**NAWIC NORTH CENTRAL REGION FUND POLICIES**

This Fund is to support the financial needs of the Region and to assist the NAWIC Region Director and Director-Elect with expenses not reimbursed through the NAWIC National Budget.

Amendment(s) to the Policies may be made at meetings during which official business is conducted by two-thirds (2/3) vote of the voting members present and eligible to vote. However, the proposed amendment(s) must have been circulated to all Region Chapters at least forty-five (45) days prior to voting. Amendment(s) that are editorial in nature do not require a vote. The Region Fund Policies shall not conflict with the Association’s Bylaws or Standing Rules.

Dissolution. In the event of the dissolution of this Fund, any monies remaining after all outstanding expenses have been paid shall be distributed to NEF (NAWIC Education Foundation) and/or NFSF (NAWIC Founders Scholarship Foundation) as decided by a two-thirds (2/3) vote of the voting members present at the Region meeting.

**ADMINISTRATION:**

A. The Fund shall be administered by a Trustee Committee. This Committee shall consist of three (3) members, in good standing, who shall serve without compensation.

B. To ensure continuity, the Trustee terms shall be staggered. Upon adoption of these Policies, the members present shall immediately elect three (3) Trustees to serve a one-year, two-year, and three-year term, respectively. Thereafter, each year, one (1) Trustee shall be elected to a full three-year term by a majority of members present at the Region Spring Forum.

C. A Trustee shall be elected by a majority of voting members present at the Region Spring Forum. No two (2) members shall be members of the same Chapter and Member-at-Large are eligible to serve. One (1) of the three (3) Trustees must be a Past NAWIC Director. When there is only one nominee for a Trustee position, the Secretary may be instructed to cast the elective ballot.

D. A Trustee’s term will commence October 1st.

E. The Trustees shall choose amongst themselves which Trustee shall serve as Guardian. In the event the Guardian resigns, the Trustee Committee will elect a new Guardian.

F. If circumstances occur which dictate the necessity for replacing a Trustee prior to the end of her term, the remaining Trustees shall select a replacement Trustee to serve until the next Forum. A replacement Trustee shall be elected by a majority of members present at the next Region Spring Forum. A Trustee so elected shall begin service immediately and shall serve to completion of the term of the Trustee whom she is replacing.

G. The Guardian shall make arrangements for a Fidelity Bond for the Trustee Committee sufficient to cover said

Fund. The cost of the Bond will be paid from the Fund and be a budgeted expense.

H. The Guardian shall file all necessary tax returns/forms by the deadlines established by the IRS.

I. The Trustees have the fiduciary duty of accounting, maintenance and distribution of funds as prescribed herein. J. The Guardian shall maintain complete accounting records which are to include Chapter names, contributions

received and disbursements made, along with supporting documentation for all.

K. Payment of expenses not budgeted, must be approved by majority vote of the Trustee Committee. Decisions of the majority of the Trustee Committee are final.

L. The Guardian will present a written report of Income and Expenses for the Fiscal year at Fall Conference and for year-to-date at Spring Forum.

M. Any Trustee failing to perform the duties as outlined herein can be asked to resign by the other two (2) Trustees with approval of the Director.

N. The funds shall be maintained in a checking account specifically designated as “NAWIC North Region Fund. Signatories on this account shall be the three (3) Trustees; checks can be issued with one (1) signature. All three (3) Trustees are to have complete access to the login and password information for the bank account. The balance of the Fund shall be ongoing.

O. The Guardian will close Fund accounting records on September 30th of each year. There will be an Audit of the accounting records performed before the Fall Conference of each year. The Director shall appoint two (2) members as an Audit Committee to perform the Audit. The Audit Committee will present an Audit Report at the Fall Conference or next official meeting of the Region.

P. This Fund shall serve as a clearing house for all Region events. When the event is hosted by a Chapter, this fund must be used. While it is recognized that Region events should not be held as a fundraiser, there can be, on occasion, a Net Income from the event. Should there be a Net Income as a result of a Region event, the following formula shall be followed: first $500.00 shall be sent to the host Chapter; any amount over $500.00 shall remain with the NAWIC North Central Region Fund.

Q. The following outside resources are approved for use by a Region to provide assistance for the execution of the event with registration, fund collection, etc:

a. Paypal

b. Venmo

c. Zelle

d. Eventbrite

e. Square

Should the Region utilize the approved outside resources, all three (3) Trustees are to have access to the account login and password information.

A Region wishing to utilize any other outside resource, approval must first be obtained from the NAWIC National Board.

1. **Option to use National Credit Card to secure venues:**

Regions needing to secure a venue with a credit card may submit a request in writing via email to the

Executive Director requesting the national credit card. Requests should include:

- Region Director Name

- Event Treasurer or Region Guardian Name

- Reason for Request

- Amount needing to be secured

- Contact information for the venue requiring security

- Copy of the contract requiring security

- Copy of the budget for the event.

Requests to use the national credit card to secure venue locations does not relieve the region of the

financial obligation associated with events and/or conferences being planned. Any charges to the

national credit card must be paid for in full by the region that incurred the cost, as well as, any

associated fees.

Regions that do not have the funds to reimburse costs incurred on the national credit card will divide

the deficit by the total number of members in the Region on the commencement date of the event.

The chapters of the Region will then be responsible for their per capita portion based on the number of

chapter members.

***Items A – R as listed above cannot be changed by Regions. These are set by NAWIC National.***

**MISCELLANEOUS**: (Regions shall adopt additional policies and guidelines that are specific to their Region here)

1. **CONTRIBUTIONS**
   1. These monies to the North Central Region Fund shall be provided through contributions made by the chapters in North Central Region, based on $5.00 per capita for the chapter membership as of September 30th and payable by December 1st of each year to the Guardian.
   2. Special Fund raising projects involving all chapters will be initiated from time to time when the balance reaches below $1,000.00.
   3. Contributions to the Fund shall not relieve chapters from extending courtesies to the Director when said Director is invited to chapter functions.
2. **REIMBURSEMENT**
   1. The Director or Director-Elect shall create a detailed budget of anticipated expenses for the coming NAWIC year. This budget is to be turned in to the Guardian by August 1st of each year for review by the Fund Trustees and may not exceed available funds. Should the Guardian or Trustees question the Director’s budget, a conference call shall be held to explain and agree on the budget.
   2. Request for reimbursement by the Director shall be submitted first to the NAWIC Office using the reimbursement form provided. After refusal from the NAWIC Office, the Director shall submit to the Guardian (1) prepayment of major travel expenses (air fare and lodging); (2) final expense statement with receipts to be filed within thirty (30) days after the expense has been incurred, or within thirty (30) days of denial from the NAWIC Office; (3) expenses incurred anywhere in the North Central Region and not covered by other means. Reimbursement shall be limited to any Regional activity expenses that the Director incurs in the performance of her duties such as (1) visits for chapter business meetings and/or special meetings; (2) joint conferences involving the North Central Region other than Forums or Fall Conferences; and (3) other administrative costs if proceeds do not cover reimbursement to the Director. Expenses for chapter social functions or events shall not be covered by this Fund, but shall be provided by the hosting chapter. Major expenses shall be paid as far as: most suitable transportation, coach airfare or current IRS standards, and most suitable lodging, unless provided by the chapter. Notwithstanding the above, no request for reimbursement may be approved until the annual budget has been submitted and approved pursuant to section T(a).
   3. Reimbursement for the Director to attend an Odd Numbered Out-of-Region Forum prior to the North Central Region’s Forum, when possible, during the Director’s first year as Director only. The Forum choice and budget shall be approved by the Guardian and Trustees of the North Central Region Administrative Fund. Reimbursement of expenses shall be paid as far as: most suitable transportation, coach airfare or current IRS standards, most suitable lodging and include registration.
   4. The cost of the website hosting will be paid by the North Central Region Fund in an amount found to be reasonably priced compared to the current market by the Trustees.
3. **AWARDS**
   1. Block Kids Building Program and CAD/Design Drafting Program
      1. $2 from each per capita chapter contribution collected each year will be used to fund the Block Kids Building Program and Design Drafting Program awards.
      2. Based on available funds in the awards category:
         1. An award of ($100.00) One Hundred Dollars will be presented to the North Central Region 1st place Block Kids Building Program winner.
         2. An award of ($400.00) Four Hundred Dollars will be presented to the North Central Region 1st place Design-Drafting Winner in the high school and college divisions.
   2. Regional Awards
      1. The New Leader, Member of the Year, and Lifetime Achievement award winners shall receive plaque or trophy. Nominees will receive a certificate. All applications will be submitted to the national equivalent awards.
      2. Regional committee contest award certificates, if applicable, will be provided.

Approved: (insert date)