

NAWIC REGION GR8 FUND GUIDELINES

ARTICLE I - FUND

- A. The Fund shall be named NAWIC REGION GR8 FUND.
- B. These monies shall be provided through voluntary contributions made by the chapters in Region GR8, based on a suggested minimum of \$5.00 per capita for the chapter membership as of November 1 of each year, payable by December 1, to the Guardian, and updated to coincide with new memberships throughout the fiscal year.
- C. As needed, special fund raising projects involving any chapter may be initiated to benefit the Fund.
- D. Contributions to the Fund shall not relieve chapters of extending courtesies to the Director when said Director is invited to a chapter function.

ARTICLE II - ADMINISTRATION

- A. These monies shall be maintained in a bank account specifically designated as NAWIC REGION GR8 FUND in an insured banking institution operating throughout Region 8. The balance of the Fund shall be ongoing.
- B. Administration of the Fund will be by three Trustees, who shall be members in good standing, appointed by the Director and ratified by a majority of members present at the next Region Eight Annual Forum. The Guardian and Trustees will serve for a six-year term or until written notification or resignation is received by the Director. Two of the three Trustees must be past NAWIC Directors. The Trustees shall choose amongst themselves which Trustee shall serve as Guardian. To ensure continuity the Trustees terms shall be staggered. Upon adoption of these Guidelines, the Director shall initially appoint three Trustees to serve a two-year, four-year, and six-year term, respectively.
- C. If circumstances occur which dictate the necessity for appointing a new Trustee prior to Annual Forum, a recommendation will be made by the Director to be ratified by a majority of members present at the next Region GR8 Meeting. If a majority dissenting vote is received, a new recommendation must be made by the Director and the same procedure followed for ratification.
- D. The Guardian shall make arrangements for a bond for not less than the Fund balance (cost of which will be reimbursed from the Fund) immediately upon her appointment as Guardian.
- E. The Guardian shall set up a bank account; however, before disbursement of funds can be made, a request for expense reimbursement must be received from the Director or other recognized user of the Fund. The Director or other recognized user of the Fund is responsible for forwarding the request for expense reimbursement with actual receipts to the Guardian within thirty (30) days of expenditure. All expenses shall be submitted to the Guardian even if no reimbursement is claimed.
- F. Complete accounting record shall be maintained by the Guardian and are to include chapter names, membership count, contributions received, and disbursements made, along with supporting documents for all reimbursements.

- G. The Director-Elect, upon election, shall meet with the Director's Advisory Committee (DAC), i.e. during Forum weekend, to initiate a budget for her first year as Director. Said Budget shall be finalized by June 30th following her election.
- H. The Director shall formulate a budget for the second year of her term in cooperation with the Director's Advisory Committee (DAC). Said Budget shall be finalized by June 30th preceding the second year of her term.
- I. The Budget for each NAWIC year shall include but not be limited to line items for the following:
 - 1. 'Pass-through' items, those items for which the Fund facilitates income and expenses with no net effect to the balance.
 - 2. Winners of the Region 8 CAD/Design and Drafting to be awarded an amount not to exceed a total of \$400.00 from the Region GR8 Fund.
 - 3. The winner of the Region 8 Block Kids competition shall be awarded a Series E savings bond, the value of which shall not exceed \$200.00 from the Region GR8 Fund.
 - 4. Operating expenses for the Regional web site.
 - 5. Travel expenses for the Director to visit an "out of region" Forum in the first year of her term. Visit should be made to an Odd numbered region. (This is for educational purposes to learn how Forums are done in other areas of the country)
- J. A review of Fund records for the fiscal year ended September 30 shall be completed by November 1st. The report of the review shall be presented at the Annual Forum, with copies forwarded to each chapter president. A financial report shall be given at the Annual Conference and Annual Forum. The review committee shall be appointed by the Director and serve without compensation.
- K. The Guardian and the Trustees shall be the authorized signatures on the Fund account. Only one signature will be required for disbursement.

ARTICLE III - FISCAL YEAR

- A. The fiscal year of the Fund shall coincide with the NAWIC fiscal year.

ARTICLE IV - DISBURSEMENTS

- A. Reimbursement shall be limited to expenses not provided for by the National Association.
- B. Reimbursement shall be limited to the amount of money available in the Fund.
- C. Reimbursement from the Fund shall be available to the Director or other recognized user of the Fund and a Director-Elect when there is one.

- D. Disbursements shall be made within 30 days of receipt of the request but in no case shall the disbursement be made beyond the end of the fiscal year.
- E. Requests for reimbursement for budgeted items shall be reviewed and approved by the Director and the Guardian. Requests for reimbursement for unbudgeted items shall be reviewed and approved by the Director, the Guardian, and at least one Trustee.
- F. Since all contributions are voluntary, it shall be the Guardian's, the Trustees' and the Director's mutual responsibility to use discretion in the use of the Fund.
- G. Disbursements from the fund may be made as delineated in the Region GR8 Policies. This includes 'pass-through' items, those items for which the Fund facilitates income and expenses with no net effect to the balance.

ARTICLE V - DISSOLUTION

- A. In the event the Fund is dissolved, the balance in the account shall be transferred to an interest-bearing account until the next Annual Forum. At that time, by a majority vote of the members in attendance, the matter concerning the balance within the Fund shall be handled.

ARTICLE VI - AMENDMENT

- A. These guidelines may be amended at those Region GR8 meetings during which official business is conducted, by a majority vote of the members in attendance.

Adopted APC 2008, effective October 25, 2008

Guardian: Noreen Majercak	<u>Term Expires</u>
Trustee: Pam Dullum, PE, CCA	September 30, 2010
Trustee: Debbie Christensen, CIT	September 30, 2012
	September 30, 2014

Appointed by Linda Champlin-Frank; ratified Forum 2009, May 2, 2009