

National Association of Women in Construction
Region 7, San Antonio Chapter 11

Chapter Expense Guidelines

President

- Registration Fees: Annual Meeting/Convention, Annual Planning Conference, Annual Forum and other Regional Conferences registration fees shall be paid directly by the President and reimbursed by the Chapter Treasurer upon proof of payment.
- Travel: Reservations shall be made in a timely manner to receive the lowest fare available. Vehicle Rental, if applicable, will be paid at the lowest rate available, or mileage for a private vehicle will be paid at the current IRS standard mileage rate.
- Accommodations: Standard room rates at the Association's selected hotel, for the period required for meeting/convention/conference attendance, shall be paid directly by the President and reimbursed by the Chapter Treasurer upon proof of payment. Room is to be shared with the Incoming President or reimbursed at half the standard room rate.
- Miscellaneous: Postage, copies, long distance telephone calls, miscellaneous expenses shall be reimbursed as approved by the Board.
- Special Meetings: Prior approval of the Board of Directors is required for reimbursement of non-budgeted meetings or expenses; the above guidelines shall be followed.

Incoming President

- Registration Fees and Travel: Shall be as established for the President for Annual Meeting/Convention.

Delegates/Attendees

- Eligibility: A member must be in good standing in order to be eligible for the Annual Meeting/Convention, Annual Planning Conference, Annual Forum and other Regional Conferences expenses to be reimbursed (in whole or part) by the Chapter. The Chapter deadline for eligibility for the Annual Meeting/Convention shall be the June General Business Meeting; eligibility for the Annual Planning Conference shall be the August General Business Meeting; eligibility for the Annual Forum shall be the February General Meeting, and at least 2 months prior to other regional conferences.
- Expenses: The Chapter shall reimburse Annual Meeting/Convention, Annual Planning Conference, Annual Forum and other Regional Conferences expenses for Delegates/Attendees, if budgeted funds are available, upon receipt of written report for inclusion in the permanent records of the chapter in accordance with Standing Rule No. 4, and upon proof of payment. Funds are not to exceed registration fees, transportation, and hotel accommodations as established for the President. In the event the funds are not available to pay all expenses, funds will be split equally among the Delegates/Attendees. A member failing to meet the requirements of Delegates/Attendees must immediately reimburse the Chapter any previously disbursed funds.

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General Notes:

1. To qualify for expenses at Annual Meeting/Convention, Annual Planning Conference, Annual Forum or other Regional Conferences attendees must attend all NAWIC business sessions, meal functions, caucus, etc. and NAWIC workshops as assigned by the President. Although attendees are encouraged to attend professional development seminars, it is not mandatory. The President or the delegation leader must approve any exceptions.
2. To qualify for expenses at Annual Meeting/Convention, Annual Planning Conference, Annual Forum or other regional conferences attendees are required to write a detailed report on the entire event, which shall include discussion on the attended workshops and seminars. Reports must be submitted to the President, for incorporation in the permanent records of the Chapter, in accordance with Standing Rule No. 4, no later than 45 days after the event, but prior to the end of the fiscal year for reports on the Annual Meeting/Convention, to be eligible for reimbursement of expenses.
3. All registrations and reservations should be made in a timely manner so as to receive the benefits of best available quote. All late fees/penalties will be the responsibility of each individual.
4. The President and Incoming President shall be ineligible for Delegates/Attendees expenses.
5. Any expenses of the President and Incoming President, exceeding approved budgeted amounts, may be reimbursed with the approval of the Board of Directors, providing such funds are available.
6. Incoming President refers to the member elected by June of each year to serve as President for the following NAWIC year.
7. A member in good standing is current on all dues and other NAWIC or Chapter financial obligations, and has submitted all required reports. To be eligible to receive reimbursement from the Chapter, she should also have attended at least three-fourths (3/4) of the General Business meetings in the past 12 months. If a member is on the current Board of Directors, she should have attended at least three-fourths (3/4) of the current year meetings of the Board. She shall have taken an active role on more than one Chapter committee for the current year.
8. Expenses shall be evaluated each year by the Budget Committee and shall be based on the location of the Annual Meeting/Convention, Annual Planning Conference, Annual Forum or other Regional Conference.

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9. At the May Board of Director's Meeting, if not before, the Board shall reevaluate the budget status regarding Delegates/Attendees expenses.
10. Reimbursement of all Committee expenses shall be paid by the Chapter Treasurer upon presentation of valid receipts and only up to the budgeted amount. Expenses that exceed approved budgeted amounts may be reimbursed with the approval of the Board of Directors, providing funds are available.
11. Exception to the above guidelines must have prior approval by the Board of Directors.

Submitted by Special Committee

March 23, 2011

Celeste Estep, Chairman
Jennifer Swinney, Sandee Morgan, Dana Calonge

Adopted by the Board of Directors, _____