Conference
 - Failure to have representation at Regional meetings
 - Failure to submit Standing Rules for review to National Bylaws Chair as required
 - Failure to submit 990 Postcard as required by IRS
 - Failure to hold required number of Chapter monthly meetings as required by Bylaws
 - Failure to follow NAWIC policies and guidelines as established by the NAWIC Board of Directors
 - Any additional findings of the NAWIC Board of Directors in which a Chapter is out of compliance or in jeopardy with legal regulations
- There is currently no IRS regulation that prohibits the reimbursement of alcohol. If the alcohol is for members to consume during an event, it should be limited to reduce liability on NAWIC's part and liability insurance coverage must be obtained for the event. Liquor liability coverage can be obtained from the National office for the current cost per event. If the alcohol is for Chapter sales, reimbursement is permitted.