

**NATIONAL ASSOCIATION OF WOMEN IN CONSTRUCTION  
(NAWIC)**

**TUCSON CHAPTER #122**

**GUIDELINES**

1. Installation of new Officers and Directors shall be held at the September Business meeting.
2. The Chapter shall purchase and provide each Officer and Director a NAWIC membership pin and guard signifying the office held. The pins and guards shall be passed to the incoming Officers and Directors each year. If pins and guards are not turned in that person shall be billed for the replacements. A NAWIC membership pin with a Past President's guard shall be purchased each year by the Chapter and presented to the out-going President during the installation of new Officers and Directors. The Chapter's NEF Ladder Club Pin shall be passed to the incoming President each year.
3. The Chapter shall provide a single red rose and vase for each hospitalized member and to each member who experiences a death in the immediate family. In the case of a death of a member, a single red rose or its equivalent shall be provided as a remembrance.
4. Annual Planning Conference (APC)  
The Chapter shall pay the registration fee, round-trip travel expenses and shared lodging for the Chapter President or Representative to the Annual Planning Conference, subject to budgeted funds.
5. Forum  
The Chapter shall pay the registration fee, round-trip expenses, and shared lodging for the Chapter Delegate to Forum, subject to budgeted funds.
6. National Convention  
If only one Delegate attends the National Convention, the chapter shall pay the registration, round-trip travel expenses, plus \$100.00 and shared lodging, subject to budgeted funds. The chapter shall pay registration, round-trip travel expenses, and \$100.00 per diem and shared lodging for the incoming Chapter President, if elected a Delegate.  
  
If funds are available the Chapter shall pay the registration fee for all remaining delegates to the National Convention, and if additional funds become available, their other expenses will be split.
7. President's Retreat  
The Chapter shall pay the registration fee, round-trip expenses, and shared lodging for the incoming President to the President's Retreat, subject to budgeted funds.
8. Members shall be billed for dinners if not canceled prior to noon Monday before meeting date. Members shall be billed for their guest's dinner if not cancelled prior to noon Monday before meeting date. Standing reservations will be billed if not cancelled by noon Monday before meeting date.
9. The Delegate(s) or Representative shall give a report within forty five (45) days of any reimbursed activity.
10. In consideration of Chapter members and speakers, it is requested that cellular telephones and pagers be turned off or set to vibrate mode during the meetings. Also, leave the meeting area when talking on cellular telephones.
11. The Standing Rules and In Guidelines shall be reviewed annually by the Chapter Board of Directors and checked to be appropriate for the forthcoming year.
12. The Board of Directors of Tucson Chapter #122 shall appoint a member to the Cornerstone Building Foundation, Inc., annually to represent our Chapter on that board for a period of two (2) years. There shall be a total of two (2) members of NAWIC Tucson #122 on the Cornerstone Board at all times.