



Chapter Policies and Procedures Manual

Updated – August 2022



NATIONAL ASSOCIATION OF CAREER WOMEN
CHAPTER POLICIES AND PROCEDURES MANUAL

Table of Contents

Mission Statement	4
Chapter Policies and Procedures Manual	4
Purpose of this Organization	4
Purpose	4
Objectives	4
The Organization and the Relationship between the National Board and the Chapters	5
Brand Standards.....	5
Chapter Rules and Regulations	20
Membership Criteria	20
Dues	20
Meetings	20
Alcoholic Beverage Policy	20
General.....	20
Meeting Format, Site, and Spotlight	21
Meeting Format	21
Site	21
Spotlight.....	21
Directors Duties and Responsibilities	21
President’s Responsibilities	22
Sample Meeting Agenda	25
Guidelines for a Successful President	26
Vice President Responsibilities	26
Secretary’s Responsibilities.....	27
Treasurer’s Responsibilities	28
Receipts.....	28
Disbursements	29
Budget.....	29
Statement of Receipts and Disbursements	29
Chapter Audit.....	30
Annual Dues Renewal Notice.....	30
Timeline for Treasurer	31
NACW Chapter Audit Form	32

NATIONAL ASSOCIATION OF CAREER WOMEN
CHAPTER POLICIES AND PROCEDURES MANUAL

Membership Dues Record – Lansing.....	35
Membership Dues Record – Port Huron.....	36
Sample Statement of Receipts and Disbursements.....	37
Membership Director’s Responsibilities	38
Program Director Responsibilities	39
Keys for Success When Selecting Speakers.....	39
1. Topics	40
2. Speakers Policy.....	40
Public Relations Director Responsibilities.....	40
Special Committees	41
Chapter Annual Meeting Guidelines.....	41
Nominating Committee for Chapter Board	42
Consideration in Selection of Board Nominees	43
Sample Slate of Candidates.....	45
NACW Membership Qualifications, Definitions, and Dues.....	46
Qualifications	46
Regular Membership	46
Dues	46
Lifetime Membership.....	46
Dues for Lifetime Membership: \$-0-.....	46
NACW Woman of the Year	47
NACW Woman of the Year Nomination Form	48
Lifetime Membership.....	51
Lifetime Membership Nomination Form	52

NATIONAL ASSOCIATION OF CAREER WOMEN
CHAPTER POLICIES AND PROCEDURES MANUAL

Mission Statement

Create an enriching environment for career women to share, grow, and build professional and personal relationships to enable them to reach their full potential.

Chapter Policies and Procedures Manual

This Manual provides management continuity for the Chapter Boards and Committees. In order to fulfill your responsibilities, you will need to read this entire Manual carefully.

The Manual is prepared in electronic format for your convenience. You will be notified of updated versions as the Manual continues to develop. It is your responsibility to have this Manual for reference when needed.

The National Board welcomes any comments or suggestions which will make the Manual more helpful.

The Manual was developed to explain how the organization works, the responsibilities of the Board members collectively and individually, and how those responsibilities must interact with others. It is intended as an aid in managing the day-to-day operations of NACW. Through understanding these responsibilities, the necessary reports, and the due dates, we will be able to maintain a smoothly run organization with a minimum of effort, eliminating an overload of responsibilities to any volunteer and allowing time for positive planning.

Please take time to read the Bylaws and Policies and Procedures. No one is expected to memorize all the information contained in these documents. We are expected to have a working knowledge of it, and we should know the area that applies to us individually.

Purpose of this Organization

As adopted 10/11/83; amended 7/21/86, 10/2007, and 7/2022 in the National Bylaws.

Purpose. The purpose of NACW (National Association of Career Women) shall be to promote the concept and the objectives of the local Chapters at a National level.

Objectives. The objectives of NACW and its Chapters shall be:

1. Provide a forum for the exchange of ideas and experiences.
2. Work collectively toward the promotion and career development of women.
3. Recognize women and their achievements.
4. Educate members and the public about opportunities available to women.

NATIONAL ASSOCIATION OF CAREER WOMEN
CHAPTER POLICIES AND PROCEDURES MANUAL

5. Hold monthly luncheon meetings that feature informative, motivating speakers.

This association may assist any organization which has objectives in harmony with the purpose and objectives of the National Association of Career Women.

The Organization and the Relationship between the National Board and the Chapters

It takes Chapters and the National Board to complete the organization of NACW.

Each Chapter is a subsidiary of the organization, and each uses the name of the organization with the written permission of the National Board. That authorization is given in exchange for the written agreement by the Chapter to follow all rules, regulations, policies, procedures, and National Bylaws. This agreement is called the Affiliation Agreement. It is adopted and signed by the Chapter during their formation. They cannot become a Chapter without signing the Affiliation Agreement.

Each Chapter is required to operate under a set of Bylaws. All amendments to Chapter Bylaws must be approved by National and voted on by the general membership.

Lansing is the Founding Chapter, and they established a Steering Committee in 1982. That body then became the policy-setting Board for all future Chapters and eventually was called the "National Board."

Each of the Chapters was founded by the organization created by this National Board. Lansing was grandfathered into the organization by the first National Board members.

The composition of the National Board is a minimum of two (2) Board members from each Chapter, plus the President of National and the Past President of National. The President does not vote except in the case of a tie. The National Past President sits on this Board in an advisory capacity and to help bring continuity. She also does not have a vote and cannot be counted in determining a quorum.

The goal is to have representation from each Chapter, not counting the President and the Past President of National, in an attempt to balance the power of the National Board since it is the governing body for the total organization.

Brand Standards

The Brand Standards Guide details guidelines related to use of the NACW logo for print, web, and collateral items; typography; media release set up including boiler

NATIONAL ASSOCIATION OF CAREER WOMEN
CHAPTER POLICIES AND PROCEDURES MANUAL

plate language. This guide should be followed whenever NACW is mentioned whether by the title or logo. This reference guide should be referred to on a regular basis.



Brand Standards
February 2021

CREATED BY M3 GROUP 2016
Updated by NACW National Board



NATIONAL ASSOCIATION OF CAREER WOMEN
CHAPTER POLICIES AND PROCEDURES MANUAL

CONTENTS

NACW as a Brand 3

NACW Messaging 3

NACW Logo 5

Logo Spacing 6

Color 7

Color Palette 8

Logo Misuse..... 9

Typography 10

Marketing Collateral 11

Additional Materials 12



NATIONAL ASSOCIATION OF CAREER WOMEN CHAPTER POLICIES AND PROCEDURES MANUAL



Brand Standards 2021

NACW AS A BRAND

NACW is a nonprofit organization devoted to the enhancement of women's personal and professional development.

Name:

NACW

Objectives:

- Provide a forum for the exchange of ideas and experiences
- Work collectively toward the promotion and career development of women
- Recognize women and their achievements
- Educate members and the public about opportunities available to women
- Hold monthly luncheon meetings that feature informative, motivating speakers

NACW MESSAGING

What are brand descriptors?

A collection of words that define the core values and purpose of an organization

These words appear throughout brand messaging and should be conveyed directly and indirectly, through brand messaging and images

Brand

Descriptors:	Encouraging
Engaging	Relationship-
Empowering	focused Educational
Welcoming	Positive
Inclusive Supportive	Dedicated
Professional	



NATIONAL ASSOCIATION OF CAREER WOMEN CHAPTER POLICIES AND PROCEDURES MANUAL

What is a Vision?

- Communicates the desired outcome for an organization in five years
- It's the purpose and value of an organization
- Should be an aspirational stretch statement

Personal and professional development for women.

What is a mission?

- Describes the fundamental purpose of an organization and why it exists
- Serves as a guidepost for the type of performance expected to achieve the desired results ultimately supporting the vision statement

Create an enriching environment for career women to share, grow and build professional and personal relationships to enable them to reach their full potential.

What is a 15-second elevator speech?

- Should roll off the tongues of everyone who is part of and/or promotes the NACW
- It's what you should say to someone in a brief period of time to entice them to learn more about your organization

NACW 15-second elevator speech:

The NACW is an organization of professional women dedicated to creating a supportive, engaging environment for women to develop both personally and professionally.



Brand Standards 2021

4



NATIONAL ASSOCIATION OF CAREER WOMEN CHAPTER POLICIES AND PROCEDURES MANUAL

Previous Logo



Previous Logo



Updated logo



THE NACW LOGO

Purpose

The updated NACW logo pays tribute to the organization's previous brand while more accurately representing the organization in a clean, modern way. The font selection paired with the design elements, allows the organization's acronym to become the focal point. The flower element works to provide visual representation of personal and professional growth as well as pay homage to the previous brand icon.

Logo Orientation

The NACW logo includes a single design with a horizontal orientation. The NACW logo should never be flipped, stacked, broken apart or reconstructed in a different manner other than identified within this document.

Design Elements

The flower element may be used or duplicated if needed for design materials, however, at no point should the interior elements of the logo be broken apart. No additional elements should be added or taken away from the logo as a whole. The NACW logo should always be identifiable as a unique element and should not blend into additional design implementations and executions.

Logo Use

No logo may be used in any way that suggests that NACW is affiliated with, sponsors, approves or endorses a member, a member's organization, websites, products or services. This includes social media platforms such as LinkedIn, Facebook, Twitter, Instagram and similar. No logo may be used in any way that mis-characterizes any relationship between a member and NACW.

- Vendors may not use any logo in any way that mischaracterizes any relationship between a member and NACW.

- Vendors may not use any word marks and/or logos to advertise NACW or its members as clients on industry or vendor websites and promotional pieces without NACW's written permission, and which must be requested in writing



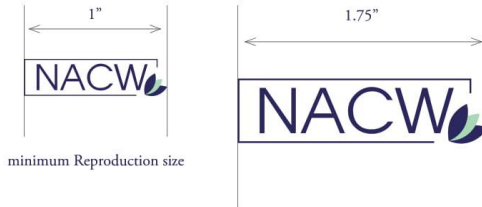
NATIONAL ASSOCIATION OF CAREER WOMEN CHAPTER POLICIES AND PROCEDURES MANUAL

Clean Space



minimum of 1/4" clean space on all sides

Sizing



Alignment



Example text goes here. Example text goes here. Example text goes here. Example text goes here. Example text goes here. Example text goes here.

LOGO SPACING

Clean Space

The NACW logo is most effective when it is set in a clean and clear environment. This means that there must be ample space between the logo and any other art elements being used. This space should be equal to the width of 1/4" on all sides of the logo.

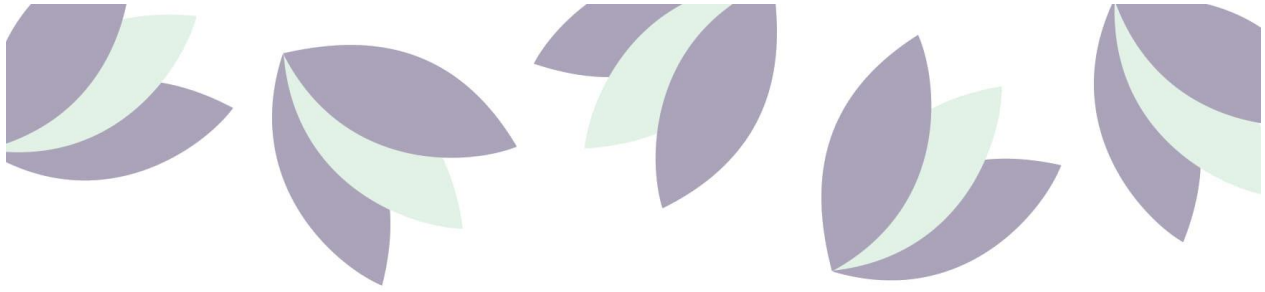
Sizing

The NACW logo must never be so small that it is difficult to read or recognize. Because of this, the logo must never be smaller than 1" in width.

Alignment

When aligning graphics or text with the logo, the "N" in the text should be used as the guiding element for alignment.

NATIONAL ASSOCIATION OF CAREER WOMEN CHAPTER POLICIES AND PROCEDURES MANUAL



COLOR

Color Usage

Color will help the NACW differentiate itself in the market. The primary colors to be used for the NACW logo are the NACW mint and the NACW eggplant.

If needed, the logo may be converted to black or white. When placed on a dark background, a white version of the logo will need to be used. When placed on a lighter background, a black, full colored or grayscale logo will need to be used. When placing the logo on a photographic background, the logo must still be easy to read.

Primary: Full color



Primary: single color



Black and white



Reversed to white on dark background



Photographic background



NATIONAL ASSOCIATION OF CAREER WOMEN CHAPTER POLICIES AND PROCEDURES MANUAL



Mint



Eggplant



COLOR PALETTE

Logo Colors

Mint – Pantone 559 U*

Eggplant – Pantone 282 U*

CMYK Values

Mint – 34, 0, 35, 0

Eggplant – 100, 100, 36, 19

RGB Values

Mint – 187, 214, 182

Eggplant – 42, 46, 87

*BASED ON PANTONE + SOLID UNCOATED;
NUMBERS MAY VARY FROM PAPER TYPES,
ALWAYS PROOF COLORS FROM PRINTER.

NATIONAL ASSOCIATION OF CAREER WOMEN CHAPTER POLICIES AND PROCEDURES MANUAL

LOGO MISUSE

The following are examples of unacceptable treatments and modifications to the NACW logo.

DO NOT add new colors to any part of the logo



DO NOT distort the logo in any way



DO NOT outline the logo



DO NOT use different typeface



DO NOT use a background that distracts from the impact of the logo



DO NOT delete or add any elements to the logo



DO NOT place the logo on backgrounds that create situations of low contrast or poor legibility



Brand Standards 2021

9



NATIONAL ASSOCIATION OF CAREER WOMEN CHAPTER POLICIES AND PROCEDURES MANUAL

Primary Font

Garamond Regular

Aa Bb Cc Dd Ee Ff Gg Hh Ii Jj Kk Ll Mm Nn Oo
Pp Qq Rr Ss Tt Uu Vv Ww Xx Yy Zz 0123456789

Garamond Italic

*Aa Bb Cc Dd Ee Ff Gg Hh Ii Jj Kk Ll Mm Nn Oo
Pp Qq Rr Ss Tt Uu Vv Ww Xx Yy Zz 0123456789*

Garamond Semibold

Aa Bb Cc Dd Ee Ff Gg Hh Ii Jj Kk Ll Mm Nn Oo
Pp Qq Rr Ss Tt Uu Vv Ww Xx Yy Zz 0123456789

Garamond Semibold Italic

*Aa Bb Cc Dd Ee Ff Gg Hh Ii Jj Kk Ll Mm Nn Oo
Pp Qq Rr Ss Tt Uu Vv Ww Xx Yy Zz 0123456789*

Logo Font

Avante Normal

Aa Bb Cc Dd Ee Ff Gg Hh Ii Jj Kk Ll Mm Nn Oo
Pp Qq Rr Ss Tt Uu Vv Ww Xx Yy Zz 0123456789

TYPOGRAPHY

Garamond is the primary font for all print materials within the NACW brand. There are different font weights of Garamond, which allows for emphasis to be placed on headlines, subheads and other typographic elements. See examples on the left for a specific breakdown of the different font styles that may be used.

The font for the NACW logo is Avante. No attempt should be made to recreate the NACW logo using any other fonts or letter forms.



NATIONAL ASSOCIATION OF CAREER WOMEN CHAPTER POLICIES AND PROCEDURES MANUAL

MARKETING COLLATERAL

Guidelines

On dark colored items use the inverted logo with white text. On lighter colors or white items use either version of the colored logo appropriately (CMYK or RGB). Make adjustments on what will show up the best when referring to the color and type of materials. If possible, request a sample before an order is made to ensure quality and proper presentation of the logo.

Promotional Items

For promotional items that have a print area smaller than the minimum acceptable logo size (see pg.6), the logo can be sized smaller to fit needs. The smallest acceptable size for this exception is .5" wide, show on the pen below, for legibility purposes.

Design Mandatories

All promotional materials distributed must bear the NACW logo at a readable and recognizable size.

- Materials of any kind should also aim to include the website
- Materials must clearly signify pertinent information about NACW (Who, What, Where, Why, When, etc.)
- Additional content that is created should be a reflection of NACW's messaging and utilize brand descriptors when appropriate. The Brand Standards document must be made available to content creators as a tool kit for proper creation and dissemination



NATIONAL ASSOCIATION OF CAREER WOMEN CHAPTER POLICIES AND PROCEDURES MANUAL



Brand Standards 2021

PUBLIC RELATIONS GUIDELINES

When creating materials to share with the media; consistency and clarity are key. Media alerts, press releases and other media related materials should always include the following:

- The release date
- A contact person within the organization
 - Name
 - Email
 - Phone
- The official NACW boiler plate (to conclude the story)
- The NACW logo
- A strong concise headline
 - Use sub-heads as needed
- At least one quote (for press releases and story materials)
- All necessary story information (who, what, where, when and why)
 - Put key, attention grabbing information at the start of the release

NACW Boiler Plate:

The NACW is an organization of professional women dedicated to creating a supportive, engaging environment for women to develop both personally and professionally. The NACW was established in 1979 in Lansing, MI. and currently has two unique Michigan chapters in Lansing and Port Huron. For more information about the NACW and their efforts visit nacwonline.org.

NATIONAL ASSOCIATION OF CAREER WOMEN CHAPTER POLICIES AND PROCEDURES MANUAL



Brand Standards 2021

PROMOTIONAL MATERIAL GUIDELINES

All promotional materials created for the NACW should be consistent with all brand standards identified within this document, including logo and font usage. Additionally, all promotional materials, printed or digital must follow the guidelines below:

- Include the NACW logo, appropriately sized for the piece
- Use correct brand colors
- Include all necessary communications information (who, what, where, why and when)
- Make sure all fonts are legible and appropriately sized for the piece
- Make sure all additional assets, including photos, are the correct resolution and will print or be viewed appropriately
- Any branded materials (i.e. website, brochures, general information, etc.) must not stray outside of brand standard guidelines to protect the brand's consistency
 - When using additional colors or fonts to support a theme (i.e. invites) the assets may not compete with the NACW colors or logo

NATIONAL ASSOCIATION OF CAREER WOMEN CHAPTER POLICIES AND PROCEDURES MANUAL



Lansing



Port Huron

BRANCH LOCATION GUIDELINES

Each branch of the NACW organization represents a unique set of women. To maintain brand consistency, the overall NACW logo should be used on all materials following brand standard guidelines. When the need arises for a branch to further identify their location, the branch name (i.e. Lansing or Port Huron) may be added, centered beneath the logo in Avante font. The color of the font must match the logo implementation being used. The font size may never be larger than that used within the logo*. When the logo is shrunk down to its minimum size a branch name shall not be included, rather the branch name should be stated within the material's content.



NATIONAL ASSOCIATION OF CAREER WOMEN
CHAPTER POLICIES AND PROCEDURES MANUAL

Chapter Rules and Regulations

Membership Criteria

1. Membership – Individuals active in their career and/or community involvement or college/university students pursuing a professional degree.
2. Membership is limited to a maximum of one hundred fifty (150) and a minimum of twenty-five (25).

Dues

1. Members shall pay dues annually.
2. Membership dues year extends from October 1 through September 30.
3. Chapters shall remit National dues to the National Treasurer monthly as members join.

Meetings

1. Chapters are required to hold ten (10) or more luncheon meetings per year, of at least one and one-half (1 ½) hours duration.
2. An educational program which conforms with the speaker guidelines presented in the Program Director responsibilities section is required at each luncheon.
3. Chapters shall hold an Annual Meeting each September to elect the Board of Directors and transact other business deemed necessary.

Alcoholic Beverage Policy

1. Chapters shall not purchase nor provide alcoholic beverages at any Chapter functions. Members shall be responsible for the purchase of their own alcoholic beverages by cash bar or ticket sales.

General

1. This organization is non-political. Chapters shall not lobby any legislative or congressional issue.
2. At the direction of NACW, each Chapter shall send one member (preferably two) to represent the Chapter at the NACW Annual Meeting and in any Special Meetings.
3. Directors shall not receive compensation for serving on the Board of Directors for the organization.
4. Services shall be contracted if needed. Hiring employees is not permitted.
5. The fiscal year shall be October 1 through September 30.
6. The budget must be approved by the Chapter Board of Directors.
7. Meetings and activities of this organization are for adult participation.
8. Exchange of business cards and literature is encouraged; direct solicitation is prohibited.
9. The Roster is for the exclusive use of this organization's members and may not be sold or otherwise distributed.

NATIONAL ASSOCIATION OF CAREER WOMEN
CHAPTER POLICIES AND PROCEDURES MANUAL

Meeting Format, Site, and Spotlight

Meeting Format – The monthly meetings are mandated to be not less than one and one-half hours. Recommendations for the monthly meetings to include are:

1. Registration
2. Luncheon
3. Welcome and announcements – President
4. Member Spotlight
5. Program (30-minute program required)
6. Networking

Site – Three important factors should be considered: IMAGE, ACCESSIBILITY, and COST.

1. Select a site to project the professional image of the organization.
2. Acoustics and privacy of the meeting area are important factors.
3. Adequate parking should be considered.
4. Costs of luncheons should not be prohibitive.

Spotlight – In addition to the speaker, up to two members may be selected to be “Spotlighted” each month. The Chapter Board President or program director may select those members that would be interested in being “Spotlighted” for the monthly meeting. Each member will be contacted ahead of time and asked to give a presentation about herself and her business, not to exceed five minutes.

Directors Duties and Responsibilities

A Director has a basic legal responsibility to manage the affairs of the NACW Chapter as stated in the Michigan Non-Profit Corporations Act. In addition, National has some specific requirements of Chapter Directors which are stated below.

1. A Director shall discharge the duties of the position with good faith, diligence, care, and the skill of a prudent person. This requires, among other things:
 - a. Honesty and integrity.
 - b. Attending the meetings of the Board.
 - i. Reading all documentation and information provided.
 - ii. Delaying making a decision if sufficient information has not been provided.
 - iii. Monitoring delegated activities.
 - c. Thinking carefully about all matters presented.
 - d. Exercising good business judgment.
 - e. Acting in the best interest of the Chapter and avoiding any personal or professional conflict of interest.
 - f. Holding the business of the Board in confidence until a general public disclosure is made available.
2. Objecting to action which the Director believes is incorrect or improper and having the objection a matter of written record. A Director may have

NATIONAL ASSOCIATION OF CAREER WOMEN
CHAPTER POLICIES AND PROCEDURES MANUAL

personal liability for decisions which are ultimately improper or damaging to the Chapter or National.

3. Directors shall be familiar with the requirements of the Affiliation Agreement and Bylaws of the Chapter and the National Association.
4. Directors shall attend meetings of the Chapter.
5. One (preferably two) Director shall be required to attend the Annual Meeting presented by National.
6. In accordance with the Bylaws, the Board of Directors shall fill Board vacancies other than the office of President.

Note: Under the terms of the Affiliation Agreement, as well as for the protection of the Executive Committee and Directors, insurance is advised.

President's Responsibilities

1. The President shall be the Principal Executive Director and shall supervise all Chapter activities, business, and affairs.
2. The President shall chair all Executive, Board, and Membership meetings.
3. In the event a decision must be made prior to the next scheduled board meeting, the President is responsible for initiating all email discussion and voting. The President shall provide the Secretary with the information to be included in the minutes to be presented at the next scheduled board meeting and noted as email discussion/voting.
4. The President may sign, with the Secretary or any other proper Director authorized by the Board of Directors, any documents or instruments which the Board of Directors has authorized to be executed. Exceptions include when the President is recipient of funds or contracts where they would benefit financially.
5. The President shall establish the Committees and shall name the Chairperson of each Committee. The President may elect to name Committee members, add additional members to a committee, or delegate that responsibility to the Committee Chairperson/Director.
6. The President shall be familiar with the duties and responsibilities of each Chapter position and Committee as outlined in the Management Manual (consisting of the bylaws and policies and procedures documents).
7. The President shall provide each Board member and Committee Chairperson with a copy of the responsibilities of their position and shall review with them those and any other required duties and responsibilities on their election to office or their appointment as Committee Chairperson.

NATIONAL ASSOCIATION OF CAREER WOMEN
CHAPTER POLICIES AND PROCEDURES MANUAL

8. The President shall develop, with the cooperation of the Secretary, a yearly calendar of events which shall include appointments, necessary filings of documents, meeting schedules, nominations, annual elections, and other required activities pertaining to their chapter which is also in conjunction with the National Calendar of Due Dates.
9. The President shall meet with the Program Director to begin work on the calendar of programs for the upcoming year prior to the start of the new fiscal year (October).
10. The President shall appoint a Nominating Committee Chair, in accordance with the Bylaws, no later than three months prior to the Annual Meeting date.
11. No later than May 15, the President should make available to members nomination forms for the NACW Woman of the Year. The forms should contain a notice on where to send form and due date. It is suggested that these nominations be due no later than July 15 to allow sufficient time for selection and ordering of plaques.
12. The President shall present all nominations for selection of the NACW Woman of the Year. The Executive Board makes the final selection. Members of the Board of Directors are not eligible.
13. The President is responsible to ensure their board members are aware of and have access to the Management Manual (Chapter Bylaws and Chapter Policies and Procedures Manual). It can be as an emailed version, a link to the documents on the NACW website, or as a paper copy.
14. The President shall appoint an Auditor to review the annual financial statement, in accordance with the Affiliation Agreement. This appointment should be completed no later than September 30, for the review of the immediately preceding year ended 9/30.
15. The President serves as an ex-officio member of each Committee.
16. The President shall be responsible to see that either she or another Board Member acts as the Chapter representative in the form of a Director on the National Board.
17. The President is to prepare an agenda for the Chapter Annual Meeting.
(Sample format attached)
18. It is the ultimate responsibility of the President to ensure all reports are completed and filed with the appropriate entities including the National Board.

NATIONAL ASSOCIATION OF CAREER WOMEN
CHAPTER POLICIES AND PROCEDURES MANUAL

19. The President shall maintain an inventory of all supplies. This inventory should include, but not be limited to, items such as:
- a. PO Box key(s)
 - b. Printed materials: booklets, brochures, marketing materials, stationery, etc.

NATIONAL ASSOCIATION OF CAREER WOMEN CHAPTER POLICIES AND PROCEDURES MANUAL

Sample Meeting Agenda

(NAME OF) CHAPTER
NATIONAL ASSOCIATION OF CAREER WOMEN

(WHICH) ANNUAL MEETING
Date/Time

AGENDA

I. CALL TO ORDER

II. REPORT ON DISPOSITION OF (WHICH) ANNUAL MEETING MINUTES OF (DATE)

Minutes should be prepared immediately following the annual meeting and reviewed at the next board meeting. Annual Meeting Minutes are not officially approved until the following annual meeting.

III. PRESIDENT'S REPORT

(While the President may call on the Committee Chairpersons to report individually, generally speaking, reports of Committee activities and results are included in the President's Report.)

IV. TREASURER'S REPORT

(This should be printed for distribution to all attending the Meeting and for distribution to the members with the Minutes.)

V. APPRECIATION

The outgoing President should name all members of the outgoing Board and thank them for their past services.

VI. UNFINISHED BUSINESS

(There should be no unfinished business presented; however, the membership should be given the opportunity.)

VII. NEW BUSINESS

- A. Any business to be brought before the members precedes the elections.
- B. Election of Board Members. (The Chair is generally turned over to the Chairperson of the Nominating Committee to handle the election, since the President may be standing for re-election. However, the offices do not change until this meeting is adjourned.)

NATIONAL ASSOCIATION OF CAREER WOMEN
CHAPTER POLICIES AND PROCEDURES MANUAL

Guidelines for a Successful President

HAVE FUN! BE POSITIVE!

Be a Leader – even when it is unpopular.

Set a VERY professional example –
In your dress and in your conduct.
NACW is judged by the President's action and appearance.

Control meetings – keep it on track and on time.

Encourage Board members to act as ambassadors at meetings –
Have them sit at different tables.
Have them greet and introduce guests to others.

Encourage members to exchange business cards, to meet outside, and to do business with each other.

Delegate responsibility – don't try to do it all yourself.

Groom someone to be the next President – usually the Vice President

Cultivate strong members for future Board positions –
It is your job to ensure the strength of NACW for the future.

Handle conflicts – quickly and quietly.

Confront issues – before they become a problem.

Remember that monthly programs and speakers are the foundation of a successful organization.
It is YOUR responsibility to maintain quality.

HAVE FUN! BE POSITIVE!

Vice President Responsibilities

The Vice President shall perform the duties of the President should she be requested by the President to do so.

The Vice President shall also assume the office of President should the President be unable to continue.

NATIONAL ASSOCIATION OF CAREER WOMEN
CHAPTER POLICIES AND PROCEDURES MANUAL

In the absence of the President or in event of her inability or refusal to act, the Vice President shall perform the duties of the President. She shall have all the powers of and should be subjected to all the restrictions upon the President.

The Vice President shall perform all other duties as directed by the President.

The Vice President shall be responsible for planning the Chapter Annual Meeting.

Secretary's Responsibilities

1. The Secretary shall act as general recorder of the Chapter.
2. The Secretary shall keep the Minutes of the Meetings of the members and Board of Directors (including any email discussion and voting), and any required Committee Meeting Minutes.
3. Monthly minutes must be sent to the National President.
4. The Secretary shall see that notices are given, in accordance with requirements of the Bylaws, and that appropriate materials are prepared and distributed, including:
 - a. Announcements of regular meetings
 - b. Announcement of Annual Meeting
 - c. Agenda for Annual Meeting
 - d. Slate of Board of Directors
 - e. Announcement of nominations of Board of Directors
 - f. Agenda for regular and Special Meetings
5. The Secretary shall provide the National Secretary with a list of the names, addresses, and phone numbers of the Chapter Board of Directors within two weeks following Chapter elections. The list shall be updated with any changes as they occur.
6. The Secretary shall also handle all necessary written communication of the Chapter.
7. Minutes of the Annual Meeting must be prepared and distributed at the following board meeting for review. Minutes will not be voted upon for approval until the next annual meeting held the following year.
8. The Secretary shall keep record of all past and current Board of Directors and Chapter NACW Woman of the Year honorees.

NATIONAL ASSOCIATION OF CAREER WOMEN
CHAPTER POLICIES AND PROCEDURES MANUAL

Treasurer's Responsibilities

1. The Treasurer shall be the Principal Financial Director of the Chapter.
2. It is recommended that the Chapter Treasurer be an accountant or have financial experience.
3. It is recommended that most Chapters will want to operate on a cash basis; that is, report receipts when they are received and expenses when they are paid.
4. The Treasurer shall prepare and submit a statement of the financial condition of the Chapter at all regular meetings of the Board of Directors and at the Annual Meeting of members or at any other time requested by the Board of Directors.
5. Treasurer must send monthly financial statement to the National President.
6. All Executive Committee Directors handling checks should be provided with a stamp to endorse the checks for deposit only.
7. The Chapter fiscal year and members' dues year is October 1 – September 30.
8. The Treasurer shall perform all other duties as requested by the President.
9. It is recommended that the Treasurer shall complete the members' dues reconciliation monthly.
10. The Treasurer is responsible for completing and filing the Michigan Annual Report due to the State of Michigan each year by October 1.
11. Immediately after the Annual Meeting, the Treasurer shall obtain signature cards from the financial institution and provide to Board for signatures of President, Vice President, Secretary, and Treasurer. Treasurer is responsible for submitting completed form to financial institution.
12. All expenditures must be approved by the Board of Directors.

Receipts

1. The Treasurer shall receive all dues along with a membership form and maintain a list of currently paid members.
2. The Treasurer shall retain a copy of the membership form and forward copies to the Membership Director and the National Treasurer along with the dues record.

NATIONAL ASSOCIATION OF CAREER WOMEN
CHAPTER POLICIES AND PROCEDURES MANUAL

3. Each Chapter should establish and maintain a file to record dues as they are paid. The amount of dues recorded per this file should agree to the dues reported in the Statement of Receipts and Disbursements on a monthly and year-to-date basis.
4. The Treasurer shall receive/collect or designate someone to collect monies for luncheons and other Chapter activities.

Disbursements

1. Invoices are to be submitted to the local Board for approval prior to payment. The only exception is payment of luncheon fees.
2. The Treasurer should not disburse monies without a business invoice or a request with attached receipts and invoices.
3. Each month end, a copy of the membership form and a check for National's portion of the dues should be sent to the National P.O. Box.

Budget

1. The outgoing Treasurer and the President shall prepare the Chapter budget for the fiscal year and submit the budget to the Board of Directors and the National Board by October 1.
2. A budget is necessary to control spending and to identify the areas where funds will be needed, particularly for a new Chapter.
3. It may be difficult to estimate costs the first year, but it is necessary.
4. Be conservative when forming a budget. Estimate low on membership dues and high on expenses.

Statement of Receipts and Disbursements

1. Monthly, the Treasurer is to reconcile the bank statement to the checkbook and prepare the Statement of Receipts and Disbursements.
2. The following explains the sections of the Statement of Receipts and Disbursements:
 - a. Beginning Cash Balance: This amount was the Ending Cash Balance in the prior report. A new Chapter would start with \$-0-. A report showing year-to-date amounts would start with the cash-on-hand at 10/01.
 - b. Receipts: The deposits for a particular period are broken down into various categories. The receipts should match exactly the deposits made and interest earned.

NATIONAL ASSOCIATION OF CAREER WOMEN
CHAPTER POLICIES AND PROCEDURES MANUAL

- c. Disbursements: Disbursements are taken directly from the checks written for the month. The total disbursements should match the total checks written for the month.
 - d. Ending Cash Balance: This equals Beginning Cash Balance + Receipts – Disbursements. The current amount should always agree to the amount in the checking/investment account. This figure reflects the actual funds the Chapter has at the end of the period.
3. A copy of the Annual Statement of Receipts and Disbursements is to be presented to the membership at the Annual Meeting of the Chapter and sent to the National President.

Chapter Audit

1. A yearly audit by someone other than a Chapter Board Member is required, and the resulting report is to be forwarded to National together with the Treasurer's Annual Statement of Receipts and Disbursements and Balance Sheet. This information is due to the National Treasurer no later than November 30 of each year. A \$25 fee will be assessed if the audit is not submitted to National timely.
 - a. The Auditor shall be a qualified member of the Chapter and shall not be a current member of the Board of Directors.
 - b. The Auditor shall review the financial statements prepared by the Treasurer. At the conclusion of the review, the Auditor shall certify that the information contained in the financial statement reflects an accurate accounting of the Chapter finances.
 - c. In the event the Auditor is unable to certify the financial statements, she shall recommend that the financial records and statement be further reviewed by the National Board.
 - d. A copy of the financial statements and the review shall be retained by the Chapter Board.
2. The incoming Treasurer should locate both the most recent audit and the Statement of Receipts and Disbursements to ensure they have been completed and forwarded to National prior to beginning duties.
3. The Treasurer shall provide National with all necessary financial information to enable National's filing of appropriate tax forms, if applicable.

Annual Dues Renewal Notice

1. By July 15 of each year, the Treasurer, along with Membership Director shall mail/email the following to all current members:
 - a. Invoice for renewal of dues – giving fiscal year (October 1 to September 30) dollar amount due for annual dues and date due of September 1.
 - b. Instructions to PRINT information on form and return application with check to NACW and give mailing address of Chapter.

NATIONAL ASSOCIATION OF CAREER WOMEN
CHAPTER POLICIES AND PROCEDURES MANUAL

Timeline for Treasurer

September 1	Receipt of dues for next membership year
September 15	Membership Applications and National dues sent to National Treasurer
September 30	National Treasurer sends copies of Applications to Printer for Directory (Printed copies at discretion of Chapter. Online directory available on website)
October 1	Audit for previous year is conducted
November 30	Audit and Receipts and Disbursement report is sent to National Treasurer
July 15	Individual Chapters mail out invoices and applications to members payable by September 1st.

NATIONAL ASSOCIATION OF CAREER WOMEN
CHAPTER POLICIES AND PROCEDURES MANUAL

NACW Chapter Audit Form

NATIONAL ASSOCIATION OF CAREER WOMEN
CHAPTER MANAGEMENT MANUAL

NACW CHAPTER AUDIT FORM

The following form is to be prepared by a member of the National Association of Career Women to fulfill the requirements for the annual audit as described in the Bylaws.

This form, along with the accompanying reports indicated, are to be submitted to the National Board no later than November 30th of the year ending September 30.

- Year End Financial Statement
- Statement of Receipts & Disbursements and Balance Sheet
- Copy of the September Bank Statement

1. For a one month period, obtain bank statements and/or checks or duplicate check copies and perform the following:

- Compare cancelled check/copies to Invoices paid to make sure they agree.
- Assure checks have been signed by one of the authorized signers on the account.
- Note any differences below:

2. Obtain financial statement for one month and assure all receipts and disbursements recorded agree to deposits and checks written that month.

Any discrepancies? _____ No _____ Yes

If yes, please describe: _____

3. Obtain board minutes for one month and assure all payments for that month were approved.

Any discrepancies? _____ No _____ Yes

If yes, please describe: _____

NATIONAL ASSOCIATION OF CAREER WOMEN CHAPTER POLICIES AND PROCEDURES MANUAL

NATIONAL ASSOCIATION OF CAREER WOMEN CHAPTER MANAGEMENT MANUAL

4. Examine bank statement for indications that bank reconciliation was performed and that the account balanced.

Any discrepancies? _____ No _____ Yes

If yes, please describe: _____

5. Obtain copies of the membership dues records and perform the following reconciliation of the checks paid to National for the **membership year ending**. (I.e. Do not include checks paid in the year ending that are for the new year.)

Individual Members

Number of Renewing Members _____ X \$45.00 = _____
 Number of New Members _____ X \$95.00 = _____

Corporate Members (3 Members)

Number of Renewing Members _____ X \$85.00 = _____
 Number of New Members _____ X \$235.00 = _____

Corporate Members (5 Members)

Number of Renewing Members _____ X \$175.00 = _____
 Number of New Members _____ X \$425.00 = _____

Total paid to National _____ = _____

Payments to National:

<u>Date</u>	<u>Check</u>	<u>Amount</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Total		_____

The checks paid to National should balance to the total paid to National

NATIONAL ASSOCIATION OF CAREER WOMEN CHAPTER POLICIES AND PROCEDURES MANUAL

NATIONAL ASSOCIATION OF CAREER WOMEN CHAPTER MANAGEMENT MANUAL

Does the total paid to National match the total checks paid to National?

_____ Yes _____ No

If no, please describe _____

If there is a separate investment or savings account, ensure that the interest earned has been recorded as a receipt.

_____ Yes _____ No _____ N/A

REPORT OF FINDINGS

To all Board Members and Members of the National Association of Career Women:

I have reviewed the accounting records of the _____ Chapter for the year ending September 30, _____.

In accordance with the outlined audit form, I have found the books and records to be in order. If there were any discrepancies, they were duly noted on the form.

Respectfully submitted,

Name/Title

Contact Information: _____

Company _____

Address _____

Phone _____

Email _____

NATIONAL ASSOCIATION OF CAREER WOMEN
CHAPTER POLICIES AND PROCEDURES MANUAL

Membership Dues Record – Lansing

LANSING MEMBERSHIP DUES RECORD

Date: _____

Chapter Reconciliation of Member Dues:

Individual Members

Number of Renewals:	_____	X	\$125.00 =	_____
Number of New:	_____	X	\$175.00 =	_____

Standard Corporate Members (3 Members)

Number of Renewals:	_____	X	\$310.00 =	_____
Number of New:	_____	X	\$460.00 =	_____

Premier Corporate Members (5 Members)

Number of Renewals:	_____	X	\$565.00 =	_____
Number of New:	_____	X	\$835.00 =	_____

Total Number of Members	_____	Total Due	_____
-------------------------	-------	-----------	-------

Reconciliation of Member Dues Paid to National

Individual Members

Number of Renewals:	_____	X	\$45.00 =	_____
Number of New:	_____	X	\$95.00 =	_____

Standard Corporate Members (3 Members)

Number of Renewals:	_____	X	\$85.00 =	_____
Number of New:	_____	X	\$235.00 =	_____

Premier Corporate Members (5 Members)

Number of Renewals:	_____	X	\$175.00 =	_____
Number of New:	_____	X	\$425.00 =	_____

Total To Be Paid to National	_____
------------------------------	-------

Make checks payable to NACW

Check # _____

Additional Comments:

NATIONAL ASSOCIATION OF CAREER WOMEN
CHAPTER POLICIES AND PROCEDURES MANUAL

Membership Dues Record – Port Huron

PORT HURON MEMBERSHIP DUES RECORD

Date: _____

Chapter Reconciliation of Member Dues:

Individual Members

Number of Renewals:	_____	X	\$100.00 =	_____
Number of New:	_____	X	\$150.00 =	_____

Standard Corporate Members (3 Members)

Number of Renewals:	_____	X	\$250.00 =	_____
Number of New:	_____	X	\$400.00 =	_____

Premier Corporate Members (5 Members)

Number of Renewals:	_____	X	\$450.00 =	_____
Number of New:	_____	X	\$700.00 =	_____

Total Number of Members	_____	Total Due	_____
-------------------------	-------	-----------	-------

Reconciliation of Member Dues Paid to National

Individual Members

Number of Renewals:	_____	X	\$45.00 =	_____
Number of New:	_____	X	\$95.00 =	_____

Standard Corporate Members (3 Members)

Number of Renewals:	_____	X	\$85.00 =	_____
Number of New:	_____	X	\$235.00 =	_____

Premier Corporate Members (5 Members)

Number of Renewals:	_____	X	\$175.00 =	_____
Number of New:	_____	X	\$425.00 =	_____

Total To Be Paid to National	_____
------------------------------	-------

Make checks payable to NACW

Check # _____

Additional Comments:

NATIONAL ASSOCIATION OF CAREER WOMEN
CHAPTER POLICIES AND PROCEDURES MANUAL

Sample Statement of Receipts and Disbursements

Statement of Receipts and Disbursements		
NACW (Chapter Name)		
Year to Date August, 21, 20--		
		<u>Year to Date</u>
Revenues		
Cash on hand		4,291.32
Membership Dues:		
Dues Collected	3,816.25	
Less Dues to National	<u>2,530.00</u>	
Net Dues to Chapter		1,286.25
Luncheons		2,881.00
Interest Earned		223.28
Misc		<u>511.51</u>
Total Revenue		9,193.36
Expenses		
Bank Charges		75.00
Meeting Facility		2,617.80
Supplies		107.04
Printing/postage		78.25
PO Box Rental		44.00
Flowers/Gifts/ Etc		299.47
Membership Drive		206.00
Corporate Filings		10.00
Board Planning Sessions		182.50
Contest/Giveaways		<u>584.00</u>
Total Expenses		4,204.06
Cash on Hand - August 31, 20--		4,989.30

NATIONAL ASSOCIATION OF CAREER WOMEN
CHAPTER POLICIES AND PROCEDURES MANUAL

Membership Director's Responsibilities

The responsibilities of the Membership Director include:

1. Receive and record membership data.
2. The Membership Director shall send standard membership packet to member no later than the end of the month the member joined. The Membership Director shall complete Certificate of Membership to be included in packet.
3. The Membership Director shall balance and update membership list monthly to Treasurer's records.
4. Membership Director will work with the Treasurer to send members renewal notification by July 15.
5. The Membership Director shall maintain membership file with sections for:
 - a. Current members
 - b. Past members
6. The Membership Director shall keep data current on each member including:
 - a. Current address, phone, fax, email, company
 - b. Dates of membership
 - c. Committee participation
 - d. Offices held
 - e. Special recognition
7. The Membership Director shall send a letter to each guest indicating speaker for upcoming month and thanking them for attending.
8. The Membership Director should be present at regular meetings to assist Treasurer with the collection of luncheon fees, if applicable.
9. The Membership Director should provide brochures and membership applications at each regular meeting.
10. Chapter Membership Director:
 - a. Records any changes of address, etc.
 - b. Updates Chapter mailing list and paid member list
 - c. Notifies person who mails meeting notices of member updates
 - d. Notify National Website Director of any changes/additions
11. Membership Director shall welcome members and guests to the monthly meetings and see that they are comfortable and welcome. They are responsible to have guests complete Guest Registration Form.

NATIONAL ASSOCIATION OF CAREER WOMEN
CHAPTER POLICIES AND PROCEDURES MANUAL

Program Director Responsibilities

1. Upon election, the Program Director should begin accumulating information on program topics and speakers for the following year.
2. At the October Board Meeting, the Program Director should present ideas and accept suggestions from the Board. At this time, the Director should begin to contact speakers, discuss topics, dates for programs, and obtain biographies on speakers.
3. At the November Board Meeting, the Program Director should present a preliminary calendar of speakers and topics. After approval, the Program Director should then confirm the dates, time, topic, area of focus, and title of speech, in writing, to the speaker.
4. No later than November 1, Program Director should prepare a calendar of events listing meeting dates, speech titles, and speakers. Extra copies of the calendar are to be provided to Membership Director for membership packets and for distribution at meetings. The Program Director should provide a copy of the calendar to be included with Chapter monthly newsletter, if applicable, and to National Website Director to be included on the website.
5. Notify Secretary, Publicity Director, and National as to speaker, background, and context, in time to meet any deadlines (minimum of two months).
6. Act as hostess for the speaker.
7. Introduce speaker at the meeting and handle questions if necessary.
8. Announce the program for the following meeting.
9. Wrap and present speaker's gift.
10. Send a thank you note to each speaker.

Keys for Success When Selecting Speakers

A vital function of the organization is to provide stimulating, in-depth programs. Social programs geared to the professional woman are considered essential to attract and retain a high standard of membership. There are a minimum of three points on which the focus should be directed; site, topics, and speakers.

A speaker's topic for the luncheon meetings is the main draw, not only for the luncheons, but also for attracting new members and keeping current members interested. It is essential to the growth of the Chapter that the topics are chosen for the year in the beginning of the year. This helps avoid an overabundance of topics that are not about business or with uninteresting speakers. The entire Board should review the topics being presented to ensure business topics are of interest to NACW

NATIONAL ASSOCIATION OF CAREER WOMEN
CHAPTER POLICIES AND PROCEDURES MANUAL

members. Remember that the mission of NACW is to promote professional and personal growth of women.

1. Topics – Appealing titles with a variety of topics; Personal, Professional, Controversial.
 - a. Select the Topics. It is important to develop diversified, well-balanced, substantive topics dealing with issues facing today's woman.
 - b. Develop Creative Titles. It is imperative that creative and innovative titles be developed to stimulate interest and promote attendance.
 - c. Adhere to the Speaker's Policy. It is the responsibility of the Program Director, following the Speaker's Policy, to obtain the most qualified speakers in the subject area.
2. Speakers Policy – In order to maintain the high quality of programs for which the organization is noted, the following policy has been adopted for selecting speakers:
 - a. Speakers must be primarily engaged in the field presented and must be recognized as experts on the topic.
 - b. Speakers must not be members of the Chapter at which she is speaking.
 - c. Speakers should have prior public speaking experience.
 - d. A variety of approaches may be used for programs, i.e., individual speakers, panels, films, etc.

Public Relations Director Responsibilities

The Public Relations Director shall:

1. Maintain social media platforms for the Chapter.
2. Develop a list of newspaper, radio, TV, and other organizations that will publicize activities of NACW, noting their criteria for including information.
3. Notify all such media of monthly meetings by providing press release in advance, as required by media.
4. Arrange publicity and press releases for other activities, such as, seminars, membership activities, NACW Woman of the Year, special meetings, etc.
5. Submit articles on the organization, objectives, and activities to develop community awareness.
6. Strive to obtain coverage by TV and other visual media at seminars, annual meetings, etc.
7. Notify National of all information stated above to be included on the website.

NATIONAL ASSOCIATION OF CAREER WOMEN
CHAPTER POLICIES AND PROCEDURES MANUAL

As soon as possible after the Annual Meeting, obtain photographs and biographies of new Chapter Board and NACW Woman of the Year and publish in local newspapers and send to National for publishing on the web site.

Special Committees

At times a special committee may be appointed to complete a project or perform a task. This is appointment is a limited time.

1. Appointment – The President shall have the power to appoint a special committee to complete a specific project and/or task. This is not a voting position.
2. Term of Office – The length of time served is to be determined by the President. The President at any time may remove Committee members if they are not productive to the process or if they terminate their membership.
3. Voting – Special Committees have no voting rights and any decisions/solutions as a result of their meeting must be presented to and voted upon by the Board of Directors before any action can be taken.

Chapter Annual Meeting Guidelines

1. The Chapter Annual Meeting is held in September, but no later than 9/30, to elect Board of Directors and to transact other Chapter business.
2. A budget, estimating expenses and expected member costs, should be submitted to the Chapter Board prior to commitment to facility. Budget should include cost of decorations, flowers, plaques, invitations and postage, cost of meal, projected number of attendees, and any other pertinent information.
3. The Annual Meeting may be held during either a lunch or a dinner meeting. An evening meeting provides flexibility for afternoon recreational activities and/or evening entertainment.
4. Suggestions for a successful Annual Meeting:
 - a. Secure location for Annual Meeting a minimum of five months in advance of meeting date.
 - b. Obtain signed agreement (letter) from facility addressing food costs, room charges, etc.
 - c. Prepare invitation or flier for mailing a minimum of two months prior to meeting.
 - d. Order all awards and flowers for NACW Woman of the Year and outgoing President, if applicable, at least one month prior to meeting.

NATIONAL ASSOCIATION OF CAREER WOMEN
CHAPTER POLICIES AND PROCEDURES MANUAL

- e. Order flowers for delivery to NACW Woman of the Year and at her place of business the day following the Annual Meeting.
 - f. It is suggested that invitations be mailed to other Chapters and that the National President be invited.
- 5. Notice of the date, time, and place of the Annual Meeting must be mailed or emailed to all members not less than thirty (30) days, unless otherwise required by statute, nor more than sixty (60) days before such meeting.
 - 6. An Agenda for the meeting should be prepared by the outgoing President and be available for distribution at the meeting.
 - 7. Contact Nominating Chairperson to ensure that she has ballots ready and understands her role at Annual Meeting (a verbal vote is adequate).
 - 8. Remember to thank all those on the Annual Meeting Committee.

Nominating Committee for Chapter Board

The purpose of the Nominating Committee is to adopt a slate for election by the Chapter at their Annual Meeting.

The President shall, not less than three (3) months prior to the date of the Annual Meeting of members, appoint a Nominating Chairperson for the purpose of selecting a Committee of not less than four (4) members. The purpose of this Committee is to adopt a slate of nominees for each of the positions to be filled by election at the Annual Meeting. The Nominating Committee should be selected at least three (3) months prior to date of the Annual Meeting.

The members of the Nominating Committee are to be a mix of board and non-board members, along with the President. The President should be a member of this Committee. The President will also provide the Chairperson with a copy of the slate from the previous Annual Meeting and a list of the positions to be filled.

The President shall, in addition, review with the Committee Chairperson the positions to be filled.

The Nominating Committee has the responsibility to:

- 1. Provide a permanent written record of its meetings for inclusion in the Chapter records.
- 2. Solicit names to be considered from the membership.
- 3. Each nominee should be given, in writing, a list of the responsibilities for the position, a copy of the Board of Director's responsibilities, and an invitation to attend the August board meeting along with the outgoing board for ease of transition.

NATIONAL ASSOCIATION OF CAREER WOMEN
CHAPTER POLICIES AND PROCEDURES MANUAL

4. Obtain the consent of each nominee for a position.
5. Select the nominees to be presented by the Nominating Committee.
6. Nominating Chairperson to attend meeting of Board of Directors to present slate prior to sending of slate to membership.
7. Report to the Secretary the nominations to be presented. The membership must receive written notification of these nominees 30 days prior to election.
8. Prepare the ballots for the election of Board of Directors. (Sample Ballot attached).

The State of Michigan refers to our Board Members as Directors, henceforth all ballots will reflect the legal terminology.

The Nominating Committee's Chair is usually in charge of reading the ballot presented at the Annual Meeting. She will then call for any nominations from the floor. In order to place a nomination from the floor, the prospective candidate must be present.

The floor nomination is placed for vote.

In the case of floor nominations, a name is written on the ballot, rather than a check mark, signifying YES. Each NACW member present has one vote.

Consideration in Selection of Board Nominees

To ensure continuity on the Board, at the first Annual Meeting of the members, some Directors will be elected for only one year so the Directors terms will be staggered. Thereafter, Directors terms will be for two (2) years. At the discretion of the Chapter, they may choose to a term of only one year for President and Vice President (overall serving three years – one as VP, one as President, one as Past President) instead of two.

The office of immediate Past President is not an elective office. Therefore, not a voting position, serving as an advisor to the Board.

To be elected to the Executive Committee, a nominee must have at least two (2) years membership. Those being nominated for positions other than Executive Committee must have at least one (1) year of membership, ideal would be at least two (2) years. Exceptions must be pre-approved by National. Refer to Chapter Bylaws for details and term limitations.

When selecting candidates, competency of the individual is of utmost importance, with emphasis on experience in business, administrative, and/or policy making.

NATIONAL ASSOCIATION OF CAREER WOMEN
CHAPTER POLICIES AND PROCEDURES MANUAL

In addition, consideration for the particular needs of your Chapter and Board balance should be factors in selecting candidates. It is advantageous to have various careers represented, e.g., law, accountant, etc.

NATIONAL ASSOCIATION OF CAREER WOMEN
CHAPTER POLICIES AND PROCEDURES MANUAL

Sample Slate of Candidates

Slate of Candidates for Board of Directors		
BALLOT		
{Annual Mtg Date}		
	YES	NO
President	_____	_____
Name		
Business Title		
Company		
Vice President	_____	_____
Name		
Business Title		
Company		
Secretary	_____	_____
Name		
Business Title		
Company		
Treasurer	_____	_____
Name		
Business Title		
Company		
Directors:		
Name	_____	_____
Name	_____	_____
Name	_____	_____
Name	_____	_____

NATIONAL ASSOCIATION OF CAREER WOMEN
CHAPTER POLICIES AND PROCEDURES MANUAL

NACW Membership Qualifications, Definitions, and Dues

Qualifications

Membership in this Association shall be open to individuals active in their career and/or community involvement or college/university students pursuing a professional degree. There shall be two classifications of membership: regular and lifetime.

Regular Membership

A regular member is an individual active in their career, a college student pursuing a business career, or others (retirees, etc.) focused on community involvement; displays high standards of personal and professional conduct; and promotes the continuing interaction and advancement of other NACW members.

1. **Voting** - A regular member can vote and will receive all rights and privileges afforded an NACW member.
2. **Delinquency of Payment** – Renewing Members not paid in-full by December 31 will be considered and charged as a new member. It is recommended that Chapters notify a member prior to being dropped from the membership list and the consequences of non-payment.
3. **Refunds** – No dues shall be refunded to any member.

Dues: Structure varies by Chapter as follows:

	Lansing	Port Huron
New Individual	\$175	\$150
Renewal Individual	\$125	\$100
New Corporate Standard (up to 3 persons)	\$460	\$400
Renewal Corp. Standard	\$310	\$250
New Corporate Premier (up to 5 persons)	\$835	\$700
Renewal Corp. Premier	\$565	\$450

Lifetime Membership

The National Board of Directors, along with a local Chapter Board, may award a Lifetime Membership to an individual or member who has continually performed outstanding service for the organization, when deemed appropriate. No dues are to be paid by the member or to the National Board. Qualifications must be met which are outlined in this Manual.

Dues for Lifetime Membership: \$-0-

NATIONAL ASSOCIATION OF CAREER WOMEN
CHAPTER POLICIES AND PROCEDURES MANUAL

NACW Woman of the Year

In advance of the Annual Meeting, a notice, in the form following, is sent to members to obtain names of candidates, one of whom will be selected to be honored as the Chapter's NACW Woman of the Year. Form is available on the National website.

An inscribed plaque is presented at the Annual Meeting.

The NACW Woman of the Year is awarded to a woman whose conduct exemplifies the highest standards, personally and professionally, while active in a full-time career. This woman is not complacent with her growth but continues her education and development in all facets of her life. She is recognized by her professional peers as having achieved success in her field through her efforts and perseverance. She is also recognized as a woman whose quest, personally and professionally, serves as an inspiration to others. She also continually goes out of her way to help and mentor other women. She demonstrates selfless contributions of kindness, time and energy so that others may succeed, sharing information and ideas as well as networking on behalf of women.

Describe how your candidate fits the above definition. The information needed is in the form included in this manual.

Candidates are not required to be members; however, members recommended will be given first consideration. Selection will be made by the Executive Committee of the Board, and members of the Executive Committee are not eligible to be considered. The Chapter may or may not have a nominee for this award each year.

Questions may be directed to members of the Executive Committee who are: President, (name); Vice President (name); Secretary (name); and Treasurer (name).

Nominations should be received by July 15.

In many cases, those making the selection for this award will not know the candidate as well as the person making the nomination. It is, therefore, very important that the nomination be presented conveying the feelings of the nominator about the candidate. It may be advantageous to seek the assistance of someone with good writing skills, if those are not possessed by the nominator.

After the selection of the honoree at the chapter level, their names will be submitted to the National Board for consideration to be named as the National NACW Woman of the Year. After consideration of the applications, the National Board will name the National NACW Woman of the Year which will be announced at the Annual Business Meeting.

NATIONAL ASSOCIATION OF CAREER WOMEN
CHAPTER POLICIES AND PROCEDURES MANUAL

NACW Woman of the Year Nomination Form



Woman of the Year

Before the Annual Meeting in September, this form is sent to members to obtain nominations for the Chapter's NACW Woman of the Year.

An award is presented at the Annual Meeting to the woman whose conduct exemplifies the highest standards, personally and professionally, while active in a full-time career. This woman is not complacent with her growth, but continues her education and development in all facets of her life. She is recognized by her professional peers as having achieved success in her field through her efforts and perseverance. She is also recognized as a woman whose quest, personally and professionally, serves as an inspiration to others. She also continually goes out of her way to help and mentor other women. She demonstrates selfless contributions of kindness, time and energy so that others may succeed; sharing information and ideas as well as networking on behalf of women.

Describe how your candidate fits this definition by completing the enclosed nomination form. In many cases, those making the selection for this award will not know the candidate as well as the person making the nomination. It is, therefore, very important that the nomination be presented conveying the feelings of the nominator about the candidate. It may be advantageous to seek the assistance of someone with good writing skills, if those are not possessed by the nominator.

Candidates are required to be members. Selection will be made by the Executive Committee of each Chapter's Board. Members of the Executive Committee are not eligible to be considered. The Chapter may or may not have a nominee for this award each year. Questions may be directed to each Chapter's Executive Committee.

Personal & Professional Development for Women

NATIONAL ASSOCIATION OF CAREER WOMEN
CHAPTER POLICIES AND PROCEDURES MANUAL



NACW Woman of the Year
Nomination Form
2022

Nominations must be submitted no later than July 15.

Nominee's Name: _____

Title: _____

Business/Company: _____

Career background and progression: _____

Personal self-improvement: _____

Special recognitions received: _____

Organization(s) that she contributes time and help to: _____

How does the nominee exemplify qualities, achieve goals and serve as an inspiration to others, both personally and professionally? _____

Personal & Professional Development for Women

NATIONAL ASSOCIATION OF CAREER WOMEN
CHAPTER POLICIES AND PROCEDURES MANUAL



Your name: _____ Phone number: _____

Chapter (Please check one)

Email to:

_____ Lansing Chapter

NACWLansing@gmail.com

_____ Port Huron Chapter

nacwporthuron@gmail.com

Personal & Professional Development for Women

NATIONAL ASSOCIATION OF CAREER WOMEN
CHAPTER POLICIES AND PROCEDURES MANUAL

Lifetime Membership

If a chapter wished to nominate a member for a Lifetime Membership, the following form must be filled out and sent to the National Board for approval.

The qualifications for this award are as follows:

1. She has demonstrated selfless contributions of time and energy to the organization so that it may succeed.
2. She is recognized in the association as an inspiration to others for sharing information and ideas on behalf of women.
3. She has consistently gone out of her way to help and mentor other members.
4. She has exemplified personally and professionally the standards of NACW.
5. She has continually promoted the organization and its goals to others.
6. She has served as President of this organization at the National level as well as the Chapter level.
7. She has been a member of this organization for a minimum of 20 years.

NATIONAL ASSOCIATION OF CAREER WOMEN
CHAPTER POLICIES AND PROCEDURES MANUAL

Lifetime Membership Nomination Form



Lifetime Membership Nomination Form

Nominee's Name: _____

Title: _____

Business/Company: _____

Address: _____

NACW background and progression:

Special recognitions received:

NATIONAL ASSOCIATION OF CAREER WOMEN
CHAPTER POLICIES AND PROCEDURES MANUAL

Describe her achievements with NACW:

I nominate this individual because: (Describe what makes you think she is an exceptional member.)

Chapter Name:

President:

Nominator:
