

ARTICLES OF INCORPORATION
NATIONAL ASSOCIATION OF WOMEN IN CONSTRUCTION

THE STATE OF TEXAS COUNTY OF TARRANT

KNOW ALL MEN BY THESE PRESENT, that we, Alice Ashley, Sue Bowling, Irene L. Moates, Nina Ruth Jenkins, Margaret L. Bubar, Doris Efird, Ida Mae Bagby and Ethel McKinney, all citizens of the State of Texas, under and by virtue of the laws of this State, do hereby voluntarily associate ourselves for the purpose of forming a private corporation under such laws upon the following terms and conditions:

1.

The name of the corporation shall be "National Association of Women in Construction."

2.

The purposes for which it is formed are:

To unite for their mutual benefit women who are actively employed in the various phases of the Construction Industry.

To encourage cooperation and better understanding between them.

To promote fellowship and goodwill among members of the organization.

3.

The principal place of business of the corporation is Fort Worth, Tarrant County, Texas, but the corporation is authorized to do business in the State of Texas and elsewhere throughout the United States.

4.

The term for which it is to exist is 25 years.

5.

The number of directors shall be nine, and the names and residences of those appointed for the first year are as follows:

Doris Efird, 4563 Glacier Street, Fort Worth, Texas
Randa Farrell, 4415 Meadowbrook Drive, Fort Worth, Texas
Louise Abnot, 4627 East Rosedale, Fort Worth, Texas
Grace Chase, 13 Chase Court, Fort Worth, Texas
Alice Ashley, 4512 Hatchett Street, Fort Worth, Texas
Nina Ruth Jenkins, Route 4, Box 80, Arlington, Texas
Margaret Cleveland, 4509 Wichita Street, Fort Worth, Texas
Imogene Pardue, 616 North Bailey, Fort Worth, Texas
Peggy Whistler, 154 North Judkins, Fort Worth, Texas

6.

There is no capital stock and the corporation is to be a non-profit organization.

In testimony whereof, we hereunto sign our names, this 26th day of April, 1955.

(Signed)

Doris Efird
Randa Farrell
Louise Abnot
Grace Chase
Imogene Pardue

(Signed)

Nina R. Jenkins
Margaret Cleveland
Peggy Whistler
Alice Ashley

DIRECTORS OF WOMEN IN CONSTRUCTION OF FORT WORTH

STATE OF TEXAS
COUNTY OF TARRANT

BEFORE ME, a Notary Public, in and for Tarrant County, Texas, on this day personally appeared Doris Efird, Randa Farrell, Louise Abnot, Grace Chase, Imogene Pardue, Nina Jenkins, Margaret Cleveland, Peggy Whistler, and Alice Ashley, known to me to be the persons whose names are subscribed to the foregoing instrument and who comprise the entire Board of Directors of Women in Construction of Fort Worth, and each acknowledged to me that she executed the same for the purpose and consideration therein expressed.

GIVEN UNDER MY HAND AND SEAL OF OFFICE, THIS the 26th day of April, 1955.

(Signed) LEON MAHAN Notary Public in and for Tarrant County, Texas

The following amendments to the Articles of Incorporation were adopted at the thirteenth Annual Convention on September 20, 1968, in Washington, D.C.:

1. Article 3 of the Articles of Incorporation which reads: "The principal place of business of the corporation is Fort Worth, Tarrant County, Texas, but the corporation is authorized to do business in the State of Texas and elsewhere throughout the United States" is amended to read: "The principal place of business of the corporation is Fort Worth, Tarrant County, Texas, but the corporation may do business in the State of Texas and elsewhere."
2. Article 4 of the Articles of Incorporation which reads: "The term for which it is to exist is for 25 years" is amended to read: "The period of its duration is perpetual."
3. Article 5 of the Articles of Incorporation which reads: "The number of directors shall be nine and the names and residences of those appointed for the first year are as follows:

Doris Efird, 4563 Glacier Street, Fort Worth, Texas
 Randa Farrell, 4415 Meadowbrook Dr., Fort Worth, Texas
 Louise Abnot, 4627 East Rosedale, Fort Worth, Texas
 Grace Chase, 13 Chase Court, Fort Worth, Texas
 Alice Ashley, 4512 Hatchett Street, Fort Worth, Texas
 Nina Ruth Jenkins, Route 4, Box 80, Arlington, Texas
 Margaret Cleveland, 4509 Wichita St., Fort Worth, Texas
 Imogene Pardue, 616 North Bailey, Fort Worth, Texas
 Peggy Whistler, 154 North Judkins, Fort Worth, Texas

is amended to read:

"The number of directors shall be fixed by the Bylaws of the corporation, but shall in no event be less than three. The number of directors constituting the present Board of Directors is nineteen and the names and addresses of the persons who are to serve as directors until the next annual meeting of the membership or until their successors are elected and qualified are:

NAME	ADDRESS
Grace Dollens	Route 1, Box 212 Brownsburg, IN 46112
Florence Hawisher	5303 13th Ave. Dr. W. Bradenton, FL 33505
Margaret Redmond	1707 "L" St., N.W. Washington, D.C. 2003

NOTARY SEAL AFFIXED

Evelyn McNeil	2806 Pinebrook Dr. Jackson, MS 39212
Maxine Wixson	P.O. Box 8154, Sta. E. Louisville, KY 40208
Margaret Borg	1587 S. Main St. Salt Lake City, UT 84115
Mamie Norris	P.O. Box 7231, Sylvania Sta. Fort Worth, TX
Dorothy O'Connor	346 No. Beachwood Dr. Los Angeles, CA 90004
Virginia E. Cannon	933 Gist Ave. Silver Spring, MD 20910
Marie Marshall	1034 E. 11th Street Chattanooga, TN 37403
Marshlea A. Rayburn	P.O. Box 149 Tallahassee, FL 32302
Mildred Bolen	P.O. Box 23277 Columbus, OH 43223
Lura Bates	P.O. Box 2947 Jackson, MS 39207
Bonnie Granger	2304 Commerce Tower Kansas City, MO 64105
Margaret Cleveland	2112 Mistletoe Blvd. Fort Worth, TX 76110
Bettye Burks	P.O. Box 2160 Lubbock, TX 79408
Ann H. Betcher	P.O. Box 11365 Portland, OR 97211
Harriette I. Schmidt	4660 Colorado Blvd. Los Angeles, CA 90039
Clara M. Bankes	109 Stratford Rd. Greenville, SC 29605

Dated September 21, 1968."

NATIONAL ASSOCIATION OF WOMEN IN CONSTRUCTION

Signed By:

Grace W. Dollens
Its President

Signed By:

Margaret Borg
Its Secretary

The following amendments to the Articles of Incorporation were adopted at the sixteenth Convention on September 24, 1971, in Atlanta, Georgia:

1. Article 2 of the Articles of Incorporation which reads: "The purposes for which it is formed are:

To unite for their mutual benefit women who are actively employed in the various phases of the Construction Industry.

To encourage cooperation and better understanding between them.

To promote fellowship and goodwill among members of the organization."

is amended to read: "The purposes for which it is formed are:

To unite for their mutual benefit women who are actively employed in the various phases of the Construction Industry.

To encourage cooperation and better understanding among them.

To promote fellowship and goodwill among members of the organization. To promote education and service to the Construction Industry."

2. Two new Articles to the Articles of Incorporation of the NATIONAL ASSOCIATION OF WOMEN IN CONSTRUCTION to be numbered "(7)" and "(8)" and to read as follows shall be added:

"Article 7. No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to any of its members, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article 2. No substantial part of the activities of the corporation shall be the carrying on of propaganda or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this Article, this corporation shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the purposes of this corporation."

"Article 8. Upon the dissolution of the corporation, the Board of Directors shall, after paying or making provisions for the payment of all of the liabilities of the corporation, dispose of all of the assets of the corporation exclusively for the purposes of the corporation in such manner, and to such organization or organizations organized and operated exclusively for charitable, educational, or scientific purposes as shall at the time qualify, as an exempt organization or Organizations under Section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), as the Board of Directors shall determine. Any of such assets not so disposed of shall be disposed of by a court having jurisdiction of such matters in the place in which the principal office of the corporation is then located, exclusively for such purposes or to such organization, or organizations, as said court shall determine, which are organized and operated exclusively for such purposes."

Dated: September 24, 1971

NATIONAL ASSOCIATION OF WOMEN IN CONSTRUCTION

Signed By:

Signed By:

Marie Marshall
Its President

Lura W. Bates
Its Secretary

**BYLAWS
NATIONAL ASSOCIATION OF WOMEN IN CONSTRUCTION
AN INTERNATIONAL NON-PROFIT CORPORATION
ORGANIZED UNDER THE LAWS OF THE STATE OF TEXAS**

ARTICLE I — NAME

The name of this organization shall be the “National Association of Women in Construction” (hereinafter, the “Association”).

ARTICLE II — MISSION

The core purpose of this Association shall be to strengthen and amplify the success of women in the construction industry. *(08/20)*

ARTICLE III — POLICY

This Association shall be self-governing, non-profit, non-partisan and non-sectarian.

ARTICLE IV — MEMBERSHIP CATEGORIES

Membership of the Association shall consist of:

- A. **ACTIVE MEMBER:** Shall be open to women who are actively employed in the construction industry a minimum of an average of twenty (20) hours per week per month. Employment is defined as receiving compensation for service in an approved employment category and in which the majority of her job responsibility, in that approved employment category, is construction related. Each eligible Active Chapter Member shall be entitled to vote and to hold office and shall be a member of National and an affiliated Chapter. *(02/09)*

- B. **CORPORATE MEMBER:** This is a transferable membership. This membership is open to companies that wish to designate a woman employee, who would otherwise meet the criteria for Active Membership, to represent the company. The company holding the membership may change its designated representative at any time. The company must buy one corporate Chapter membership for each representative. Each eligible Corporate Member shall be entitled to vote, to hold office and shall be a member of National and an affiliated Chapter. *(02/09)*

- C. **MEMBER AT LARGE:** Shall be open to women meeting all the criteria for Active Member but not belonging to an affiliated Chapter of the Association. Member at Large shall be entitled to participate in all of the activities of the region in which they reside. Member at Large shall be entitled to vote at the Annual Conference of the Association and vote on all matters at the Region level in the Region which they reside. Member at Large cannot hold office or serve on the NAWIC Board of Directors. A Member at Large shall be eligible to serve on Region and National appointed committees. *(03/19)*

- D. STUDENT MEMBER: Shall be open to women students enrolled at institutions of higher education, vocation training programs and apprenticeship programs. Student Membership is non-transferable, and Student Members shall have no vote nor hold office. They shall be a member of National and an Affiliated Chapter. A Student Member shall be eligible to serve on Chapter, Region and National appointed committees. (02/11)

- E. STUDENT MEMBER AT LARGE: Shall be open to women students meeting all the criteria for Student Member but not belonging to an affiliated Chapter of the Association. Student at Large shall be entitled to participate in all of the activities of the region in which they reside. They shall have no vote nor hold office. A Student Member at Large shall be eligible to serve on Region and National appointed committees. (02/09)

- F. ASSOCIATE MEMBER: Shall be open to women who do not qualify for active membership. Associate members shall have no vote and are not eligible to hold office (National Board/Chapter Board position). Associate Members shall be a member of National and an affiliated Chapter. An Associate Member shall be eligible to serve on Chapter, Region and National appointed committees. (02/10)

- G. RETIRED MEMBER: Shall be open to women who are retired from the construction industry. Retired members do not qualify for Active Membership, do not have to be members of a chapter and will be a member of National. Retired members shall have no vote and are not eligible to hold office but shall be eligible to serve on Chapter, Region and National appointed committees. (03/19)

- H. INTERNATIONAL MEMBER: Shall be open to women who are actively employed in the construction industry in countries outside of the United States. International Members shall neither vote nor hold office. -

ARTICLE V — FISCAL YEAR

The fiscal year shall begin October 1 of each year and close September 30. (03/19)

ARTICLE VI — CHAPTERS

SECTION 1: The Association may grant charters to qualifying groups to be known as “Affiliated Chapters” (“Chapters”). Each such Chapter shall adopt the Standard Bylaws for Affiliated Chapters and shall abide by the Articles of Incorporation of the Association and all provisions of the Bylaws and Policies of the Association, which are consistent with all applicable laws and other governmental regulations.

SECTION 2: The NAWIC Board of Directors shall establish criteria for qualification of new Chapters and shall be authorized to withdraw Chapter status from any Chapter which fails to comply with any of the requirements established for Chapter affiliation. The decision of the NAWIC Board of Directors on this matter shall be final.

SECTION 3: Should a Chapter fail to comply with the Bylaws, Policies and Procedures, or any other guidelines established, privileges associated with being a Chapter shall be forfeited, and if a Chapter fails to cure said deficit once notified, the Charter shall be revoked by a vote of the NAWIC Board of Directors. (03/19)

ARTICLE VII — REGIONS

SECTION 1: CREATION OF REGIONS: The Association shall be divided into geographic Regions. Regions may be created, or their boundaries changed, by a two-thirds vote of the NAWIC Board of Directors. Procedures for creating or redistricting of Regions shall be established by the Board of Directors.

SECTION 2: ANNUAL REGIONAL FORUMS: Each Region shall hold an Annual Regional Forum in the Spring of each year. Any business pertaining to the specific Region, which is not in conflict with the governing rules of this Association, may be conducted. All voting members who are affiliated with that Region, in good standing, who are in attendance, are eligible to vote. (12/17)

SECTION 3: Regions shall adopt standardized policies as developed by the NAWIC Board of Directors for all Regions, which cannot be changed. Thereafter, Regions shall adopt policies specific to the needs of that Region that are not in conflict with 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.

Policies will be reviewed for compliance annually by the Region. In the event the Region recommends any changes, they will immediately submit the Region Policies to the National Bylaws Chair for review. When there are no changes, the Region Policies will be submitted to the National Bylaws Chair for review biennially no later than November 30th. Chapters in Regions where the Director is elected in odd- numbered years will submit their Region Policies for review in odd-numbered years; Chapters in Regions where the Director is elected in even-numbered years will submit their Region Policies for review in even- numbered years.

(08/20)

(For purposes of National biennially review, Odd Regions will be Pacific Northwest, South Atlantic, South Central and Southeast; Even Regions will be Midwest, North Central, Northeast and Pacific Southwest)

ARTICLE VIII — NAWIC BOARD OF DIRECTORS

SECTION 1: The NAWIC Board of Directors shall be composed of the duly elected Officers, Immediate Past President and Directors.

SECTION 2: The NAWIC Board of Directors shall:

A. Be the governing body of NAWIC (03/19)

B. Allocate and approve resources through the budget approval process (03/19)

C. Set annual dues, reinstatement fees and the method of collection (03/19)

NAWIC's Fiscal Year is October 1 through September 30. All new members joining will pay initial dues for a full year as set forth by the NAWIC Board and will renew annually the last day of the month of initial acceptance into the Association.

(11/21)

- D. Report to the Annual Conference actions taken *(03/19)*
- E. Investigate all grievances and complaints of irregularities presented to it, and serve as a body to which Chapters and/or members may appeal
- F. Annually review and evaluate the progress and status of the Strategic Plan
- G. Take all such other and further actions as may be necessary for the proper functioning of the Association, which are consistent with these Bylaws
- H. Promote the Association *(03/19)*

SECTION 3: MEETINGS OF THE NAWIC BOARD OF DIRECTORS:

- A. A regular meeting of the NAWIC Board of Directors shall be held preceding the Annual Conference of the Association (hereinafter referred to as the "Pre-Con Board Meeting") and another after the close of the Annual Conference of the Association (hereinafter referred to as the "Post-Con Board Meeting"). The President shall decide the time and place of these meetings. A Midyear Meeting may be held for the purpose of transacting any business of the Association necessary at that time. The President shall decide the time and place of any such Midyear Meeting.
- B. Special Meetings of the NAWIC Board of Directors may be called by the President, or upon written request of one fourth (1/4) of the NAWIC Board members. The notice of a Special Meeting shall be issued and distributed at least thirty (30) days before the meeting, stating the item or items of business to be transacted. No business other than that stated in the notice may be transacted.
- C. The NAWIC Board of Directors may transact business by electronic meetings, written ballot, email vote or telephonic verbal vote. In the case of a ballot or email vote, a ballot shall be sent to each NAWIC Board member in the most expeditious manner as directed by the President. Only such replies as are received by the Secretary within fifteen days after date of distribution shall be considered.

An electronic or telephonic vote will be conducted by a roll call vote of all Board Members present. A two-thirds (2/3) vote of the entire NAWIC Board shall decide the issue. Email results shall be ratified at the next Board of Directors meeting. *(11/23)*

SECTION 4: QUORUM: A majority of the members of the NAWIC Board of Directors shall constitute a quorum.

ARTICLE IX — OFFICERS

SECTION 1: OFFICERS: The Officers of the Association shall be President, President-Elect, Vice-President, Secretary and Treasurer.

SECTION 2: DUTIES OF OFFICERS: Officers' duties shall be such as indicated by their respective titles and as are specified by these Bylaws.

A. PRESIDENT: The President shall:

1. Call and preside at all meetings of the Board of Directors and the Annual Conference
2. Appoint all Committee Chair and Committee Members with the exception of the Finance Committee, and shall employ such professional services, as she deems necessary for the proper performance of the Association's duties and the achievement of its goals, within budget limitations.
3. Be one of three persons authorized to sign checks
4. Perform such other duties as may be prescribed in these Bylaws, or requested by the NAWIC Board of Directors

B. PRESIDENT-ELECT: The President-Elect shall:

1. Attend the Annual Conference and meetings of the Board of Directors
2. Approve the dates of Annual Regional Forums *(02/09)*

C. VICE-PRESIDENT: The Vice-President shall:

1. Attend the Annual Conference and meetings of the Board of Directors
2. Act as an aide to the President
3. Assume the duties of the President in her absence or in the event of a vacancy in the office *(09/08)*

D. SECRETARY: The Secretary shall:

1. Attend the Annual Conference and meetings of the Board of Directors
2. Supervise the maintenance of accurate records of all Association business including Minutes of the Board of Directors and of the Annual Conference
3. Issue all necessary notices, unless otherwise provided for by the NAWIC Board of Directors

E. TREASURER: The Treasurer shall:

1. Attend the Annual Conference and meetings of the Board of Directors
2. Supervise the maintenance of all Association accounting and financial reports, and present all financial statements required, in accordance with generally accepted accounting principles
3. Be one of three persons authorized to sign checks
4. Serve as Chair of the Finance Committee
5. Prepare and present budgets

SECTION 3: ELECTION OF OFFICERS:

- A. QUALIFICATIONS FOR OFFICE: To be eligible to hold an Association office, a member:
 - 1. Shall have been a voting member in good standing of a Chapter or Chapters for a minimum of three years prior to her application for office
 - 2. Shall be actively employed in the construction industry, or construction related service in which the majority of her business is in the construction industry
 - 3. Shall have served a majority of a term on the NAWIC Board of Directors
- B. APPLICATION OF CANDIDATES: Applications from candidates for office shall be made in writing to the NAWIC Office to review for compliance with these Bylaws in accordance with procedures adopted by the Board of Directors.
- C. ELECTION OF OFFICERS: The President-Elect, Vice-President, Secretary and Treasurer shall be elected by ballot, by a majority of votes cast, in accordance with voting procedures adopted by the NAWIC Board of Directors. When there is only one nominee for each office, the NAWIC Secretary may be instructed to cast the elective ballot.

(09/09)

SECTION 4: TERM OF OFFICE AND VACANCIES:

- A. Each officer's term shall commence at the close of the Annual Conference and shall continue for one year. The President-Elect shall assume the office of President at the close of the Annual Conference one-year following her election as President-Elect.
- B. No person shall be elected to the same office for two successive terms, except for the Secretary and Treasurer, who may serve no more than two consecutive terms.
- C. In the event of a vacancy in the office of President, the Vice-President shall complete the unexpired term. In the event of a vacancy in the office of President-Elect, the Vice-President shall complete the unexpired term and shall become President at the end of that time. By majority vote, the NAWIC Board of Directors shall fill a vacancy in any other office.

SECTION 5: CENSURE: Prior to pursuing the act of removal of a NAWIC Officer, a formal "censure" of the Officer can be used in order to induce the Officer to immediately constrain her conduct. While it is a serious action, censure does not serve to remove the Officer from the Board, nor does it serve to restrict the Officer's powers and authority she has as a member of the Board. A censure is an official condemnation or reprimand to formally recognize disapproval of the Officer's actions.

(05/21)

SECTION 6: REMOVAL: A NAWIC Officer may be removed from office upon a three-fourths vote of the remaining NAWIC Board of Directors, if the Board determines this action is in the best interest of the Association.

ARTICLE X — REGION DIRECTORS

SECTION 1: ELECTION OF DIRECTORS:

- A. Each Region shall have a Director, who is that Region's representative on the NAWIC Board of Directors. Said Director shall have been a voting member in good standing of a Chapter or Chapters for three (3) years prior to her election, shall be actively employed in the construction industry, or construction related service in which the majority of her business is in the construction industry, and shall have served as a Chapter President. *(09/06)*
- B. Said Director will serve a term of two (2) years. Should redistricting of two (2) or more Regions occur, Directors may be asked to limit their term to one (1) year with ability to be re-elected for one (1) more year. If Director is elected from consolidated Region, the Director will serve a term of two (2) years. No person may serve more than two (2) consecutive years as Director. Her term will commence at the close of the Annual Conference following her election. Prior to commencement of her term of office, she will be known as the "Director-Elect" for said Region. *(09/14)*
- C. Directors will be elected every two (2) years for all Regions. Exception would be during a redistricting of two (2) or more Regions whereas the election process would follow Article X - Region Directors, Section 2: Election of Directors B. The Board of Directors will determine when the two (2) year term will commence during the redistricting process to maintain the same number of Directors elected in even years as are elected in odd years. *(02/15)*
- D. The NAWIC Director shall be elected by ballot, by a majority of votes cast, in accordance with voting procedures adopted by the NAWIC Board of Directors. *(12/17)*

SECTION 2: DUTIES OF DIRECTORS:

- A. Attend the Annual Conference and meetings of the Board of Directors
- B. Act as liaison between the members in her Region and the Association
- C. Preside at all Regional meetings
- D. Take such other and further action as may be assigned to her by the NAWIC Board of Directors to further the goals of the Association within her Region

SECTION 3: VACANCY IN POSITION OF DIRECTOR: A vacancy in the office of Director shall be filled by the Director-Elect, who shall serve as Director for the unexpired term and for the term to which she has been elected. If a vacancy in the office of Director occurs at a time when there is no Director-Elect, said vacancy shall be filled by a majority vote of the NAWIC Board of Directors, with consideration given to the recommendation of the Region involved.

SECTION 4: A NAWIC Director may be temporarily suspended from office and a replacement appointed by a three-fourths vote of the remaining NAWIC Board of Directors, if the Board determines that this action is in the best interest of the Association.

SECTION 5: CENSURE: Prior to pursuing the act of removal of a NAWIC Director, a formal “censure” of the Director can be used in order to induce the Director immediately constrain her conduct. While it is a serious action, censure does not serve to remove the Director from the Board, nor does it serve to restrict the Director’s powers and authority she has as a member of the Board. A censure is an official condemnation or reprimand to formally recognize disapproval of the Director’s action. (05/21)

SECTION 6: A NAWIC Director may be removed from office if written request noting the grievance is made to the NAWIC Board by a majority of chapter presidents, including any acting chapter presidents, in her Region. The Board will make final decision on the matter. The vacancy created by removal shall be filled according to the procedures established in these Bylaws. (8/22)

ARTICLE XI — EXECUTIVE COMMITTEE

SECTION 1: COMPOSITION: The Executive Committee shall be composed of the Officers and the Immediate Past President of the Association.

SECTION 2: DUTIES: The Executive Committee is authorized to review and make recommendations to the NAWIC Board of Directors on any matter referred to it by the President or the Board of Directors, and report to the next regularly scheduled meeting of the NAWIC Board of Directors, unless otherwise instructed.

SECTION 3: MEETINGS:

- A. Meetings of the Executive Committee may be called at the discretion of the President or at the request of three members of this committee. A minimum of five (5) days’ notice shall be given to members of the committee. The call for the meeting shall state the date, time, place and reason for meeting.
- B. Meetings may be conducted by telephone conference with a minimum of twenty-four (24) hours’ notice. Action taken by telephone conference is to be ratified and made a part of the minutes of the next meeting of the Executive Committee.

ARTICLE XII — EXECUTIVE(S)

SECTION 1: Executive(s) are employed by the President and the Executive Committee. (03/19)

SECTION 2: : An annual review of the Executive(s) shall be performed by the NAWIC Executive Committee at least sixty (60) days prior to the renewal of the(ir) contract(s) for the following contract term, with comments being taken into consideration before the review is shared with the Executive(s). The NAWIC Immediate Past President and current President shall meet with the Executive(s) prior to the renewal of the contract for the following contract term to deliver the annual review. A calendar mid-year review of the Executive(s)’ job performance and contract will be conducted by the President and the President-elect. (8/22)

SECTION 3: The Executive(s)' contract shall be approved by the NAWIC President with a majority vote of her Executive Committee no less than 60 days prior to the end of the contract term.
(8/22)

Section 4: The Executive(s)' contract shall be presented to the NAWIC Board of Directors at the next Board meeting after approval. (8/22)

SECTION 5: The Executive(s) shall perform duties as specific in the employment contract and policies.
(03/19)

ARTICLE XIII — ANNUAL CONFERENCE

SECTION 1: The Annual Conference of the Association shall be held at a time and place to be selected by the NAWIC Board of Directors based on recommendations from NAWIC's Annual Conference planner.

SECTION 2: VOTING AT THE ANNUAL CONFERENCE:

- A. All registered voting members, Member at Large and all Past National Presidents, who are current members, shall be eligible to vote at the Annual Conference (12/17)
- B. All votes shall be cast in person, and no person shall cast more than one (1) vote on any question (12/17)
- C. Voting shall be by voting members on all matters authorized by these Bylaws, as well as on other matters as determined by the President, or any matter where a majority of voting members present so request (12/17)

ARTICLE XIV — COMMITTEES

SECTION 1: STANDING COMMITTEES: The Association shall maintain the following Standing Committees: Bylaws, Professional Development & Education (PDE), Finance, Membership, Strategic Planning, and Diversity, Equity and Inclusion (DEI).
(02/21)

SECTION 2: OTHER COMMITTEES: The President may authorize the creation of other committees as she may deem necessary for the better execution of her duties and the goals of the Association.

SECTION 3: COMPOSITION OF COMMITTEES: The President shall appoint members and the Chair of all committees except the Finance Committee, which shall be composed of the Executive Committee, Executive Director and a Finance Committee Member liaison. The President shall be an ex officio member of all other committees. (02/09)

ARTICLE XV — INDEMNITY

The NAWIC Board of Directors shall have the authority to indemnify any Director or Officer or the

Association for expenses and costs including attorneys' fees, actual and necessary, incurred by her in connection with any claim asserted against her, by action in court or otherwise, by reason of her being or having been such Director or Officer, except in relation to matters as to which she shall have been guilty of negligence or misconduct in respect for which indemnity is sought.

ARTICLE XVI — OFFICE

SECTION 1: The permanent headquarters and office of the Association shall be in Fort Worth, Tarrant County, Texas, United States of America.

SECTION 2: The business of the NAWIC Office shall be under the direction of the NAWIC Executive Director and the NAWIC President.

SECTION 3: All checks over \$2,000.00, with the exception of budgeted items, shall bear two (2) original signatures. (09/09)

ARTICLE XVII — PARLIAMENTARY AUTHORITY

The rules of parliamentary practice comprised in Robert's Rules of Order Newly Revised, latest edition, shall govern all proceedings of the Association and of the Board of Directors, except where inconsistent with these Bylaws, and shall be subject to any Standing Rules which have been or may be adopted by the Association.

A Parliamentarian is appointed by the President, who advises the President or presiding officer, upon request. She attends Board meetings, and her function is advisory only. She should be well informed on National Bylaws and National Policies, and *Roberts Rules of Order, Newly Revised*. (03/19)

ARTICLE XVIII — AMENDMENTS

These Bylaws may be amended by a two-thirds (2/3) vote of the Board of Directors, and this Article XVIII may also be amended at the Annual Conference by a two-thirds (2/3) vote of the Association members present and voting thereon, provided that no amendment may be enacted unless notice of said proposed amendment has been circulated to all Association members at least ninety (90) days in advance of the vote thereon or as superseded by law. All amendments authorized shall become effective immediately unless the amendment contains a specific date. (02/09)

STANDING RULES

STANDING RULE #1:

English shall be the official language of the Association.

STANDING RULE #2:

The Association shall publish an official publication devoted to the interest and activities of the Association. This publication shall be called *NAWIC Today*. *NAWIC Today* shall be sent to each member of the Association and shall be published a minimum of four times annually.

STANDING RULE #3:

The Corporate seal of the Association shall be two concentric circles with the words "National Association of Women in Construction" between the outer and inner circles.

STANDING RULE #4:


The Emblem shall be two concentric circles with the words "National Association of Women in Construction" between the outer and inner circles and the figure of a woman holding the plumb bob in the center.

STANDING RULE #5:

The name of the Association and design used as the corporate seal and emblem are copyrighted; therefore, neither the name nor any derivative thereof, the seal, the emblem or other insignia of the Association may be used, worn or displayed without the express written consent of NAWIC's Executive Director. Neither may they be employed for any individual gain or profit or put to any commercial use. In addition, the logo, as adopted by the NAWIC Board of Directors may not be used, worn or displayed without the express written consent of NAWIC's Executive Director.

POLICIES OF THE NATIONAL ASSOCIATION OF WOMEN IN CONSTRUCTION

GENERAL

1. NAWIC policies shall be reviewed for renewal or elimination at any meeting of the Board of Directors, but at least annually. If revised, policies shall be distributed through a chapter mailing. The retained policies will be numbered consecutively commencing with number two (2).
2. The NAWIC emblem or insignia  may be used with written authorization of the NAWIC Executive Director. The NAWIC seal and NAWIC logo may be used with written authorization of the NAWIC Executive Director. The emblem, seal and logo cannot be changed in any manner. Permission, when granted, will be non-exclusive and subject to later cancellation. (08/20)

(Explanatory note: the reason for this policy is that the emblem is registered in the United States Patent Office and must be protected from possible violations that might affect its validity.)
3. The design of all NAWIC jewelry has been standardized. No change shall be made except by authority of the NAWIC Board of Directors.
4. No person having present membership affiliation with the Association shall be eligible for employment by it.
5. Any member, Chapter or Region wanting to contribute artwork, framed photographs, equipment, furniture, furnishings or memorabilia from chartering's, annual forums or annual conferences, or wanting to propose modifications to the building or its appurtenances should submit a request to the Executive Director stating the nature of the proposed contribution, along with its physical dimensions and the reason why contribution should appropriately be housed in or placed at the NAWIC Office. The Executive Director will evaluate the space and other requirements for the proposed contribution, and present the proposal along with a recommendation to the NAWIC Board of Directors for a decision.
6. The NAWIC Executive Director, in concurrence with the NAWIC President, will identify and initiate partnering/cooperative agreements within the construction industry and federal government agencies. The NAWIC Executive Committee will be advised of all activity and review the draft agreements prior to signing by the NAWIC President. The agreements will be ratified by the NAWIC Board of Directors at its next scheduled meeting.
7. Proposed revisions and/or additions to NAWIC Committee Guidelines/Handbooks, Officer Duties and Officer Standard Operating Procedures (SOP) must be reviewed annually by a committee, appointed by the President, to include the Board Committee Liaison, staff Committee Coordinator, and at least one Director. The NFSF Trustees may amend the guidelines and forms of the NAWIC Founders' Scholarship Foundation without approval from the NAWIC President or NAWIC committee. (02/18)
8. The President and/or President-Elect and Vice President will meet annually at the NAWIC Office to evaluate the facility and equipment conditions and other matters deemed necessary. Financial constraints may require that, from time to time, this meeting be held via conference call as determined by the President. (09/07)

9. The Sarbanes-Oxley Act Code of Ethics and Conflict of Interest Policies must be adopted by the NAWIC Board at each Post-Con Board meeting. (02/18)

The policies and procedures that are required by the Sarbanes-Oxley Act to be maintained by a nonprofit association will be listed in the NAWIC Operations Manual under Section F. (02/09)

10. Disciplinary Procedures – Every organization has the right to enforce its rules and expect ethical and honorable conduct from its members. If a problem is not corrected when it arises, it can escalate into something more serious.

The following procedures can be used to handle disciplinary issues within a Chapter, a Region or the National level:

- A. A written report is filed stating the alleged issues and signed. The report is filed with the Executive Committee on both the Chapter and National level and Director of the Region that Chapter is in; if the report is based on a Region, it is filed with the NAWIC National Executive Committee Director.
- B. A Committee is chosen to investigate the validity of the report. The members of this Committee should be chosen for their integrity and good judgement. The Committee should be chosen by the presiding officer, or in case of complaint against a presiding officer, the next officer in charge.
- C. The Committee should be composed of 3-5 members. Suggested composition: Officer, Director and general members.
- D. The Committee should quietly conduct its investigation and make a sincere effort to get the facts. Any information collected is confidential. The Committee should talk with the accused to hear her side of the story.
- E. If the Committee finds that the report of misconduct is unfounded, they should prepare a written report for clearing the accused.
- F. If the Committee finds that the report of misconduct is true, a written report should be given to the body.
- G. Once the body hears the report of the Committee, the body can vote on:
 - a. A hearing in front of the body with the accused present and able to present opposing side
 - b. Necessary discipline as determined by the body.

SOCIAL MEDIA POLICY

11. A. Why a Social Media Policy? - Today, the use of social networking sites, blogs, forums and other Social Media platforms profoundly impacts the way we communicate with each other. More importantly, it has moved beyond personal use and into the business world by affecting the way we as an Association disseminate information to our employees, members, potential members, business partners, media outlets and more effectively managing the online reputation and association identity of NAWIC (“Association”) is critical for our success going forward. Active online participation by our members in joining in and helping shape industry conversation through Social Media will be the key to our progress in an ever expanding online world. This document has been developed to protect the Association and its members and staff as it relates to online user-generated content (Social Media).
- B. Authorized Social Media Use – At NAWIC, nothing is of higher value than our members and staff. We recognize that it is the quality and dedication of our members that make us who we are. As

a member of NAWIC, we respect your ability to manage and make good decisions when using the Internet. However, as Social Media platforms have blurred the lines between what is public and private activity, we think it is important to provide guidance on how to interact online. We ask that you refrain from Social Media activities that do not bring value to the Association.

Following the guidelines listed below, we encourage active participation on social networking sites and other forms of user-generated media for the benefit of NAWIC. This includes such things as conveying information about the Association services, promoting and raising awareness of the NAWIC brand, searching for potential new markets, brainstorming with employees and/or customers, issuing or responding to breaking news or negative publicity, discussing Association activities and events, and networking to generate new business leads or enhance customer service. By doing this, you will help the Association establish a consistent brand image, quality online reputation and provide valuable thought leadership in the industry.

C. What Constitutes a Social Media Platform? – The guidelines in this document cover all Social Media platforms including, but not limited to:

- Social Networking Sites (e.g. Facebook, LinkedIn, MySpace, Google+)
- Micro-blogging Sites (e.g. Twitter)
- Blogs (Including company and personal blogs, as well as comments)
- Video and Photo Sharing Websites (e.g. YouTube, Flickr)
- Forums and Discussion Boards (e.g. Google Groups, Yahoo! Groups)
- Online Encyclopedias (Wikipedia, Sidewiki)
- Snap Chat

D. Interaction Guidelines for Social Media

1. Understand that you, as an individual, are legally liable for anything you write or present online.
2. You must follow the laws regarding defamation, discrimination, harassment and copyright/fair use.
3. Recognize that anything you write or receive on the Internet is public. NAWIC has the right to monitor comments or discussions about the Association, its members, staff, sponsors, partners and the industry, and can request that posted items that do not meet the criteria be removed. (08/20)
4. Use common sense in posting content online and respect your audience. You should refrain from posting any items that might negatively reflect on the Association or otherwise embarrass the organization.
5. Members and staff are expected to protect the privacy of the Association. They are also prohibited from disclosing any other proprietary and/or non-public information to which members and staff have access. Such information includes, but is not limited to, financial information, strategic business plans, board meeting discussions and other Association-issued documents.
6. Do not use the NAWIC logo or other established marketing materials unless you are specifically authorized to do so. (09/16)

FINANCIAL

12. Dues paid to the National Association of Women in Construction are not refundable.

Procedures for the transfer of membership from one category to another are established as follows:

- A. MEMBER AT LARGE TO ACTIVE MEMBER: The Member at Large may join a Chapter at the dues rate requested by the Chapter and become an Active Member. *(09/07)*

- B. ACTIVE MEMBER TO MEMBER AT LARGE: (i.e., an Active Member moves away from the Chapter she was affiliated with and wants to become a Member at Large). The Active Member may transfer her membership to Member at Large status by paying additional dues, if any, to the NAWIC Office. The amount to be determined by the NAWIC Office. *(02/09)*

- C. STUDENT MEMBER TO ACTIVE MEMBER: (i.e., a student graduates and wants to become involved as an Active Member). The Student Member must pay the difference between Student Member and Active Member rate. *(09/07)*

- D. CORPORATE MEMBER TO ACTIVE MEMBER OR MEMBER AT LARGE: A Corporate Member who becomes an Active Member or Member at Large shall retain tenure from the beginning of her association with NAWIC. *(09/07)*

For additional membership transfer questions, contact the NAWIC Executive Director.

13. Membership renewal policy

- A. Members will renew their membership within their anniversary month each year. *(11/21)*

- B. If renewal dues are not paid, members will remain in good standing for an additional 30 days. After 30 days, however, they will no longer have access to member benefits until they have renewed with full payment.

- C. Members will have the option to renew up to (9) months after their renewal deadline has passed. Renewals within this timeframe will retain the original anniversary date.

- D. After (9) months, members have one of two options:
 - 1) Re-join as a new member or
 - 2) Members who wish to retain their initial / original membership anniversary will need to contact the NAWIC office to arrange for payment of unpaid dues.

- E. NAWIC will not charge any fees for late renewals.

14. Requests for reimbursement of expenses (including Annual Conference expenses) shall be submitted for approval no later than the fiscal year-end closing date of September 30, or within 45 days of the conclusion of the event with appropriate event and expense receipts.

15. The following shall be the financial policy of the Association:

- It shall be the responsibility of the NAWIC Executive Director, in concert with the President and Treasurer, to maintain the integrity of the adopted budget. Expenditures that would result in exceeding the designated amount shall:
 - Have quotations obtained, where appropriate, and the approval of the President prior to any expenditure.
 - Expenditures for unbudgeted items:
 - Quotations shall be obtained
 - The expenditure must be approved by the Board of Directors prior to any action taken
- Expense Reimbursements: Prior to any reimbursements the following procedure shall be adhered to:
 - In order to be reimbursed for expenses, committee members shall submit their expenses to their Chair for approval. The Chair shall review, correct when necessary, and forward to the NAWIC Office for payment.
- All payments remitted to the association shall be in U.S. Funds.

16. NAWIC’s participation at Construction User’s Roundtable events will be determined by the NAWIC President as budget allows. (03/14)

17. The Treasurer, in concert with the Finance Committee, shall prepare necessary budget adjustments, for consideration by the NAWIC Board of Directors at the Midyear and Pre-Con Meetings. The Finance Committee consists of the Executive Committee, NAWIC Executive Director and the Finance Committee Member Liaison. (02/09)

18. The proposed budget for the year will be adopted by the Board of Directors at the Post-Con Board Meeting.

19. The NAWIC Board may establish and annually adjust initial dues to be paid by applicants joining the association in any membership category. (09/06)

20. The NAWIC Board will evaluate the financial status of the association on a yearly basis at the Pre-Con Board Meeting. The effective date of any change in renewal dues would be the 1st day of the next fiscal year following the vote.

21. Credit Card/Debit Card/EFT Policy and Use Agreement

The _____ (Chapter or Region Name) understands that the use of credit/debit cards/EFT payments provide relative efficiencies to the chapter/region. Credit/Debit Cards/EFT with the Chapter/Region name attached may only be used by

_____.

All individuals using Chapter/Region credit/debit cards/EFT are required to comply with the following guidelines:

Card and EFT use will be limited to the payment of reasonable business expenses and it will only be used in accordance with purchasing guidelines and the authority inherent in the card holder's position to make expenditures on behalf of the chapter/region.

Card and EFT will not be used for cash advances or the purchase of traveler's checks or personal gift cards.

Receipts for all expenditures must be kept in good order and must be furnished promptly (within 30 days), along with such additional documentation that may be required to comply with good business practices, including but not limited to person, place, purpose and account to which each expense should be charged. The receipts must be turned in to the Chapter Treasurer/Region Guardian with approval for payment by the Board of Directors/Region Trustees. Credit card and/or bank statements are not considered receipts or sufficient additional documentation.

Monthly statements, receipts and periodic reports will be reviewed. This card/EFT shall not be used for personal expenses. Any unauthorized charges will be denied payment and prompt reimbursement will be required. If prompt reimbursement is not made, the credit/debit card/EFT will be discontinued. Any person not reimbursing the Chapter/Region for unauthorized purchases will jeopardize their good standing with the Chapter/Region.

Reasonable care of this card/EFT information and reasonable precautions for its security must be taken. Should the card/EFT information be lost or stolen, prompt notification of the Chapter/Region and the company that issued the card/EFT information and full cooperation is required.

The assignment of this card/EFT privilege is for convenience when conducting regular business. As such, cash advances are not allowed.

While individual names are associated with issued cards or EFT and are often tied to an individual's credit, they are not the property of the individual and should be surrendered at any time and for any reason that the Chapter/Region or the issuing card company requests.

A copy of the credit/debit card front and back will be kept in the Chapter's/Region's permanent files at all times. All EFT information will be kept in the Chapter's/Region's permanent files at all times.

22. Credit/Debit Card/EFT Use Agreement

I, _____ accept the Chapter/Region credit/debit card/EFT assigned to me and agree to the following terms and conditions:

Card/EFT use will be limited to the payment of reasonable business expenses and it will only be used in accordance with purchasing guidelines and the authority inherent in the card holder's position to make expenditures on behalf of the Chapter/Region.

Card/EFT will not be used for cash advances or the purchase of traveler's checks or personal gift cards.

Receipts for all expenditures must be kept in good order and must be furnished promptly (within 30 days), along with such additional documentation that may be required to comply with good business practices, including but not limited to person, place, purpose and account to which each expense

should be charged. The receipts must be turned in to the Chapter Treasurer/Region Guardian with approval for payment by the Board of Directors/Region Trustees. Credit card and/or bank statements are not considered receipts or sufficient additional documentation.

Monthly statements, receipts and periodic reports will be reviewed. This card/EFT shall not be used for personal expenses. Any unauthorized charges will be denied payment and prompt reimbursement will be required. If prompt reimbursement is not made, the credit/debit card/EFT will be discontinued. Any person not reimbursing the Chapter/Region for unauthorized purchases will jeopardize their good standing with the Chapter/Region.

Reasonable care of this card/EFT information and reasonable precautions for its security must be taken. Should the card or EFT information be lost or stolen, prompt notification of the Chapter/Region and the company that issued the card/EFT information and full cooperation is required.

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While individual names are associated with issued cards/EFT and are often tied to an individual's credit, they are not the property of the individual and should be surrendered at any time and for any reason that the Chapter/Region or the issuing card company requests.

A copy of the credit/debit card front and back will be kept in the Chapter's/Region's permanent files at all times. All EFT information will be kept in the Chapter's/Region's permanent files at all times.

Print Name: _____ Print Name: _____

Sign Name: _____ Sign Name: _____

Date: _____ Date: _____

Print Name: _____ Print Name: _____

Sign Name: _____ Sign Name: _____

23. Expense Reimbursement Policy for Board Members and NAWIC Staff

NAWIC will have an accountable plan for reimbursement of expenses. Internal Revenue Service (IRS) regulations require adequate accounting for expenses reimbursed. Detailed records must be kept to substantiate such reimbursements. The IRS requires that the following documentation be provided for whichever plan is used when requesting reimbursement or a travel allowance.

Plan 1 – Expense Reimbursement Request:

NAWIC will reimburse Board members and staff for expenses within the approved National budget incurred for National meetings and NAWIC business travel. We will only pay up to the allowable federal per diem amount each day for the city involved. Each person must adequately account for these expenses within 30 days of their travel or by September 30 for Annual Conference expenses. You must fill out the Expense Reimbursement Form and send it in with all receipts incurred. All

receipts should be itemized and credit card receipts (where only the total and tip are included) or credit card statements are not considered sufficient documentation. You must also sign the form.

Alcohol as part of a meal is not a reimbursable expense for Board members and NAWIC staff travel and/or meetings.

Plan 2 - Travel Allowance Request:

If you require a travel allowance not to exceed the daily budgeted amount for travel to National meetings and NAWIC business travel, please let the NAWIC office know 30 days before you need the advance. You must adequately account for your expenses within 30 days after they were incurred. You must also return any excess advance within the 30 day timeframe. Please fill out the Expense Reimbursement Form and send it in with all receipts incurred. All receipts should be itemized and credit card receipts (where only the total and tip are included) or credit card statements are not considered sufficient documentation. You must also sign the form. Any amount not returned to NAWIC will be treated as income to the participant.

All expense reimbursements will be paid within 10 business days of receipt.

24. INVESTMENT OBJECTIVES

In order to meet its future needs, the investment strategy of the Association is to emphasize total return; that is, the aggregate return from capital appreciation, dividend and interest income. Specifically, the primary objective in the investment management for the Association's assets shall be emphasis on moderate growth with some income.

INVESTMENT GUIDELINES

Prohibited Investments:

Prohibited investments include, but are not limited to, the following:

1. Commodities and Future Contracts
2. Private Placements
3. Options

Prohibited Transactions:

Prohibited transactions include, but are not limited to, the following:

1. Short Selling
2. Margin Transactions

SELECTION OF INVESTMENT MANAGERS

The Board of Directors' selection of an Investment Manager must be based on prudent due diligence procedures. A qualifying investment manager must be a registered investment advisor under the Investment Advisors Act of 1940, a bank, or an insurance company.

INVESTMENT MANAGER PERFORMANCE REVIEW AND EVALUATION

Performance reports shall be compiled at least quarterly and communicated to the Board of

Directors for review. The investment performance of the total portfolio, as well as asset class components, will be measured against commonly accepted performance benchmarks. Consideration shall be given to the extent to which the investment results are consistent with the investment objectives, goals, and guidelines as set forth in this statement.

The Investment Manager shall be reviewed periodically regarding performance, strategy, research capabilities, organization and business matters, and other qualitative factors that may impact their ability to achieve desired investment results.

INVESTMENT POLICY REVIEW

To ensure continued adherence to guidelines, objectives, and financial status as established in this statement of investment policy, the Board of Directors shall review the investment policy at least annually. It is recommended that the NAWIC Executive Committee meet annually with the Investment Manager to review the performance of the portfolio.

25. INVESTMENT POLICY STATEMENT

SCOPE OF INVESTMENT POLICY

This Statement of Investment policy reflects the investment policy, objectives, and constraints of the National Association of Women in Construction's excess funds needed for future expansion and growth.

PURPOSE OF THE INVESTMENT POLICY

This Statement of Investment policy is set forth by the Board of Directors of the National Association of Women in Construction in order to:

1. Define and assign the responsibilities of all involved parties
2. Establish a clear understanding for all involved parties of the investment goals and objectives of the Association's assets
3. Establish a basis for evaluation of investment results
4. Manage the Association's assets according to prudent standards as established in common trust law
5. Establish the relevant investment horizon for which the Association's assets will be managed

In general, the purpose of this statement is to outline a philosophy and attitude which will guide the investment management of the assets toward the desired results of safeguarding the assets, as well as keeping up with or ahead of inflation.

DELEGATION OF AUTHORITY

The Board of Directors of the National Association of Women in Construction is responsible for directing and monitoring the investment management of the Association's assets. As such, the Board of Directors is authorized to delegate certain responsibilities to professional experts in various fields. These include, but are not limited to:

1. Consulting Groups or Financial Consultants. Consulting groups and financial consultants may assist the Board of Directors in establishing investment policy, objectives, and guidelines; selecting investment managers; reviewing the performance of such managers over time; measuring and evaluating investment performance; and other tasks deemed appropriate.
2. Investment Manager. The investment manager may, at his/her discretion, purchase, sell, or hold the specific securities that will be used to meet the Association's investment objectives.
3. Custodian. The custodian will physically maintain possession of the securities owned by the Association, collect dividends and interest payments, redeem maturing securities, and effect receipt and delivery following purchase and sales. The custodian may also perform a regular accounting of all assets owned, purchased, or sold, and may also move assets into and out of the Association accounts. (Brokerage House).

GENERAL INVESTMENT PRINCIPLES

1. The Association's assets shall be invested with care, skill, prudence, and diligence under the same circumstances then prevailing that a prudent man acting in like capacity and familiar with such matters would use in the investment of a fund of like character and with like objectives.
2. The Board of Directors may employ one or more investment managers of varying styles and philosophies to obtain the Association's objectives.
3. In order to provide safety, liquidity and return, cash is to be employed productively at all times, by investment in short-term cash equivalents.

ANNUAL CONFERENCE

26. Each chapter must have representation at the Annual Conference of the Corporation. (02/18)
27. The National Association of Women in Construction staff shall have primary responsibility for planning and executing the Annual Conference under the supervision of the President. If there is a Chapter in the city of the Annual Conference site, that Chapter has only such responsibilities as it may be requested by the NAWIC President to undertake. (02/09)
 - a. NAWIC members must pay the full registration fee established for the Annual Conference in order to attend the business sessions or participate in any activities of the Annual Conference. Admission to all meetings and functions shall be by identification badge only.
 1. NAWIC Board of Directors, Officers-Elect and Directors-Elect in attendance at the Annual Conference are exempt from payment of registration fee. (09/08)
 2. NAWIC non-registered Past National Presidents and NAWIC members who have over 30 years of continuous membership and who are 70 years of age or older may be allowed to purchase guest tickets for their personal use, with prior approval of the NAWIC Executive Director. (09/08)
 - b. No Annual Conference registration will be accepted at the NAWIC Office when postmarked after the established deadline date. On-site registration will be available.
 - c. No refunds will be given for Annual Conference registrations within 30 calendar days prior to starting date of Annual Conference. Requests for refunds (before the 30-day cutoff date) must be submitted to the NAWIC Executive Director in one of the following forms: registered/certified mail, email or fax. (02/09)

- d. Except as noted above, registration fees/tickets/identification badges are not transferable. Registrants may be required to show proper identification before receiving Annual Conference packets. A registrant cannot pick up Annual Conference packets other than her own.

REGIONAL

28. Redistricting of Chapters in a Region may be initiated as follows:

- A. Any Chapter, upon written majority vote of its voting members, shall submit a written request to its NAWIC Director with copies to Chapter Presidents within the Region and to the NAWIC Board of Directors. *(02/10)*
 - B. The NAWIC Director of the Region shall submit a written request to the Chapter Presidents within the Region with copies to the NAWIC Board of Directors.
 - C. A Regional Study Committee may be appointed by the NAWIC President from members of the affected Regions. The Regional Study Committee report shall be considered at the Regions' Annual Forums with recommendations submitted to the NAWIC Board of Directors for review and final action. *(03/14)*
29. A Region may, by majority vote of its voting members in attendance at its Fall Conference and/or Annual Regional Forum, adopt or amend policies applicable to that Region. Such policies shall not be in conflict with 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. *(02/10)*
30. In the event of a temporary absence of a NAWIC Director, due to unforeseen circumstances, the NAWIC Board of Directors, exercising its right of replacement under Article X - Board of Directors, Section 8, Removal, may appoint an acting Director for the purpose of representing a Region at NAWIC meetings and/or functions. *(02/09)*
31. An Annual Regional Forum site will be elected two (2) years in advance at each Annual Regional Forum Meeting. When only one (1) site is proposed, a voting member may move the Forum Secretary to cast the elective ballot for that site. When two (2) or more sites are proposed, all voting members in attendance and in good standing within the Region will cast a ballot, and the selection shall be determined by a majority vote. The elected site and proposed dates by priority will be submitted by the NAWIC Director to the NAWIC Office, NAWIC President and NAWIC President Elect within 15 days after the Forum. In the event of redistricting, Annual Regional Forum site should be elected one (1) year in advance during transition. *(03/14)*
32. Nominees for the office of NAWIC Director shall meet the requirements of the Bylaws as set forth in Article X - Board of Directors, Section 2: Election of NAWIC Directors. The NAWIC Director shall be elected by ballot, by a majority of votes cast, in accordance with voting procedures adopted by the NAWIC Board of Directors.

In the event of redistricting Regions, an outside source as determined by the NAWIC Office will be responsible for counting the ballots. The NAWIC Board of Directors will determine the guidelines and dates for Director elections. Dates to include are:

- * When candidate needs to submit their NAWIC Director Candidate Profile to the NAWIC Executive Director
 - * When voting will take place
 - * When the ballots will be available for voting
 - * When the voting polls are closed including the time frame for re-voting if there is a tie
 - * When the candidates will be notified of results and the method of notification *(02/18)*
33. Unless otherwise authorized by the Board of Directors, NAWIC's Region rosters may not be released or sold, or used except for official NAWIC business. *(08/20)*
34. Each chapter must have representation at Regional meetings. *(08/20)*
35. 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 Regions. *(05/21)*

CHAPTER

36. All Chapters of NAWIC shall use official forms for Membership Applications, Recommendations for NAWIC Office, and such other forms as may be adopted from time to time. NAWIC letterhead is for the exclusive use of conducting NAWIC business. Under no circumstances will any member have authority to use it for purposes of personal correspondence or endorsements of any nature.
37. Any Chartered Chapter of the National Association of Women in Construction may incorporate as a chapter or may incorporate a service project or scholarship fund of the Chapter, provided that procedures outlined in the NAWIC Operations Manual are followed. The newly formed corporation must agree to abide by NAWIC Policies if NAWIC is to be involved in any way in its projects (such as the use of the NAWIC emblem, assistance from the NAWIC Office, mailing to NAWIC members, etc.).
38. Chapters may affiliate with local units of national organizations, as long as their action is not in conflict with the NAWIC Bylaws, the membership of which is drawn exclusively from individuals or companies engaging in the following categories of the construction industry: architecture, general contractors, material or equipment suppliers, engineering, construction news services and associations, and subcontractors as defined in the Membership Eligibility Guidelines.
39. The official name of a Chapter shall be as it appears on the Charter issued by the National Association of Women in Construction, or as it appears on its Charter of Incorporation issued by the state. Subsequent approved chapter name changes do not require a new charter. *(02/08)*
40. 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.

41. Chapters may elect to extend a reduced rate on chapter dues for multiple Corporate Members in accordance with Chapter Standing Rule #5. *(02/09)*

42. 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).

43. A. All chapter relinquishing their charter shall submit through its NAWIC Board of Directors, a letter so stating and signed by a majority of the remaining voting Chapter members. Said letter shall contain a certification by those members that all financial obligations of the Chapter have been discharged, and all remaining monies in the Chapter's treasury will be donated to the NAWIC Education Foundation (NEF) and/or NAWIC Founders' Scholarship Foundation (NFSF). *(09/16)*

B. Any Chapter having their charter withdrawn by the NAWIC Board of Directors, will certify that all financial obligations of the Chapter have been discharged, and all monies in the chapter's treasury will be donated to the NAWIC Education Foundation (NEF) and/or NAWIC Founders' Scholarship Foundation (NFSF). *(09/16)*

44. 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)*

45. A minimum of (25) twenty-five members is required to charter a new NAWIC Chapter. At least 75 percent of the chartering members must be voting members. *(09/13)*

46. 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:

- a. Failure to have representation at Annual Conference
- b. Failure to have representation at Regional meetings
- c. Failure to submit Standing Rules for review to National Bylaws Chair as required
- d. Failure to submit 990 Postcard as required by IRS
- e. Failure to hold required number of Chapter monthly meetings as required by Bylaws
- f. Failure to follow NAWIC policies and guidelines as established by the NAWIC Board of Directors
- g. Any additional findings of the NAWIC Board of Directors in which a Chapter is out of compliance or in jeopardy with legal regulations

47. 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.

LEGISLATIVE ACTION

48. NAWIC, affiliated Chapters and Regions, may engage in activities in support of, or in opposition to, any proposed rules, ordinances or statutes. The subject matter must directly affect the construction industry, the common business interests of the members, and the attainment of the NAWIC Object. Such activities shall not be a substantial part (as defined by the Internal Revenue Service) of the group's activities, and cannot conflict with the NAWIC Charter or any provision of its Bylaws. (09/08)
- a. After 15 days prior notice has been given, a majority of the voting members must favor undertaking this activity as follows:

NAWIC: A majority vote of the NAWIC Board of Directors at any regularly scheduled meeting or a majority voting under the provisions of a written ballot.

Affiliated Chapters: A majority vote of the voting members present at a regularly scheduled general membership meeting.

Regions: A majority vote of the voting members present at Annual Regional Forum or Fall Conference.

Any press releases, position statements, etc., MUST specify the entity (i.e. the _____ Chapter of NAWIC). Only the NAWIC President or the NAWIC Board of Directors, by majority vote, may issue statements for the entire Association. (09/08)

- B. Once the activity is voted on and decided in the affirmative, a copy of the text of the legislation shall be sent immediately to the Region's Director, the NAWIC President, NAWIC's Executive Director, and the NAWIC Legislative Industry Issues Committee Chair for information, with an estimate of relative time to be devoted by the membership to this activity in comparison with the Chapter or Region's total activities. (09/08)
49. A. All public actions, statements or affiliations with other organizations, proposed by NAWIC Regions or Chapters, shall be discussed in advance with the NAWIC Director. (09/08)
- B. Where the proposed action is considered to impact NAWIC as a whole, the NAWIC Director shall bring it to the Executive Committee, which will decide whether the action should be taken and, if so, whether it should be taken in the name of a NAWIC Region or a Chapter. (09/08)

MEMBERSHIP RETENTION

50. NAWIC membership retention percentages are to be based on the renewal of the chapter membership from October 1 - September 30 of each year, excluding any member who was deceased during that fiscal year.

LONGEVITY

51. Longevity pins for 5, 10, 15 and 20 years are available for purchase through the NAWIC Store. Longevity pins will be provided by the Association and presented to members every five (5) years beginning at 25 years of membership. Membership longevity for members who rejoin the Association after a lapse of time will have their membership years calculated from the most recent join date. If there has been a lapse of membership and the member wishes to have her prior years longevity recognized, she would be allowed to pay the dues and all applicable fees for those years missed, at the current membership rates. *(09/07)*

DUTIES OF NAWIC OFFICERS AND DIRECTORS IN ADDITION TO ARTICLES IX & X

It is the obligation of each Officer and Director to have a working knowledge of Parliamentary Law, Roberts Rules of Order, Newly Revised, and a thorough understanding of Chapter and NAWIC Bylaws, and NAWIC Policies.

Officers and Directors shall

- Submit invoices for their expenses on a regular (preferably monthly) basis
- Review the Annual Conference budget prior to Board approval

PRESIDENT

The duties of the President are contained in NAWIC Bylaws, Article IX, Section 2 (a). In addition to those specifically mentioned, it is her obligation to submit a written report for the Mid Year Meeting, the Annual Forums, Pre Annual Meeting and the Annual Meeting, prepare Agendas for Board Meetings, and to approve all requests for travel and payment of expenses exceeding line item budget(s). *(02/09)*

The Mid Year and Pre-Annual Board Meeting shall include but not be limited to:

- Reports of Officers
- Business Agenda Items and consideration of all matters referred to from prior Board meetings
- Report of each NAWIC Director
- Report of Executive Director
- Report of the NAWIC Founders Scholarship Foundation
- Reports of all Standing Committee Chairs
- Reports of any other committees deemed necessary by the President
- Report of Chapters with 15 members or below
- Ratification of Written or verbal ballots
- Report of the NAWIC Education Foundation

The Post-Annual Board Meeting shall include:

- Presentation of the Operating Budget
 - Execution of bank signature cards and blank charters
 - Report of Executive Director
 - Report on insurance coverage for Board
 - Ratification of future Convention Sites (if not done at Pre-Annual)
 - Appointment of NAWIC representative to each Forum
 - Consider matters referred by Pre-Annual Board Meeting
 - Ratification of Executive Director's Contract for following year
 - SOX Policy review and Signing of appropriate SOX documents
- The President appoints 1 person, at her discretion, to serve on the NEF Board as a Trustee *(09/13)*

PRESIDENT-ELECT

In addition to duties contained in NAWIC Bylaws, Article IX, Section 2 (b), she should:

- Appoint all Standing Committee Co-Chairs to be Chairs in their Presidential year
- Appoint any special committees necessary for formulated plans
- Approve dates for Forums for two years hence
- Serve on committees as requested by NAWIC President
- Represent NAWIC President when requested

VICE PRESIDENT

The duties of the Vice President are contained in NAWIC Bylaws, Article IX, Section 2 (c). In addition, to those specifically mentioned it is her obligation to perform any other duties requested of her by the President. (02/09)

SECRETARY

The duties of the Secretary are outlined in Article IX, Section 2 (d) of the NAWIC Bylaws. In addition to those specifically mentioned it is her obligation to:

Prepare Action Minutes of the Annual Meeting and all regular and special meetings of the Board of Directors. Action Minutes shall contain:

1. The kind of meeting: regular, special, adjourned regular, or adjourned special;
2. The name of the society or assembly;
3. The date and time of the meeting, and the place, if it is not always the same; the fact that the regular chair and secretary are present, or in their absence, the names of the persons who substituted for them; whether the minutes of the previous meeting were printed and approved - as printed or as corrected - the date of that meeting being given, if it was other than a regular business meeting.

The body of the minutes should contain a separate paragraph for each subject matter, and in such a format, should show:

All main motions or motions to bring a main question again before the assembly - except any that were withdrawn, giving:

- a. The wording in which each motion was adopted or otherwise disposed of (with the facts as to how the motion may have been debated or amended before disposition being mentioned only parenthetically);
- b. The disposition of the motion, including - if it was temporarily disposed of - any primary and secondary amendments and all adhering secondary motions that were pending and,
- c. Usually, in the case of all important motions, the name of the mover, and all points of order and appeals, whether sustained or lost, together with the reasons given by the

chair for this ruling. The name of the seconder of a motion should not be entered in the minutes unless ordered by the assembly.

The last paragraph should state the hour of adjournment.

Prepare and circulate a "Summary of Actions" following each meeting of the Board of Directors. Said summary shall be distributed to all members of the board as soon as possible, but no later than fifteen (15) days, after the conclusion of the meeting. (09/06)

TREASURER

The Treasurer is the chief fiscal officer of the Association. The duties of the Treasurer are contained in NAWIC Bylaws, Article IX, Section 2 (e). In addition to those specifically mentioned, it is her obligation to:

- Serve as Chair of the Finance Committee
- Perform any other duties requested of her by the President

IMMEDIATE PAST PRESIDENT

The duties of the Immediate Past President are as follows:

- Perform other duties as asked by the President (02/09)

DIRECTOR

The duties of the NAWIC Director are outlined in Article X, Section 3 of the NAWIC Bylaws. In addition to those specifically mentioned it is her obligation to:

- Appoint Annual Forum Coordinator and Forum Coordinator, if applicable, immediately following her election (09/06)
- Verify with the NAWIC Office that each Chapter in her Region has completed and filed Form 990
- Forward forms and set deadline for Chapters to submit names of candidates for Director-Elect
- Circulate this information to Chapters prior to Annual Forum
- In advance of Annual Forum, request interested Chapters to submit bid for Annual Forum for the second year following
- Prepare written agenda of business for Annual Forum
- Circulate action minutes for Annual Forum within thirty (30) days after close of Annual Forum
- Certify election results within fifteen (15) days after close of Annual Forum
- Send copies of all correspondence to Director-Elect after her election
- Prepare report(s) of Regional action to be presented to meetings of the NAWIC Board, together with her recommendations
- Assist Chapters within Region with problems, when requested
- Request NAWIC President's approval of all expenditures exceeding line item budget
- Preside at new Chapter charterings within her Region

History of the National Association of Women in Construction National Organization

- May 17, 1955 Bylaws were established and submitted to charter to the secretary of state, state of Texas. Headquarters - Fort Worth, Texas. Standard form of charter was adopted and submitted to the Chapters
- 1959-60 Non-profit status filed with state of Texas
- 1968 Articles of Incorporation and Bylaws were amended to become an international association

REGIONAL ORGANIZATION

- 1959-60 Six original Regions were established with defined boundaries and Regional Directors (later known as NAWIC Directors)
- 1960 Regional Meetings, known as Forums, began
- 1961-62 Boundary lines were revised to include ten Regions
- 1962-63 Forum date and location were pre-established by the Incoming President
- 1966 Region 11 was formed
- 1968-69 Redistricting of Region 10, establishing Region 12
- 1975 Redistricting of Region 6 establishing Region 13
- 1977 Membership voted on Forum date and locations, two years in advance
- 1991 Redistricting of Region 1, establishing Region 14
- 2014 Regions 8 and 12 merged to form the Pacific Southwest Region
- 2015 Regions 1 and 14 merged to form the Northeast Region. Regions 2 and 3 merged to form the Southeast Region. Regions 5 and 7 merged to form the South Central Region. Regions 6 and 13 merged to form the Midwest Region. Regions 9 and 10 merged to form the Pacific Northwest Region. Region 4 was renamed the North Central Region and Region 11 was renamed the South Atlantic Region.

PROCEDURES AND PUBLICATIONS

- 1969-70 The NAWIC IMAGE was published in five issues, mailed to each member
- 1971 NAWIC Manual first published, presented at Annual Convention
- 1971 Bylaws were amended to name the official publication, The NAWIC IMAGE. It became a monthly newsletter
- 1974 The NAWIC IMAGE was published by the National Office
- 1991 NAWIC Directory published and distributed to every member. (Replacing the NAWIC Manual) NAWIC Operations Manual published and distributed to every Chapter (to replace the NAWIC Manual)
- 1991 Associate Corporate Membership established to receive supporting funds from corporations which service the industry and women in the industry
- 1992 NAWIC Strategic Planning Process was implemented and published
- 1993 NAWIC Special Interest Councils were established

- 1993 National and Chapter Bylaws were streamlined and additional national and chapter membership categories, member-at-large membership and chapter corporate membership categories implemented
- 1998 NAWIC Office begins collecting all renewal dues from members
- 1999 Adopted a "Code of Professionalism"
- 2000 Made necessary changes to begin mail ballot elections in 2001
- 2000 NAWIC Office begins collecting new member applications direct from the new member
- 2003 Standardized new member dues
- 2009 National and Chapter Bylaws updated to incorporate membership category changes. Active Members, Members at Large, Student Members, International Members, Associate Members, Retired Members, Corporate Members and Honorary Members
- 2009 Made necessary changes to begin email/online ballot elections in 2010
- 2014 April/May 2014 was the first digital publication of the NAWIC IMAGE
- 2018 Name change NAWIC IMAGE to NAWIC Today
- 2020 Established NAWIC Industry Council
- 2021 At the Mid Year Board of Directors' Meeting, the Diversity, Equity and Inclusion (DEI) Committee was approved as a national standing committee.

NAWIC FOUNDERS' SCHOLARSHIP FOUNDATION

- 1958 A scholarship program was proposed
- 1961 An official scholarship program was started by NAWIC President Lois Acker
- 1962 A Scholarship Committee was approved and established to present a definite program
- 1962-63 Honoring the NAWIC Founders, the Trust covering the Scholarship Foundation program was filed. The Foundation included a Board of Trustees comprised of three Immediate Past NAWIC Presidents - charged to work with a management agency and the National Merit Scholarship Program.
- 1970 Consisting of General Fund, Lois Acker award, and the Phoenix, Arizona Endowment Scholarship, the goal of \$200,000 was achieved within seven years
- 1973-74 Trust agreement was amended to include: A corporate Trustee (Mercantile Trust of St. Louis, MO); the establishment of an Awards Committee; a position of Scholarship Director to coordinate the program
- 1977 Trust agreement was amended to include: a provision for making awards to students who were not National Merit Scholarship Finalists; reduce the term of the administrator from five to three years; effective September 20, 1977
- 1993 Trust Agreement was amended and restated

NAWIC OFFICE

- 1957 Faye Brown proposed that a National Executive Office be established
- 1967 First committee appointed to study the NEO and report to membership
- 1970 A plan was approved to locate the NAWIC Office in Washington, DC, utilizing the services of Association Management, Inc

- 1972 By vote of the Convention body, approval to move the NEO to Fort Worth, Texas, utilizing the services of Jack T. Holmes & Associates, public relations and management firm. Name of firm later changed to McKone & Co
- 1980 NAWIC established its own offices in Suite 403, Morrow Building, 305 NE Freeway 820, Fort Worth, Texas, on January 1, 1981
- 1982-83 NAWIC purchased its own building at 327 South Adams, Fort Worth, Texas, and relocated offices to permanent location on January 1984 by action taken at 1980 Convention
- 1993 The NAWIC Executive Office is renamed the NAWIC Office
- 2001 Established Longevity Awards for NAWIC Staff
- 2009 NAWIC Office will now be closed on Fridays

INDUSTRY RECOGNITION

With the establishment of a National Executive Office and its ability to help in public relations work, NAWIC has become recognized throughout the country, not in the construction industry alone. President, Officers and others have been invited to National Conventions of affiliated organizations as speakers and guests. They have received coverage in newspapers on meetings, Forums, Conventions, etc. They have been interviewed on television broadcasts presenting to the public the purposes and accomplishments of NAWIC. Local chapters have likewise received recognition.

- 1979 NAWIC first co-sponsored Construction Industry National Legislative Conference in Washington, DC
- 1980 NAWIC established Liaison Committees with other industry associations under the guidance of its Industry Support/Association Liaison Committee
- 1989 NAWIC became a charter member of the Construction Industry Workforce Foundation; a coalition of major construction associations formed to address the projected workforce shortage
- 1991 Inaugural Trade Show was held in conjunction with the 36th Annual NAWIC Convention
- 1992 NAWIC maintains liaisons with thirty-two other construction associations
- 1992 Igloo Products "Cool Crew" Calendar Contest was initiated in Texas and premiered at "World of Concrete" Trade Show in Las Vegas, NV
- 1992 NAWIC/Bridgestone "Race to the Top" promotion held in conjunction with the 37th and 38th Annual NAWIC Conventions
- 1992 Construction Excellence Award was adopted in concept by the Board of Directors
- 1993 Partnering Agreements were established with USACE and ABC
- 1994 NAWIC receives first "Diamond" corporate membership through Ted Kennedy of BE&K
- 1994 NAWIC featured on cover and article included in AGC's CONSTRUCTOR magazine
- 1994 Partnering Agreement established with US Department of Labor
- 1994-95 NAWIC featured in monthly article in AGC's CONSTRUCTOR magazine
- 1994 NAWIC signs Partnering Agreement with National Women's Business Corporation
- 1995 NAWIC/Bridgestone "Building For Success" promotion and award held

- 1995 NAWIC Crystal Vision Award created and awarded
- 1995 NAWIC Crystal Vision Journal created in connection with the Crystal Vision Award
- 1995 NAWIC participates in the Dept. of Labor Honor Roll Program
- 1996 NAWIC joins National Women's Business Council
- 1996 NAWIC signs International Affiliation Agreement with NAWIC - Australia
- 1997 NAWIC signs Partnering Agreement with National Center for Construction Education and Research
- 1997 Job Exchange Program established with Australia. First participants were Carol Brubaker and Tracey Clavell
- 1998 NAWIC signs International Affiliation Agreement with NAWIC - New Zealand
- 1998 NAWIC participates in *Welfare to Work* Program
- 1998 NAWIC signs Partnering Agreements with Associated General Contractors (AGC) and the Women's Business Enterprise National Council (WBENC)
- 1998 NAWIC participated in its first international trip by taking 38 member delegates to China
- 1999 NAWIC signs International Affiliation Agreement with South African Women in Construction (SAWIC)
- 1999 NAWIC signs Partnering Agreement with American Subcontractors Association (ASA)
- 1999/2000 NAWIC signs Partnering Agreement with Habitat for Humanity Women Build Program
- 1999/2000 NAWIC signs Partnering Agreement with the U. S. Small Business Administration
- 2000 NAWIC signs Partnering Agreement with Working Woman.Com
- 2000 NAWIC signs Memorandum of Understanding with the Southern Business Code Congress International
- 2000 NAWIC signs Partnering Agreement with the American Institute of Constructors
- 2000 NAWIC signs Partnering Agreement with the Construction Financial Management Association
- 2000 NAWIC signs Partnering Agreement with Habitat for Humanity International Women Build
- 2002 NAWIC signs Partnering Agreement with the American Society of Professional Estimators
- 2002 NAWIC signs Partnering Agreement with the National Society of Professional Engineers
- 2002 NAWIC signs Partnering Agreement with the NAWIC Education Foundation
- 2003 NAWIC signs International Affiliation Agreement with NAWIC - United Kingdom
- 2003 NAWIC signs Partnering Agreement with the Federal Highway Administration
- 2003 NAWIC signs Partnering Agreement with the Surety Association of America
- 2003 NAWIC signs Partnering Agreement with the American Road and Transportation Builders Association
- 2004 NAWIC signs Partnering Agreement with the Society for Marketing Professional Services
- 2004 NAWIC signs Partnering Agreement with WomenWork!

- 2005 NAWIC signs Partnering Agreement with the International Code Council, Inc
- 2005 NAWIC signs International Affiliate Agreement with Canadian Association of Women in Construction
- 2005 NAWIC participates with People to People for a trip to China with 28 delegates
- 2006 NAWIC signs Partnering Agreement with ACE Mentor Program of America
- 2006 NAWIC signs Partnering Agreement with FMI Corporation
- 2006 NAWIC signs Partnering Agreement with Paxton/Patterson
- 2006 NAWIC signs Partnering Agreement with the Construction Specifications Institute
- 2007 NAWIC signs Partnering Agreement with the Association of the Advancement of Cost Engineers
- 2007 NAWIC participates with People to People and SAWIC for a trip to South Africa with 24 delegates
- 2007 NAWIC renews Partnering Agreement with the NAWIC Education Foundation
- 2007 NAWIC became an Association Member of CURT (Construction Users Roundtable)
- 2007 NAWIC renews Partnering Agreement with the Associated Builders and Contractors
- 2016 NAWIC signs Partnering Agreement with Troy University
- 2019 NAWIC Builds Excellence Awards – created and awarded
- 2019 NAWIC signs Expression of Mutual Interest agreement with Defense Research Institute (DRI)
- 2019 NAWIC signs Agreement with American Bar Association Construction Law Group Forum (ABACLG)
- 2020 NAWIC signs Partnering Agreement with Board of Certified Safety Professionals (BCSP)
- 2020 NAWIC signs Fiscal Agreement with NAWIC Education Foundation (NEF)
- 2020 First All-Virtual NAWIC Annual Conference

NAWIC EDUCATION FOUNDATION

- 1967-70 A Manpower Training Program was started
- 1970-71 Operation Women Power Committee appointed
- 1971 Introduction to Construction established
- Certified Construction Associate began
- NAWIC Education Fund established to underwrite the programs
- 1972 Degree & Special Course established
- Articles of Incorporation granted by the State of Texas
- 1973 Name approved as NAWIC Education Foundation
- 1981-82 Apprenticeship Training established
- NEF joined American Council for Construction Education (ACCE)

- Office and storage space leased at the NEO
- 1981 Intermediate Construction began
- Apprenticeship Training and Degree & Special Course program discontinued
- 1992 Career Days and Block-Kids programs were moved under the administration of NEF to be included in the K12 Industry Enhancement Program
- 1993 Grant received from Bechtel Foundation for development of K-12 program
- 1993 Public Trustees were established
- 1993 The Construction Industry Technician (CIT) program was established
- 1994 Block Kids program recognized by Nova Awards
- 1994 The CAD/Design/Drafting competition, part of NEF's K-12 enhancement programs, designed to recognize high school students for creative design, successful problem solving and craftsmanship in preparing architectural drawings was first introduced. The first Drafting competition was held nationally.
- 1997 The Building Design Program, part of NEF's K-12 enhancement programs for middle/junior high students, was first introduced
- 1998 The Construction Document Specialist (CDS) program was established based on NEF's *Intermediate Construction* textbook
- 1998 NEF's "Build It" video to educate and inform children about a possible future in the construction industry was introduced in the fall
- 2009 NEF established Construction Bookkeeping 101
- 2011 Developed the Accessory Structure Project (ASP) – next generation to the NEF Shed project
- 2012 Moved NEF Headquarters to Florida
- 2012 Created the Ambassador Club for individuals dedicated to increasing the visibility of NEF
- 2012 Online testing began
- 2015 Established the Construction Industry Specialist (CSI) certification program
- 2015 Carol A. Kueker Construction Education Visionary Award was opened to NAWIC members
- 2016 Updated the Construction Dictionary
- 2019 Began selling adult education textbooks online
- 2020 Began online testing for adult education programs

JOB REFERRAL SERVICE

- 1974 Proposal presented to Legal Advisor
- 1975 NAWIC received approval from the State of Texas to proceed, with stipulation that “no fee shall be extracted” from member applicant and/or industry firm
- 1987 Name changed from Occupation Research and Development to Occupation Research and Referral by amendment to National and Chapter Bylaws
- The purpose of the Occupation Research and Referral Committee is two-fold:
1. To bring together employers and qualified women with construction industry “on-the-job” experience; to assist women who are relocating, unemployed or expect to be unemployed in the near future; and women who are unable to find suitable employment where they live and are willing to relocate on a temporary basis
 2. To assist construction industry firms that have current openings; those announcing job-training opportunities; and those who have future projects planned and need assistance in location experienced personnel with specific qualifications
- 1991 The NAWIC Connection was established to inform members nationwide of employment opportunities, apprenticeship training programs, requests for bids, convention announcements and new discount services
- 1997 NAWIC put the first “Job Bank” on the web page to be accessed by members only with a password and ID
- 2000 NAWIC partnered with “Job Options.com” to create an Online Career Center

NAWIC POSITION STATEMENTS

- 1996 “NAWIC supports the elimination of all discrimination and its effects, to ensure nondiscriminatory results and practices in the future, and to involve women and minorities and their business enterprises fully in contracts, educational opportunities and programs funded by public and private entities.”
- 2018 “The recent spotlight on sexual harassment of women in the workplace is an appropriate time to reiterate that the National Association of Women in Construction (NAWIC) condemns the act of sexual harassment. It has been one of the barriers to increasing the number of women in the construction field and should never be tolerated.
- It is also important to recognize that the National Association of Women in Construction (NAWIC) opposes and condemns all forms of harassment in the workplace, regardless of whether it is based on age, ethnicity, race, gender identity or expression, sexual orientation, disability, religion or marital status.
- NAWIC’s Core Purpose is to enhance the success of women in the construction industry. To this end, NAWIC is committed to helping members via education and training, experience a safe workplace environment that is free of threats, harassment or assault, whether they are employees, managers, supervisors, employers or business owners.”
- 2019 “Regardless of gender, NAWIC believes all workers engaged in construction should be afforded employment that supports physical and mental well-being.
- Construction is the number one industry for number of suicides and suicide attempts, with the number of suicides crossing all boundaries from trades workers to executives. As such, it is an industry imperative to shatter the mental health stigma and create caring cultures within our organizations.

In 2016, the Construction Financial Management Association (CFMA) established the Construction Industry Alliance for Suicide Prevention. CFMA is a 501(c)(3) nonprofit organization with the mission of providing and disseminating information and resources for suicide prevention and mental health promotion in construction. The ultimate goal is the creation of a zero-suicide industry.

NAWIC is one of dozens of trade associations and construction organizations involved in CFMA. Membership in this alliance provides us with the opportunity to help shape the construction industry through promotion of the safety and well-being of our workforce. We support the efforts of this association by participation in events and sharing information with our members and their companies through e-mail communications, website promotion, webinars, social media and other means.”

2020

NAWIC supports the elimination of all discrimination and its effects, to ensure nondiscriminatory results and practices in the future, and to involve women and minorities and their business enterprises fully in contracts, educational opportunities and programs funded by public and private entities.

NAWIC CONVENTION DATES, LOCATIONS AND ATTENDANCE

Date		Location	Attendance
July 14	1956	Fort Worth, TX - Texas Hotel.....	56
September 14	1957	Dallas, TX - Adolphus Hotel.....	88
September 19-21	1958	Houston, TX - Shamrock Hilton Hotel.....	189
September 11-12	1959	Baton Rouge, LA - Capital House Hotel.....	254
September 16-17	1960	Amarillo, TX - Herring Hotel.....	291
September 15-16	1961	New Orleans, LA - Sheraton Charles Hotel.....	428
September 14-15	1962	Oklahoma City, OK - Skirvin Hotel.....	442
September 20-21	1963	Atlanta, GA - Dirkler Hotel.....	473
September 17-18	1964	Memphis, TN - The Peabody Hotel.....	478
	1965	San Diego, CA	
September 15-16	1966	Miami Beach, FL - The Fountainbleau Hotel.....	859
September 22-23	1967	Chicago, IL - The Palmer House.....	789
September 20-21	1968	Washington, D.C. - Sheraton-Park Hotel.....	817
September 19-20	1969	Honolulu, HI - Hilton Hawaiian Village.....	735
September 18-19	1970	San Antonio, TX - Hilton Palacio del Rio.....	899
September 23-25	1971	Atlanta, GA - Sheraton-Biltmore Hotel.....	919
September 21-23	1972	Portland, OR - Portland Hilton Hotel.....	780
September 20-22	1973	St. Louis, MO - Stouffer's Riverfront Inn.....	902
September 19-21	1974	New Orleans, LA- Fairmont-Roosevelt.....	1224
September 25-27	1975	Denver, CO - Denver Hilton Hotel.....	1144
Sep. 30-Oct. 2	1976	Philadelphia, PA - Marriott Hotel.....	904
September 18-21	1977	San Francisco, CA - Fairmont Hotel.....	1136
September 14-16	1978	Boston, MA- Sheraton-Boston.....	1211
September 12-16	1979	Houston, TX - Hyatt Regency.....	1222
September 17-21	1980	Phoenix, AZ - Hyatt Regency.....	1236
September 9-13	1981	Honolulu, HI- Sheraton-Waikiki.....	1225
September 19-23	1982	Albuquerque, NM - The Regent.....	1052
September 18-23	1983	Kansas City, MO - Crown Center.....	830
September 20-22	1984	Louisville, KY - Hyatt Regency.....	1065
September 11-14	1985	New York City, NY - Omni Park Central.....	786
September 17-20	1986	Little Rock, AR - Convention Center.....	1068
September 16-19	1987	Reno, NV - MGM Grand.....	1185
September 14-17	1988	Toronto, Ontario, Canada - Sheraton Centre.....	1017
September 5-9	1989	Seattle, WA -Westin Hotel.....	1105
September 11-16	1990	Minneapolis, MI - Hyatt Regency.....	900
September 4-7	1991	Nashville, TN - Opryland Hotel.....	1005
September 9-13	1992	Orlando, FL -Peabody Hotel.....	869
Aug. 31-Sep. 5	1993	Dallas, TX - Loews Anatole Hotel.....	766
September 21-24	1994	Chicago, IL - Hyatt Regency O'Hare.....	756
September 6-9	1995	Denver, CO - Radisson Hotel.....	641
September 4-7	1996	Washington D.C. - Washington Hilton & Towers.....	680
September 10-13	1997	New Orleans, LA -Marriott Hotel.....	854
September 2-5	1998	Atlanta, GA - Marriott Marquis.....	677
September 1-4	1999	Anaheim, CA -Anaheim Hilton.....	623
September 13-16	2000	Reno, NV -Reno Hilton.....	676
September 26-29	2001	(Terrorists attacked NY Sept. 11, 2001)	
		Anchorage, Alaska - Anchorage Hilton.....	554
September 4-7	2002	Nashville, TN - Opryland Hotel.....	711
September 10-13	2003	Salt Lake City, UT - Little America Hotel.....	636
August 24-27	2004	New York City, NY - New York Hilton Hotel.....	542
September 7-10	2005	Grapevine, TX - Gaylord Texan Resort.....	681
September 6-9	2006	Kansas City, MO - Kansas City Marriott Downtown Hotel.....	541
September 5-8	2007	Orlando, FL - Caribe Royale.....	613
September 3-6	2008	Las Vegas, NV - Flamingo Hotel.....	697
August 26-29	2009	Phoenix, AZ - JW Marriott Desert Ridge Resort & Spa.....	414
September 1-4	2010	Louisville, KY - Galt House Hotel & Suites.....	427

Aug 31-Sept 2	2011	St. Louis, MO - Renaissance St. Louis Grand Hotel	332
Aug 29-Sept 1	2012	Denver, CO - Sheraton Downtown Denver Hotel	416
August 28-31	2013	Bellevue, WA - Hyatt Regency Bellevue Hotel	348
September 3-6	2014	Indianapolis, IN - JW Marriott Downtown Hotel	362
September 2-5	2015	Nashville, TN - Omni Nashville Downtown Hotel	457
August 17-20	2016	San Antonio, TX – Grand Hyatt San Antonio Hotel	390
August 16-19	2017	Anaheim, CA – Hyatt Regency Orange County	347
August 15-18	2018	Orlando, FL – Hilton Orlando Lake Buena Vista	457
August 21-24	2019	Atlanta, GA – Atlanta Marriott Marquis	509
August 12-14	2020	Virtual Conference	297
August 11-14	2021	Charlotte, NC – Embassy Suites Charlotte Concord	404
August 17-20	2022	Minneapolis, MN – Hyatt Regency Minneapolis	507