# AWMI POLICY and GUIDELINE MANUAL

## TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Level</th>
<th>Title</th>
<th>Page #</th>
<th>Revision Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>INTRODUCTION</td>
<td>ALL</td>
<td>Table of Contents</td>
<td>1 - 5</td>
<td>01/21/2013</td>
</tr>
<tr>
<td></td>
<td>ALL</td>
<td>History - Overview</td>
<td>1 - 2</td>
<td>01/01/2013</td>
</tr>
<tr>
<td></td>
<td>ALL</td>
<td>History - Full</td>
<td>1 - 8</td>
<td>01/01/2013</td>
</tr>
<tr>
<td></td>
<td>ALL</td>
<td>History of the Policy and Guideline Manual</td>
<td>1 - 2</td>
<td>05/01/2011</td>
</tr>
<tr>
<td></td>
<td>ALL</td>
<td>Policy and Guideline Definitions</td>
<td>1</td>
<td>05/01/2011</td>
</tr>
<tr>
<td>INTERNATIONAL BYLAWS</td>
<td>ALL</td>
<td>International Bylaws</td>
<td>1 - 12</td>
<td>11/15/2014</td>
</tr>
<tr>
<td>CHAPTER BYLAWS</td>
<td>ALL</td>
<td>Chapter Bylaws</td>
<td>1 - 9</td>
<td>11/15/2014</td>
</tr>
<tr>
<td>MEMBERSHIP</td>
<td>Chapter</td>
<td>Section Table of Contents</td>
<td></td>
<td>11/15/2014</td>
</tr>
<tr>
<td>A</td>
<td>Chapter</td>
<td>Membership Classification</td>
<td>1 - 2</td>
<td>11/15/2014</td>
</tr>
<tr>
<td>A</td>
<td>Chapter</td>
<td>Membership Application</td>
<td>3</td>
<td>12/01/2013</td>
</tr>
<tr>
<td>A</td>
<td>Chapter</td>
<td>Dues and Assessments</td>
<td>4</td>
<td>12/01/2013</td>
</tr>
<tr>
<td>A</td>
<td>Chapter</td>
<td>Dates and Dues</td>
<td>5 - 6</td>
<td>12/01/2013</td>
</tr>
<tr>
<td>A</td>
<td>Chapter</td>
<td>Continuous Service Awards</td>
<td>7</td>
<td>12/01/2013</td>
</tr>
<tr>
<td>A</td>
<td>Chapter</td>
<td>Membership Transfer or Information Changes</td>
<td>8</td>
<td>12/01/2013</td>
</tr>
<tr>
<td>A</td>
<td>Chapter</td>
<td>Membership Mailing List</td>
<td>9</td>
<td>12/01/2013</td>
</tr>
<tr>
<td>A</td>
<td>Chapter</td>
<td>Prospective Member Letter - Samples</td>
<td>10 - 11</td>
<td>12/01/2013</td>
</tr>
<tr>
<td>A</td>
<td>Chapter</td>
<td>Prospective Member/Membership Drive - Sample</td>
<td>12</td>
<td>12/01/2013</td>
</tr>
<tr>
<td>A</td>
<td>Chapter</td>
<td>New Member Welcome Letter - Sample</td>
<td>13</td>
<td>12/01/2013</td>
</tr>
<tr>
<td>A</td>
<td>Chapter</td>
<td>Renewed Member Thank You Letter - Sample</td>
<td>14</td>
<td>12/01/2013</td>
</tr>
<tr>
<td>A</td>
<td>Chapter</td>
<td>Referral Thank You Letter - Sample</td>
<td>15</td>
<td>12/01/2013</td>
</tr>
<tr>
<td>A</td>
<td>Chapter</td>
<td>Membership Application Form</td>
<td>FORM 15</td>
<td>12/01/2013</td>
</tr>
<tr>
<td>A</td>
<td>Chapter</td>
<td>Membership Information Change Form</td>
<td>FORM 16</td>
<td>12/01/2013</td>
</tr>
<tr>
<td>ELECTIONS</td>
<td>Chapter</td>
<td>Section Table of Contents</td>
<td></td>
<td>12/01/2013</td>
</tr>
<tr>
<td>B</td>
<td>Chapter</td>
<td>Election Process</td>
<td>1</td>
<td>12/01/2013</td>
</tr>
<tr>
<td>B</td>
<td>Chapter</td>
<td>Nominating Committee and Nominating Process</td>
<td>2</td>
<td>12/01/2013</td>
</tr>
<tr>
<td>B</td>
<td>Chapter</td>
<td>Election Timeline and Guidelines</td>
<td>3</td>
<td>12/01/2013</td>
</tr>
<tr>
<td>B</td>
<td>Chapter</td>
<td>Chapter Ballot</td>
<td>4 - 5</td>
<td>12/01/2013</td>
</tr>
<tr>
<td>B</td>
<td>Chapter</td>
<td>Candidacy Statement</td>
<td>FORM 17</td>
<td>12/01/2013</td>
</tr>
<tr>
<td>JOB DESCRIPTIONS</td>
<td>Chapter</td>
<td>Section Table of Contents</td>
<td></td>
<td>12/01/2013</td>
</tr>
<tr>
<td>C</td>
<td>Chapter</td>
<td>President</td>
<td>1</td>
<td>12/01/2013</td>
</tr>
<tr>
<td>C</td>
<td>Chapter</td>
<td>Vice President</td>
<td>2</td>
<td>12/01/2013</td>
</tr>
<tr>
<td>C</td>
<td>Chapter</td>
<td>Secretary</td>
<td>3</td>
<td>12/01/2013</td>
</tr>
<tr>
<td>C</td>
<td>Chapter</td>
<td>Treasurer</td>
<td>4</td>
<td>12/01/2013</td>
</tr>
<tr>
<td>C</td>
<td>Chapter</td>
<td>Immediate Past President</td>
<td>5</td>
<td>12/01/2013</td>
</tr>
<tr>
<td>C</td>
<td>Chapter</td>
<td>Fundraising Chair</td>
<td>6</td>
<td>12/01/2013</td>
</tr>
<tr>
<td>C</td>
<td>Chapter</td>
<td>Membership Chair</td>
<td>7</td>
<td>12/01/2013</td>
</tr>
<tr>
<td>C</td>
<td>Chapter</td>
<td>Programs Chair</td>
<td>8 - 9</td>
<td>12/01/2013</td>
</tr>
<tr>
<td>C</td>
<td>Chapter</td>
<td>Publicity Chair</td>
<td>10</td>
<td>12/01/2013</td>
</tr>
<tr>
<td>C</td>
<td>Chapter</td>
<td>Newsletter</td>
<td>11</td>
<td>12/01/2013</td>
</tr>
<tr>
<td>C</td>
<td>Chapter</td>
<td>Other Chairs</td>
<td>12</td>
<td>12/01/2013</td>
</tr>
<tr>
<td>MINUTES &amp; AGENDAS</td>
<td>Chapter</td>
<td>Section Table of Contents</td>
<td></td>
<td>12/01/2013</td>
</tr>
<tr>
<td>D</td>
<td>Chapter</td>
<td>Record Keeping – Minutes</td>
<td>1 - 2</td>
<td>12/01/2013</td>
</tr>
<tr>
<td>D</td>
<td>Chapter</td>
<td>Record Keeping – Agenda</td>
<td>3</td>
<td>12/01/2013</td>
</tr>
<tr>
<td>D</td>
<td>Chapter</td>
<td>Roster</td>
<td>4 - 5</td>
<td>12/01/2013</td>
</tr>
</tbody>
</table>
# AWMI POLICY and GUIDELINE MANUAL

## TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Level</th>
<th>Title</th>
<th>Page #</th>
<th>Revision Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>FINANCIAL</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E</td>
<td>Chapter</td>
<td>Section Table of Contents</td>
<td></td>
<td></td>
</tr>
<tr>
<td>E</td>
<td>Chapter</td>
<td>Financial Records and Reporting</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Checking Account Policy</td>
<td>1</td>
<td>12/01/2013</td>
</tr>
<tr>
<td>E</td>
<td>Chapter</td>
<td>Financial Records and Reporting</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Assessments, Audits, Bonding, Chart of Accounts, Expense Reports, Fiscal Year and Budget, Profit and Loss Reports</td>
<td>2</td>
<td>12/01/2013</td>
</tr>
<tr>
<td>E</td>
<td>Chapter</td>
<td>Financial Records and Reporting</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Record Keeping - Permanent Files, Record Keeping – Annual Files, Year-End Accounting Adjustments</td>
<td>3</td>
<td>12/01/2013</td>
</tr>
<tr>
<td>E</td>
<td>Chapter</td>
<td>Financial Records and Reporting</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Required Reports – Annual Reports, Annual Budget, Chapter Bank Account Form, Asset Inventory Forms, Taxes</td>
<td>4</td>
<td>12/01/2013</td>
</tr>
<tr>
<td>E</td>
<td>Chapter</td>
<td>Reimbursement of Meeting/Conference Expenses</td>
<td>5</td>
<td>12/01/2013</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Required Reports – Monthly Reports, Balance Sheet, Deposit Detail, Check Detail, Bank Reconciliation Detail, A/R Detail</td>
<td>6</td>
<td>12/01/2013</td>
</tr>
<tr>
<td>PUBLICITY</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>Chapter</td>
<td>Section Table of Contents</td>
<td></td>
<td>05/01/2015</td>
</tr>
<tr>
<td>F</td>
<td>Chapter</td>
<td>Publicity Policy and Guidelines</td>
<td>1</td>
<td>05/01/2015</td>
</tr>
<tr>
<td>CORRESPONDENCE</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>G</td>
<td>Chapter</td>
<td>Section Table of Contents</td>
<td></td>
<td>12/01/2013</td>
</tr>
<tr>
<td>G</td>
<td>Chapter</td>
<td>Stationery Policy</td>
<td>1</td>
<td>12/01/2013</td>
</tr>
<tr>
<td>G</td>
<td>Chapter</td>
<td>Stationery Supplies</td>
<td>2</td>
<td>12/01/2013</td>
</tr>
<tr>
<td>G</td>
<td>Chapter</td>
<td>Newsletter Policy and Guidelines</td>
<td>3 - 4</td>
<td>12/01/2013</td>
</tr>
<tr>
<td>G</td>
<td>Chapter</td>
<td>Social Media</td>
<td>5</td>
<td>12/01/2013</td>
</tr>
<tr>
<td>G</td>
<td>Chapter</td>
<td>Branding Guidelines</td>
<td>6</td>
<td>12/01/2013</td>
</tr>
<tr>
<td>G</td>
<td>Chapter</td>
<td>Communications Flow Chart for Chapters</td>
<td>FORM 1</td>
<td>12/01/2013</td>
</tr>
<tr>
<td>MEETINGS</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>H</td>
<td>Chapter</td>
<td>Section Table of Contents</td>
<td></td>
<td>12/01/2013</td>
</tr>
<tr>
<td>H</td>
<td>Chapter</td>
<td>Chapter Board of Directors Meetings – Policy and Guidelines</td>
<td>1 - 2</td>
<td>12/01/2013</td>
</tr>
<tr>
<td>H</td>
<td>Chapter</td>
<td>Chapter Membership Meetings – Policy and Guidelines</td>
<td>3</td>
<td>04/11/2014</td>
</tr>
<tr>
<td>H</td>
<td>Chapter</td>
<td>Industry Dinner - Policy and Guidelines</td>
<td>4 - 5</td>
<td>12/01/2013</td>
</tr>
<tr>
<td>H</td>
<td>Chapter</td>
<td>Membership Meeting and Industry Dinner Event Planning</td>
<td>6</td>
<td>12/01/2013</td>
</tr>
<tr>
<td>FUNDRAISING</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>Chapter</td>
<td>Section Table of Contents</td>
<td></td>
<td>12/01/2013</td>
</tr>
<tr>
<td>I</td>
<td>Chapter</td>
<td>Fundraising – Policy and Guidelines</td>
<td>1</td>
<td>12/01/2013</td>
</tr>
<tr>
<td>REGIONS</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>J</td>
<td>Regions</td>
<td>Section Table of Contents</td>
<td></td>
<td>12/16/2014</td>
</tr>
<tr>
<td>J</td>
<td>Regions</td>
<td>General Regional Policy</td>
<td>1 - 2</td>
<td>12/01/2013</td>
</tr>
<tr>
<td>J</td>
<td>Regions</td>
<td>Regional Director – Job Description</td>
<td>3</td>
<td>12/01/2013</td>
</tr>
<tr>
<td>J</td>
<td>Regions</td>
<td>Vice Chair – Job Description</td>
<td>4</td>
<td>12/01/2013</td>
</tr>
<tr>
<td>J</td>
<td>Regions</td>
<td>Secretary – Job Description</td>
<td>5</td>
<td>12/01/2013</td>
</tr>
<tr>
<td>J</td>
<td>Regions</td>
<td>Treasurer – Job Description</td>
<td>6</td>
<td>12/01/2013</td>
</tr>
<tr>
<td>J</td>
<td>Regions</td>
<td>Regional Board Nominating Procedures</td>
<td>7 - 8</td>
<td>12/16/2014</td>
</tr>
<tr>
<td>J</td>
<td>Regions</td>
<td>Regional Board Prerequisites</td>
<td>9</td>
<td>12/01/2013</td>
</tr>
<tr>
<td>J</td>
<td>Regions</td>
<td>Regional Board Nomination Letter</td>
<td>10</td>
<td>12/01/2013</td>
</tr>
<tr>
<td>J</td>
<td>Regions</td>
<td>Regional Geography</td>
<td>11</td>
<td>12/01/2013</td>
</tr>
<tr>
<td>J</td>
<td>Regions</td>
<td>Reimbursement of Meeting/Conference Expenses</td>
<td>12</td>
<td>12/01/2013</td>
</tr>
<tr>
<td>J</td>
<td>Regions</td>
<td>Communications Flow Chart for Region</td>
<td>FORM 2</td>
<td>12/01/2013</td>
</tr>
<tr>
<td>J</td>
<td>Regions</td>
<td>Reimbursement of Expenses</td>
<td>FORM 8</td>
<td>12/01/2013</td>
</tr>
<tr>
<td>J</td>
<td>Regions</td>
<td>Candidacy Statement</td>
<td>FORM 17</td>
<td>12/01/2013</td>
</tr>
<tr>
<td>J</td>
<td>Regions</td>
<td>Nomination Form</td>
<td>FORM 18</td>
<td>12/01/2013</td>
</tr>
</tbody>
</table>
# AWMI POLICY and GUIDELINE MANUAL
## TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Level</th>
<th>Title Page</th>
<th>Page #</th>
<th>Revision Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>LEGAL</td>
<td>K</td>
<td>Section Table of Contents</td>
<td></td>
<td>12/01/2013</td>
</tr>
<tr>
<td></td>
<td>K</td>
<td>Attorney - Policy and Guidelines</td>
<td>1</td>
<td>12/01/2013</td>
</tr>
<tr>
<td></td>
<td>K</td>
<td>Antitrust - Policy Statement and Guidelines</td>
<td>2 - 3</td>
<td>12/01/2013</td>
</tr>
<tr>
<td></td>
<td>K</td>
<td>Contributions</td>
<td>4</td>
<td>12/01/2013</td>
</tr>
<tr>
<td></td>
<td>K</td>
<td>Chapter Scholarship Programs</td>
<td>5 - 6</td>
<td>12/01/2013</td>
</tr>
<tr>
<td></td>
<td>K</td>
<td>International Conference Scholarship Fund</td>
<td>7 - 8</td>
<td>04/11/2014</td>
</tr>
<tr>
<td></td>
<td>K</td>
<td>Provisional Chapter Requirements and Dues Disbursement</td>
<td>9 - 10</td>
<td>12/01/2013</td>
</tr>
<tr>
<td></td>
<td>K</td>
<td>Affiliate Chapter Annual Requirements</td>
<td>11</td>
<td>12/01/2013</td>
</tr>
<tr>
<td></td>
<td>K</td>
<td>Compensation of Directors</td>
<td>12</td>
<td>12/01/2013</td>
</tr>
<tr>
<td></td>
<td>K</td>
<td>Document Retention Schedule</td>
<td>13</td>
<td>12/01/2013</td>
</tr>
<tr>
<td></td>
<td>K</td>
<td>Code of Conduct Policy</td>
<td>14</td>
<td>12/01/2013</td>
</tr>
<tr>
<td></td>
<td>K</td>
<td>Chapter Scholarship Update Form</td>
<td>FORM 9</td>
<td>12/01/2013</td>
</tr>
<tr>
<td></td>
<td>K</td>
<td>Chapter Scholarship Template</td>
<td>FORM 25</td>
<td>12/01/2013</td>
</tr>
<tr>
<td></td>
<td>K</td>
<td>International Conference Scholarship Application Form</td>
<td>FORM 10</td>
<td>04/11/2014</td>
</tr>
<tr>
<td></td>
<td>K</td>
<td>Code of Conduct Form</td>
<td>FORM 11</td>
<td>12/01/2013</td>
</tr>
<tr>
<td>CORPORATE MEMBERSHIP</td>
<td>L</td>
<td>Section Table of Contents</td>
<td></td>
<td>12/01/2013</td>
</tr>
<tr>
<td></td>
<td>L</td>
<td>Membership Classifications</td>
<td>1 - 2</td>
<td>12/01/2013</td>
</tr>
<tr>
<td></td>
<td>L</td>
<td>Recruitment and Membership Dues/Assessments</td>
<td>3</td>
<td>12/01/2013</td>
</tr>
<tr>
<td></td>
<td>L</td>
<td>Membership Dates and Dues</td>
<td>4</td>
<td>12/01/2013</td>
</tr>
<tr>
<td>INTERNATIONAL MEMBERSHIP</td>
<td>M</td>
<td>Section Table of Contents</td>
<td></td>
<td>11/15/2014</td>
</tr>
<tr>
<td></td>
<td>M</td>
<td>Membership Classifications</td>
<td>1 - 3</td>
<td>11/15/2014</td>
</tr>
<tr>
<td></td>
<td>M</td>
<td>Membership Application Process</td>
<td>3</td>
<td>12/01/2013</td>
</tr>
<tr>
<td></td>
<td>M</td>
<td>Dues and Assessments</td>
<td>4</td>
<td>11/15/2014</td>
</tr>
<tr>
<td></td>
<td>M</td>
<td>Membership Dates and Dues</td>
<td>5</td>
<td>11/15/2014</td>
</tr>
<tr>
<td></td>
<td>M</td>
<td>Continuous Service Awards</td>
<td>6</td>
<td>12/01/2013</td>
</tr>
<tr>
<td></td>
<td>M</td>
<td>Membership Application Form</td>
<td>FORM 15</td>
<td>12/01/2013</td>
</tr>
<tr>
<td></td>
<td>M</td>
<td>Member Information Change Form</td>
<td>FORM 16</td>
<td>12/01/2013</td>
</tr>
<tr>
<td>INTERNATIONAL BOARD</td>
<td>N</td>
<td>Section Table of Contents – International</td>
<td></td>
<td>12/16/2014</td>
</tr>
<tr>
<td></td>
<td>N</td>
<td>International President Job Description</td>
<td>1</td>
<td>12/01/2013</td>
</tr>
<tr>
<td></td>
<td>N</td>
<td>International Vice President Job Description</td>
<td>2</td>
<td>12/01/2013</td>
</tr>
<tr>
<td></td>
<td>N</td>
<td>International Secretary Job Description</td>
<td>3 - 4</td>
<td>12/01/2013</td>
</tr>
<tr>
<td></td>
<td>N</td>
<td>International Treasurer Job Description</td>
<td>5 - 6</td>
<td>12/01/2013</td>
</tr>
<tr>
<td></td>
<td>N</td>
<td>International Immediate Past President Job Description</td>
<td>7 - 8</td>
<td>12/01/2013</td>
</tr>
<tr>
<td></td>
<td>N</td>
<td>International Marketing Chair Job Description</td>
<td>9 - 11</td>
<td>12/01/2013</td>
</tr>
<tr>
<td></td>
<td>N</td>
<td>International Membership Chair Job Description</td>
<td>12 - 13</td>
<td>12/01/2013</td>
</tr>
<tr>
<td></td>
<td>N</td>
<td>International Mentoring Chair Job Description</td>
<td>14 - 15</td>
<td>12/01/2013</td>
</tr>
<tr>
<td></td>
<td>N</td>
<td>International Programs Chair Job Description</td>
<td>16 - 17</td>
<td>12/01/2013</td>
</tr>
<tr>
<td></td>
<td>N</td>
<td>Expansion Subcommittee Chair Job Description</td>
<td>18 - 19</td>
<td>12/01/2013</td>
</tr>
<tr>
<td></td>
<td>N</td>
<td>Metal Mail Subcommittee Chair Job Description</td>
<td>20</td>
<td>04/30/2014</td>
</tr>
<tr>
<td></td>
<td>N</td>
<td>Print and News Release Subcommittee Chair Job Description</td>
<td>21</td>
<td>04/30/2014</td>
</tr>
<tr>
<td></td>
<td>N</td>
<td>Social Media Subcommittee Chair Job Description</td>
<td>22</td>
<td>04/30/2014</td>
</tr>
<tr>
<td></td>
<td>N</td>
<td>International Board Nominating Procedures and Prerequisites</td>
<td>23 - 25</td>
<td>12/16/2014</td>
</tr>
<tr>
<td></td>
<td>N</td>
<td>Member of the Year Nominating Procedures and Prerequisites</td>
<td>26 - 27</td>
<td>12/01/2013</td>
</tr>
<tr>
<td></td>
<td>N</td>
<td>International Committee Structure</td>
<td>28</td>
<td>12/01/2013</td>
</tr>
<tr>
<td></td>
<td>N</td>
<td>Proposals and Projects</td>
<td>29</td>
<td>12/01/2013</td>
</tr>
<tr>
<td></td>
<td>N</td>
<td>Reimbursement of Meeting/Conference Expenses</td>
<td>30</td>
<td>12/01/2013</td>
</tr>
<tr>
<td></td>
<td>N</td>
<td>Communications Flow Chart(s)</td>
<td>FORMS 1-3</td>
<td>12/01/2013</td>
</tr>
<tr>
<td></td>
<td>N</td>
<td>Reimbursement of Expenses</td>
<td>FORM 8</td>
<td>12/01/2013</td>
</tr>
<tr>
<td>MENTORING</td>
<td>O</td>
<td>Section Table of Contents</td>
<td></td>
<td>12/01/2013</td>
</tr>
<tr>
<td></td>
<td>O</td>
<td>Chapter Mentoring Program</td>
<td>1 - 2</td>
<td>12/01/2013</td>
</tr>
</tbody>
</table>

Section 1
# AWMI POLICY and GUIDELINE MANUAL

## TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Level</th>
<th>Title</th>
<th>Page #</th>
<th>Revision Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>O</td>
<td>Int’l</td>
<td>Chapter Member Mentoring Guidelines</td>
<td>3</td>
<td>12/01/2013</td>
</tr>
<tr>
<td>O</td>
<td>Int’l</td>
<td>Regional Mentoring Program</td>
<td>4</td>
<td>12/01/2013</td>
</tr>
<tr>
<td>O</td>
<td>Int’l</td>
<td>Executive Committee Program</td>
<td>5</td>
<td>12/01/2013</td>
</tr>
</tbody>
</table>

### PUBLICITY

| P     | Int’l | Publicity Guidelines                       | 1      | New            |

### FORMS

<table>
<thead>
<tr>
<th>Y</th>
<th>Forms</th>
<th>Section Table of Contents</th>
<th>FORM 1</th>
<th>12/01/2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Y</td>
<td>Forms</td>
<td>Communications Flow Chart - Chapters</td>
<td>FORM 2</td>
<td>12/01/2013</td>
</tr>
<tr>
<td>Y</td>
<td>Forms</td>
<td>Communications Flow Chart - Regions</td>
<td>FORM 3</td>
<td>01/21/2013</td>
</tr>
<tr>
<td>Y</td>
<td>Forms</td>
<td>Financial - Audit Form - Chapters and Regions</td>
<td>FORM 4</td>
<td>07/31/2015</td>
</tr>
<tr>
<td>Y</td>
<td>Forms</td>
<td>Financial – Financial Audit by Region</td>
<td>FORM 5</td>
<td>05/01/2011</td>
</tr>
<tr>
<td>Y</td>
<td>Forms</td>
<td>Financial – Chapter Membership Transmittal</td>
<td>FORM 6</td>
<td>05/01/2011</td>
</tr>
<tr>
<td>Y</td>
<td>Forms</td>
<td>Financial – Annual Pertinent Information</td>
<td>FORM 7</td>
<td>07/31/2015</td>
</tr>
<tr>
<td>Y</td>
<td>Forms</td>
<td>Financial – Expense Reimbursement Report</td>
<td>FORM 8</td>
<td>12/01/2013</td>
</tr>
<tr>
<td>Y</td>
<td>Forms</td>
<td>Legal - Chapter Scholarship Update</td>
<td>FORM 9</td>
<td>12/01/2013</td>
</tr>
<tr>
<td>Y</td>
<td>Forms</td>
<td>Legal - International Conference Scholarship Application</td>
<td>FORM 10</td>
<td>04/11/2014</td>
</tr>
<tr>
<td>Y</td>
<td>Forms</td>
<td>Legal – Code of Conduct</td>
<td>FORM 11</td>
<td>01/21/2013</td>
</tr>
<tr>
<td>Y</td>
<td>Forms</td>
<td>Meeting – Facility Information Sheet</td>
<td>FORM 12</td>
<td>05/01/2011</td>
</tr>
<tr>
<td>Y</td>
<td>Forms</td>
<td>Meeting Recap and Reconciliation</td>
<td>FORM 13</td>
<td>05/01/2011</td>
</tr>
<tr>
<td>Y</td>
<td>Forms</td>
<td>Meeting and Event Worksheet</td>
<td>FORM 14</td>
<td>05/01/2011</td>
</tr>
<tr>
<td>Y</td>
<td>Forms</td>
<td>Membership Application Form</td>
<td>FORM 15</td>
<td>12/01/2013</td>
</tr>
<tr>
<td>Y</td>
<td>Forms</td>
<td>Membership Information Change Form</td>
<td>FORM 16</td>
<td>12/01/2013</td>
</tr>
<tr>
<td>Y</td>
<td>Forms</td>
<td>Candidacy Statement</td>
<td>FORM 17</td>
<td>12/01/2013</td>
</tr>
<tr>
<td>Y</td>
<td>Forms</td>
<td>Board Nomination Form</td>
<td>FORM 18</td>
<td>12/01/2013</td>
</tr>
<tr>
<td>Y</td>
<td>Forms</td>
<td>Proposal Submission Form</td>
<td>FORM 19</td>
<td>12/01/2013</td>
</tr>
<tr>
<td>Y</td>
<td>Forms</td>
<td>Project Submission Form</td>
<td>FORM 20</td>
<td>12/01/2013</td>
</tr>
<tr>
<td>Y</td>
<td>Forms</td>
<td>Chapter Chart of Accounts</td>
<td>FORM 21</td>
<td>02/08/2013</td>
</tr>
<tr>
<td>Y</td>
<td>Forms</td>
<td>Master Chart of Accounts</td>
<td>FORM 22</td>
<td>05/01/2011</td>
</tr>
<tr>
<td>Y</td>
<td>Forms</td>
<td>Headquarters Chart of Accounts</td>
<td>FORM 23</td>
<td>05/01/2011</td>
</tr>
<tr>
<td>Y</td>
<td>Forms</td>
<td>Provisional Chapter Tracking Form</td>
<td>FORM 24</td>
<td>09/18/2011</td>
</tr>
<tr>
<td>Y</td>
<td>Forms</td>
<td>Chapter Scholarship Template</td>
<td>FORM 25</td>
<td>12/01/2013</td>
</tr>
</tbody>
</table>

### INDEX

<table>
<thead>
<tr>
<th>INDEX</th>
<th>1 THRU 18</th>
<th>05/01/2015</th>
</tr>
</thead>
</table>

A thru Z
Association of Women in the Metal Industries
History - Overview

AWMI began with the vision of Heidi Doran, AWMI founder. Ms. Doran pursued the creation of an organization that would foster the professionalism and personal growth of women in the metal industries, address their unique challenges and publicize their achievements. The programs and activities of AWMI are structured to enhance members' knowledge, skills and experience. AWMI advocates the promotion of professional women and the increase in their numbers in metal and metal-related companies.

On March 1, 1981, Ms. Doran and the six other original members founded an organization and named it Association of Women in the Metal Industries. On June 3, 1981, the organization was incorporated in the State of California. In July, the first official Membership Meeting was held and these seven women, now the Board of Directors led by Betty Pearson as President, pursued membership.

Interest in AWMI grew and chapters were opened in Los Angeles, Chicago, Houston and New York during 1982-1983. With this growth came the necessity of separating the National Board of Directors from the chapters into a separate entity. That was accomplished in 1985 and the first National Board Conference was held in Oakland, California. AWMI Bylaws were started, chapter boards were established, and the structure of a National Board and its purpose were discussed.

In 1986 the Wisconsin Chapter was formed and five more chapters were added in 1987, Minnesota, Cleveland, Pittsburgh, Dallas-Ft. Worth and Connecticutt. Member services were expanded with the introduction of an AWMI Membership Directory. With the continued enormous growth of AWMI, it became necessary to establish leadership closer to the chapters, and Regions were formed. Each region is comprised of four to six chapters with an executive council to assist them.

1988 brought the addition of three new chapters, Philadelphia, South Florida and Atlanta. Detroit, Boston and the Carolinas began in 1989; joined in 1990 by St. Louis and Portland. By this time, National Conferences were well established and the local, regional, and national boards met on an annual basis for the purpose of training, education and association business. In 1991, Baltimore joined as the twentieth chapter. In 1992, a program entitled ‘Get Acquainted with AWMI’ was premiered, and has remained a valuable tool for increasing membership and attracting interest in AWMI. Birmingham chapter was added in 1992, followed by Seattle in 1993.

By 1994, AWMI had grown to the point where a professional management company became necessary to assist the volunteer leaders. Clarion Management was hired, and has since been replaced by Talley Management Group, Mantua, NJ. Talley provides us with an Executive Director, assistance in member, web services and accounting.

In 1996, Baltimore was the site of the first conference open to our entire membership. These conferences continue today and signal our association’s continued priority to provide training, seminars and top-level speakers to our members. In 1996 Rockford and our first International Chapter – Toronto, Canada opened followed in 1999 by the Columbus Chapter.

1996 brought the addition of three new chapters, Philadelphia, South Florida and Atlanta. Detroit, Boston and the Carolinas began in 1989; joined in 1990 by St. Louis and Portland. By this time, National Conferences were well established and the local, regional, and national boards met on an annual basis for the purpose of training, education and association business. In 1991, Baltimore joined as the twentieth chapter. In 1992, a program entitled ‘Get Acquainted with AWMI’ was premiered, and has remained a valuable tool for increasing membership and attracting interest in AWMI. Birmingham chapter was added in 1992, followed by Seattle in 1993.

By 1994, AWMI had grown to the point where a professional management company became necessary to assist the volunteer leaders. Clarion Management was hired, and has since been replaced by Talley Management Group, Mantua, NJ. Talley provides us with an Executive Director, assistance in member, web services and accounting.

In 1996, Baltimore was the site of the first conference open to our entire membership. These conferences continue today and signal our association’s continued priority to provide training, seminars and top-level speakers to our members. In 1996 Rockford and our first International Chapter – Toronto, Canada opened followed in 1999 by the Columbus Chapter.

The twenty-first century arrived and brought with it numerous international economic changes including a downturn in the metals industries. These economic changes resulted in the AWMI executive decision to close some struggling chapters. The chapters in question
were the Atlanta chapter in 2002, the Northern Illinois/Rockford chapter in 2003 and the New England chapter (formerly the Connecticut & Boston chapters) and the Houston chapter in 2004.

Corporate Membership became a reality and as the new century began this provided member companies of all sizes an incentive to increase their AWMI membership at a reduced rate.

In 2006 AWMI rebounded with the opening of two new chapters in the Quad Cities and Tennessee. These two chapters along with Corporate Membership helped AWMI exceed its membership goal for the first time in many years. New chapters are continually discussed and explored.

The AWMI founders had a vision and it became a reality. Now, as women's careers in the metal industries are maturing and expanding, AWMI's current leaders continue to do the same. Today's leaders hold a burden of accountability to those pioneer leaders to look to the future. AWMI will provide stronger programs than ever before to help our members develop new skills and abilities to compete in the workplace. AWMI will address technology issues, communication skills, international business issues and any other area that will support our members' continued success.

Note: AWMI is a 501 (C) 6 organization. Donations and sponsorship to a 501 (C) 6 are not tax deductible as charitable contributions.
AWMI began with the vision of Heidi Doran, AWMI’s founder. Ms. Doran pursued the creation of an organization that would offer meetings and forums that would promote and develop the educational backgrounds and professionalism of women in the metal industries. Additionally, it would provide a networking system for its members to meet other purchasing, sales and management women to enhance their careers and career opportunities.

The Beginning
On March 1, 1981, she and the six other original members founded an organization and named it Association of Women in the Metal Industries. By having “Metal” singular and “Industries” plural, the organization would encompass women from all phases of the industry. Assistance from legal counsel ensured compliance with California state laws. On June 3, 1981, the organization was incorporated in the State of California. July was the first official membership meeting and these seven women, now the Board of Directors led by Betty Pearson as President (1982-1984), pursued membership.

By April of 1982, AWMI felt strong enough to present itself to the entire industry and dispel the idea of “yet another women's group.” They sought a speaker who would command a large audience and someone who supported AWMI’s concept and ideas. Mr. F. Kenneth Iverson, President and CEO of Nucor Corporation, was invited to speak at that first Industry Dinner. The meeting was very successful and established AWMI as an association that would provide high quality, interesting programs to our membership.

Growth
Word spread to Southern California and that same year the Los Angeles Chapter was formed. As members spoke with customers and suppliers across the United States, the desire to form chapters spread quickly. Heidi and Betty visited some of the interested areas and in 1983, the Chicago, Houston and New York Chapters were born.

As the Association grew, it became apparent that the National Board of Directors would have to be separate from the founding chapter. This was accomplished on April 24, 1984, when Brenda West (1984-1986) accepted the responsibility of National President.

In 1985, the five existing chapters' boards of directors recognized that they needed to network in person to meet the challenges encountered with the normal growing pains of a national association. This led to the first National Board Conference held in Oakland, California. At that first conference, thirty-five board members representing all five chapters worked on the first draft of AWMI’s Bylaws, discussed the structure and function of the National Board, and charted a plan for membership development.

The following year, 1986, the boards met in Chicago to ratify the AWMI Bylaws and create the Policy and Guideline (P&G) Manual. The leadership voted on and accepted a new membership category—Sustaining Associate. This membership category encompassed those women not eligible under Regular membership requirements and allowed interested men the opportunity to participate in AWMI's structured programs. In addition, the boards initiated a commemorative item program, approved a calendar-year dues structure, and began to discuss the relocation of the National Headquarters. Members from the Los Angeles Chapter agreed to assume the National leadership, and Marge Corwin (1986-1990) was appointed National President.
By the end of 1987, six more chapters were started in Wisconsin, Minnesota, Cleveland, Pittsburgh, Dallas/Ft. Worth and Connecticut. Serving on the National Board of Directors were women from the Los Angeles, New York and Oakland Chapters. That year, the annual National Board Conference was held in Los Angeles. Collection of membership renewal dues began on a national level.

In 1988, Houston hosted the National Conference. The Association implemented a dues split between National and the Chapters; the Regions were proposed; discussion began on an All-Member Conference; and Board position networking was held for the first time. That year, three new chapters opened: Philadelphia, South Florida and Atlanta.

During 1989, members received the first AWMI Membership Directory, National fundraising efforts began and Regions were approved. The first five Regional Directors were Susan Ferns, Pat Gardner, Mary Henderson, Mary LaGuardia and Olga McDermott. Barbara Lewis replaced Pat Gardner shortly after the October Conference because of a job transfer. Wisconsin hosted the 1989 National Conference and was the first chapter to incorporate an optional mill tour into the conference format. At the conference, AWMI inaugurated a Continuous Membership Service Award Program and held Regional networking sessions. Detroit, Boston, and the Carolinas joined the AWMI Chapter ranks in 1989; AWMI now had a total of seventeen Chapters. Maggie Galvin, National Expansion Chair, played a key role in expansion activities and successes during AWMI's first decade.

In 1990, Pat McCracken (1990-1993) was elected National President. That year, the National Headquarters moved to a different location in Southern California and AWMI hired a part-time office administrator. The Association purchased the first items for its National Video/Education Library. St. Louis and Portland became part of the organization and 105 Board Members gathered in "Steel Town" Pittsburgh for the National Board Conference. At the 1990 Conference, the original Oakland Chapter officially changed its name to San Francisco Bay Area Chapter, it was voted to have the President of each Chapter be the official Chapter delegate to the National Board. A Chapter-participant panel discussed "Fundraising."

The Second Decade
AWMI commemorated having completed its first decade by returning to its roots - Oakland, California - for Conference in 1991. History was re-lived when Mr. F. Kenneth Iverson, Chairman and CEO of Nucor Corporation, addressed the first-ever National Industry Dinner held in conjunction with the ten-year National Conference. Mr. Iverson paid tribute to the founders of AWMI and acknowledged the 1,032-person AWMI Membership as a sign of the growth and maturity of the metal industries. Joining him as keynote speaker before approximately 300 AWMI members and guests was Cecilia Danielli, President of Danielli & Co., a worldwide equipment designer and manufacturer of steel mill equipment.

AWMI celebrated its tenth birthday recognizing the nine members who qualified for 10-Year Continuous Service Awards and by selling a number of First Decade Commemorative Items. Special standardized plaques were added as a choice to the previously approved logo pin for continuous service recognition. Plaque standardization was approved for all Special Recognition/Accomplishment plaques given in the future on both Chapter and National levels. Regular Membership qualification was broadened to include processors, finishers, and freight companies and warehouses whose primary customer base engaged in at least 50% metal commodities. Baltimore opened as AWMI's 20th Chapter.

By the 1992 Conference in New York, AWMI Regions had been firmly established. Regional boundaries were realigned to create four regions instead of five, and four Regional Boards were in place. National disbursed funds into the Regional treasuries. For the first time, both Regional
Meetings and an open forum were a part of the conference agenda. "Quality Educational Meetings for Members" was the Chapter-participant panel topic. National study committees were formed in 1992 to review nominating procedures and prerequisite qualification requirements for the National Board. Birmingham became AWMI's 21st Chapter.

Jean Schultz (1993-1994) was elected National President in 1993 along with a truly "National" Board of elected officers and Directors hailing from seven different Chapters. This created new logistical challenges. Since the majority of the National Board members were now from states other than California, the National Headquarters was moved to a smaller office in Southern California with no office administrator and teleconference National Board Meetings ensued. The Atlanta Chapter hosted the 1993 Conference. Membership was the 1993 Conference focus and the newly developed "Get Acquainted with AWMI" program was introduced as a powerful membership tool. Proposals and a motivational speaker were new conference elements in 1993. Seattle was welcomed as AWMI's 22nd Chapter.

Moving Forward

Year after year, step by step, AWMI and its members were gaining industry recognition and acceptance, especially as women's careers in the metal industries were maturing and expanding. In 1993 and 1994, Association leaders confronted the necessity to expand and intensify AWMI's service to its members. AWMI was determined to more fully implement its commitment to increase the stature, professionalism and success of its members in the metal industries now and into the 21st Century.

In the fall of 1994, the Western Region hosted the National Conference in Phoenix, Arizona. This was the first time the Association held a conference in a city where we did not have a local chapter. The theme was “Back to Basics” and emphasized AWMI's purpose, structure and service to members. At the 1994 Conference, the chapters voted to accept the financial responsibility for their chapter stationery and printing expenses, which previously had been provided from the National budget. This made funds available in the National budget for AWMI to hire Clarion Management Resources, a professional association management firm, to provide administrative and clerical assistance for the National leadership level of AWMI in implementing programs and services for members. Regular Membership qualifications were expanded in 1994 to include women employed by publication companies, which are a minimum of 50% metals-related, and membership surpassed 1,300. A calendar fiscal year was adopted for Chapters, Regions, and National, including January through December terms of office at all levels. Updating Association National Bylaws, including the integration of Regions, was a major project in 1994, leading to ratification of the new National Bylaws in 1995.

In 1995, under the leadership of Susan Ferns (1995-1996), newly elected National President, the National Headquarters was moved to Alexandria, VA, where the management firm was located. With a management firm in place to handle the minutia of details in running a large association, AWMI leadership was able to fine-tune both the nationwide structure and the flow of communication within the organization. A goal was set to increase the Association membership to 1,500 in 1995 and to 2,000 in two years. All board members were challenged to find the vision for tomorrow, just as the founders did in 1981.

1995 was a transition year for AWMI's National leadership to learn how to most effectively utilize the services of the professional association management firm, and how to work in tandem with them for the benefit of the entire Association. The Minnesota Chapter hosted the fall Conference and evidence of the benefits of the association management firm was apparent. A discouraging note that
year was the closing of the South Florida Chapter. There simply were not enough interested parties in the area to keep it going.

Teamwork
For AWMI to accomplish its broad mission and responsibilities to its members, AWMI leaders from all levels - Chapter, Regional, and National - must work together as a team and focus on member programs and services. An ongoing challenge for AWMI has been to increase its professionalism to gain more industry recognition and support.

In 1996, AWMI's 15th year, AWMI planned its first All-Member Conference in an effort to expand AWMI's service to its members as well as its visibility within the metal industries. AWMI benefited and individual growth resulted as all members of the leadership team worked in unison for almost two years to prepare for the 1996 All-Member Conference in Baltimore, Maryland. Additionally, the American Metal Market presented its first-ever supplement on an association.

The 27-page supplement, which came out during the All-Member Conference, was informative and enlightening. It provided much-needed national recognition and publicity for AWMI. Nineteen ninety-six also saw record membership growth. The goal of 1,705 members was surpassed with a phenomenal growth rate. That year, retirees from our industries were voted in as a new membership category. Two chapters opened in 1996 under the direction of Patti Moore, National Membership Chair, and Sandi Jagodzinski, Expansion Chair: the 22nd in Rockford, Illinois, in April and the 23rd in Toronto, Canada, in November. Now that AWMI had a Chapter in Canada, from that point on, we became known as an International organization.

International Beginnings
Jody Pitts (1997-1998) was elected International President for the two-year term beginning January 1, 1997. Nineteen ninety-seven was a year of changes and growth within AWMI. Great strides were made towards reaching our goals of becoming self-funded and achieving 100% company support of members. The first two National education programs were held at mills in the Northeast and Central Regions. The programs were day-long tours/application training seminars and were rated highly successful by participants. A proposal to add a fifth region and re-align the Central and Northeast Regions was approved at the April International Board of Directors Meeting. Nineteen ninety-seven also saw the ratification of new Chapter Bylaws and a change in the membership eligibility policy to include consultant services that have a client base of at least 50% metal-related industries.

The October 1997 Board conference was hosted by the Southern Region and was held in Houston, Texas. The focus of the conference was on education with four speakers interspersed throughout the program to provide inspiration and education for the attendees. The Second All-Member Conference "Metals into the Millennium" was held in Chicago in November of 1998. A tremendous variety of exciting speakers were presented. Among the speakers was Cecilia Danieli who addressed the 10th Anniversary Dinner in California. Seminars and training were a highlight of this exciting conference.

1999 brought the election of Sandi Jagodzinski (1999-2000) to International President. The fall Conference was held in Portland in November. The theme of the Conference was “New Directions: Metals in the 21st Century.” It was a resounding success with over 150 attendees. Columbus opened as AWMI’s 25th Chapter.

Planning for the New Millennium
In 2000, a strategic planning committee was formed to create a bold, new vision for AWMI. The Strategic Plan was unveiled at the 2001 Leadership Conference in March by new President Sue
Utton (2001-2002) at the Renaissance Hotel in Cleveland. Our mission was clearly defined as **AWMI is an international professional organization dedicated to promoting and supporting women in the metal industries.** Four “Cornerstone” goals were identified in support of our mission: Grow, Educate, Network and Mentor. The Chapters were charged with developing a Chapter strategic plan to support the International Board Strategic Plan. The structure is now in place to focus AWMI efforts at all levels of the organization. Also in 2000, the Connecticut Chapter and the Boston Chapter merged to create a stronger, unified chapter – the New England Chapter.

In 2001, AWMI began a year-long celebration of our 20th anniversary culminating in the February 2002 Association International Conference (AIC) at the Coronado Springs Hotel at Disney World. AWMI’s leadership recognized the opportunity to strengthen our organization through alliances with other metal organizations. Agreements were signed with the Steel Service Center Institute (SSCI), American Society for Metals (ASM), and National Association of Aluminum Distributors (NAAD), which enhanced AWMI’s reputation in the metal industries. It also allowed AWMI to provide educational opportunities for our members through our affiliated organizations and opened our meetings and events to members of SSCI, ASM, and NAAD.

**Challenges**

2001 was a year of struggle for the metal industries, AWMI, and the world. Twelve metal companies filed for bankruptcy protection including Bethlehem Steel, the third largest carbon steel producer in the United States. Acme Steel announced they were suspending operations due to high import levels and depressed steel prices. AWMI chapters across the country were affected by the metal industry financial losses with reduced membership and attendance at meetings and events. On September 11, 2001 terrorist attacks in New York City and Washington, DC left an indelible mark on all of us.

During 2002, AWMI continued to struggle, as did many companies in the metal industries. Many more companies closed their doors and AWMI was faced with a still-declining membership. AWMI was averaging a loss of 200 members per year. The Atlanta Chapter closed. This downward trend caused AWMI to reevaluate its mission and goals, focusing on retention rather than growth. With the closing of Atlanta and the slow economy, the need for a Chapter Assistance Team (CAT) became evident. Maureen Webb, Vice President, became the chair and the team was off to a busy start.

Pam Edmiston (2003-2004) was elected International President with her two-year term beginning January 1, 2003.

With the economy continuing to be soft, companies being bought and members continuing to lose jobs, the new President and Board faced many challenges. The International Board put a positive spin on this downward trend in the industry and fought back. It might have become smaller, but AWMI maintained its strength in the industry and survived. AWMI changed the Sustaining Member category to allow men to vote and have all the privileges of a regular member, with the exception of serving on the Board of Directors.

As hard as the CAT team worked, they were unable to keep the Northern Illinois Rockford Chapter open and it was closed due to lack of participation.

**New Frontiers**

During 2004 the economy stabilized and so did AWMI. In 2004, the Executive Board presented a new membership category to the Board of Directors. Corporate Membership was born to provide incentive for larger companies to increase their AWMI membership at a reduced rate. This new category was offered with the 2005 dues renewals.
AWMI’s International Conference was hosted by the Western Region at the new Gaylord Texan Resort in Grapevine, Texas. The focus of the conference was on education and the new frontier of the metal industries. The hit of the conference was the educational session product breakout with panelists, representing and discussing four different metal types: stainless, carbon, aluminum and red metals.

The CAT team worked hard in 2004 to keep the Dallas/Ft. Worth and New England Chapters alive. Once again, due to lack of participation and interest, the team was unable to keep the Chapters viable and they were closed.

However, AWMI ended 2004 with on a positive note. With the new corporate membership category, AWMI 2005 dues renewals were received in record numbers. What a way to end a year!

A Half Decade
Over half of the first decade of the “Oughts” passed and AWMI continued to grow, albeit not as quickly as in the heady Nineties. Much of the growth in 2005 and 2006 was attributed to the Corporate Membership program; the inaugural goal was not only met in the first quarter, but also doubled by the second!

In 2005, expansion plans, on hold for so long, were re-introduced to the International agenda and the Association discussed potential markets for the Expansion Committee to target. The Expansion Committee decided on the Quad Cities and Memphis, Tennessee. By May 2006, both provisional chapters met all requirements for full chapter status in 2007 including full board membership, minimum membership goals, commitments to calendar items, and working capital. For the first time since 1999, AWMI opened not one, but two new Chapters!

The Association continued to promote the goals of AWMI by hosting the 2005 fall Leadership conference in Tucson, Arizona. During the conference, our newly updated website was reintroduced thanks to generous donations from Nucor and US Steel. The restructured website, with improved navigability, more timely information, and interactive tools to aid leadership in doing their jobs, was an immediate success.

Celebrating and Reflecting - a Quarter Century later
In January 2005, Victoria Zanutto (2005-2006) was elected International President.

Two thousand-six marked AWMI’s quarter century, which was celebrated throughout the year in all chapters and was capped by our return to the Gaylord Texan for our fall International Conference. What a remarkable feat for our association! We met and then surpassed membership goals in the first half of the year. Corporate membership proved an effective way to facilitate sustained growth for our Association. We reestablished expansion plans and targeted more markets for provisional chapter growth. Each year our chapter volunteers offer better educational programs, timely subject matter, and experienced, high-quality speakers.

Despite these achievements, many challenges faced AWMI in terms of retaining and growing membership, raising funds for our conferences, and maintaining our purpose. The AWMI founders had a vision and made those dreams become reality. As women's careers in the metal industries are maturing and expanding, AWMI's current leadership must do the same. Today's leaders hold a burden of accountability to the pioneer leaders of yesterday to look to the future. AWMI must provide stronger programs than ever before to help its members develop new skills and abilities to compete in the workplace. AWMI must also address technology issues, communication skills, international business issues and a host of other arenas to support its members’ continued successes.
AWMI Takes Another Big Step

While reviewing our historical accomplishments and challenges in 2007, as well as our strategic plan for the future, the leaders of AWMI recognized we had outgrown our management firm of eleven years. After a carefully thought out six-month search process, the transition to our new management firm, Talley Management Group, was executed.

Another highly successful Leadership conference, once again at the Gaylord Texan in Grapevine, Texas, was concluded in November 2006. Terry Miller (2007-2008) was elected to the International Presidency. Six of our founding members, as well as two Oakland charter members, attended the 25th anniversary conference and saw just how far their vision in 1981 had grown. Their dream of offering a place for professional, career-oriented women in the metal industries was realized. They were overwhelmed with AWMI’s accomplishments.

Jacque Cech (2009-2010) became our next International President. These were a unique two years in that unemployment figures rose and the economy softened almost to depression status throughout our country. Although AWMI membership numbers dropped, the decrease was significantly less than that of other professional associations. What was lost in quantity was gained in quality of members. Many members remained loyal and paid their own dues if their companies were struggling. These times come to pass, they do not stay and we became stronger for the experience. During this time our Mentoring Program expanded and reached out to more members through the Mentor-of-the-Month program that was introduced in the fall of 2009 and is still evolving. The fall of 2009 also brought about the addition of our first media sponsor and strategic partner, SteelOrbis, an e-marketplace and content provider that offers relevant news on the steel industry and steel trading from one single source.

Leading the industry by example, AWMI also changed its bylaws to allow Sustaining Members to serve on our boards. Our 2009 Leadership Conference was held in San Diego with Dan DiMicco, Chairman, President and CEO – Nucor Corporation as our keynote speaker and a tour of General Dynamics NASSCO, the only major ship construction yard on the west coast of the United States.

Tucson, Arizona was our conference site for 2010 with Vicki Avril, President and CEO, TMK Ipsco as our keynote speaker. Ms. Avril spoke of the opportunities available at each step in her career and spoke about the positives of opening doors, presenting challenges to be met and growth to be achieved. This year also brought about our participation in METALCON, an international metal construction industry show, giving us more name recognition and the opportunity to reach new members.

Strengthening Leaders for 30 Years
In January 2011, Sian Marcone (2011-2012) began her International Presidency. It was now time to update and consolidate the Association’s Strategic Plan with definable goals and timelines. Strengthening our presence in the metal marketplace is our goal going forward as we move into the Association’s third decade pursuing our goals to Grow, Mentor, Network and Educate our members throughout the United States and Canada. Offering learning opportunities, the chance to network, to mentor (and be mentored) and grow personally and professionally are the commitment of AWMI’s leadership to its members. We have established a strong foundation over the last 30 years. That foundation will sustain us into the future and provide better educated and well informed members in the metal industries.

Into The Future
With the help and support of the Central Region, in 2012 AWMI celebrated the opening of the Cincinnati/Northern Kentucky Chapter. Regional funds were assigned to an account at Headquarters. AWMI was able to participate in the following industry trade shows in 2012: SBB North America, METALCON and PMA’s Women in Manufacturing symposium. Through our members’ companies we were able to display our brochures at the following trade shows: ISRI, Offshore Technology Conference and AIST. This participation gave us greater credibility and visibility in our members’ many industry associations.

In order to strengthen our Association, the board voted to consolidate the Los Angeles and Northern California Chapters into the California Chapter in 2013; the Policy and Guideline Manual received a major update and our International and Chapter Bylaws underwent a legal review. The Association voted to accept our International Past Presidents as lifetime members (a new membership category) with the hope that they will more actively participate in local and international activities as well as participate in a Presidential Advisory Council.

The city of Denver, Colorado was the site of AWMI’s 2012 Annual Conference where the keynote speaker was Lisa Pauley, Senior Vice President, Human Resources & Administration of Ball Corporation. Ms. Pauley shared not only the business side of her experience but also personal insights of a long-term employee at the same company.

Membership approached 1,100 during 2012 and at the Denver Annual Conference a new trophy award was announced for the chapter that meets the criteria set by the Executive Committee. As a result of increased membership and a healthy budget the International Board of Directors also voted to have Headquarters absorb the cost of Continuous Service Awards to our members. To keep up with the times the Association has established a presence in the Social Media arena. AWMI is currently on both Facebook and LinkedIn.

At the Annual Conference in Denver, we unveiled a new AWMI promotional video that will appear on the AWMI website’s main page. This, along with a complete update of the AWMI website, should serve us well as we move forward.

Written by: Jean Schultz, October 1995
Updated by: Sandi Jagodzinski, December 1997
Updated by: Sue Utton, March 1999/January 2000
Updated by: Maureen Webb, October 2001
Updated by: Loretta Wysocki, October 2002
Updated by: P&G Committee, January 2005
Updated by: Member Handbook Committee, May 2005
Updated by: Member Handbook Committee, June 2006
Updated by: Member Handbook Committee, January 2007
ASSOCIATION OF WOMEN IN THE METAL INDUSTRIES

History of the Policy and Guideline Manual

In a letter dated April 18, 1985, then National President Brenda West expressed the first concern for standardized procedures to be established. The thought was that it would help to make Chapter development easier, and alleviate starting from scratch each time a new Chapter opened.

And so it began. At our first Conference in Oakland we discussed this topic and developed Chapter terms to each work on a particular section, (Chapters at the time were Oakland, Chicago, Los Angeles, Houston and New York.) We started with minutes and agendas, financial records, meeting guidelines, membership, publicity, elections, job descriptions, correspondence, and fund raising. Once Chapter terms had all this a preliminary draft was prepared. It was then sent to the five Chapters for comments and suggestions. Then the final draft was presented to National and to our legal counsel for final editing and publishing.

Each year thereafter we have updated the original pages as needed, and have added new pages or sections as we grow. This manual is a purposeful tool. It will guide the Association with suggestions on how to make the job easier. The policy will assist all Board to work within Bylaws and the legal framework.
ASSOCIATION OF WOMEN IN THE METAL INDUSTRIES

Policy and Guideline Definitions

Policy

A policy is a strict rule that must be adhered to. These policies are usually tied to the Bylaws. Any changes to AWMI policy require a proposal put forth before the International Board of Directors for vote.

* Editing for grammar or to improve clarity with no alteration to content is permitted without a proposal.

Guideline

A guideline is an established model or example to help achieve policy. Changes to guidelines do not require a proposal.
ARTICLE 1 – NAME, PURPOSES AND OBJECTIVES

1.1. The name of the organization shall be the Association of Women in the Metal Industries, Inc. (AWMI)

1.2 International Association. The purpose of the Association of Women in the Metal Industries shall be the dedication of promoting and supporting the advancement of women in the metal industries.

The goals and objectives of the International Association shall be:
A. To Grow by Recruiting, Retaining and Retrieving Members
B. To Educate by creating an accessible, continuous learning environment
C. To Network by creating professional interaction and business opportunities
D. To Mentor by providing opportunities for individuals to reach their full potential

In furtherance of these purposes, goals and objectives, the International Association shall encourage the formation of Regional Councils and affiliated Chapters on a broad geographical basis. The International Association shall have the responsibility of ensuring the uniformity of purpose of the Chapters and Regional Councils and of assisting and supporting the development of the Chapters and Regional Councils.

1.3 IRS Tax Status. The Association of Women in the Metal Industries is a 501(c)(6), tax-exempt, non-profit business league. No part of the Association’s net earnings shall inure to the benefit of any individual.

1.4 Political or Religious Affiliations. The Association of Women in the Metal Industries holds no political or religious affiliations and these shall be prohibited at all levels of the organization (International, Regional, and Chapter).

ARTICLE 2 - OFFICES

2.1. Principal Office. The Executive Committee shall designate an International principal office. The Secretary shall keep the current office address on record.

ARTICLE 3 - MEMBERS

3.1 Classification of Members. Memberships in this organization are considered individual and non-transferable. However, memberships that are part of the Corporate Member base may be transferred to other company employees upon request of the Corporate Member company contact and approval of the International Membership Chair within a period of 45 days after join date or January 1, whichever is later. Membership shall consist of the following classes:
A. International Regular Member
B. International Regular Retiree Member
C. International Sustaining Member
D. International Sustaining Retiree Member
E. International Corporate Member
F. International Unemployed Member
G. International Lifetime Member
H. International Sustaining Student Member

3.2 Qualification for International Membership. An “International Member” is defined as a member who chooses not to have a specific Chapter affiliation and shall be one of the following classes:

A. International Regular Member: Women employed in positions in the metal industries by a mill, manufacturer, fabricator, distributor, or by a freight company, industry-related media, engineering firm or consultants whose business is associated with or related to the use of metals; who share the goals of the Association; and who have paid annual dues in such amount as established by the International Board. International Regular Members in good standing as of 30 days prior to the taking of any vote shall have one vote on each matter that shall properly come before members at the sole discretion of the International Board. An International Regular member must transfer her membership to a specific Chapter to hold a Chapter Board, Regional Council or International Board position.

B. International Regular Retiree Member: Women who have been retired from their metal industry position and have been a member for a minimum of three (3) years, and are not employed in a full-time position (40 hours per week), receive work retirement, and share the goals of the Association and who have paid annual dues in such amount as established by the International Board. International Retiree Members in good standing as of 30 days prior to the taking of any vote shall have one vote on each matter that shall properly come before members at the sole discretion of the International Board. An International Retiree member must transfer her membership to a specific Chapter to hold a Chapter Board, Regional Council or International Board position and only as permitted by the policies of the International Association.

C. International Sustaining Member: Persons who are involved in the metal industries and who are interested in the advancement of the Association of Women in the Metal Industries and who have paid annual dues in such amount as established by the International Board. International Sustaining Members in good standing as of 30 days prior to the taking of any vote shall have one vote on each matter that shall properly come before members at the sole discretion of the International Board. An International Sustaining member must transfer their membership to a specific Chapter to hold a Chapter Board, Regional Council or International Board position and only as permitted by the policies of the International Association.

D. International Sustaining Retiree Member: Persons who have been retired from their metal industry position and have been a member for a minimum of three (3) years, and are not employed in a full-time position (40 hours per week), receive work retirement, and share the goals of the Association and who have paid annual dues in such amount as established by the International Board. International Sustaining Retiree Members in good standing as of 30 days prior to the taking of any vote shall have one vote on each matter that shall properly come before members at the sole discretion of the International Board. An International Sustaining Retiree Member shall retain Regular membership rights and privileges, including voting, with the exception of serving on any Board of Directors or Regional Council and only as permitted by the policies of the International Association.
E. **International Corporate Member**: Those International members who are employed by companies who qualify for Corporate Membership.

F. **International Unemployed Member**: Any prospective International Member who is unemployed but actively seeking employment in the industry may join as an International Unemployed Member. Any current International Member, in good standing, who becomes unemployed during the membership year shall remain an International Member through the end of that membership year. Upon renewal of membership for the next membership year, if an International Member remains unemployed but is actively seeking employment within the industry, the renewal shall be as an International Unemployed Member, with dues paid as established by the International Board. International Unemployed Members in good standing as of thirty (30) days prior to the taking of any vote shall have one vote on each matter that shall properly come before the members. An International Unemployed Member shall retain Regular membership rights and privileges, including voting, with the exception of serving on any Board of Directors or Regional Council and only as permitted by the policies of the International Association.

G. **International Lifetime Member**. All former International Presidents including the current International Immediate Past President. International Lifetime Members shall retain AWMI membership status for life and annual dues shall be waived. International Lifetime Members shall retain membership privileges for life as governed by the policies of the International Association.

H. **International Sustaining Student Member**. Students who are not already employed in the industry and are pursuing a full-time education with the intent of being involved in the metal industries. Persons who are interested in the advancement of the Association of Women in the Metal Industries and who have paid annual dues in such amount as established by the International Board. International Sustaining Student Members in good standing as of 30 days prior to the taking of any vote shall have one vote on each matter that shall properly come before members at the sole discretion of the International Board. An International Sustaining Student member is not eligible to sit on any boards, but may participate on committees.

**ARTICLE 4 - INTERNATIONAL BOARD OF DIRECTORS**

4.1. **Number and Qualifications**. The International Board of Directors shall be known as the “International Board” (or “IBOD”) and shall be composed as follows:

A. Eleven Directors to be elected by the majority vote of the International Board of Directors, five of which shall be Officers of the International Association (see Article 5) and no more than six of which shall be International Chairpersons (or “Chairs”), collectively, the “Elected Directors”;

B. One Director designated from each Regional Council (“Regional Director”);

C. One Director designated from each Chapter (“Designated Chapter Delegate”) (see Article 8.7).

All, the elected and designated Directors shall be chosen from among Regular Members in good standing of the Chapters and shall meet any further qualifications as specified in the
Policies of the International Association. Directors designated by Provisional Chapters shall be ex-officio Directors on the International Board without vote.

4.2 **Powers and Limitations of Power.** Subject to the limitations of these Bylaws and the laws of the State of California, the activities and affairs of the International Association shall be exercised by or under the ultimate direction of the International Board of Directors. Without prejudice to such general powers, but subject to the same limitations, it is hereby expressly declared that the International Board shall have the following powers in addition to other powers enumerated in these Bylaws:

A. To review, revise (if necessary), and approve the annual budget for the International Association, as prepared by the International Executive Committee as may not be inconsistent with these Bylaws or law;

B. To set policy for the management and control of the affairs and activities of the International Association not inconsistent with these Bylaws or law and to prescribe powers and duties for persons or committees exercising such management and control as may not be inconsistent with these Bylaws or law;

C. To approve any action to borrow money or incur indebtedness on behalf of the International Association and to approve the execution and delivery in the International Association’s name of any promissory notes, deeds of trust, mortgages, pledges, or other evidences of debt and securities therefore; and:

D. To amend or repeal the Bylaws or adopt new Bylaws.

E. To remove at any time and for any reason any elected Officer or Director with a 2/3 majority vote (per Article 4.4 b).

F. To dissolve one or more Regional Councils when it is deemed in the best interest of the International Association to do so. Such action may be taken by a 2/3 vote of the members of the International Board and shall follow any further procedures as defined in the International policies and guidelines on dissolution.

**Limitations of Power** – The International Board of Directors shall not have any of the following powers:

A. To fix compensation for Directors.

4.3 **Terms.** The term of office for all elected or designated International Directors shall be two (2) years. No individual shall serve as either an elected, appointed, or designated position Director for more than three full, consecutive, two-year terms or six (6) consecutive years on the International Board in the same position.

A. **Additional Terms.** An individual shall be eligible to serve an additional three (3) full, consecutive, two-year terms or six (6) additional consecutive years on the International Board only if elected or appointed to another level or position within a level. The levels are as follows

- **Executive Level:** President, Vice President, Immediate Past President, Secretary and Treasurer
- **Regional Director Level:** (1) one person from each Region of the association
- **Committee Chair Level:** (1) one person from each standing committee

B. All newly elected Officers, Directors and Chairs shall take office on January 1 of the year immediately following the International Board of Directors meeting at which the election is announced.
C. One half of the Board terms shall expire each year and shall be open for election.
D. No person can hold more than one voting position on the International Board.

4.4 Resignation and Removal.
A. Resignation. Any Director may resign upon written notice addressed to the President, Secretary or International Board at the International principal office and such resignation shall be effective as of the date of receipt of that written notice or at whatever future date is specified in the notice. Directors on the International Board are required to attend all International Board meetings. Unexcused absences of any International Board member for two (2) consecutive meetings shall constitute an automatic resignation by said member.
B. Removal. The International Board may remove at any time and for any reason any elected Officer or Director with a 2/3 majority vote. Any designated Director may be removed at any time and for any reason with a 2/3 majority vote by the Regional Council or Chapter which designated her, if not inconsistent with these Bylaws.
C. Vacancies. Vacancies due to resignation of elected Directors (defined as the Five International Officers and up to six Chairs) shall be filled by appointment or special election at the discretion of the International President with the approval of the Executive Committee, who shall have the right to call for a majority vote of the International Board if they deem it necessary, unless such vacancy is created by removal. A vacancy created by removal shall be filled by vote of the International Board.

A vacancy due to the removal or resignation of a Regional Director or Designated Chapter Delegate shall be filled by designation of the respective Regional Council or Chapter.

A Director elected or appointed to fill such a vacancy shall serve for the duration of the unexpired term.

The International Board, Regional Council, or Chapter (as applicable) shall notify the International Secretary, in writing, of the name and address of the newly designated person.

4.5 Meetings.
A. Annual Meeting. The International Board shall have at least one (1) Board meeting each calendar year for the purpose of discussing general International Association business. The elected Directors shall be chosen by the International Board either at the annual meeting or by written consent without a meeting in accordance with Section 4.9 below. The annual meeting shall also have the purpose of proposing and discussing policy changes, approval of the International budget and the transaction of whatever business shall properly come before the meeting for the International Association.
B. Other Meetings of the International Board. Other meetings of the International Board may be held at any time or place as determined necessary by a majority vote of the International Executive Committee or International Board, or as requested, in writing, by a majority of the International Board with notification in compliance with Article 4.6 of these Bylaws.

4.6 Notice of Meetings. Sufficient notice of meetings shall be given to all International Board members. The time period set for notice shall be communicated by AWMI Headquarters.
4.7. **Waiver of Notice.** Meetings held and actions taken without notice as provided in Article 4.6 of these Bylaws shall be valid if each Board member entitled to notice (i) attends the meeting without protesting lack of notice either before or when such meeting convenes, or (ii) signs a written waiver of notice or a written consent to holding the meeting or an approval of the minutes thereof either before or after the meeting, and (iii) such written consents or approvals are filed with the records of the meeting.

4.8. **Quorum.** A quorum for the transaction of business at any meeting of the Board shall be a minimum of 50% of the persons eligible to vote and they must be present at that respective meeting. Meetings may be conducted by other means, as approved by the International Executive Committee, by telephone or by any means of other communication in which all board members may hear each other simultaneously.

4.9. **Action without a Meeting.** Any action required or permitted to be taken without a meeting shall be by written consent from all the eligible voting Board Members. Such written consents have the force and effect of a unanimous vote and will be kept on file with the Secretary of the International Board.

**ARTICLE 5 – OFFICERS**

5.1. **Officers.** The Officers of the International Association (“International Officers”) shall consist of a President, Vice President, Immediate Past President, Secretary and Treasurer.

5.2. **Term.** The International Officers shall be elected by the International Board and shall hold their respective offices until their successors shall be elected. The terms of office of International Officers shall be as provided for all Directors in Article 4.3 and all of the provisions of Article 4.3 shall apply to Officers.

5.3. **Removal and Resignation.** Any Officer may resign or be removed from office as provided in Article 4.4 a. and b.

5.4. **Vacancies.** A vacancy in any office shall be filled as provided in Article 4.4 c.

5.5. **Duties.**
   A. **President.** The President is the Chief Executive Officer of the International Association and has general supervision and control of the business of the International Association, subject to the ultimate authority of the International Board.

   The International President shall preside at all meetings of the Executive Committee and International Board.

   In the event a tie results on any issue brought before the International Board for an official vote, the Directors eligible to vote shall be so informed and the issue shall be resubmitted to those eligible to vote for a second vote. If after a second vote a tie continues to exist, the International President shall cast the second vote, which shall be the deciding vote.
The International President shall not concurrently hold a position on any Regional Council or affiliated Chapter Board of Directors.

B. **Vice President.** In the absence or disability of the President, the Vice President shall perform all the duties of the President and when so acting, shall have all the powers of, and be subject to, all the restrictions upon the President.

The Vice President may act as a liaison between the Regional Councils and the Executive Committee and International Board. The Vice President shall have such other powers and perform such other duties as prescribed by the International Board.

The Vice President shall not concurrently hold a position on any Regional Council or affiliated Chapter Board of Directors.

C. **Secretary.** The Secretary shall keep, at such place as designated by the International Executive Committee, a set of International Association Bylaws and a book of Minutes of all meetings of the International Executive Committee and International Board of Directors. The Secretary shall also report all actions taken by the International Executive Committee to the International Board.

The Secretary shall have such other powers and perform such other duties as prescribed by the International Board.

The Secretary shall not concurrently hold a position on any Regional Council or affiliated Chapter Board of Directors.

D. **Treasurer.** The Treasurer is the Chief Financial Officer of the International Association and shall keep and maintain adequate and correct accounts of the properties and business transactions of the International Association. The books of account shall at all times be open to inspection by any member of the International Board.

The Treasurer shall submit to the International Board an annual statement of a planned budget of income and expenses for the designated fiscal period. The Treasurer shall serve as the Finance Committee Chair for the purposes of submitting an annual budget for the International Association.

The Treasurer shall be responsible for the collection of reports, dealing with deposits of all Association revenues and other valuables in the name and to the credit of the International Association.

The Treasurer may have such other powers and perform such other duties as prescribed by the International Board.

The International Treasurer shall not concurrently hold a position on any Regional Council or affiliated Chapter Board of Directors.
E. **Immediate Past President.** The Immediate Past President shall serve as the Nominating Committee Chair for the purpose of submitting an International ballot for the annual election of the International Board of Directors, or for any interim elections held to fill vacancies on the International Board.

The Immediate Past President shall serve as the Nominating Committee Chair for the purpose of presenting an International ballot for the Member of the Year.

The Immediate Past President shall serve as Bylaws/Policy and Guidelines Chair. In that capacity she will oversee changes in the International or Chapter Bylaws and the Policy and Guidelines (P&G) Manual.

The Immediate Past President shall not concurrently hold a position on any Regional Council or affiliated Chapter Board of Directors.

**ARTICLE 6 – EXECUTIVE COMMITTEE OF THE INTERNATIONAL BOARD**

6.1. **Number and Qualifications.** The International Association’s Executive Committee shall be known as the “International Executive Committee” (or “Executive Committee”) and shall be composed of those Directors serving on the International Board (International Officers, Chairpersons, and Regional Directors), exclusive of the Designated Chapter Delegates.

6.2. **Term, Removal, Resignation and Vacancies.** A member of the Executive Committee shall hold her position by means of her status as an elected Director or Regional Director on the International Board, and the term, removal, resignation and filling of vacancies for Executive Committee members shall be governed by the term, removal, resignation and filling of vacancy provisions for her respective position on the International Board.

**ARTICLE 7 – COMMITTEES**

7.1 The Committees of the Association shall consist of:
   A. Standing Committees
   B. Ad-Hoc Committees

7.2 **Committees.** With the exception of the International Executive Committee, committees that the International Board or International Executive Committee may create as they deem necessary shall be advisory to the International Board. With the exception of the Executive Committee, no such committee shall have the authority to act for or in the name of the International Association, nor have any voting privileges.

Unless otherwise specifically provided in these Bylaws, each standing committee shall consist of at least three (3) members, one of who shall be appointed as Chair. Except as otherwise specifically described in these Bylaws, appointment of committee members and chairpersons shall be made by the President. Standing committees shall report at all meetings and at such other times as required by the President or the Board.
Ad-hoc committees shall be formed and their members appointed by the President for a specified purpose and term. An ad-hoc committee shall report to the President as required by the charge of the committee. Creation of and appointments to any ad-hoc committee will be reported by the President at the next meeting of the Board.

Standing and ad-hoc committees of the Association may meet jointly with committees and other entities of other organizations, as directed by the President or Board. In addition, the Board, on the recommendation of the President or the Vice President, may appoint members to serve on committees, task forces, and similar entities external to the Association to represent the Association.

Meetings of all committees shall be open sessions, but any committee shall have the privilege of holding executive sessions; provided that the President or her designee shall have the right to attend any portion of any committee meeting be it in executive session or otherwise.

7.3 Meetings. Meetings of a committee shall be called by the Chair or as directed by the Board or the President. Meetings may be constituted in person or via appropriate electronic means of communications. Further, any action which may be taken by a committee may be taken without a meeting if consent in writing setting forth the action so taken, shall be signed by two-thirds of the members of the committee.

7.4 Quorum. A quorum for any committee meeting held in conjunction with a regular meeting of the members shall be those present at the committee meeting, except for the Executive Committee for which a quorum shall be a minimum of 50% of its members.

7.5 Standing Committees.
A. Executive Committee. The Executive Committee shall be authorized to act in the name of the International Board when action is necessary between meetings of the International Board.

Composition The Executive Committee shall be composed of the Officers enumerated in Section 5.1 of these Bylaws and the Regional Directors and Chairs serving on the International Board per Article 4.1.a/b of these Bylaws.

Powers - The Executive Committee shall have the following powers in addition to other powers enumerated in these Bylaws:
1. May delegate the management of the activities of the International Association to any person(s) and /or agents/employees.
2. To formulate (and implement as approved by the International Board) an annual budget for the International Association as may not be inconsistent with these Bylaws or law.
3. To determine the amount and timing of Chapter assessments;
4. To make line-item adjustments within the approved annual budget for the International Association as may not be inconsistent with these Bylaws or law; and
5. To review, revise, and approve the annual budget for each Regional Council, as prepared by the Regional Councilors as may not be inconsistent with these
Bylaws or law.
6. To authorize the formation of Chapters of the International Association, whether provisional or full (affiliated).
7. To cause a Chapter to dissolve when it is deemed in the best interest of the International Association to do so. Such action may be taken by a 2/3 vote of the International Executive Committee and shall follow any further procedures as defined in the International policies and guidelines.

Limitation of Powers - The Executive Committee shall not have any of the following powers:
1. To fix compensation for Directors;
2. To amend or repeal the Bylaws or adopt new Bylaws;
3. To amend or repeal any resolution of the International Board which by its express terms is not so amendable or repeal able;
4. To appoint committees having or exercising the authority of the International Board;
5. To take any actions inconsistent with resolutions and policies of the International Board.

B. Regional Council will represent a specified geographical area as determined or revised by the International Board. Each Regional Council shall bear a name identifying that region in which it is located.

Regional Council Composition
a. Each Regional Council shall be composed of four (4) Regional Council Members and the Chapter delegates within that Region.
b. Regional Council Members shall be elected by the Chapters within the region to serve as liaisons between the International Board and the Chapter Boards. Each Regional Council Member shall have one (1) vote on Regional issues.

Regional Council Powers It is hereby expressly declared that each Regional Council shall have the following powers:
1. Each Regional Council has the power to make such rules and regulations necessary to the management and control of the affairs and activities of the Region not inconsistent with these Bylaws. The Regional Council and its members may not represent that it is acting with the authority of the International Association or the International Board.
2. To formulate (and implement as approved) an annual budget for the Regional Council as may not be inconsistent with these Bylaws or law.

Quorum A quorum for meetings of the Regional Councils shall be a minimum of 50% of its members.

Dissolution The International Board shall have the power to dissolve one or more Regional Councils when it is deemed in the best interest of the International Association to do so. Such action may be taken by a 2/3 vote of the members of the International Board and shall follow any further procedures as defined in the International policies and guidelines on dissolution.
Budget, Expenses and Funding  The International Executive Committee as described in Article 7.5 of these Bylaws holds final approval of Regional Council budgets. Each Full Regional Council shall determine, by majority vote, the parameters for approval of expenses and funding related to that Region, as well as the assessment to be paid by each Chapter within the region in order to fund the Regional Council. All funds remitted to the Regional Councils shall be used to further the objectives of the region and the International Association and not to benefit of any member or individual.

ARTICLE 8 – CHAPTERS

8.1  Formation. The Executive Committee may authorize the formation of affiliated Chapters of the International Association, whether provisional or full. Provisional Chapters shall be called “Provisional Chapters” and full (non-provisional) affiliated Chapters shall be called “Affiliate Chapters.” References to “Chapters” include both Provisional Chapters and Affiliate Chapters.

8.2.  Qualifications. To qualify to become either a Provisional or an Affiliate Chapter of the International Association, a Chapter must conform to the requirements as set forth in the International Association’s Policies and Guidelines, including, but not limited to:
   A. Accepting the goals and purposes of the International Association;
   B. Separately incorporating according to Association rules;
   C. Adopting Bylaws which meet the approval of the International Board of Directors;
   D. Adopting the same fiscal year as the International Association;
   E. Signing an agreement with the International Association governing the relationship between the Chapter and the International Association; and
   F. Meeting any other requirements as provided in Policies of the International Association.

8.3.  Assessments. Each Chapter shall remit to the International Association any assessments levied by and due to the International Association. Such assessments shall be as determined by the International Executive Committee. The International Executive Committee may revise the Chapter assessment at their sole discretion.

8.4.  Chapter Operations. A Chapter of the International Association shall be free to conduct its own affairs, but shall do so only in compliance with the Bylaws of the International Association. Each Chapter shall file a proposed annual budget and monthly financial statement with the International Association. Each Chapter shall also file a monthly written report to the Regional Director of the International Association who shall report Chapter developments to the International Board of Directors.

8.5.  Amendments to Chapter Documents. Amendments to the Articles of Incorporation, and/or Bylaws of any Chapter shall be reported in writing to the International President of the International Association for approval by the International Board of Directors at least thirty (30) days prior to the effective date of their adoption and cannot take effect or be filed with the Chapter’s appropriate governmental authorities until approved by the International Board of Directors.
8.6. **Officers.** Each Chapter shall transmit to the International Secretary the names of its Officers and Directors promptly following their election or appointment.

8.7. **Rights and Privileges.**

**Designated Chapter Delegate.** Each Chapter shall have the right and privilege of designating one of its members as a Director to serve on the International Board with voting privileges per Article 4.1.C of these Bylaws. Each Affiliate Chapter’s Designated Delegate shall have one (1) vote on all International issues. Each Provisional Chapter’s Designated Delegate may attend meetings but will not be entitled to a vote on International issues.

The Designated Chapter Delegate to the International Board shall (i) be a Regular Member in good standing of the Chapter, (ii) be elected to that position by majority vote of the Chapter Board at a duly held and noticed meeting of the Board or by written ballot as provided, and (iii) be a Chapter officer.

The Designated Chapter Delegate may be removed at any time and for any reason by a 2/3 vote of those Chapter Board members present at a duly held and noticed meeting of the Board.

**Regional Council Member.** Each Chapter shall have the right and privilege of designating one of its members as a member of the Regional Council, with voting privileges per Article 7.5.B.a of these Bylaws.

The member designated to the Regional Council need not be the same person as Designated Chapter Delegate to the International Board. The Regional Council Representative shall (i) be a Regular Member in good standing of the Chapter, (ii) be elected to that position by vote of the Chapter Board at a duly held and noticed meeting of the Board, and (iii) serve as a voting member of the Chapter Board for the time of her service as a member of the International Board.

The designated Regional Council Representative may be removed at any time and for any reason by a 2/3 vote of those Chapter Board members present at a duly held and noticed meeting of the Board. Any successor designated Regional Council Representative, whether the vacancy arises through resolution, removal, or expiration of the term of the designated Regional Council Representative, shall be elected by the Chapter Board.

8.8. **Dissolution.**

A. **Involuntary Termination.** The International Executive Committee shall have the power to cause a Chapter to dissolve when it is deemed in the best interest of the International Association to do so. Such action may be taken by a 2/3 vote of the International Executive Committee and shall follow any further procedures as defined in the International policies and guidelines.

B. **Voluntary Termination.** Chapters may voluntarily dissolve so long as they comply with the International policies and guidelines on dissolution adopted by the International Board.
ARTICLE 9 - AMENDMENTS

These Bylaws may be amended or repealed by a 2/3 vote of the International Board.

ARTICLE 10 - OTHER PROVISIONS

10.1. Tie Breaker Provision. In the event a tie results on any issue brought before the International Board for an official vote, the Directors eligible to vote shall be so informed and the issue shall be resubmitted to those eligible to vote for a second vote. If after a second vote a tie continues to exist, the International President shall cast the second vote, which shall be the deciding vote.

10.2. Endorsement of Documents, Contracts. Only the International President or Executive Director, on behalf of the International Association, may sign any official documents and contracts on behalf of the organization. No person shall have authority to sign a contract on behalf of the International Association for expenditures in excess of those allowed in the approved budget, absent Board of Directors resolution authorizing such person to sign such contract.

10.3. Indemnification in Actions against Agents. The International Board of Directors shall have power to indemnify any person who was, is, or is threatened to be made a party to any proceedings by reason of the fact that such person is or was a member of the International Board or an agent of the International Association to the extent allowed and within the limits prescribed by the law.

10.4. Fiscal Year. The fiscal year for the International Association shall be the same fiscal year as that may be determined by the International Board.

10.5. Dissolution. Upon termination or dissolution of a Regional Council or Chapter, whether voluntary or involuntary, all assets, properties, monies and records of the Regional Council or Chapter shall be rendered to, and become the property of, the International Association.

ARTICLE 1 – NAME, LOCATION, PURPOSES AND OBJECTIVES

1.1. The name of the organization shall be the [Location] Chapter of the Association of Women in the Metal Industries, Inc., (“Chapter”).

The principal office of Chapter shall be in City and State/Province in which it is doing business. Chapter may have such other offices as may be authorized by the Chapter Board of Directors (“Chapter Board”).

1.2. The purpose of the Chapter shall be the dedication of promoting and supporting the advancement of women in the metal industries.

The goals and objectives of the Chapter shall be:
A. To Grow by Recruiting, Retaining and Retrieving Members
B. To Educate by creating an accessible, continuous learning environment
C. To Network by creating professional interaction and business opportunities
D. To Mentor by providing opportunities for individuals to reach their full potential

ARTICLE 2 - MEMBERS

2.1. Classification of Members. Chapter membership shall consist of the following classes:
A. Regular Member
B. Regular Retiree Member
C. Sustaining Member
D. Sustaining Retiree Member
E. Unemployed Member
F. Lifetime Member
G. Sustaining Student Member

2.2. Qualification for Membership. Chapters shall have the following classes of members:
A. Regular Members. Women employed in positions in the metal industries by a mill, manufacturer, fabricator, distributor, or by a freight company, industry-related media, engineering firm or consultants whose business is associated with or related to the use of metals; who share the goals of the Association; and who have paid annual dues in such amount as is established by the International Board. Regular Members in good standing as of thirty (30) days prior to the taking of any vote shall have one vote on each matter that shall properly come before the members.
B. Regular Retiree Members. Women who have been retired from their metal industry position and have been a member for a minimum of three (3) years, and are not employed in a full-time position (40 hours per week), receive work retirement, and share the goals of the Association and who have paid annual dues in such amount as established by the International Board. Retiree members in good standing as of thirty (30) days prior to the taking of any vote shall have one vote on each matter that shall properly come before members. A Retiree Member shall retain Regular membership rights and privileges including eligibility to serve on the Chapter Board of Directors or as a Regional Counselor. Terms of office include:
   (a) Retiree Members shall possess a minimum of one (1) year previous AWMI Board/Committee experience, (b) Retiree Members shall be excluded from the positions of
Chapter President, Chapter Vice President, and Regional Director positions; (c) Retiree Members shall be limited to two, two-year terms (4 years maximum) on the Board; (d) Retiree Members shall be limited in the number permitted to serve on the Board at the same time to twenty (20%) percent of the board membership.

C. **Sustaining Members.** Persons who are involved in the metal industries and are interested in the advancement of the Association of Women in the Metal Industries and who have paid annual dues in such amount as is established by the International Board. Sustaining Members in good standing as of thirty (30) days prior to the taking of any vote shall have one vote on each matter that shall properly come before the members. Sustaining Members shall have all privileges of a Regular Member, with the exception of serving as an Officer (President, Vice President, Treasurer or Secretary) on the Chapter Board of Directors or serving, in any capacity on the Regional Council or International Board of Directors. No more than two Sustaining Members can hold committee positions at a time unless otherwise approved by the Executive Board (President, Vice President, Treasurer or Secretary) of the Chapter.

D. **Sustaining Retiree Members.** Persons who have been retired from their metal industry professional position and have been a member for a minimum of three (3) years, and are not employed in a full-time position (40 hours per week), receive work retirement, share the goals of the Association and who have paid annual dues in such amount as established by the International Board. Retiree Members in good standing as of thirty (30) days prior to the taking of any vote shall have one vote on each matter that shall properly come before members. A Sustaining Retiree Member shall retain Regular membership rights and privileges including voting, with the exception of serving on any Board of Directors or Regional Council.

E. **Unemployed Members.** Any prospective Member who is unemployed but actively seeking employment in the industry may join as an Unemployed Member. Any current member, in good standing, who becomes unemployed during the membership year, shall remain a Member through the end of that current membership year. Upon renewal of membership for the next membership year, if a Member remains unemployed but is actively seeking employment within the industry, the renewal shall be as an Unemployed Member with pay dues as established by the International Board. Unemployed Members in good standing as of thirty (30) days prior to the taking of any vote shall have one vote on each matter that shall properly come before the members. An Unemployed Member shall retain Regular membership rights and privileges, including voting, with the exception of serving on any Board of Directors or Regional Council and only as permitted by the policies of the International Association.

F. **Lifetime Members.** All former International Presidents including the current International Immediate Past President. Lifetime Members shall retain AWMI membership status for life and annual dues shall be waived. Lifetime Members shall retain membership privileges for life as governed by the policies of the International Association.

G. **Sustaining Student Member.** Students who are not already employed in the industry and are pursuing a full-time education with the intent of being involved in the metal industries. Persons who are interested in the advancement of the Association of Women in the Metal Industries and who have paid annual dues in such amount as established by the International Board. Sustaining Student Members in good standing as of 30 days prior to the taking of any vote shall have one vote on each matter that shall properly come before members at the sole discretion of the International Board. A Sustaining Student member is not eligible to sit on any boards, but may participate on committees.
2.3. **Dues and Assessments.** The amount of the annual Chapter membership dues shall be determined by the International Board and shall be payable in advance for such periods as the International Board shall determine. Retiree and Unemployed Members shall pay annual dues at a rate of fifty percent (50%) of the amount established by the International Board for Regular and Sustaining Members. Lifetime Members shall have their annual dues waived. Sustaining Student Member shall pay annual dues at a rate of twenty-five percent (25%) of the amount established by the International Board for Regular and Sustaining Members. Assessments payable to the International Association may be levied, by and due to the International Association. Such assessments shall be determined by the International Executive Committee. The International Executive Committee may revise the Chapter assessment at their sole discretion.

The Chapter is organized as a non-profit corporation and not for pecuniary gain, and all membership dues will be used to further the objectives of the International Association and will not be used to the benefit of any member or individual.

2.4. **Membership Meetings.**

A. **Annual Meeting.** The Chapter shall have at least one (1) regular Membership meeting each calendar year for the purpose of discussing general Chapter business. Such meetings shall be held at such intervals and times and places as are determined by resolution of the Chapter Board.

B. **Special Meetings.** Special meetings of the members may be held as requested in writing by five percent (5%) or more of the Regular Members and Retiree Members or as determined necessary by a majority vote of the Chapter Board.

C. **Programs.** The Chapter shall regularly schedule any other non-business events as required by the International Board and one such event must be an Industry Dinner Event. The minimum number of such events shall be determined by the International Board. No business of the corporation shall be transacted at these events, nor need they be bound by the requirements set forth in the following Sections of this Article.

2.5 **Notice of Annual and Special Meetings.** Sufficient notice of meetings shall be given to all Chapter Board members. The time periods set for notice shall be communicated by the Chapter President in the case of Chapter meetings and by AWMI Headquarters in the case of International Board of Directors meetings.

2.6. **Waiver of Notice.** Meetings held and actions taken without notice as provided in Article 2.5 of these Bylaws, shall be valid if each Member entitled to notice (i) attends the meeting without objection to notice, or (ii) signs a written waiver of notice, whether before or after the date of the meeting.

2.7. **Quorum.** A quorum for the transaction of business at any meeting of the Members shall be: (i) for Chapters with fewer than fifty (50) members, a minimum of 50% of the persons eligible to vote at the meeting, whether in person or as represented by proxy; and (ii) for Chapters with fifty (50) or more members, at least 20% of the persons eligible to vote at the meeting, whether in person or as represented by proxy.

2.8. **Proxies.** Chapter Members may vote on Chapter matters only by proxy executed in writing by
BYLAWS OF THE CHAPTERS OF THE
ASSOCIATION OF WOMEN IN THE METAL INDUSTRIES, INC.

Revised November 2014

the member or their duly authorized attorney-in-fact. No proxy shall be valid after 11 months from the date of its execution, unless otherwise provided in the proxy.

2.9. **Action Without a Meeting.** Any action required or permitted to be taken by the Members at a meeting may be taken without a meeting if consent in writing, setting forth the action so taken, shall be signed by all of the Members entitled to vote. Such written consents have the force and effect of a unanimous vote of the Members.

2.10. **Action by Written Ballot.** Any action required or permitted to be taken by the Members at a meeting may be taken by signed written ballot, so long as a written ballot has been mailed or given to every Member entitled to vote. The written ballot shall set forth the proposed action, provide an opportunity for the Member to specify approval or disapproval thereof, and provide a reasonable time for the ballot to be returned. No written ballot shall be valid unless signed by a Member in good standing.

**ARTICLE 3 - BOARD OF DIRECTORS**

3.1. **Powers.** Subject to the limitations of the Articles of Incorporation or these Bylaws, the activities and affairs of the Chapter shall be exercised by or under the ultimate direction of the Chapter Board. Without prejudice to such general powers, but subject to the same limitations, it is hereby expressly declared that the Chapter Board shall have the following powers in addition to other powers enumerated in these Bylaws:

A. To review, revise, if necessary, and approve the annual budget for the Chapter and as may not be inconsistent with these Bylaws or law;

B. To set policy for the management and control of the affairs and activities of the Chapter not inconsistent with these Bylaws, the International Bylaws or law and to prescribe powers and duties for persons or committees exercising such management and control as may not be inconsistent with these Bylaws, the International Bylaws or law; and

C. To approve any action to borrow money or incur indebtedness on behalf of the Chapter and to approve the execution and delivery in the Chapter’s name of any promissory notes, deeds of trust, mortgages, pledges, or other evidences of debt and securities therefore.

3.2. **Number and Qualifications.** The Chapter Board of Directors shall be known as the “Chapter Board” and shall consist of no less than four (4) and no more than thirteen (13) Directors.

A. **Number of Directors.** The authorized number of Chapter Directors shall include four (4) Officers, up to nine (9) additional Directors (or “Chairs”), and may additionally include the Immediate Past President of the Chapter as an ex-officio voting Director. The Chapter’s Designated Chapter Delegate to the International Board and the Chapter’s Council Member to the Regional Council shall be decided upon and recorded in the Chapter minutes. At any given time, no more than twenty percent (20%) of the Chapter Board of Directors shall be Retiree Members. Retiree Members are eligible to serve on the Chapter Board of Directors so long as such Retiree Member has a minimum of one (1) year previous AWMI Board/Committee experience.

B. **Election.** Chapter Directors shall be elected by the vote of the Members at the Annual Meeting of Chapter members or at any subsequent regular or special meeting called for such an election. The election of Chapter directors may be held by mail ballot as provided in Article 2.10 of these Bylaws. Each Regular and Retiree Member shall have
BYLAWS OF THE CHAPTERS OF THE
ASSOCIATION OF WOMEN IN THE METAL INDUSTRIES, INC.

Revised November 2014

one vote on the election of Chapter Directors. The Chapter’s Designated Director to the International Board shall be elected by majority vote by the Chapter Board. The Chapter’s Designated Director to the Regional Council shall be elected by majority vote by the Chapter Board. In the event that the Chapter’s Designated Director to the International Board or the Regional Council no longer serves as a Director of the International Board or the Regional Council, the replacement will be elected by the Chapter Board to serve as a Director of the International Board or Regional Council and as the ex-officio member of the Chapter Board.

3.3. Term of Office.
A. The term of office for all elected or designated Board members, shall be two (2) years. No Regular Member shall serve as an elected appointed or designated position for more than three full, consecutive, two-year terms or six (6) consecutive years on the Board in the same position. A Regular Member shall be eligible to serve an additional three (3) consecutive terms if elected or appointed to another level or position within a level. The levels are as follows
   - Executive Level – President, Vice President, Immediate Past President, Secretary and Treasurer
   - Committee Chair Level – all Chair positions
B. All newly elected Officers shall take office on January 1 of the year immediately following the Board Meeting at which the election is announced.
C. One half of the Officers or Committee terms shall expire each year and should be open for election.
D. No person can hold more than one voting position on the Chapter Board

3.4. Resignation and Removal.
A. Resignation. Any Chapter Director may resign upon written notice to the President, Secretary or Chapter Board. Such resignation shall be effective as of the date of receipt of the written notice or at whatever future date is specified in the notice.
B. Removal.
   (1) By Member Vote. Any Chapter Director may be removed from the Board with or without cause by a majority vote of the members voting at a duly held and noticed meeting with a quorum present if the Chapter has fifty (50) or more Members. In the event that the Chapter has fewer than fifty (50) Members, a Director may be removed without cause only by the approval of a majority of all members at a duly held and noticed meeting.
   (2) By Chapter Directors. Chapter Directors may be removed for cause by a majority vote of the remaining Chapter Directors if the Chapter Director (i) has been declared of unsound mind by a final court order, or (ii) has been convicted of a felony, or (iii) has failed to attend two (2) Chapter Board meetings during any twelve (12) month period without prior arrangement with, and approval of, the Chapter Board. A vacancy resulting from such action may be filled by election of a successor Director by the Chapter Board, such successor Director to serve until the next regular Annual Meeting of the Regular Members.
   (3) Designated Director to International Board. In the case of the Chapter Director designated to serve on the International Board, such Designated Director may be removed at any time and for any reason with a 2/3 vote of the Chapter Board.
3.5. **Vacancies.** Vacancies on the Chapter Board may be filled by appointment or special election at the discretion of the Chapter President with the approval of the Officers, who shall have the right to call for a majority vote of the Board if they deem necessary. A Director elected to fill a vacancy shall be elected to serve the unexpired term of the Director’s predecessor in office, unless such vacancy is caused by an increase in the number of Directors, in which event the Director elected to fill the vacancy shall be elected to serve a two-year term.

3.6. **Compensation of Directors.** Chapter Directors shall serve without compensation but may be reimbursed for such expenses as are authorized by the Chapter Board. Such authorization may prescribe procedures for approval and payment of expenses by the Chapter Officers designated by the Chapter Board.

**ARTICLE 4 - MEETINGS OF DIRECTORS**

4.1. **Meetings.** The Chapter Board shall have at least four (4) regular Board meetings each calendar year for the purpose of discussing general Chapter business. Such meetings shall be held at such intervals and times and places as are determined by resolution of the Chapter Board. Special meetings of the Chapter Board may be called by any Officer or any two Directors of the Chapter Board.

4.2. **Notice and Waiver.** Notice of all meetings of the Board shall be sent by the Secretary or at the direction of the Secretary by personal delivery, mail, facsimile or other mode of transmission to each Board members last recorded address for receipt at least twenty-four hours in advance of such meetings. Notice does not need to specify the agenda for the meeting, but may do so. A waiver of notice in writing signed by the Director entitled to notice, whether before or after the date of the meeting, shall be equivalent to the giving of notice. Presence without objection to notice also waives notice.

4.3. **Quorum.** A quorum for the transaction of business at any meeting of the Chapter Board shall be a minimum of 50% of the presently serving Chapter Board members. Every act or decision done or made by a majority of the Directors present at a meeting at which a quorum is present shall be regarded as the act of the Chapter Board, unless a greater number is required by law, the Articles of Incorporation or these Bylaws.

4.4. **Absence.** Any member of the Board unable to attend a meeting shall communicate in writing with the President or Secretary stating the reason for their absence, and, if accepted by the Board, the Director’s absence shall be excused. In the event that, due to time limitations or other extenuating circumstances, the Director is unable to communicate with the President or Secretary in writing, verbal communication to the President or the Secretary of the reason for their absence will be allowed and the President or Secretary, whichever receives the verbal communication, shall document the communication in writing. If a Director has two unexcused absences in a twelve month period, then their resignation shall be deemed to have been tendered and accepted. All such written communications and written documentation of verbal communications shall be filed with the minutes of the subject meeting.

4.5. **Action Without Meeting.** Any action, which may be taken at a meeting of the Directors, may be taken without a meeting if consent in writing, setting forth the action taken, shall be signed by all of the Directors entitled to vote with respect to the matter. Such consent
shall have the same effect as a unanimous vote of the Chapter Board.

4.6. **Participation.** Chapter Board members may participate in meetings by means of conference telephone or by any means of communication by which all persons participating in the meeting are able to hear one another, and such participation shall constitute presence in person at the meeting.

**ARTICLE 5- OFFICERS**

5.1. **Election.** The Officers of the Chapter shall consist of a President, Vice President, Secretary, and Treasurer. No two offices may be simultaneously held by the same person. Retiree Members shall be excluded from holding the positions of President and Vice President.

5.2. **Term.** The Officers of the Chapter shall be elected or appointed annually by the Chapter Board.

5.3. **Vacancies and Removal.** Vacancies in any office may be filled for the balance of the term there of by a majority of the votes cast by the Chapter Board. Any Officer may resign from office upon written notice to any Officer or to the Chapter Board. Such resignations will be effective upon receipt of such written notice or at such subsequent date as may be specified in the notice. Officers elected by the Chapter Board serve at the pleasure of the Chapter Board and may, at any time and for any reason, be removed from office by the vote of a majority of the Chapter Directors.

5.4. **Duties.**

A. **President.** The President is the Chief Executive Officer of the Chapter and has general supervision and control of the business of the Chapter Association. The President shall preside at all meetings of the Chapter Board and all business meetings of the Regular Members.

B. **Vice President.** In the absence or disability of the President, the Vice President shall perform all the duties of the President and when so acting, shall have all the powers of, and be subject to, all the restrictions upon the President. The Vice President shall have such other powers and perform such other duties as prescribed by the Chapter Board.

C. **Secretary.** The Secretary shall keep at such place as designated by the Chapter Board, a set of Chapter Bylaws and a book of Minutes of all meetings of the Chapter Board. The Secretary shall have such other powers and perform such other duties as prescribed by the Chapter Board.

D. **Treasurer.** The Treasurer is the Chief Financial Officer of the Chapter and shall keep and maintain adequate and correct accounts of the properties and business transactions of the Chapter. The books of account shall at all times be open to inspection by any member of the Chapter Board. The Treasurer shall submit to the International Board a proposed annual budget and monthly financial statements. The Treasurer shall be responsible for the collection and deposit of all Chapter revenues and other valuables in the name and to the credit of the Chapter. The Treasurer may have such other powers and perform such other duties as prescribed by the Chapter Board.

**ARTICLE 6- COMMITTEES**

6.1. **Authority.** Committees that the Chapter Board may create, as it deems necessary shall be advisory to the Chapter Board. No such Committee shall have the authority to act for or in the name of the Chapter Board, nor have voting privileges.
6.2. **Standing Committees.** The Chapter Board shall appoint a member of the Chapter Board as Chair for each of the following Standing Committees and, in addition, the Chapter Board may appoint Chapter Board members, or Chapter members who may or may not be members of the Chapter Board, to such Standing Committees for the purposes set forth herein.

A. **Membership Committee.** The Membership Committee shall be responsible for reviewing the qualifications of each proposed member and recommending their approval or denial of membership to the Chapter Board. In addition, the Membership Committee shall solicit new members, maintain an updated mailing list, maintain an updated membership list, and review the attendance records of all general meetings for prospective new members, mail general information concerning the Association and the Chapter to current and prospective members.

B. **Programs Committee.** The Programs Committee shall contact and make arrangements with speakers for Chapter meetings and forums, plan activities for membership meetings and forums, propose and submit ideas to the Board for seminars, workshops and other related activities, arrange for transportation and accommodations as necessary for guest speakers, prepare printed announcements for each membership meeting, forum, seminar or workshop and deliver such communications to the Membership Committee for distribution and mailing to the membership.

**ARTICLE 7 - AFFILIATION WITH INTERNATIONAL AWMI**

7.1. **Formation and Standing.** The Chapter is formed as a Chapter affiliated with the International Association of Women in the Metal Industries. To retain such affiliated status in good standing, the Chapter must conform to the requirements set forth in Article VIII of the International Bylaws, sign a Chapter Affiliate Agreement, and conform to any other standards set forth for Chapters by the International Association.

7.2. **Rights and Privileges.**

A. **Designated Chapter Delegate.** Each Chapter shall have the right and privilege of designating one of its members as a Director to serve on the International Board with voting privileges per Article 4.1.C of the International Bylaws. Each Affiliate Chapter’s Designated Delegate shall have one (1) vote on all International issues. Each Provisional Chapter’s Designated Delegate may attend meetings but will not be entitled to a vote on International issues.

The Designated Chapter Delegate to the International Board shall (i) be a Regular Member in good standing of the Chapter, (ii) be elected to that position by majority vote of the Chapter Board at a duly held and noticed meeting of the Board or by written ballot as provided, and (iii) be a Chapter officer.

The Designated Chapter Delegate may be removed at any time and for any reason by a 2/3 vote of those Chapter Board members present at a duly held and noticed meeting of the Board.
Regional Council Member. Each Chapter shall have the right and privilege of designating one of its members as a member of the Regional Council, with voting privileges per Article 7.5.B.a of the International Bylaws.

The member designated to the Regional Council need not be the same person as Designated Chapter Delegate to the International Board. The Regional Council Representative shall (i) be a Regular Member in good standing of the Chapter, (ii) be elected to that position by vote of the Chapter Board at a duly held and noticed meeting of the Board, and (iii) serve as a voting member of the Chapter Board for the time of her service as a member of the International Board.

The designated Regional Council Representative may be removed at any time and for any reason by a 2/3 vote of those Chapter Board members present at a duly held and noticed meeting of the Board. Any successor designated Regional Council Representative, whether the vacancy arises through resolution, removal, or expiration of the term of the designated Regional Council Representative, shall be elected by the Chapter Board.

ARTICLE 8 - FISCAL YEAR

The fiscal year of the Chapter shall be the same as the fiscal year of the International Association as that may be determined from time to time by the International Board.

ARTICLE 9 - ORDER OF BUSINESS

The parliamentary rules of order contained in “Robert’s Rules of Order, Revised” shall govern all meetings of the Chapter.

ARTICLE 10 - INDEMNIFICATION

The Chapter shall have the power to indemnify any person who was, or is a party or is threatened to be made a party, to any proceeding by reason of the fact that such person is or was a member of the Chapter Board, an officer, or an agent of the Chapter to the extent allowed, and within the limits prescribed, by law.

ARTICLE 11 - DISSOLUTION

Upon either voluntary or involuntary dissolution of the Chapter or in the event that its status as a Provisional or Affiliated Chapter of the International Association is terminated by the International Association due to its failure to observe the standards set forth for Chapters by the International Association, all assets, properties, monies and records of the Chapter shall be rendered to, and become the property of, the International Association. The Chapter may voluntarily dissolve so long as it complies with the International policies and guidelines on dissolution adopted by the International Board.

ARTICLE 12 - AMENDMENTS

Upon proposal to the International Board, these Bylaws may be amended, repealed, or
altered, in whole or in part by a majority of votes cast at any meeting of the Chapter Board where a quorum is present, subject to ratification by majority vote of the International Board.

ARTICLE 13 - OTHER PROVISIONS

13.1. **Tie Breaker Provision.** In the event a tie results on any issue brought before the Chapter Board for an official vote, the Directors eligible to vote shall be so informed and the issue shall be resubmitted to those eligible to vote for a second vote. If after a second vote a tie continues to exist, the Chapter President shall cast a second vote, which shall be the deciding vote.

13.2. **Endorsement of Documents, Contracts.** Only the Chapter President or the Executive Director, on behalf of the Chapter, may sign any official documents and contracts on behalf of the organization. No person shall have authority to sign contract on behalf of the Chapter to expenditure in excess of that allowed in the approved budget, absent Board resolution authorizing such person to sign such contract.

13.2.1. **Indemnification in Actions against Agents.** The Chapter Board shall have power to indemnify any person who was or is a party, or is threatened to be made a party, to any proceedings by reason of the fact that such person is or was a member of the Chapter Board or an agent of the organization to the extend allowed and within the limits prescribed by law.
# ASSOCIATION OF WOMEN IN THE METAL INDUSTRIES
## Chapter Membership

<table>
<thead>
<tr>
<th>Policy:</th>
<th>Section A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revised:</td>
<td>11/15/2014</td>
</tr>
<tr>
<td>Supersedes:</td>
<td>12/01/2013</td>
</tr>
</tbody>
</table>

## TABLE OF CONTENTS
### POLICIES AND GUIDELINES
#### Membership

<table>
<thead>
<tr>
<th>Membership Classifications</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Membership Application</td>
<td>1</td>
</tr>
<tr>
<td>Dues and Assessments</td>
<td>2</td>
</tr>
<tr>
<td>Dates and Dues</td>
<td>3</td>
</tr>
<tr>
<td>New Member/Sustaining/Regular/Retiree and Unemployed Members</td>
<td>4</td>
</tr>
<tr>
<td>Lifetime Members/Student Members</td>
<td>5</td>
</tr>
<tr>
<td>Dues Allocation – Provisional Chapters</td>
<td>6</td>
</tr>
<tr>
<td>New Member Processing/Membership Renewals/Reports</td>
<td>7</td>
</tr>
<tr>
<td>Membership Renewals</td>
<td>8</td>
</tr>
<tr>
<td>Membership Reports</td>
<td>9</td>
</tr>
<tr>
<td>Continuous Service Awards</td>
<td>10</td>
</tr>
<tr>
<td>Membership Transfer or Information Changes</td>
<td>11</td>
</tr>
<tr>
<td>How to Develop and Maintain a Membership Mailing List</td>
<td>12</td>
</tr>
<tr>
<td>Prospective Member and Renewal Letter Samples</td>
<td>13</td>
</tr>
<tr>
<td>New Member Welcome Letter Sample</td>
<td>14</td>
</tr>
<tr>
<td>Renewed Member Letter Sample</td>
<td>15</td>
</tr>
<tr>
<td>Referral Thank You Letter Sample</td>
<td>16</td>
</tr>
<tr>
<td>Membership Application Form</td>
<td>Forms Section P</td>
</tr>
<tr>
<td>Membership Information Change Form</td>
<td>Forms Section P</td>
</tr>
</tbody>
</table>

---


ASSOCIATION OF WOMEN IN THE METAL INDUSTRIES  
Chapter Membership

Policy:  Section A
Revised:  11/15/2014  
Supersedes:  12/01/2013

Membership Classifications

Policy

Regular Membership - Eligibility - per the Bylaws
Women employed in professional career positions in the metal industries by a mill, manufacturer, fabricator/distributor, or by a freight company, industry-related media, engineering firm or consultants whose business is associated with or related to the use of metals; who share the goals of the Association; and who have paid annual dues in such amount as established by the International Board. Regular members in good standing as of thirty (30) days prior to the taking of any vote shall have one vote, whether in person or by proxy (where permitted by AWMI Bylaws), on each matter that shall properly come before members. Regular membership rights and privileges include eligibility to serve on the Board of Directors or as a Regional Counselor at any level.

Retiree Membership - Eligibility - per the Bylaws
Women who have been retired from their professional position and have been a member for a minimum of three (3) years, and are not employed in a full-time position (40 hours per week); receive work retirement, and share the goals of the Association; and who have paid annual dues in such amount as established by the International Board. Retiree members in good standing as of thirty (30) days prior to the taking of any vote shall have one vote, whether in person or by proxy (where permitted by AWMI Bylaws), on each matter that shall properly come before members.

A Retiree Member shall retain Regular membership rights and privileges including eligibility to serve on the Board of Directors or as a Regional Counselor at any level. Terms of office include: (a) Retiree Member shall have a minimum of one (1) year’s previous AWMI Board/Committee experience; (b) Retiree Member shall be excluded from the positions of Chapter President, Chapter Vice President or Regional Director position; (c) Retiree Members shall be limited to two two-year terms (4 years maximum) on a Board; (d) Retiree Members shall be limited in the number permitted to serve on the Board at the same time to twenty (20) percent of the board membership.

Sustaining Membership - Eligibility - per the Bylaws
Persons who are involved or have an interest in the metal industries and are interested in the advancement of the Association of Women in the Metal Industries; who have paid annual dues in such amount as established by the International Board. Sustaining Members shall have all privileges of a Regular Member, including voting. They may serve as an elected or appointed Chapter Board Director with the exception of serving in the capacity of an officer (President, Vice President, Treasurer, Secretary or Past President) or serving in any capacity on the Regional Council or International Board of Directors. No more than two sustaining members can hold committee positions at a time unless otherwise approved by the Chapter Officers (President, Vice President, Treasurer, Secretary, and Past President) of the chapter.
Membership Classifications (continued)

Sustaining Retiree Membership – Eligibility – per the Bylaws
Persons who have been retired from their professional position and have been a member for a minimum of three (3) years are not employed in a full-time position (40 hours per week), receive work retirement, and share the goals of the Association, and who have paid annual dues in such amount as established by the International Board. Retiree members in good standing as of thirty (30) days prior to the taking of any vote shall have one vote, whether in person or by proxy (where permitted by AWMI Bylaws), on each matter that shall properly come before members.

A Sustaining Retiree Member shall retain Regular membership rights and privileges, including voting, with the exception of serving on the Board of Directors or Regional Council.

Unemployed Membership – Eligibility – per the Bylaws
Any prospective Member who is unemployed but actively seeking employment in the industry may join as an Unemployed Member. Any current member, in good standing, who becomes unemployed during the membership year shall remain a Member through the end of that membership year. Upon renewal of membership for the next membership year, if the member remains unemployed but is actively seeking employment within the industry, the renewal shall be as an Unemployed Member with dues paid at fifty (50%) percent of the Regular and Sustaining membership dues rate.

Lifetime Membership – Eligibility – per the Bylaws
All former International Presidents including the current International Immediate Past President. Lifetime Members shall retain AWMI membership status for life and annual dues shall be waived.

A Lifetime Member shall retain membership privileges as governed by the policies of the International Association.

Corporate Membership – Eligibility – per the Bylaws
A full description of Corporate Membership can be found in section L of the P&G.

Sustaining Student Membership - Eligibility - per the Bylaws
Students who are not already employed in the industry and are pursuing a full-time education with the intent of being involved in the metal industries. Persons who are interested in the advancement of the Association of Women in the Metal Industries and who have paid annual dues in such amount as established by the International Board. Sustaining Student Members shall have the privileges of voting and participation on committees. They may not serve as an elected or appointed Board member at any level.
ASSOCIATION OF WOMEN IN THE METAL INDUSTRIES
Chapter Membership

Membership Application

Policy
Membership Application
1. Each membership application is reviewed by the Chapter Membership Chair to establish eligibility for membership. A recommendation for membership is then presented to the Chapter Board, who has final approval.
2. Membership applications that are sent directly to AWMI Headquarters will be sent to the appropriate Chapter Membership Chair for approval by the Chapter Board before monies remitted with the application can be deposited.
3. Chapter Board Minutes shall reflect the name, company, person’s job title and membership status when a new member is accepted.

Guidelines
Recruitment
A. Use all tools available for solicitation of new members. This includes local and national trade magazines and newspapers, the Internet, industrial product catalogs, telephone yellow pages, customer/vendor lists, member referrals, AWMI website, etc.
B. Place applications and AWMI promotional literature at each meeting sign-in table.
C. Put personalized notes on invitations or other mailings to potential members.
D. Make follow-up telephone calls to non-members who have attended meetings.
E. Solicit new members in day-to-day business activities.
F. Be sure that potential members are aware they can fill out the application on the website and it will be submitted directly to AWMI Headquarters.

New Members
AWMI Headquarters will send out membership certificates to new members with the welcome letter, Member Handbook and other helpful information. Chapter Membership Chair should send Chapter calendar of events and other promotional literature to all new members within 10-12 days of receiving new member report from AWMI Headquarters.
Dues and Assessments

Policy

Dues
The International Board shall determine the amount of the annual Chapter membership dues and those dues shall be payable in advance for such periods as the International Board shall determine.

Regular and Sustaining members may opt to pay dues for two years in advance and take a discount of $50.00. Example: $150 dues x 2 = $300 - $50 = $250 discounted rate for two years.

Retiree and Unemployed Members shall pay annual dues at a rate of fifty (50%) percent of the amount established by the International Board for Regular and Sustaining Members.

Lifetime Members shall have their annual dues waived.

Sustaining Student Members shall pay annual dues at a rate of twenty-five percent (25%) of the amount established by the International Board for Regular and Sustaining Members.

At times as it deems necessary, the Executive Committee may approve (by majority vote) the implementation of a special membership offer. Such an offer, if approved, would be effective for the current membership year only and would be open to individual (non-Corporate) members only. Two-year memberships would be excluded from any such offers.

Assessments payable to the International Association may be levied as the Executive Committee deems necessary. They may revise the Chapter assessment at their sole discretion.

The Association is organized as a non-profit corporation and not for monetary gain, and all membership dues will be used to further the objectives of the International Association and will not benefit any one member.
Membership - Dates and Dues

POLICY

1. Definition of Join Date - New Member
   Membership Join Date is the calendar date the Chapter Board of Directors approves member eligibility and will serve as the member’s anniversary date for continuous service awards. Member’s eligibility is determined by the Chapter Board of Directors with a quorum vote. A vote does not need to take place during a board meeting.

   The Join Date will be recorded on the membership transmittal form and in the Chapter minutes at the next duly held Chapter Board of Directors meeting. Chapter Board Minutes shall reflect the name, company, person’s job title and membership classification status.

2. Definition of Membership Year
   Annual dues shall be paid for the period of January 1 to December 31. A new member joining between October 1st and December 31st of the current year is considered a paid-up member through December 31st of the following year.

3. Dues Amount - Regular and Sustaining Members - Per the Bylaws
   The amount of the annual Chapter membership dues shall be determined by the International Board and shall be payable in advance as the International Board shall determine.

4. Dues Amount – Regular Retiree, Sustaining Retiree and Unemployed Members - Per the Bylaws
   Retiree and Unemployed Members shall pay annual dues at the rate of fifty (50%) percent of the amount of Regular and Sustaining Members as established by the International Board.

5. Dues Amount – Lifetime Members – Per the Bylaws
   Lifetime Members shall have their annual dues waived.

6. Dues Amount – Sustaining Student Members - Per the Bylaws
   Sustaining Student Members shall pay annual dues at the rate of twenty-five percent (25%) of the amount of Regular and Sustaining Members as established by the International Board.

7. Provisional Chapters Dues Allocation between AWMI Headquarters, Region and Chapters
   A. Provisional Chapters will receive eighty (80%) percent of the dues collected for Regular & Sustaining Members; twenty (20%) percent will go to International.
   B. Provisional Chapters will receive fifty (50%) percent of dues collected for Retiree and Unemployed Members; fifty (50%) percent will go to International.

8. New Member Processing
   A. Processed by Chapter:
      Once a new member is approved, checks are sent to AWMI Headquarters for deposit. No membership application is to be held by the Chapter for more than 30 days. Forward the following to AWMI Headquarters: a copy of application form (with the “Chapter Use Only” box completed), a membership transmittal form, and the check(s) for the total amount due to
AMWI Headquarters.
The Chapter should keep the original application, a copy of the member check and a copy of the Membership Transmittal Form.

9. **New Member Processing (continued)**
   B. **Electronic Processing by AWMI Headquarters:**
   When an application is received electronically, AWMI Headquarters will forward a new member report with member information to the appropriate Chapter representative (Membership Chair, President or Website Manager and the Regional Director) for Chapter Board approval.

10. **Membership Renewals**
    After the first year, all current members will be invoiced by AWMI Headquarters in October or November for the upcoming year's dues. Membership remittance terms shall be "Net due 30 days."

    Chapters that receive renewal fees directly should forward the member’s check directly to AWMI Headquarters. Monies should not be deposited into the Chapter account, nor should renewing members be listed as new members on the Membership Transmittal Form.

11. **Membership Reports**
    AWMI Headquarters will send current membership reports to all Chapter Membership Chairs and Regional Directors per the Communication Flow Chart.
ASSOCIATION OF WOMEN IN THE METAL INDUSTRIES
Chapter Membership

Policy: Section A
Revised: 11/15/2014
Supersedes: 12/01/2013

Membership - Continuous Service Awards

POLICY:
1) **Definition of Continuous Service.** Continuous service is defined as having annual membership dues paid each year without interruption. If a member does not renew, service is broken and the individual is considered a new member if dues are paid the next year.
   Awards will be issued for each five-year increment. The first year joined is the first year counted.
   For example: A member joins and pays dues in April 2010. Eligibility for 5-year continuous service award will be the year 2014 if the member pays full dues in 2011, 2012, 2013, and 2014. The continuous service award will be presented in 2014.

2) **Award Options**
   Eligible members have a choice of a plaque, or a logo lapel pin or pendant with a semi-precious stone designating the length of service. The wording on the plaque will be “Presented to [Member Name] in Honor of your [number] Years of Continuous AWMI Membership – Presented [year presented].”
   Semi-precious stones will be:
   - 5-Year Aquamarine
   - 10-Year Ruby
   - 15-Year Emerald
   - 20-Year Sapphire
   - 25-Year Diamond
   - 30-Year Amethyst

3) **Awards Processing Procedure.** AWMI Headquarters will provide a report to the Chapters each year by April 30 identifying the members who are eligible and their join dates. Chapters shall verify their members’ eligibility, confirm the information is correct, and identify any others to be verified.

   Chapters shall contact their eligible members to determine which award option they would like to receive and place the appropriate order with the International Secretary, who will place the orders with the vendors.

   Plaques will be shipped directly from the vendor to the designated Chapter representative. Logo pins and pendants will be shipped in bulk to the International Secretary, the count verified by her, and in turn shipped to the designated Chapter representative who will distribute the awards to the members.

   International will pay for the cost of the service award item, tax, shipping, and handling.

**Guideline:**
Chapters should announce those members celebrating their continuous service by presenting their award at a meeting, publishing their names in the Chapter newsletter, and sending a congratulatory letter from the Chapter President.
ASSOCIATION OF WOMEN IN THE METAL INDUSTRIES
Chapter Membership

Policy: Section A
Revised: 11/15/2014
Supersedes: 12/01/2013

Membership - Transfer or Information Changes

POLICY

1. **Membership Transfer/Information Change Form**
   The following steps will be taken when a member wishes to change their membership from one Chapter to another or make other changes:

   A. The member is responsible for completing the Membership Information Change Form, which is found in Section P (Forms) of the Policy and Guideline manual.
   
   B. The Membership Information Change Form, once completed, should be submitted to the applicable Chapter and to AWMI Headquarters.
   
   C. AWMI Headquarters makes the database changes, and adjusts the membership count of both Chapters, noting the change in the cover letter of the membership report.
   
   D. The Chapter from which the member is transferring forwards the membership application and any other member records to the Chapter to which the member is transferring.

   The following steps will be taken when a member wishes to change their employment, job title, company name and or physical or electronic information:

   A. The member is responsible for completing the Membership Information Change Form, which is found in Section P (Forms) of the Policy and Guideline manual.
   
   B. The Information Change Form, once completed, should be submitted to the applicable Chapter and to AWMI Headquarters.
   
   C. AWMI Headquarters makes the database changes and adjusts the membership count of both Chapters, noting the change in the cover letter of the membership report.
   
   D. If the member sits on a Chapter Board, the Chapter Secretary updates the Chapter roster and submits it to AWMI Headquarters where it is updated on the website.

2. **Membership Dues**
   There is no exchange of dues monies, unless the member is transferring to a Provisional Chapter.

   Membership dues are individual and non-transferable, except under corporate membership. See Corporate Membership, Section L of the Policy and Guideline manual for more details.
ASSOCIATION OF WOMEN IN THE METAL INDUSTRIES
Chapter Membership

Membership – Mailing List

Guideline:

MEMBERSHIP MAILING LIST
How to Develop and Maintain

Resources

Customer List
Supplier List
Phone Books – Yellow Pages
D&B Buyers Guide
Metal Center News Annual Distribution Issue
MSCI Membership Directory
Internet Trade Magazines

Contact:

Call companies – ask for Purchasing/Sales/Human Resources Dept, etc.
• Are there any female employees?
• May we contact them?

What to Say:

• Explain purpose of AWMI
• Discuss type of meetings we have
• Invite to next meeting
• Mention past Industry Dinner speakers
• Promote Corporate Member companies who support

Other Action

• Mail information packet (AWMI brochure, calendar of events, antitrust brochure, membership application and benefits, current event invitation, newsletter)
• Mail next meeting invitation with personal hand-written note from caller
• Make follow up call if no RSVP
• Send thank-you note or call if does attend – what did they think?
• Add to mailing list
SAMPLE No. 1 – Letter to Prospective Member

LOGO

Date

Dear [Prospective Member name],

Thank you for your interest in becoming a member of the Association of Women in the Metal Industries (AWMI). Optional: Your name was provided to us by __________________ at ______________ company.

Enclosed please find an application for membership, our current calendar of events, a copy of our organization brochure, and our latest newsletters [customize]. Please take a few moments to review this information to learn more about AWMI.

We hope you will be as excited by the enclosed information about AWMI as we are about your interest in our organization. We look forward to receiving your application and speaking with you at an upcoming meeting.

If you have any questions, please feel free to contact any board member listed below.

Thank you again for your interest in AWMI. We look forward to welcoming you as a new member.

Sincerely,

Chapter Membership Chair

[list other Chapter board member contact information]
SAMPLE No. 2 – Letter to Prospective Member

LOGO

Date

Dear [Prospective Member]

Optional: Your name was provided to us by ____________________________ at ____________________________ Company.

The Association of Women in the Metal Industries (AWMI) is in the middle of our membership drive and would like to offer you the opportunity to apply for membership. As a member, you can avail yourself of the many exciting events of an international professional organization whose educational programs and networking opportunities enjoy industry-wide recognition. The organization is committed to the education and advancement of both women and men in the metals industry.

Enclosed please find an application for membership, our current calendar of events, a copy of our organization brochure, and our latest newsletters [customize]. Please take a few moments to review this information to learn more about AWMI.

We hope you will be as excited by the enclosed information about AWMI as we are. We look forward to receiving your application and speaking with you at an upcoming meeting.

If you have any questions, please feel free to contact any board member listed below. We are interested in your ideas and interests. Please take a moment to respond to the enclosed Membership Questionnaire to assist us in planning our upcoming events calendar.

We look forward to welcoming you as a new member.

Sincerely,

Chapter Membership Chair

[list other Chapter board member contact information]
SAMPLE No. 3 – Prospective Member letter/Membership Drive

LOGO

Date

Dear [Prospective Member]

This letter is to remind you that our membership drive is now in progress. As you know, membership offers many exciting opportunities.

- Association with an International Professional organization whose educational programs and networking opportunities enjoy industry-wide recognition.
- Volunteer opportunities that develop leadership skills and experience
- Commitment to the education and advancement of both women and men in the metals industry

Your renewal is important to the success of the Chapter and the organization. If you have already sent in your renewal, please accept our thanks and disregard this notice. We hope you will respond to the renewal invoice copy enclosed with this letter, if you have not already sent in your renewal.

We are interested in your ideas and suggestion. Please take a moment to respond to the enclosed Membership Questionnaire to assist us in planning our upcoming events calendar.

We hope we can count on your continued membership. Please send in your renewal ASAP!

Sincerely,

Name, Phone number
Membership Committee Chair, _________________ Chapter
SAMPLE No. 4 – Welcome letter to new AWMI member

LOGO

Date

Dear [New Member]

We are pleased to welcome you as a new member of the Association of Women in the Metal Industries and thank you for your support. We have enclosed our Chapter Board of Directors Roster, Chapter Bylaws, and calendar of upcoming events. The dates are planned well in advance to help accommodate everyone’s busy schedule. We hope to have the opportunity to welcome you personally at one of our upcoming meetings.

You have joined a growing organization that will help you gain knowledge and insight into many areas of your field. AWMI members are professionals who realize the importance and benefits of making new contacts and gathering market knowledge. AWMI is like everything else in life; you get out of it what you put into it. The rewards are great; the satisfaction is unlimited.

Please contact us if you have any questions or suggestions.

Sincerely,

Name, Phone number
Membership Committee Chair, _________________ Chapter
SAMPLE No. 5 – Thank you letter to Renewed Member

LOGO

Date

Dear [Renewed Member]

Thank you for renewing your membership in the Association of Women in the Metal Industries. We have enclosed our calendar of upcoming events. The dates are planned well in advance to help accommodate everyone’s busy schedule. We hope to have the opportunity to thank you personally at one of our upcoming meetings.

You are member of a growing organization that will help you gain knowledge and insight into many areas of your field. AWMI members are professionals who realize the importance and benefits of making new contacts and gathering market knowledge. AWMI is like everything else in life; you get out of it what you put into it. The rewards are great; the satisfaction is unlimited.

Please contact us if you have any questions or suggestions.

Sincerely,

Name, Phone number
Membership Committee Chair, ________________________ Chapter
**ASSOCIATION OF WOMEN IN THE METAL INDUSTRIES**
Chapter Membership

**SAMPLE No. 6** – Follow-up/Thank you letter for those who give membership referrals

LOGO

Date

Dear [Name]

Thank you for providing us with the name of ___________________________ at (Company) _______________. We mailed out our membership packet and added [her/him] to our mailing list.

We appreciate your interest in our organization and showing your support by encouraging others to participate in AWMI.

We look forward to seeing you and (prospect name) at our upcoming meetings.

If you have any questions or additional names for our membership list, please contact me at (phone number).

Thanks again for your continued support.

Sincerely,

*Name, Phone number*
Membership Committee Chair, _____________________ Chapter
TABLE OF CONTENTS

POLICIES AND GUIDELINES

Elections

<table>
<thead>
<tr>
<th>Policy</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Election Process</td>
<td>1</td>
</tr>
<tr>
<td>Nominating Committee Process</td>
<td>2</td>
</tr>
<tr>
<td>Election Guidelines</td>
<td>3</td>
</tr>
<tr>
<td>Ballot Cover Letter</td>
<td>4</td>
</tr>
<tr>
<td>Ballot Card Samples</td>
<td>5</td>
</tr>
<tr>
<td>Candidacy Statement</td>
<td>Forms Section P</td>
</tr>
</tbody>
</table>
Chapter Elections

Policy

Election Process - per the Bylaws
Chapter Directors are elected by the vote of the Chapter members at the Annual Meeting of Chapter members or at any subsequent regular or special meeting called for such an election (Article 3.2.B) or by signed ballot as provided in Article 2.10. Each Chapter member has one vote for the election of Chapter Directors.

Once the slate of Chapter Directors has been elected, the new Directors may define who will hold specific positions on the Board.

The Chapter’s Designated Director to the International Board and to the Regional Council is typically the Chapter President, or in her absence, one of the other Chapter officers.

Terms of Office - per the Bylaws
At any given time, no more than twenty percent (20%) of the Chapter Board of Directors shall be Retiree Members. (Chapter Bylaws 3.2.A)

The terms of office for Chapter Directors for Regular Members is two years commencing January 1 of each year. In the case of mid-year vacancies, refer to Chapter Bylaws 3.5. No Regular Member shall serve as a Chapter Director for more than three full, consecutive, two-year terms. (Chapter Bylaws 4.3.A)

The terms of office for Chapter Directors for Retiree Members is limited to two years, commencing January 1 of each year. In the case of mid-year vacancies refer to Chapter Bylaws 3.5. No Retiree Member shall serve as a Chapter Director for more than two full, consecutive, two-year terms. (Chapter Bylaws 2.2.B)

The terms of one half of the Chapter Directors expire each year.

An individual is eligible to serve an additional three full, consecutive two-year terms on the Chapter Board at a different level as defined in the Bylaws.

Other Provisions
Tie Breaker Provision - Refer to Chapter Bylaws 13.1

Guidelines
A. In the event that more than one individual elected as a Director wants to hold the same position, selection shall be made by secret ballot of the Directors and simple majority rules. In the event of a tie, the Chapter President can cast the deciding vote, allowing her two votes per Robert’s Rules of Order.
Chapter Elections

Policy: Nominating Committee

1. Committee Composition and Responsibilities
   A. A Nominating Committee consists of two (2) Board Members and two (2) Chapter Members. This Committee is responsible for submitting to the Chapter Board the names of nominees who, if elected, will serve as members of the Board of Directors.
   B. The Committee is responsible for notifying the Chapter Membership, by way of open solicitation to the voting membership, of the number of Board openings. They will contact those expressing interest in Board participation.

2. Nomination Process
   A. The Committee will prepare a ballot of all candidates, for presentation to the voting membership. There are two ballot options. **Option 1** - when there are more people running than positions are open, the ballot will list all candidates' names and ask for choices up to a limit not to exceed the number of vacancies. For example, if there are 5 open positions and 7 names on the ballot, members will be asked to "vote for no more than 5"). **Option 2** - when only enough candidates are available to fill vacancies, the vote would be by slate and members will be asked to "vote for all or none."
   B. Chapter Directors will be elected by the vote of the Chapter Members at the Annual Meeting of Chapter members or at any subsequent regular or special meeting called for such an election. The election of Chapter directors may be held by mail ballot or email as provided in Article 2.10 of the Chapter Bylaws.

3. Time Line
   A. Start solicitation of nominees no later than August of the election year.
   B. Candidates should be interviewed and qualifications reviewed by the Committee and a ballot confirmed by the third week of August.
   C. Ballots need to be prepared and sent out to the Chapter membership by the last week of August.
   D. Signed ballots shall be returned to the Nominating Committee Chair no later than the second week of September, by mail, email, fax or during the Annual Meeting.
   E. The committee will count the ballots and report the results to the Chapter President.
   F. The Chapter President will contact all nominees with the results.
   G. The first joint Board Meeting (old and new members) should be held within three (3) weeks of election results to establish new positions. The results must be recorded in the Chapter meeting minutes.
   H. The outgoing Chapter Secretary must send a copy of the new Board roster within seven (7) days of the joint meeting, to those identified in the Communications Flow Chart.
   I. A new roster for the following year showing all new board positions is to be submitted
Chapter Elections

Time Line, (continued)

per the Communications Flow Chart, to AWMI Headquarters and the International Secretary by December 30 of the current year, even if no positions have changed.

Guidelines

A. Check with current Board Members whose two-year terms will expire for their interest in re-election. Consider the Regular and Retiree membership list. Delete those known not to be interested. The remaining list can be divided among the Nominating Committee Members for telephone contact. Some members may be interested in serving on a Committee, but not as a Board Member. Take their names and provide to the new Board.

B. Advertise Board openings at meetings, in a mailing with invitations, or in the Chapter’s newsletter. Publicize!

C. The nomination process begins in August and ends in early September to mirror International elections, allowing all levels of leadership to be in position at the same time. One benefit of this time line is to allow the option of new Chapter Board Members to attend the Annual Conference for the purpose of learning about AWMI and the position they will hold.
ASSOCIATION OF WOMEN IN THE METAL INDUSTRIES
Chapter Elections

Policy: Section B
Revised: 12/01/2013
Supersedes: 11/17/2012

Chapter Elections

Chapter Ballot
Policy

Cover letter to be typed on Chapter letterhead displaying logo and full Association name if mailed. If emailed it should include the AWMI Logo and full name of the Association.
The cover letter and ballots are sent to all Chapter Members.

Guideline

A. Sample Cover Letter

It’s election time for your local Chapter Board of Directors! Please respond on the attached ballot no later than [date].

AWMI Chapter Bylaws require that one half of the Board of Directors be open to general election each year. The term is two years, with no individual serving more than three full consecutive two-year terms at the same level. Once the Board is elected, it will consist of four Officers and no more than nine additional Directors (13 maximum). The elected Board will then decide which leadership position each individual will hold in the coming year.

We have several vacancies to fill for the upcoming year. It is important as a voting member of the Association that you acknowledge acceptance or denial of the candidates listed on the ballot.

The candidates submitted for your considerations are as follows:
- Candidate No. 1 Vice President, XXX Metals
- Candidate No. 2 Senior Sales Representative, X)(X Transportation
- Candidate No. 3 Purchasing Agent, X)(X Alloys
- Candidate No. 4 Controller, XXX Aluminum
- Candidate No. 5 Production Manager, XXX Steels

This is YOUR organization and your timely vote is important! Please return the enclosed ballot no later than [date].

Respectfully Submitted,

Chapter Nominating Committee
ASSOCIATION OF WOMEN IN THE METAL INDUSTRIES
Chapter Elections

Policy: Section B
Revised: 12/01/2013
Supersedes: 11/17/2013

Ballot Card

Sample Ballots

Front of Ballot Card (if mailing)

<table>
<thead>
<tr>
<th>Chapter Provided Stamp</th>
</tr>
</thead>
<tbody>
<tr>
<td>AWMI Chapter Name</td>
</tr>
<tr>
<td>Chapter P. O. Box</td>
</tr>
<tr>
<td>City, State, Zip</td>
</tr>
</tbody>
</table>

Back of Ballot Card (Meeting – Mail - Email) - Option I
Individual Candidates - More candidates running than positions open

[ ] Candidate One, Company Job Title, Company Name
[ ] Candidate Two, Company Job Title, Company Name
[ ] Candidate Three, Company Job Title, Company Name
[ ] Candidate Four, Company Job Title, Company Name

Select no more than Two (2) names

[ ] I cast my vote as shown above
[ ] I abstain from voting

Member Signature and Date

Back of Ballot Card (Meeting – Mail – Email) - Option 2
SLATE of Candidates - Only enough running to fill Board

 Candidate One, Company Job Title, Company Name
 Candidate Two, Company Job Title, Company Name
 Candidate Three, Company Job Title, Company Name
 Candidate Four, Company Job Title, Company Name

[ ] I cast my vote for the slate as listed
[ ] I abstain from voting

Member Signature and Date

If a ballot card is not used, similar wording should be used in a letter-style ballot.
Ballots are distributed to all Chapter Members.
# Table of Contents

**Policies and Guidelines**

Chapter Board Job Descriptions

<table>
<thead>
<tr>
<th>Position</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>1</td>
</tr>
<tr>
<td>Vice President</td>
<td>2</td>
</tr>
<tr>
<td>Secretary</td>
<td>3</td>
</tr>
<tr>
<td>Treasurer</td>
<td>4</td>
</tr>
<tr>
<td>Immediate Past President</td>
<td>5</td>
</tr>
<tr>
<td>Fundraising Chair</td>
<td>6</td>
</tr>
<tr>
<td>Membership Chair</td>
<td>7</td>
</tr>
<tr>
<td>Programs Chair</td>
<td>8-9</td>
</tr>
<tr>
<td>Publicity Chair</td>
<td>10</td>
</tr>
<tr>
<td>Newsletter Chair</td>
<td>11</td>
</tr>
<tr>
<td>Other Chairs</td>
<td>12</td>
</tr>
</tbody>
</table>
Chapter President Job Description

POLICY

1. Duties per the Bylaws
   a. The President is the Chief Executive Officer of the Chapter and has general supervision
      and control of the business of the Chapter.
   b. The President shall preside at all meetings of the Chapter Board and all business
      meetings of the Members.

2. International Involvement
   The Designated Chapter Delegate to the International Board and to the Regional Council shall
   (i) be a Regular Member in good standing of the Chapter, (ii) be elected to that position by
   majority vote of the Chapter Board at a duly held and noticed meeting of the Board or by
   written ballot as provided, and (iii) be a Chapter officer (usually, but not necessarily, the
   Chapter President).

3. Agenda
   The President shall have final approval of the agenda for all Chapter meetings, assembled
   from input from all Officers and Committee Chairs.

4. Programs and Activities
   The President shall refer all programs and activities to the appropriate Committee, provide
   discussion and decision making at Chapter Board of Directors meeting and ensure all
   deadlines are met as per the Communications Flow Chart.

5. Chapter Goals and Strategic Planning
   The President will implement discussion of Chapter goals on an annual basis and provide for
   strategic planning.

6. Committee Oversight
   The Chapter President shall be notified of all Chapter Committee meetings and receive a copy
   of the Committee meeting minutes.

7. Chapter Assets
   The President is responsible for the assignment of all Chapter assets as documented on the
   Asset Inventory Form.

8. Contracts
   The President shall have final approval of all official documents and contracts into which the
   Chapter enters, and she shall have endorsement responsibility.
Chapter Vice President Job Description

POLICY

Duties per the Bylaws
a. In the absence or disability of the President, the Vice President shall perform all the duties of the President and when so acting shall have all the powers of, and be subject to, all the restrictions upon the President.
b. The Vice President shall have other such powers and perform other such duties as decided by the Chapter Board.
c. The Chapter Vice President shall be the designated delegate to the Regional Council unless otherwise determined by the majority vote of the Chapter Directors.

GUIDELINES

Committee Oversight
A. The Vice President should serve on the Annual Conference Committee when the International Board of Director’s meeting is being hosted by her Chapter’s Region in order to provide communication and direction from the International Board of Directors.

B. The Vice President or a designated alternate should sit in on all Chapter Committee Meetings.
Chapter Secretary Job Description

POLICY

1. **Duties per the Bylaws**
   The Secretary shall keep a set of Chapter Bylaws and a book of minutes of all meetings of the Chapter Board at such place as designated by the Chapter Board.
   a. The Secretary shall have such other powers and perform such other duties as decided by the Chapter Board.

2. **Minutes**
   a. The Secretary will distribute the minutes of the Chapter Board of Directors meeting and Membership meeting within seven (7) working days.
   b. Minutes shall be kept for a minimum of seven (7) years.

3. **Board Rosters**
   a. The Secretary shall prepare a Chapter Board roster in compliance with AWMI format and policy.
   b. The Secretary will distribute the Chapter Board roster according to the deadlines established by the International Board.
POLICY

1. Duties per the Bylaws
   a. The Treasurer is the Chief Financial Officer of the Chapter and shall keep and maintain 
      adequate and correct accounts of the properties and business transactions of the Chapter. 
      The book of accounts shall at all times be open to inspection by any member of the 
      Chapter Board.
   b. The Treasurer shall submit a proposed annual budget to AWMI Headquarters, the 
      International Treasurer and the Regional Treasurer.
   c. The Treasurer shall submit monthly financial statements to the Chapter Board and the 
      Regional Treasurer.
   d. The Treasurer shall be responsible for the collection and deposit of all Chapter revenues 
      and other valuables in the name and to the credit of the Chapter.
   e. The Treasurer shall be responsible for providing required audit documentation as 
      requested by the International and Regional Treasurers.
   f. The Treasurer may have such other powers and perform other such duties as decided by 
      the Chapter Board.

2. Chapter Financial Statements
   a. The Treasurer shall compile a monthly financial statement as outlined in the Policy of 
   b. The financial statements shall be sent to the Regional Treasurer by the due date as set by 
      the International Treasurer.

3. Tax Filing
   The Treasurer shall file the annual Federal and State tax forms, as may be required by law.

4. Signature Cards
   The Treasurer shall maintain current bank signature cards, requiring a minimum of two (2) 
   elected Chapter Officers on said card. All accounts require the signature of at least one (1) 
   Chapter Officer on all checks and/or account withdrawals. The signatory must be a Chapter 
   Officer who is shown as an authorized signer on the account.
Chapter Immediate Past President Job Description

POLICY
1. Duties per the Bylaws
   a. The Immediate Past President is an *ex-officio* (“by right of office”) voting Director.

2. Responsibilities
   The Immediate Past President shall perform such duties decided by the Chapter Board.

GUIDELINES
A. Counsel
   The Immediate Past President should act as counsel to the current President.

B. Nominating Committee Chair
   The Immediate Past President may serve as the Nominating Committee Chair for the purpose of submitting a Chapter ballot for the annual election of the Chapter Board of Directors.
Chapter Fundraising Chair Job Description

POLICY
The Fundraising Chair shall solicit funds to support the programs and activities of the AWMI Chapter and may form a committee to assist in assigned activities.

1. **Annual Fundraising Program Development**
   The Fundraising Chair shall develop an annual program and budget for the Fundraising activities for the next calendar year for submission to the Chapter Board.

2. **Project Management**
   The Fundraising Chair shall be responsible for all projects undertaken as described in the annual program including but not limited to:
   a. Solicit advertising for Chapter Newsletter, if one is published.
   b. Solicit sponsorship funds in support of Chapter events.
   c. Draft all thank you letters for approval by Chapter President.
   d. Work with Chapter Programs chair to organize Fundraising activities such as golf outings, raffles, auctions, etc.

3. **Solicitation Letters**
   All solicitation letters must be approved by the International Marketing Chair prior to mailing.

GUIDELINES
A. **International Committee Involvement**
   The Fundraising Chair may be asked to serve as a member of the International Marketing Committee and perform such tasks as may be assigned by the Committee.
Chapter Membership Chair Job Description

POLICY
The Membership Chair shall manage all activities that pertain to the retention of current members and the growth in numbers of new Chapter members and may form a committee to assist in assigned activities.

1. Duties per the Bylaws
   a. The Membership Committee shall be responsible for reviewing the qualifications of each proposed member and recommending their approval or denial of membership to the Chapter Board.
   b. In addition, the Membership Committee shall:
      • solicit new members,
      • maintain an updated mailing membership list,
      • review the attendance records of all general meetings for prospective new members,
      • send general information concerning the Association and the Chapter to current and prospective members.

2. Project Management
   The Membership Chair shall set Chapter membership goals within the parameters of the International goals.

3. New Member Procedures
   a. Submit membership applications to the Chapter Board of Directors for approval.
   b. Upon membership approval, send new member packet.
   c. Forward applications and payments to AWMI Headquarters.

4. Membership Renewal
   a. Review lists provided by AWMI Headquarters outlining member renewals.
   b. Make follow-up contact with non-renewed members.
   c. Follow procedures for renewals as outlined in Section A of the Policy and Guideline Manual.

GUIDELINES
A. International Committee Involvement
   The Membership Chair may be asked to be a member of the International Membership Committee and perform such tasks as may be assigned by the Committee.
Chapter Programs Chair Job Description

POLICY
The Programs Chair shall develop, maintain, and oversee chapter programs that support the goals of the AWMI and enhance the stature of the Association. The Program Chair may form a committee to assist in assigned activities.

1. **Duties per the Bylaws**
The Programs Committee shall:
   a. Contact and make arrangements with speakers for Chapter meetings and forums,
   b. Plan activities for membership meetings and forums,
   c. Propose and submit ideas to the Board for seminars, workshops and other related activities.
   d. Arrange transportation and accommodations as necessary for guest speakers.
   e. Prepare printed and/or electronic announcements for each membership meeting, forum, seminar, or workshop.
   f. Deliver such communication to the Membership Committee for distribution and mailing to the membership.

2. **Program Development**
   a. Program topics should be planned to include education for AWMI members on metals, industry activity, interrelated fields, networking, leadership skills, and personal growth.
   b. Submit to the Chapter Board a proposed calendar of events for a minimum of twelve (12) months in advance.
   c. Post (or have posted) such events on the AWMI website.

3. **Project Management**
   a. Prepare a budget using the Meeting and Event Reconciliation (see Forms section) for each specific event to set pricing for approval by the Chapter Board of Directors.
   b. Secure meeting place for each event. Oversee contract negotiations for Chapter Board of Directors approval. The contract must be in the name of the Chapter and the President is the only authorized person allowed to sign the contract on behalf of the Chapter.
   c. Draft thank you letters for Chapter President’s approval.
   d. Complete Meeting & Event Reconciliation (Form 15) and distribute according to the Communications Flow Chart.

4. **Coordinate Chapter Program Activities**
   a. Publish (or have published) the Chapter calendar of events and distribute as described in the Communications Flow Chart. Ensure that the Chapter calendar of events is posted on the AWMI website.
Chapter Programs Chair Job Description (continued)

GUIDELINES

A. Committees
   1. Program Committee should consist of members (regular, retiree, and sustaining) from various backgrounds to provide for variety in programming.
   2. Committee should meet on a regular basis

B. Obtaining Speakers / Planning events
   (Reference P&G Section H, “Membership Meeting and Industry Dinner Event Planning for more information)
   1. Utilize member referrals, trade newspapers and magazines for ideas.
   2. Refer to the online Archived Events at awmi.org or contact AWMI Headquarters or the International Programs Chair for speaker recommendations.
   3. Arrange for audio/visual equipment, if speaker requires it.
   4. Find out in advance any speaker expenses that AWMI is expected to pay, including speaking and travel fees.
   5. Work with the Chapter Treasurer to ensure that meeting expenses and fees are properly budgeted.

C. Facilities
   1. Verify seating capacity of the facility for anticipated attendance based on historical Chapter attendance, as per the Facility Information Sheet.
   2. Select table centerpieces and other room decorations as necessary.
   3. Select menu.

D. International Committee Involvement
   The Program Chair may be asked to be a member of the International Program Committee and perform such tasks as may be assigned by the Committee.
Chapter Publicity Chair Job Description

POLICY
The Publicity Chair shall provide regular communications to local trade publications to publicize the efforts of the Chapter and to enhance the image of the Association and its members. The Chairperson may form a committee to assist in assigned activities.

1. Project Management
   a. Develop press releases and advertisements, including costs, for approval by the Chapter Board of Directors for planned meetings and events.
   b. Send out press releases and place advertisements as approved.
   c. Maintain media database; perform periodic review of same.
   d. Maintain and distribute media kits using the International kit as a basis for inserting Chapter and Regional information as required.

Guidelines
A. Media database
   Database should include complete contact information for local radio and local newspapers.
B. Follow Up
   Follow up to ensure publication.
C. Media Attendance
   Invite media to attend meetings and events at Chapter expense.
D. International Committee involvement
   The Publicity Chair may be asked to be a member of the International Marketing Committee and perform such tasks as may be assigned by the Committee.
E. Social Media
   Monitor any approved social media sites.
F. Branding Compliance
   Monitor all chapter publications for consistency with approved AWMI branding
Chapter Newsletter Chair Job Description

POLICY
The Newsletter Chair shall develop and oversee the production and distribution of the Chapter Newsletter. The Newsletter Chair may form a committee to assist in assigned activities.

1. Annual Program Development
   The Newsletter Chair shall develop an annual program and budget for the Newsletter for the next calendar year.

2. Committee Management
   a. Work with Fundraising Chair in planning budget for approval by the Chapter Board of Directors.
   b. Work with Programs and Publicity Chair to determine upcoming events to be published.
   c. Include Chapter members in committee to help develop newsletter topics.

3. Project Management
   a. Prepare schedules which include copy planning, copy solicitation, copy deadlines, publishing bids, and distribution schedules.
   b. Solicit copy - articles, columns, pictures and other material from AWMI members, leaders, and companies.
   c. Review, edit, and proofread all copy and print layouts. The author should be consulted regarding any significant changes to provided content.
   d. Solicit a minimum of two competitive bids within the pre-approved budget, to be reviewed with the Chapter Board of Directors.
   e. Provide final layout to the Chapter President for approval, prior to printing.

4. Branding Compliance
   a. Monitor all Chapter publications for consistency with approved AWMI branding.
ASSOCIATION OF WOMEN IN THE METAL INDUSTRIES
Chapter Board of Directors

Other Chairs

Policy
All Chapters must have four (4) officers and at least one board member must be assigned to the duties of Membership and Programs chair.

The following titles shall be given to a chapter board and shall report to the Chapter President.
1. Membership
2. Programs
3. Fundraising
4. Publicity
5. Newsletter
6. Member-at-Large

Guideline
Members-at-Large can be assigned any of the following tasks or duties as determined by the Chapter.

A. Communications
B. Database Manager
C. Education
D. Scholarship
E. Special Projects
F. Mentoring

Chapter President will be responsible for written job description for any Member-at-Large positions created.
# ASSOCIATION OF WOMEN IN THE METAL INDUSTRIES

## Minutes, Agendas, Rosters

**Policy:** Section D  
**Revised:** 12/01/2013  
**Supersedes:** 01/21/2013

---

## TABLE OF CONTENTS

**POLICIES AND GUIDELINES**

Minutes, Agendas and Rosters

<table>
<thead>
<tr>
<th>Minutes</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1 - 2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Agendas</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Rosters</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>4 - 5</td>
</tr>
</tbody>
</table>
RECORD KEEPING – MINUTES

POLICY

1. Minutes
   The Chapter/Regional Secretary will record minutes of each Board of Directors/Regional Council meeting, General Membership meeting, and Industry Dinner. These Minutes should be typed on AWMI letterhead (or equivalent displaying the Chapter/Region name) and must be sequentially numbered.

   Different meeting types have different sequential numbering systems. For example, Board Meeting 1,2,3, etc. may run concurrently with General Meeting 1,2,3, etc.

   At a minimum, the following information must be included:

   All Meetings:
   • Meeting date and place
   • Sequential meeting number
   • Time meeting called to order and by whom
   • Board members present (absences listed as excused or not excused)
   • Date, time, and location of next meeting
   • Time adjourned and by whom
   • Name and title of person who recorded the minutes

   Board Meetings shall include “All Meetings” criteria plus:
   • Previous meeting minutes read and approved as written or corrected
   • Old business
   • Treasurer’s Report including current bank balances (all accounts) and bills submitted for approval of payment
   • Membership report including current member count (number of new members and renewals) and submission of new members for membership vote. Record the individual’s name, company, job title and type of membership desired in the minutes.
     o The Board votes on each candidate.
     o The results are recorded in the minutes. This is the official record of acceptance.
   • Recording of the Designated Chapter Delegate to the International Board of Directors
   • Other Committee Reports
   • New Business
RECORD KEEPING – MINUTES (continued)

POLICY

1. General Membership and Industry Dinner Meetings shall include “All Meetings” criteria plus:
   - Speaker’s name, job title, company and presentation topic
   - Number of members and guests present
   - Any Association business discussed

2. Attachments to Minutes
   Official Chapter Minutes shall include the following attachments:
   a. For Board Meetings – agenda and any financial reports
   b. For General Membership meetings or Industry Dinners – the invitation, event expense worksheet/recap, and attendee list

3. Distribution of Minutes
   The Secretary shall distribute the minutes of each meeting within seven (7) days, according to the current Communications Flow Chart.

4. Retention of Minutes
   Official Chapter Book of Minutes shall be kept for a minimum of seven (7) years.

GUIDELINES

1. Chapter/Region Action Items
   Attach a reminder of open tasks requiring follow-up by the board. Include:
   - Description of task
   - Date task was assigned
   - Name of board member(s) responsible for completing the task
   - Due date
   - Status (Open/In Process/Completed)
RECORD KEEPING - AGENDAS

Policy
An agenda is a necessity at every Board meeting. It not only keeps the meeting on track, but it gives each member a reference sheet for notes as well as gives the Secretary a format, making her minute-taking easier.

Guidelines
Agendas are outlines of the meeting, not details.

Begin by securing information from the previous Board meeting minutes, then contact Board members for their ideas. Familiarize yourself with the items you know need to be discussed.

- **Old Business** is that which is still pending, but not included in committee reports.
- **Treasurer's Report** - can be listed on the agenda. Treasurer is expected to report all bank balances, submit bills for approval of payment, and suggest to fine tune expenses for events.
- **Membership Report** - can be listed on the agenda. The Membership Chair is expected to report current membership count, as well as present candidates for membership to AWMI. She is to report the individual’s name, company, job title and type of membership desired. The Board votes on each candidate. Membership of each person must be approved, and reported in the minutes. This is the official record of acceptance.
- **Programs** - Can be listed on the agenda. The Programs Chair should review the status of upcoming events and finalize decisions at Board meetings. Remember – any meeting event contracts must be signed by the Chapter President.
- **Other Committee Reports** – Can be listed individually on the agenda as appropriate. Each Committee Chair should report on current activities.
- **International Board Delegate** - can be listed on the agenda as appropriate.
- **New Business** – Is any new issue(s) that require attention.

Ideally, the agenda should be out to each board member several days prior to the meeting for their review and preparation.
RECORD KEEPING - ROSTERS

POLICY

Using a standardized roster is necessary for quick and easy communication between Board Members. Most importantly, the roster is the legal record of current board members and details those who shall be covered under the AWMI Board Insurance Policy.

1. Annual Roster
   An annual Chapter Board/Regional Council Roster is due no later than November 30th of each year.

2. Revised Roster
   Updated revisions are to be issued immediately upon Board changes. An (R) denotes the change.

3. Format
   A. Type the roster in prescribed AWMI format
   B. The five Officers (President, Vice President, Secretary, Treasurer, and Past President) come first, followed by the Chairs and the Chapter attorney, if applicable. Regional and AWMI Headquarters information follow the Chapter information. The Regional roster will list the four Regional Councilors.
   C. Update the revision date in the footer of the document.
   D. Update the Chapter/Region mailing address in the header of the document.
   E. Show the ELECTED or APPOINTED year next to each board member.
      • The Elected/Appointed date is the year that the board member FIRST joined the board, NOT the year she moved into a particular board position.
      • The purpose of the Elected/Appointed date is to keep track of a board member’s TOTAL years of elected service on the board, which is limited as follows:
         o A board member may serve a maximum of three full, consecutive two-year terms on either the Officer Level or the Chair Level.
         o An individual shall be eligible to serve an additional three full, consecutive two-year terms on a different level. (Example: Sally Smith serves two terms as Chapter Secretary and one term as Chapter Treasurer. If she wishes to remain on the board and is elected, she must serve only in any of the Chair positions for a maximum of three full, consecutive two-year terms.)
      • If the person is appointed to the board, she will serve the remainder of the replaced person’s term or up to the next election, whichever comes first. Once elected, her six-year term begins, and the roster should reflect E (for elected) rather than A (for appointed).
   F. See example below for other details and proper layout.
RECORD KEEPING – ROSTERS (continued)

**POLICY**

<table>
<thead>
<tr>
<th>Position</th>
<th>(E – 2005)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jane Doe</td>
<td>(Inside Sales Manager)</td>
</tr>
<tr>
<td><strong>ABC Metal Company</strong></td>
<td></td>
</tr>
<tr>
<td>123 Mill Street</td>
<td></td>
</tr>
<tr>
<td>Chicago, IL 60617</td>
<td></td>
</tr>
<tr>
<td>Phone: 312-555-1111</td>
<td></td>
</tr>
<tr>
<td>Fax: 312-555-2222</td>
<td></td>
</tr>
<tr>
<td><a href="mailto:jdoe@abcmetal.com">jdoe@abcmetal.com</a></td>
<td></td>
</tr>
</tbody>
</table>

4. **Distribution**
   
   Rosters shall be distributed according to the current Communications Flow Chart.
TABLE OF CONTENTS
POLICIES AND GUIDELINES

Financial

Financial Records & Reporting .......................................................... 1 - 5
Glossary of Terms ........................................................................... 2 - 3
Required Reports ............................................................................ 4 - 5
Annual Reports .................................................................................. 4
Monthly Reports ................................................................................ 5
Reimbursement of Meeting / Conference Expenses ......................... 6
ASSOCIATION OF WOMEN IN THE METAL INDUSTRIES
Chapter Financial Policies

Policy: Section E
Revised: 12/01/2013
Supersedes: 05/01/2011

Financial Records & Reporting

Policy:
AWMI requires that all chapters maintain their financial records using QuickBooks® software. All reports and references contained herein are relative to that software package and the reports it generates. If the chapter does not use the approved software they need to find suitable methods to replicate the same transactions and maintain the same historical data trail. The software should be updated every 5 years at a minimum. The Professional version contains all the tools required to complete the documents required. Training manuals are maintained in the association website document manager to assist in the use of this software.

Checking Account
All accounts require the signature of one (1) Chapter Officer on all checks and/or withdrawals. The signatory must be an officer who is shown as an authorized signer on the checking account. A minimum of 2 officers must be on the bank signature card as authorized signers on the checking account. The monthly bank statement must be reviewed by the Chapter President as well as the Chapter Treasurer prior to the submitting monthly report to the Regional Treasurer. The Chapter name must appear on your printed checks. This review can be done on-line.

Guidelines
A. Checking Account
   It is recommended that a bank be selected that does not charge monthly service charges and provides an interest bearing account. Banks often provide these types of accounts for non-profit corporations.

   It is recommended that the bank statement cut-off date be the last day of the month, unless it prevents the Treasurer from meeting the reporting deadline for monthly financial statements.

   It is recommended that the mailing address for the bank statement be recorded as the Treasurer’s home or work address to avoid delay in receiving and reconciling the bank statement.
Financial Records & Reporting

Glossary of Terms

Assessments
Each Chapter shall remit to the International Association any assessments levied by and due to the International Association. Such assessments shall be as determined by the International Executive Committee. The International Executive Committee may revise the Chapter assessment at their sole discretion.

Audit
An audit or a financial review must be conducted whenever a new Treasurer is elected or appointed. The audit or review should be completed prior to the new Treasurer beginning her duties. It must be performed by an individual who was not a signatory on the bank account during the period being audited. This person should have accounting experience. The audit or signed statement of review must be signed, dated and maintained in the permanent files of the Chapter.

Additionally, the association shall participate in a minimum of one (1) audit per chapter annually, based on region.

Bonding
The bonding of the Treasurer is an issue to be determined by each Chapter, based on Chapter policy.

Chart of Accounts
The Chapter Chart of Accounts provides the account numbers for each type of accounting activity. All Chapters use the same Chart of Accounts for consistent reporting and tax filing. All transactions are coded using these account numbers. If you have an ongoing activity for which you would like to have distinct financial information, you must request additional account numbers from the International Treasurer.

Expense Report
A form completed by a board member in order to be reimbursed for out of pocket expenses incurred as a result of conducting board business. Expense reports must be submitted within 30 days after event.

Fiscal Year & Budget
The Fiscal Year and Budget Year are based on a calendar year, January to December.

Profit & Loss Reports
These reports can detail individual events and provide analysis against budget. In order to use these reports effectively you need to have sub-accounts against the chart of account items to break out each function; i.e. January Meeting as a sub-account Under Other Meetings and Events. These will be shown on your Income Statement.
Financial Records & Reporting

Glossary of Terms (continued)

Record Keeping – Permanent Files
There are certain legal documents that are to be permanently maintained at the chapter level. For space considerations, these can be stored electronically whenever possible. Examples of permanent files are:

- Audit or Statement of Review
- Chapter Bylaws
- Articles of Incorporation
- State Annual Reports

Record Keeping – Annual Files
There are documents that are to be maintained on an annual basis and must be available at the chapter level for a period of seven (7) years. With QuickBooks® software the bulk of the reports can be regenerated on demand. However, the back-up documentation files will need to be stored. When possible, they should be maintained electronically through scanned or emailed documents. Examples of documents that should be saved in the annual files:

- Invoices noted paid with the associated check record
- Payments received (copies of checks deposited)
- Chapter copy of receipt provided for funds received
- Monthly Reconciliation Detail Reports
- Bank Statements

Year End Accounting Adjustments
The Prepaid Expense and Prepaid Income accounts help to identify and total expenses and income related to the upcoming year, and should be used in November and December. As you pay invoices or receive income in November and December for the next fiscal year, these items should be noted for special accounting treatment, using these accounts. Prepaid Expenses and Prepaid Income need to be cleared in the new year when they become current and moved into the appropriate accounts.
Financial Records & Reporting

**Required Reports**

**Annual Reports:**

**Annual Budget** - The Annual Budget provides the basis for the Chapter’s activities for the upcoming budget year (January to December). The Budget should be developed in conjunction with the Chapter President and approved by the Chapter Board of Directors. An annual Chapter budget must be submitted to AWMI Headquarters, the International Treasurer and the Regional Treasurer for the upcoming year, **no later than January 31.** The budget needs to be voted on and approved by the Chapter Board of Directors prior to submission.

The information about the recently completed fiscal year gives you a blueprint for the upcoming year. The Budget document should include columns to record your previous year’s Budget and the actual income and expenses from the previous year.

**Chapter Bank Account Form(s)** – This report allows Chapters to maintain true and updated information on the Chapter Checking and Savings Accounts and current signers. This form is to be submitted to AWMI Headquarters by December 31 of each year or when the information changes.

**Annual Pertinent Information Form** - This form allows Chapters to report to AWMI Headquarters various information on Checking, Savings, Credit Card Processing, Cloud (file-sharing) and Social Media Accounts, as well as assets owned by the Chapter. This form is to be submitted to AWMI Headquarters by December 31 of each year or when information changes.

**Taxes** – All Chapters must file United States Federal Income Taxes each year; these are due to AWMI Headquarters by April 30.

If the chapter filed electronically in the prior year and they maintained less than $50,000 in gross receipts for the current filing year – they may file electronically again. A screen print of the e-file statement needs to be forwarded to AWMI Headquarters by the deadline.

If the chapter filed on paper in the prior year or they recorded gross receipts in excess of $50,000 in the current filing year – they must file a paper return. The signed, original paper copy must be sent to AWMI Headquarters to file along with all other chapters as one entity by the deadline.

Any chapter that is required to file the paper IRS tax return must utilize the services of a Certified Public Accountant to prepare the return. If the chapter does not have a CPA to prepare the return, contact the International Treasurer or AWMI Headquarters for assistance in locating one.
Financial Records and Reporting

**Required Reports (continued)**

**Monthly Reports:**

Each of these reports must be completed on a monthly basis for presentation to your Chapter Board and forwarded to the Regional Treasurer, **no later than the 15th of the following month.** In addition, your Chapter Board may require other reports to be presented at board meetings.

- **Balance Sheet** - This document provides information about the total equity of the Chapter, including funds in bank accounts that relate to previous budget year activity.

- **Profit & Loss Reports** – This document provides information about the current year income and expenses of the chapter.

- **Deposit Detail** - The Deposit Detail is a list of all income received and deposited by the Chapter. The report details all checks and cash receipts deposited (each transaction) to the Chapter bank account. Each transaction should be listed separately.

- **Check Detail** - The Check Detail is a list of all checks issued by the Chapter. The report details each check written on the Chapter bank account. Each check or cash disbursement should be listed separately. If the chapter uses a debit card, these transactions need to be recorded individually.

- **Bank Reconciliation Detail** - This report reconciles the Chapter’s financial statements with the Chapter's banking activity and the bank statement. A reconciliation should be run for every account that the chapter manages. This report lists all cleared and un-cleared transactions and should be part of the packet of documents provided to the Regional Treasurer along with a copy of the actual bank statement. A Bank Reconciliation Detail report should be submitted for every account maintained in the Chapter’s name. There is a Summary report option that does not contain the appropriate level of detail to suffice for the monthly reporting.

- **A/R Detail** – If the chapter carries an Accounts Receivable balance it will show as an asset on the Balance Sheet. Whenever there is an amount in the Balance Sheet for a given month an accompanying A/R Detail should be printed to be included in your submitted reports.
ASSOCIATION OF WOMEN IN THE METAL INDUSTRIES  
Chapter Financial Policies

Policy:  Section E  
Revised:  12/01/2013  
Supersedes:  05/01/2011

Reimbursement of Meeting/Conference Expenses

**POLICY:**
The following policy is applicable for the annual Spring International Board of Directors Meeting, Fall International Board Conference, and Regional Meetings for Board Members in good standing. Non-Board Committee members are covered under the International Scholarship Fund (see Section K).

**Chapter Funds**
May cover parking (both hotel and airport), limited transportation (to and from) hotel/airport; limited meals; AWMI-related phone calls, faxes, and copies. These and any additional AWMI-related conference expenses, within reason are at the discretion of the Chapter Boards.  
(* Reasonable dollar amount to be determined by each Chapter Board.)

**GUIDELINES:**
1) Attendees should book their flights into the airport suggested by the hosting city and do so in a timely manner to ensure lowest possible fares. If attendees choose to drive to the destination and the cost exceeds comparable airfare, they must get prior approval. Mileage, if approved, will be reimbursed at the current IRS rate.
2) After tickets are purchased, a copy of the ticket voucher or invoice must be submitted to the appropriate Treasurer for reimbursement (see item 5 below).
3) Individual Board Members are responsible for booking their own room reservations and should check with other Board Members for accommodation sharing if possible.
4) Those who combine an AWMI trip with other company or personal business should deduct the difference when sending their invoice for reimbursement. Association funds will only cover direct AWMI expenses.
5) Expenses covered under the policy above are to be submitted to the appropriate treasurer and AWMI Headquarters for reimbursement following the Conference on an AWMI expense form with accompanying receipts.
6) All expenses must be submitted no later than 30 days after the end of the meeting.
7) Board members who take advantage of conference hotel rates for dates prior to or after the official meeting dates must pay for those hotel expenses themselves as personal expenses.
8) Recipients of Association funding are expected to attend all scheduled meetings.
TABLE OF CONTENTS
POLICIES AND GUIDELINES

Publicity

Policy and Guidelines

Page
1
ASSOCIATION OF WOMEN IN THE METAL INDUSTRIES
Chapter Board of Directors

Policy: Section F
Revised: 05/01/2015
Supersedes: 12/01/2013

PUBLICITY

Trade, business, and local publications speak to many different audiences affording AWMI the opportunity to tell our story strongly and effectively.

Policy
1. Direct media solicitation for articles regarding AWMI on an International level shall be referred to the International Marketing Chair.
2. Articles written by Chapter members shall be approved by the International Marketing Chair prior to submission to media for publication.
3. Meeting announcements do not require International approval.
4. Copies of all published announcements or articles shall be submitted to the International Marketing Chair for the purpose of tracking public references to AWMI.
5. Chapter Publicity Chairs shall monitor and keep up-to-date any approved social media sites.
6. Chapters should maintain the consistency of the AWMI brand.

Guidelines
A. Chapter Publicity Chairs should maintain a media list including local newspapers, radio stations, television, cable public access stations, industry magazines and newspapers, and local offices for major international business publications.
B. Chapter Publicity Chairs should maintain a list of local media specific to their regions and should send announcements of Chapter activities (including annual Board of Directors election results) with a brief cover letter to the media list. Follow up with phone calls to ensure receipt and to develop a rapport. A complimentary press pass for education events should be offered to one editorial member of any media organization.
C. When offering a press pass to a reporter, Marketing and Publicity Chairs should ask the reporter to write at least one story from the event mentioning AWMI, the content of which should be determined by the reporter. If the reporter does not write a story based on the event, this should be considered if the reporter or organization request to attend an event again, and the request for a press pass may be rejected.
D. If a member of the press will be in attendance at a meeting, AWMI must notify the speakers that there is press in the room and what they say will be treated as on the record unless the speaker says otherwise.
E. Should a Chapter be contacted for a press interview, prepare notify the International Marketing Chair. Prepare for the meeting in advance. Make a list of points you wish to make. Remember - when you talk to an editor, you are really talking to the readers. Be cautious - sometimes you will be quoted. Think before answering – you are selling yourself and the Association. The International Officers and the Executive Director are available for assistance in any interview.
F. Consider a press kit for Industry Dinners. This folder should include an invitation, biography of the guest speaker, and background information on AWMI. Newsletters from Chapter, Regional, or International levels are a suggested addition. Copies of the most recent newsletter from International are available on the website in the Members Only section.
# ASSOCIATION OF WOMEN IN THE METAL INDUSTRIES
## Correspondence

**Policy:** Section G  
**Revised:** 12/01/2013  
**Supersedes:** 05/01/2011

## TABLE OF CONTENTS
### POLICIES AND GUIDELINES

**Correspondence**

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stationery</td>
<td>1</td>
</tr>
<tr>
<td>Stationery Supplies</td>
<td>2</td>
</tr>
<tr>
<td>Newsletter</td>
<td>3 - 4</td>
</tr>
<tr>
<td>Social Media</td>
<td>5</td>
</tr>
<tr>
<td>Branding Guidelines</td>
<td>6</td>
</tr>
<tr>
<td>Communications Flow Chart</td>
<td>Forms Section P</td>
</tr>
</tbody>
</table>
STATIONERY

Policy
1. As an International organization, it is essential to show uniformity in all printed or electronic correspondence.

2. All stationery and envelopes shall display the Association name and logo.

3. Letterhead shall be on quality paper.

4. The logo shall be two-tone blue Kramer KB4I ink (or equivalent color) with black outline.

5. Ink color for the Association name in the header and footer shall be blue Kramer KB4I ink (or equivalent color).

6. Ink color for envelopes shall be blue Kramer KB4I ink (or equivalent color) with the exception of oversize envelopes where black ink is acceptable for both the type and logo.

7. Page “one” shall display the Association name spelled out across the top with the logo in the upper left hand corner. Options for the footer include showing the appropriate name and address (Chapter, International, or Regional Council) or may remain blank for multi-purpose use. Page “two” shall display the logo only in the upper left hand corner.

8. Industry dinner invitations should display the full Association name and logo in the proper colors.

9. Newsletters should display the full Association name and logo in the proper colors. Chapters should always use their Chapter name in the association name.
STATIONERY SUPPLIES

Policy
The following stationery supplies may be ordered by International and billed to the Chapters and Regional Councils.

1. Letterhead
2. #10 Envelopes
3. Name Tags - Peel & Stick
4. Thank you notes and envelopes
5. Invoices (3-part)
6. Receipt Books
7. Membership Applications
8. Membership Brochures
9. Membership Certificates
10. Marketing Brochures
CHAPTER NEWSLETTER

Policy
1. All newsletters must display the AWMI logo and the Association Chapter name. Seasonal designs/graphics are acceptable.

Guidelines

Purpose: The purpose of the newsletter is to inform the readers about what the Chapter has accomplished, what the Chapter intends to accomplish (goals), and who is working toward accomplishing those goals - board members, company sponsors, committee members.

Readers: Remember who the readers will be. While the newsletter is directed primarily toward members, it will also be read by others — members’ supervisors, company executives, potential members. The newsletter should be professional, highlighting the ways in which the chapter is working to achieve the Association goals of education and the enhancement of women as professionals in the metal industries. It should be written as an informative - not social piece.

Include:
1. News about members (acknowledge promotions, transfers, etc.). Be careful, however, not to turn the newsletter into a social page. If necessary, adopt a policy which states that only business-related news should be included. Publish this information only with the member’s knowledge and permission.

2. Articles about upcoming and recent events. The focus, however, should be on the future. If a particularly successful meeting was held in the last month or so, discuss it. Other chapters can certainly benefit from information about how success was achieved.

3. Discuss upcoming events and encourage attendance at those events

4. Company spotlights (clear with company Public Relations or other appropriate department).

5. Member spotlights (only with member’s knowledge and permission)

6. Message from the President

7. Message from other appropriate Board Member (for example, if the Programs Chair is primarily responsible for the golf outing, include an article written by her about the upcoming outing)

8. Calendar of events

9. Listing of Board Members
CHAPTER NEWSLETTER (continued)

Guidelines (continued):

10. Encouragement for members to participate on committees and become involved beyond attending meetings

11. Articles of interest to those involved in the metal industries (trade agreements, new developments in technology, ISO 9000, etc.)

12. Advertisements

13. List of Corporate Member companies

Review/Approval:
The newsletter should be reviewed by at least two other Board Member (in addition to the Newsletter Chair) prior to publication. Where possible, the legal counsel for the Board should be consulted to ensure compliance with antitrust guidelines.

General: The newsletter should be published on a regular basis - whether it’s every quarter, twice a year, or annually. Consistency is important. If distribution is haphazard, members may lose interest. A publication schedule should be established and followed as closely as possible.
SOCIAL MEDIA

Policy

1. Use the full Association name and logo in the proper colors.

2. Mirror the International social media sites wherever possible.

3. A board member shall be assigned to continuously monitor activity and keep site up to date.

4. Keep the Pertinent Information form up to date with site emails and passwords.
BRANDING

Guidelines:

What is Branding? All corporations and organization have a “brand”. This goes beyond their logo and involves the total image that is presented. When someone sees your logo or hears your name what does this invoke for them?

The AWMI Logo. Our logo is obviously part of it. We have stressed in the past that it is critical to keep the color true; use blue, black or white. This applies to printed matter as well as any promotional items. While a shirt or mug may be any color the logo on it should be white, black or blue.

Invitations. Maintain a standard look and feel to your monthly invitations. If you use a service such as Ideas By Design they will help you develop your look and will keep it within the AWMI standards. If you use a different service please ensure that the appearance is professional, uses the logo appropriately and create a template for consistency. For special events such as the Industry Dinner or Golf Outing a different format can be used to attract attention to the invitation.

Flyers. For some annual events such as the Membership Drive or Annual Conference we generate flyers to advertise and promote the event. The appropriate committee works with a graphic designer to ensure the overall appearance and messaging. We will make these available to each chapter as they are developed so that you can distribute them at events. We will even have “blank” flyers for the Membership Drive so that you can tailor the details of the message to your own chapter prizes but still maintain the branded appearance. You need to use our template to maintain a consistency of messaging across the entire organization. Many members attend functions at multiple chapter locations.

LinkedIn, Facebook and other Social Media. We maintain a social network presence on both of these formats. Entries to our individual pages are pre-screened and approved for appropriate content. If you individually have pages on either of these sites ensure that any of your entries that reference AWMI are professional; spell-checking and content control are critical. While we all have fun at an AWMI event let’s make sure we play up the educational and mentoring aspects as much as the networking. Keep postings and images professional.
# ASSOCIATION OF WOMEN IN THE METAL INDUSTRIES

## Chapter Meetings

<table>
<thead>
<tr>
<th>Policy:</th>
<th>Section H</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revised:</td>
<td>04/11/2014</td>
</tr>
<tr>
<td>Supersedes:</td>
<td>12/01/2013</td>
</tr>
</tbody>
</table>

## TABLE OF CONTENTS

### POLICIES AND GUIDELINES

#### Chapter Meetings

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-2</td>
<td>Board of Directors Meetings</td>
</tr>
<tr>
<td>3</td>
<td>Membership Meetings</td>
</tr>
<tr>
<td>4-5</td>
<td>Industry Dinner Meetings</td>
</tr>
<tr>
<td>6</td>
<td>Membership and Industry Dinners Event Planning</td>
</tr>
</tbody>
</table>
Meetings
Chapter Board of Directors

Policy

1. Duties Per the Bylaws
   A. The Chapter Board must have at least four (4) regular board meetings each calendar year for the purpose of discussing general Chapter business. Such meetings are to be held at such intervals, times and places as determined by the Chapter Board. Any Officer or any two Directors of the Chapter Board may call special meetings of the Chapter Board.
   B. A quorum, for the transaction of business at any meeting of the Chapter Board, is the majority of the presently serving Chapter Board members. Each act performed or decision made by a majority of the Directors present at a meeting at which a quorum is present shall be regarded as the act of the Chapter Board, unless law, the Articles of Incorporation, or the Bylaws, requires a greater number.
   C. Any member of the Board unable to attend a meeting must communicate with the President or Secretary stating the reason for their absence, and if accepted by the Board, the Director’s absence will be excused. If a Director has two unexcused absences in a twelve-month period, then their resignation will be deemed tendered and accepted. All absences of any kind are noted in the minutes and recorded as either excused or unexcused.

2. Agendas and Minutes
   A. An agenda will be prepared in advance (usually by the President) listing topics to be discussed based upon input by members and unfinished business from previous meetings.
   B. The Chapter Secretary, or in her absence, the President’s designee, will take minutes of the meetings
Guidelines

Frequency

• Suggest a monthly meeting, or more, as circumstances may require.

• Suggest a designated day of each month (i.e., the first Wednesday of every month).

Format – Logo – Chapter Name – Date of Meeting

The generally accepted order of business is as follows:

1) Call to order – time and name of person calling to order

2) Attendance

3) Approval of minutes of previous meeting

4) Old business

5) Treasurer’s Report – must be approved and seconded subject to audit

6) Standing Committee Reports

7) Special Committee Reports

8) New Business

9) Announcement of next meeting – date, time and place

10) Adjournment – time of adjournment

11) Chapter Secretary’s name and title
MEETINGS
Chapter Membership Meetings

Policy
AWMI Chapters must hold a minimum of four (4) membership meetings per year plus an Industry Dinner (see next page).

Membership meetings include but are not limited to:
• Speaker meetings/panel discussions
• Facility tours
• Joint meetings with other associations
• Networking events (mixers, member appreciation meetings, etc.)
• Fundraising events (golf outings, auctions, casino nights, etc.) – ONLY ONE SUCH EVENT PER YEAR WILL COUNT TOWARD THE FOUR REQUIRED MEETINGS PER YEAR

The meeting must be officially called to order.

The Chapter Secretary is to take minutes of all meetings. In the absence of the Chapter Secretary, the President will appoint a substitute.

Note: Because all meetings must be recorded according to the laws that govern non-profit associations, minutes must be taken at all meetings. The format is simple. For more information, see Section D – Record Keeping

Example:
Date and place
Sequential meeting number
Time meeting is called to order
Board members present (absences listed as excused or not excused)
Speaker’s name, title, and firm
Topic
Any official business conducted
Time meeting adjourned

All Chapters (including Provisional Chapters) must distribute the minutes as per the Communication Flow Chart.

The meeting must be officially adjourned.

Enforce antitrust guidelines. It is recommended that an attorney be present. If there are any questions regarding antitrust guidelines please contact the International President or the Executive Director.

Send speaker(s) a thank-you note.
MEETINGS
Chapter Industry Dinner

Policy

1. Duties Per the Bylaws
   A. The Chapter shall regularly schedule any other non-business events as required by the International Board and one such event must be an Industry Dinner Event.
   B. No business of the corporation shall be transacted at these events.

2. Keynote Speaker Selection
   A. The speaker should be at the director level or above, or a high-ranking location manager.
   B. The speaker should represent a mill, distributor, service center, processor, original equipment manufacturer (OEM), raw material supplier, transportation company, metal trade association or a metal-related publication, to name a few. Political speakers who address metal-related or economic, legal or trade issues are also acceptable as Industry Dinner keynote speakers.
   C. The organization the speaker represents should be recognizable in industry circles.

3. Topic of Address
   Topics selected should be indicative of Association goals, such as current market or economic conditions, job trends, product knowledge, quality standards, metallurgical applications, or professional development.

4. Chapter Attorney
   If one is present, introduce Chapter attorney and connection with AWMI Antitrust Policy.

5. Record Keeping
   A. The Secretary takes minutes of this meeting and distributes according to the Communications Flow Chart.
   B. The Programs Chair is to send a thank you letter.
Guidelines
A. Question and Answer Period
   1. Ask the speaker prior to the meeting what question format is preferred – (e.g. questions from the floor or index cards on the tables.
   2. If index cards are chosen, assign a non-board member(s) to circulate and pick up the cards.

B. Suggested Meeting Format
   1. Dinner
   2. President’s welcome address, introduction of board members, attorney, and others as appropriate
   3. State AWMI’s antitrust policy
   4. Introduction of keynote speaker
   5. Speaker’s presentation
   6. Question and answer period
   7. Presentation of gift to speaker
   8. Other announcements
   9. President adjourns meeting
ASSOCIATION OF WOMEN IN THE METAL INDUSTRIES
Chapter Meetings

Policy: Section H
Revised: 04/11/2014
Supersedes: 12/01/2013

MEETINGS
Membership Meeting and Industry Dinner Event Planning

Guidelines
A. Secure speaker – confirm date in writing; get bio, picture, and full contact information
B. Pick your venue
C. Initiate contract with venue and have a Chapter President sign contract – suggest contract review by HQ. Contract must be in the name of the Chapter i.e. Association of Women in the Metal Industries – Baltimore Chapter.
D. If a deposit is required, forward the signed location contract to Treasurer for payment
E. Have Webmaster post event on the AWMI Website Calendar of Events at www.awmi.org to announce event
F. Order menu and audio/visual requirements along with room setup and timeline from venue – contact speakers for specific A/V requirements
G. Design event announcement and have it approved by President
H. Make sure you have the latest mailing list for the labels or up-to-date email addresses
I. Mail or email event announcements four to six weeks prior to the event
J. Send copy of the invitation to other AWMI chapters and affiliate organizations
K. Work with Chapter Publicity and International Marketing Chairs to get as much exposure as possible
L. Begin the attendance/financial accounting spreadsheet
M. Determine appropriate thank you gift for speaker
N. Give head count to venue on dates outlined in contract (remember, head counts can usually go up, but not down)
O. Determine how the bill from the venue will be paid in a timely manner and make sure it is done
P. Create name badges and print out Chapter events calendar for posting at the registration table.
Q. At the time of the event, work with the Chapter Treasurer to collect outstanding checks or credit cards and record attendance (for reporting in meeting minutes)
R. Work with the Chapter Treasurer to invoice no-shows who did not pay prior to event
S. Do final attendance/financial accounting spreadsheet and send it to President and Vice President
T. Send thank you note to speaker
U. Report to Board the status of future events and the financial outcome of past events
ASSOCIATION OF WOMEN IN THE METAL INDUSTRIES
Chapter Fundraising

Policy: Section I
Revised: 12/01/2013
Supersedes: 04/20/2012

TABLE OF CONTENTS
Fundraising

Fundraising Policy and Guidelines 1
Fundraising

Policy
1. There shall be no solicitation of funds by AWMI representatives for any cause other than AWMI, and such solicitations for AWMI funds shall have prior International approval.
2. There shall be no monetary contributions or donations made to or received by Board members of AWMI as individuals or for their personal charities or political affiliations.
3. AWMI is a 501 (c) 6 non-profit organization, and donations are not tax-deductible as a charitable contribution but may be deductible as a normal business expense. Donors are encouraged to contact an accountant or tax advisor for guidance.

Guidelines
1. Target members and local supporting companies or branches in general area of Chapter.
2. Indicate Chapter’s purpose of fundraising.
3. Publicize and acknowledge names of all contributors.

Purpose
A. To cover board member travel to AWMI Conferences.
B. To fund official AWMI Chapter Scholarship programs.
C. Provisional Chapters may fundraise to cover Chapter startup costs and general meeting expenses.

Ideas
A. Raffles – Ask businesses to donate items of interest/value and raffle them off. Utilize a 50/50 raffle in which the winner keeps half the amount and the chapter keeps the other half.
B. Auctions - Set aside a special meeting date for this function. A theme can be used, such as Casino or Sports Night and donated items can be auctioned off using a silent, live or pick-a-prize (ticketed) auction.
C. AWMI Promotional Items - Items such as license plate holders, coasters, ballpoint pens, key chains, etc., can be profitable. These items are relatively inexpensive and can be sold at a slight mark-up for additional revenue to the Chapter, and exposure for AWMI.
D. Soliciting Donations – Introduce AWMI, its mission statement and goals. Explain the purpose of the donation, define sponsorship levels, and explain the benefits to the contributing company.
## TABLE OF CONTENTS
### POLICIES AND GUIDELINES

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Regional Policy</td>
<td>1 - 2</td>
</tr>
<tr>
<td><strong>JOB DESCRIPTIONS</strong></td>
<td></td>
</tr>
<tr>
<td>Regional Director</td>
<td>3</td>
</tr>
<tr>
<td>Vice Chair</td>
<td>4</td>
</tr>
<tr>
<td>Secretary</td>
<td>5</td>
</tr>
<tr>
<td>Treasurer</td>
<td>6</td>
</tr>
<tr>
<td>Regional Board Nominating Procedures</td>
<td>7 - 8</td>
</tr>
<tr>
<td>Regional Board Prerequisites</td>
<td>9</td>
</tr>
<tr>
<td>Regional Board Nomination Letter</td>
<td>10</td>
</tr>
<tr>
<td>Regional Geography</td>
<td>11</td>
</tr>
<tr>
<td>Reimbursement of Expenses</td>
<td>12</td>
</tr>
<tr>
<td><strong>FORMS</strong></td>
<td></td>
</tr>
<tr>
<td>Communications Flow Chart</td>
<td>Forms Section P</td>
</tr>
<tr>
<td>Board Nomination Form</td>
<td>Forms Section P</td>
</tr>
<tr>
<td>Candidacy Statement</td>
<td>Forms Section P</td>
</tr>
<tr>
<td>Reimbursement of Expenses</td>
<td>Forms Section P</td>
</tr>
</tbody>
</table>
General Regional Policy

Policy

1. **Regional Council Establishment**
   The International Board may establish Regional Councils. Each Regional Council will represent a specified geographical area as determined or revised as necessary by the Executive Committee. Each Regional Council shall bear a name identifying that region of the country in which it is located.

2. **Regional Council Composition**
   Each Regional Council shall be composed of a minimum of two (2) up to a maximum of four (4) Regional Counselors and one (1) designated Council Representative from each Chapter in the region. All duties defined for the four (4) Regional Counselor positions must be performed as detailed below regardless of the number and roster titles of the Regional Council.
   
   A. **Regional Counselors** - Regional Counselors shall be elected by the Chapters with the Region to serve as liaisons between the International Board and Chapter Boards. The Regional Council shall consist of a Regional Director supported by a Regional Vice Chair, Regional Treasurer, and/or Regional Secretary. Each of the Regional Counselors shall have one (1) vote on all Regional issues.
   
   B. **Designated Council Representative** – Each Regional Council Representative designated by an Affiliate Chapter shall have one (1) vote on all Regional issues. A Regional Council Representative designated by a Provisional Chapter will not be entitled to vote.

3. **Regional Council Powers**
   It is hereby expressly declared that each Regional Council shall have the following powers:
   
   A. Each Regional Council has the power to make such rules and regulations necessary to the management and control of the affairs and activities of the Region, not inconsistent with the International Bylaws. The Regional Council and its members may not represent that it is acting with the authority of the International Association or the International Board of Directors.
   
   B. To formulate and implement as approved, an annual budget for the Regional Council and may not be inconsistent with the International Bylaws or law.
   
   C. Only with the express permission of the Executive Committee, to establish branch(s) or subordinate office(s). If so authorized by the Executive Committee, the office must be located in a State of an existing Chapter within the Regional Council’s specified boundaries.
General Regional Policy (continued)

4. **Budget, Expenses, and Funding**
   Final approval of Regional Council budgets is held by the Executive Committee as described in the International Bylaws. Each full Regional Council shall determine, by majority vote in writing, the parameters for approval of expenses and funding related to that Region, as well as the assessment to be paid by each Chapter, to the Region, in order to fund the Regional Council. All funds remitted to the Regional Councils shall be used to further the objectives of the Region and the International Association and shall not be used for the benefit of any member or individual or be retained by the Regional Council. Funds should be budgeted by the region as required to cover Regional Council member attendance at conferences and board meetings.

   All Regional Checking accounting will be held by AWMI Headquarters due to the fact that they fall under the tax ID number of International. AWMI Headquarters will send monthly account updates to the Regional Director and Treasurer.

**Policy**

1. The Region shall hold a minimum of two Regional meetings per year; one to be held concurrent with the annual conference and one within six months of the conference date. Additional meetings may be scheduled at the discretion of the Regional Director as necessary to conduct the business of the Region.

2. All Chapter Board Members within the Region should attend the Regional meetings. Guests may be invited at the discretion of the Regional Council.

3. Expenses for Regional Counselors to attend any Chapter & Regional meetings shall be the responsibility of the Region and should be reflected in the Region’s budget and financial statements.

4. Designated Chapter Council Delegates attend meetings at the expense of the Chapter which they represent.
Regional Director Job Description

1. International Leadership
   The Regional Director shall serve as a member of the Executive Committee and as a member of the International Board of Directors. The Regional Director shall not concurrently hold any other elected International Board of Directors position.

2. Regional Leadership
   A. The Regional Director is the Chair of the Regional Council and has general supervision and control of the business of the Region, subject to the endorsement of the International Board of Directors.
   B. The Regional Director shall schedule and preside at all meetings of the Regional Council and the Regional Meetings.
   C. The Regional Director shall establish the agenda for all meetings of the Regional Council and Regional Meetings, assembled from input from all Regional Counselors, Regional Delegates, Executive Committee, International Chairs, and association staff.
   D. The Regional Director shall delegate duties to members of the Regional Council, as necessary.
   E. The Regional Director shall establish subcommittees, as appropriate, to develop programs and activities for discussion and decision making at the Executive Committee or International Board of Directors meetings.

3. International Liaison
   A. The Regional Director will act as the liaison between the Chapters in the Region and the Executive Committee.
   B. Participate in at least one Chapter Board of Directors meeting of each Chapter within the Region each year (if necessary via conference call).
   C. The Regional Director will monitor the activities, including financial performance, of the Chapters within the Region to assure compliance with the Chapter Affiliate Agreement and take any appropriate actions, in conjunction with the Executive Committee and/or the International Chairs.
   D. The Regional Director will coordinate expansion activities for potential provisional Chapters within the Region; oversee provisional Chapter activities; and notify the International Board of Directors when a provisional Chapter has completed all requirements for Affiliate Chapter status.
   E. The Regional Director will observe the Past President and Executive Director, tally the votes for Member of the Year and all International elections.
Regional Vice Chair Job Description

1. Leadership
   A. The Regional Vice Chair may concurrently hold a position on any Chapter Board of Directors, any elected International Board of Directors position, or any appointed International Chair or Subcommittee Chair position.
   B. The Regional Vice Chair shall perform such other duties as prescribed by the Regional Director.
   C. In the absence or disability of the Regional Director, the Regional Vice Chair shall perform all the duties of the Regional Director and when so acting, shall have all the powers of, and be subject to all the restrictions of, the Regional Director.

2. International Committee Liaison
   A. The Regional Vice Chair may serve as a member of an International Committee.
   B. The Regional Vice Chair shall serve as a member of the International Programs Committee where they will be responsible for monitoring Chapter Calendar of Events on the website.
   C. The Regional Vice Chair shall monitor the Programs of the Chapters within the Region, reviewing Calendar of Events, meeting invitations, and event financial recaps.

3. Regional Meeting Coordination
   The Regional Vice Chair shall have oversight of the logistics of the regular semi-annual Regional Meeting, in coordination with the hosting Chapter.
Regional Secretary Job Description

1. **Leadership**
   A. The Regional Secretary may concurrently hold a position on any Chapter Board of Directors, any elected International Board of Directors position, or any appointed International Chair or Subcommittee Chair position.
   B. The Regional Secretary shall perform such other duties as assigned by the Regional Director.

2. **Record Keeping**
   A. The Regional Secretary must record minutes and keep a book of minutes of all meetings of the Regional Council and the Regional Meetings.
   B. Minutes shall be distributed as designated by the Communications Flow Chart, no later than seven (7) working days after the date of the meeting.
   C. Minutes shall be held for a minimum of 7 years.
   D. The Regional Secretary shall submit, per Communications Flow Chart, a Regional Roster and provide updated rosters as changes occur.
   E. The Regional Secretary shall monitor the Secretaries of the Chapters, with their region reviewing chapter minutes, etc.
Regional Treasurer Job Description

1. **Leadership**
   A. The Regional Treasurer shall not concurrently hold a Chapter Treasurer position on any Chapter Board of Directors within her Region.
   B. The Regional Treasurer may have such other powers and perform such other duties as assigned by the Regional Director.

2. **Regional Financial Responsibilities**
   A. The Regional Treasurer shall keep and maintain adequate and correct accounts of the properties and business transactions of the Region along with AWMI Headquarters, who maintains the checking account. The book of accounts shall at all times be open to inspection by any member of the Executive Committee or the International Board of Directors.
   B. The Regional Treasurer shall submit to the Regional Council an annual statement of a planned budget of income and expenses for the designated fiscal period which will be approved by the International Executive Committee.
   C. The Regional Treasurer shall be responsible for the collection and deposit of all Regional revenues and the payment of all Regional expenses, as approved.
      1. The Regional finances are included in the International funds under one tax ID number.
      2. Funds may be accessed through authorization and notification to International who maintains regional funds on a restricted line-item basis.
      3. The Region can not maintain an autonomous bank account (they do not have a TIN to apply under).

3. **Regional Financial Statements**
   A. The Regional Treasurer shall compile a monthly financial statement and distribute per the Communications Flow Chart.
      o This statement will verify the line-item totals maintained by International.
      o This statement will verify / audit the balance of each chapter in the region.
   B. The Regional Treasurer shall report the financial status of the Region to the Regional Council and at Regional Meetings.

4. **Chapter Financial Statements**
   A. The Regional Treasurer shall act as liaison between the Chapter Treasurers within the Region and the International Treasurer.
   B. The Regional Treasurer shall forward Chapter meeting and event recaps to the Regional Director.

5. **Audit of Regional Reports**
   The Regional Treasurer will provide audit documentation to the International Treasurer upon request. Each Region’s financial recap will be audited a minimum of one (1) time per year. The audit shall consist of gathering all the chapter documentation provided to the Regional Treasurer and reviewing the documentation for completeness and accuracy.
Regional Board Nominating Procedures

Guidelines (All Regions must follow same guidelines)
1. A Nominating Committee comprised of one member from each Chapter, usually the Regional Vice Chair will act as chair of the nominating committee. This committee is to be formed and announced during the Spring Regional Meeting.

   This new Committee will meet briefly at the Spring Regional Meeting to determine what mailing address, fax number or email address will be used to receive written nominations. For a matter of record keeping, Chapters will send nominations to the Committee Chair in writing to a pre-designated address.

2. Chapter Boards will be notified of open positions for the following year’s Regional Board and invited to volunteer or submit nominations. All positions are elected for two-year terms January to December. Each year half of the Regional Council positions will be up for election. The Regional Director and the Vice Chair positions will be elected in the same year and the Secretary and Treasurer positions will be elected in the following year. Regional Director position for all Regions will be listed on the International Committee nomination form and the International Committee ballot. Even though the Regional Director is included on the International Committee ballot only members of that respective region (via their Designated Chapter Delegate) will vote for the Regional Director.

3. Each Regular or Retired Association Member has an individual opportunity to submit nominations. (This is not a Chapter collective decision as to whom to nominate). All nominations are to be submitted to the Committee for review.

4. Committee will contact all nominees to verify interest in and that qualifications for the respective nominated position are within the prerequisite guidelines.
   A. For those who fulfill these requirements, a candidacy qualification statement will be required to accompany the slate.
   B. For those who do NOT meet the prerequisite qualifications, their name will be forwarded to the appropriate Chapter for Committee or Chapter Board positions.

5. The committee will prepare a Regional ballot reflecting all the candidates (Vice Chair, Regional Treasurer, and Regional Secretary only) meeting prerequisite qualifications. This slate and candidacy statement will be submitted to the Regional Director prior to mailing to Region’s Chapters for their vote. Their response (each board member is entitled to one vote) then should be returned to the Regional Nominating Committee.
Guidelines (continued)

6. **Deadlines**
   A. Regional Board open positions to be announced at the Spring Regional Meeting.
   B. Start solicitation of nominees no later than July 1st of the election year.
   C. Candidates should be contacted and qualifications reviewed by the Committee, slate and candidacy statements forwarded to the Regional Director no later than the third week of July.
   D. Ballots with slate and candidacy statements need to be printed and mailed to the Chapters by the first week of August.
   E. Voting takes place during the Regional Meeting at the Fall Annual Conference and election results announced at that time.
   F. Newly elected Regional Council members will take office January 1 of the next year.

**Chair Responsibilities**

1. Ensure all deadlines are met.
2. Secure one central address for all written nominations to be received.
3. Delegate phone calls to Committee for screening nominees.
4. Collect screening responses from Committee.
5. Prepare (or delegate preparation of) slate with attached Candidacy Statement.
6. Forward slate to Regional Director prior to mailing to Chapters for vote.
7. Coordinate mailing to Chapters.
8. Finalize vote and report to the Regional Director.
Regional Board Prerequisites

These are suggested Guidelines and all Regions must follow the same guidelines:

Regional Director
- Regular Member: 3 Years
- Regional Board Member: 1 Year
- Chapter Experience: 2 Years

Vice Chair
- Regular Member: 2 Years
- Chapter Experience: 1 Year

All Other Positions
- Regular Member: 1 Year
- Chapter Board Experience: 1 Year
Election Nomination Letter template

TO: CHAPTER and REGIONAL BOARD MEMBERS
FROM: Regional Vice Chair, Nominating Committee Chair
RE: 20__ Elections for Regional Officers

The Regional Board has ______ open positions for the 20__ elections. Members elected to these positions will serve a two-year term commencing on January 1, 20__ through December 31, 20__.

Serving on the Regional Board is a rewarding, fulfilling and educational opportunity. Most often, the positions open for election are uncontested. This is your chance to make a difference, to participate in establishing the future course of AWMI. Information about Regional Board Member responsibilities and prerequisite guidelines can be found in the Regional section J of the P&G manual. The entire Regional Board is more than willing to answer questions and discuss position requirements with anyone interested in serving on this board.

Following is the timeline for the 20__ elections:

July __, 20__ Nomination Letter and Form sent to Regional and Chapter Board Members
August __, 20__ Nominations due
August __, 20__ Nominating Committee to have completed verification of eligibility
Send Candidacy Statement forms to nominees for completion
August __, 20__ Candidacy Statements due
September __, 20__ Information and Sample Ballots sent to Regional & Chapter Board Members
October __, 20__ Regional Elections completed and announced at Fall Leadership Conference

Please use the enclosed form to submit nominations for any of the ______ positions. Any AWMI Regional or Chapter Board Member may make a nomination.

In addition, Chapters are reminded that no elected officers may hold dual positions.

The Regional elections must be completed before the fall Leadership Conference.

If you have any questions, please do not hesitate to contact me via email at _______________ or fax to (___) ___-____.
Regional Geography

Central Region
Cincinnati/Northern Kentucky
Cleveland
Columbus
Detroit
Pittsburgh
Toronto

Midwest Region
Chicago
Minnesota
St. Louis
Wisconsin
Quad Cities

Northeast Region
Baltimore
New York
Philadelphia

Southern Region
Birmingham
Carolinas
Texas
Tennessee

Western Region
California
Portland
Seattle
Reimbursement of Meeting/Conference Expenses

**POLICY:**
The following policy is applicable for the annual Spring International Board Meeting, Fall International Board Meeting, and Regional Meetings for Regional Council Members. Regional Directors as members of the Executive Committee are covered under Section N page 27. Non-Board Committee members are covered under the International Scholarship Fund (see Section K, page 7).

**Regional Funds**
May cover parking (both hotel and airport), limited transportation (to and from) hotel/airport; limited meals; AWMI-related phone calls, faxes, and copies. These and any additional AWMI-related conference expenses within reason to be at the discretion of the Regional Boards.

(* Reasonable dollar amount to be determined by each Regional Board.)

**GUIDELINES:**
1) Attendees should book their flights into the airport suggested by the hosting city and do so in a timely manner to ensure lowest possible fares. If attendees choose to drive to the destination and the cost exceeds comparable airfare, they must get prior approval. Mileage, if approved, will be reimbursed at the current IRS rate.

2) After tickets are purchased, a copy of the ticket voucher or invoice must be submitted to the appropriate Treasurer for reimbursement (see item 5 below).

3) Individual Board Members are responsible for booking their own room reservations and should check with other Board Members for accommodation sharing if possible.

4) Those who combine an AWMI trip with other company or personal business should deduct the difference when sending their invoice for reimbursement. Association funds will only cover direct AWMI expenses.

5) Expenses covered under the policy above are to be submitted to the appropriate treasurer and AWMI Headquarters for reimbursement following the Conference on an AWMI expense form with accompanying receipts.

6) All expenses must be submitted no later than 30 days after the end of the meeting.

7) Board members who take advantage of conference hotel rates for dates prior to or after the official meeting dates must pay for those hotel expenses themselves as personal expenses.

8) Recipients of Association funding are expected to attend all scheduled meetings.
## TABLE OF CONTENTS

### POLICIES AND GUIDELINES

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attorney</td>
<td>1</td>
</tr>
<tr>
<td>Antitrust Policy Statement and Compliance</td>
<td>2 – 3</td>
</tr>
<tr>
<td>Contributions</td>
<td>4</td>
</tr>
<tr>
<td>Chapter Scholarship Programs</td>
<td>5 – 6</td>
</tr>
<tr>
<td>International Conference Scholarship Program</td>
<td>7 - 8</td>
</tr>
<tr>
<td>Provisional Chapter - First 12 months Requirements</td>
<td>9 - 10</td>
</tr>
<tr>
<td>Provisional Chapter - Membership Dues Disbursement</td>
<td>10</td>
</tr>
<tr>
<td>Affiliate Chapter Annual Requirements</td>
<td>11</td>
</tr>
<tr>
<td>Compensation of Directors</td>
<td>12</td>
</tr>
<tr>
<td>Document Retention Schedule</td>
<td>13</td>
</tr>
<tr>
<td>Code of Conduct</td>
<td>14</td>
</tr>
<tr>
<td>Chapter Scholarship Update Form</td>
<td>Forms Section P</td>
</tr>
<tr>
<td>Chapter Scholarship Template</td>
<td>Forms Section P</td>
</tr>
<tr>
<td>International Conference Scholarship Application</td>
<td>Forms Section P</td>
</tr>
<tr>
<td>Code of Conduct Form</td>
<td>Forms Section P</td>
</tr>
</tbody>
</table>

**All original documents of Incorporation are on file at AWMI Headquarters**
Attorney

Policy
1. It is recommended that an attorney be present at ALL membership and industry functions to ensure compliance with antitrust laws. They do not attend board meetings.

2. The attorney should be introduced to meeting guests from the podium.

3. The attorney’s name, address, and phone number should be filed with AWMI Headquarters and shown on the Chapter roster.

4. A copy of AWMI’s Antitrust Policy should be placed on each table at all membership and Industry Dinner meetings.

Guidelines

A. Seek an attorney (preferably a woman). This could be a woman just starting her practice; a qualified chapter member, a company associate, or simply an acquaintance. It may be possible to negotiate a contract for the price of a dinner only in place of monetary payment.

B. Although the attorney will not be asked to do any legal research or give legal advice on any other subject, she should be well versed on antitrust laws.

Purpose
AWMI is committed to following antitrust laws while meetings are in progress. Some company policies state that their employees cannot attend an association meeting without the presence of an attorney.
ANTITRUST STATEMENT

Policy
The Association of Women in the Metal Industries is dedicated to encouraging fair competition and compliance with U.S. federal and state - as well as Canadian - antitrust laws, which were enacted to protect our free economy. It is the obligation of all members of our Association to conduct themselves in a manner consistent with the antitrust laws. To assist you in this regard we have developed specific guidelines.

AWMI requires all members to familiarize themselves with these guidelines and to carefully follow them. We will ask for the resignation of any member who knowingly violates these guidelines or condones their violation by others.

The activities of trade associations and professional organizations are carefully scrutinized because they provide a hospitable forum for communication between competitors.

Antitrust laws strictly prohibit any informal or formal understandings, agreements or plans, as well as the disclosure of information between competitors concerning prices, territories, customers, terms of sale, production quotas or any other competitive information. You should avoid any situation that might lead to discussions of information concerning these topics. If you question any activity occurring at an AWMI meeting, gathering or social event, you should immediately consult with an officer of AWMI.

Guidelines
Legal counsel recommends that Chapters use this statement when printing programs for meetings, and/or having table-cards printed which should be placed on each table. If printing is not feasible, an AWMI Officer must verbally acknowledge this from the podium.

“AWMI proudly supports the federal and state antitrust laws which encourage vigorous and open competition. We wish to remind you that while attending AWMI meetings, there should be no discussion of your current or future prices, terms and conditions of sale, bidding practices or exchange of any other information that violates antitrust laws. It is AWMI’s policy to observe both the letter and the spirit of these laws. If you have any questions, please consult legal counsel present tonight or an AWMI board member.”
ANTITRUST STATEMENT (continued)

Specific Guidelines
You should not participate in any conversation with a competitor concerning the following:

- Present or future prices of your goods, including formulas for computing prices, discounts, or credit terms
- Bidding information
- Delivery or freight terms
- Non-public statistical data
- A joint decision to buy from or sell to another competitor
- Profit margins
- Sales territories
- Marketing policies
- Customer information
- Production quotas
- Cost of your goods
- Excluding a competitor or the activities of a competitor
- Excluding or boycotting (1) a manufacturer or supplier of goods or services or (2) goods or services from a particular source.

If such a discussion arises during an AWMI meeting, gathering or social event, you should stop the conversation immediately and inform an officer of AWMI. The one exception to this rule is the exchange of price information between competitors in connection with a bona fide sales or purchase transaction.
CONTRIBUTIONS

Policy
1. No monetary contributions or donations can be made to or received by Board members of AWMI as individuals or for their personal charities, political affiliations, or to members of their families.
2. There must be no solicitation of funds by AWMI representatives for any cause other than AWMI.
3. At no time will a speaker fee be waived in place of a contribution to one of these groups.

Guidelines
1. Reinvest Chapter funds within the organization
2. AWMI does recognize that community involvement is an important responsibility for all citizens. There may be occasions when a group of individual members may wish to donate items (food, toys, and clothes) for a good cause and use an AWMI meeting facility for a collection point. This will be allowed with Chapter Board approval.
3. Scholarship donation – Refer to Section K, Pages 5 - 7
4. AWMI Chapters may, with the prior approval of the International Marketing Chair, use Chapter funds to participate in or sponsor metals industry events (such as trade shows, symposiums, conferences, etc.) held by other metals industry organizations. These events and organizations should be judged to have goals consistent with those of AWMI.
5. AWMI International may, by majority vote of the Executive Committee, use Association funds to participate in or sponsor metals industry events (such as trade shows, symposiums, conferences, etc.) held by other metals industry organizations. These events and organizations should be judged to have goals consistent with those of AWMI.
Chapter Scholarship Programs

Policy

AWMI Scholarship Programs have been established in accordance with the AWMI purposes and objectives, as stated in our bylaws, to encourage and further develop the educational and professional backgrounds as well as the career development of our members. AWMI members are actively encouraged to participate in this program to realize this important benefit of membership.

Scholarship Programs exist on the Chapter level as well as the International level, and both are described below.

- A Scholarship Program is the Chapter’s legal document and guideline for awarding monies for educational purposes. A Scholarship Program template can be found in the P&G Section P – Forms.
- Copies of the Chapter programs should be kept at the Chapter level, AWMI Headquarters, and a copy sent to the International Secretary.
- When new programs are created or changes are made to an existing Chapter program, the Chapter must submit its program to the International Secretary for approval. She will approve or amend and return to the Chapter. Final documentation should be routed as detailed above.
- Chapter Scholarship monies are available to ANY Chapter member (including a board member) who meets the outlined criteria of the Chapter Scholarship Program.
- A Chapter cannot award from or allocate monies to a Scholarship Program if a formal program does not exist.
- Monies that were budgeted for Chapter Scholarship Programs, but have gone unused in a given year, can be carried forward to the next year’s budget. However, as a non-profit association, AWMI must be able to prove that we have diligently attempted to award funds to our members. Chapters may choose to donate unused scholarship funds to the International Scholarship Fund.

Chapters establishing a formal Scholarship Program should create a Chapter Scholarship committee consisting of equal numbers of Chapter Board Members and non-Board Members, and headed by a Scholarship Committee Chair (who sits on the Chapter Board and should be listed on the Chapter Board roster). The Scholarship Chair is responsible for getting the scholarship information to the appropriate parties. If no chair is assigned, the Chapter President or her delegate is responsible.

Applications can be accepted at any time and acted upon at the next Chapter Scholarship Committee meeting. Funds will be provided to the financial extent that the Scholarship Fund permits. In the event of insufficient funds, the applicant’s request will be denied with a letter from the Committee Chair. If the Chapter receives multiple applications and must select the recipient(s), but deny others due to insufficient funds, approvals will be based on (in the following order):
  a) First-come, first-served (per envelope postmark or email date)
  b) Length of AWMI membership

Requirements

1. Applicant must be an AWMI member in good standing for at least one year (defined as dues paid for previous year and current year). An exception to this requirement may be made by a vote of the Chapter Board.
Chapter Scholarship Programs (continued)

Requirements (continued)
2. Scholarship recipients should remain an AWMI member for one year after receiving the award, or they may be asked to repay the monies to AWMI.
3. Completed application or request letter should be received prior to registration for course/seminar/conference, wherever possible.

Eligible Opportunities
1. Scholarship – For long-term education at an accredited school, college or university. Courses must be business-related or a degree requirement. Funds may be used for tuition or books. This type of scholarship is renewable to the same recipient by term/quarter/semester and must be re-approved by the chapter committee. Applications must be submitted at a minimum of two weeks prior to the deadline for course enrollment. Fifty percent (50%) of the approved amount will be given to the applicant upon approval of the application, and the remaining fifty percent (50%) will be given upon proof of completion of the course with a passing grade or equivalent documentation.

2. Grant – For short-range education (must be business/ professional seminars/industry meetings, etc.). Members are eligible for one grant per calendar year. Funds will be paid in full before the course/event.

3. AWMI Conferences– As offered by the Association. All conference-related expenses (such as registration, hotel and travel) will be reimbursed directly to the applicant upon receipt of a completed expense form and proof of payment.

   NOTE: The cost for Chapter Board members to attend AWMI conferences should be set aside as a budget line item and not be drawn from Chapter Scholarship Funds. However, if insufficient funds have been budgeted, and the Chapter has money available in its Scholarship Fund, it is appropriate to apply for use of these funds to attend a conference. The Chapter should use the same application and approval process as they would use for a grant (see above). This does not need approval at any level except the Chapter level.

4. Special Provisions – Under special circumstances, funds may be made available for childcare, transportation (e.g. to/from a business-related course or seminar), or hardship. The Chapter Scholarship Committee must receive approval from the Chapter Board in this instance.

Notification
Each applicant will be notified in writing of the Chapter Scholarship Committee’s decision, and funds will be reimbursed as appropriate.
International Conference Scholarship Fund

The International Conference Scholarship Fund is the Association’s legal document and guideline for awarding monies for attendance at AWMI.

NOTE: The cost for Chapter and International Board members to attend AWMI conferences should be set aside as a budget line item and not be drawn from International Conference Scholarship Funds. However, if insufficient funds have been budgeted, and there is money available in the International Conference Scholarship Fund, it is appropriate to apply for use of these funds to attend a conference.

Monies are collected from individual, Chapter and corporate donations. Donations to the International Scholarship Fund are NOT tax-deductible.

Monies are held in a restricted fund listed on the AWMI Balance Sheet. The balance in the fund is also reported to the Association in the International Secretary’s report.

Requirements:
1. International Conference Scholarship monies are available to applicants who are AWMI members in good standing for at least one year (defined as dues paid for the previous year and current year). An exception to this requirement may be made by a vote of the International Officers (President, Vice President, Treasurer, Secretary, and Past President).
2. Scholarship recipients should remain an AWMI member for one year after receiving the award, or they may be asked to repay the monies to AWMI.
3. Completed scholarship applications must be received a minimum of eight (8) weeks prior to meeting/conference registration deadline. Applications received beyond this deadline will be considered on an individual basis.
4. Application should be submitted to International Headquarters and the International Secretary, who will see if funds are available.
5. Chapter and Regional funds should be explored by applicant prior to International Conference Scholarship Funds.
6. International monies awarded will be available up to the flat fee amount agreed upon by the Executive Committee.
7. International monies will be budgeted annually based on projected profit from previous year. Each year headquarters will notify how many scholarships are available and the amount.
8. Monies will be awarded after all applications have been reviewed.
9. First time applicants will be awarded monies before repeat applicants.
10. Funds must be used for their intended purpose or repaid to International by the recipient.

Opportunities:
1. Conferences – As offered by the Association, conference-related expenses (such as AWMI registration, hotel and travel but excluding optional events) will be reimbursed directly to the applicant up to the amount of the award upon receipt of a completed AWMI Expense Form and proof of payment (due within 15 days of event).
2. Funds will be provided to the financial extent that the International Scholarship Fund permits.
3. In the case of multiple non-board member applications, approvals will be based on the sole discretion of the International Officers.
International Conference Scholarship Fund (continued)

4. Board members that have previously received scholarship funds will only be considered after other non-board member and first time board member applicants are awarded and if sufficient funds are available.

Notification:
   1. Applicants will be notified six weeks prior to registration deadline.
   2. In the event the applicant’s request is denied, the International Secretary will inform the applicant in writing.
   3. Applicants must follow the letter’s instructions to obtain reimbursement from Headquarters.

Guidelines:

   1. The International Officers may consider certain criteria when approving non-board member applications. This criteria is as follows but not limited to:
      a.) Length of AWMI membership
Provisional Chapter Requirements – First Year

In accordance with the Bylaws, the following requirements must be completed within twelve (12) months of the date of the Provisional Chapter's Letter of Intent to the AWMI International Board of Directors. Compliance with these requirements will be tracked via the Provisional Chapter Tracking Form. Upon achievement of these minimum requirements, the Provisional Chapter will become eligible for Affiliate Chapter status and will be voted upon by the AWMI International Board of Directors.

If, at the end of the 12-month period, the Provisional Chapter has not completed the requirements, the International Board of Directors may vote to grant the Provisional Chapter a six-month extension or dissolve the Provisional Chapter (members may elect to join another Chapter or become International Members). At the end of the six-month period, if the Provisional Chapter has not completed the requirements, the International Board of Directors may vote to grant the Provisional Chapter a second six-month extension or dissolve the Provisional Chapter.

REQUIREMENTS

1. Submit a Letter of Intent to become an AWMI Chapter to the International Board (the International Membership Chair and Expansion Subcommittee Chair will be the IBOD representatives).

2. Submit an Inaugural Meeting Budget to the International Board.

3. Achieve a minimum of 25 paid Members by the end of the 12-month period (P&G Section A, p. 1-2).

4. Establish a Chapter Board of Directors consisting of a minimum of four officers – President, Vice President, Treasurer and Secretary (Chapter Bylaws and P&G Section C).
   a. Provisional Chapter board members are considered “appointed” until the year in which the Chapter achieves Affiliate Chapter status.
   b. During the next election cycle, 50% of the board members will run for election.
   c. The remaining 50% of the board members will retain their “appointed” status until the following year’s election takes place, when they will run for election.

5. Submit a Chapter Board roster to AWMI Headquarters and the International Secretary. Revisions should be made according to the Communication Flow Chart.

6. Submit any reports and/or payments required by State authorities to file as a Chapter of the Association. This includes incorporating the chapter in the state in which it does business.

7. Submit a budget for the 12-month Provisional period to International Headquarters, the International Treasurer, and the Regional Treasurer. The Provisional Chapter Treasurer will work with the International Treasurer to review and submit the monthly financial reports.
Provisional Chapter Requirements – First Year (continued)

8. AWMI Headquarters will create revenue and expense line items for each Provisional Chapter and will maintain financial control during the provisional period. Once the Chapter achieves affiliate status, AWMI Headquarters will apply to the IRS on the Chapter’s behalf for a tax identification number (TIN). Once the TIN is established, the Chapter can open up its own bank accounts and AWMI Headquarters will transfer the funds to them.

9. Forward any membership dues received to AWMI Headquarters per Dues Disbursement Policy (see below).

10. Submit a schedule of events to the International Board consisting of a minimum of:
   a. Four (4) Chapter Board meetings
   b. Four (4) general meetings
   c. One (1) Industry Dinner
     i. Minutes of all meetings must be submitted to AWMI Headquarters, the International Secretary, Regional Director, and International Mentoring Chair per the Communication Flow Chart.

DUES DISBURSEMENT
Policy

1. Membership dues collected by the Provisional Chapter shall be forwarded in their entirety at time of receipt to AWMI Headquarters. Dues will be disbursed to the Provisional Chapter in the same way as those collected directly by AWMI Headquarters (see below).

2. Membership dues collected by AWMI Headquarters will be disbursed as follows: 20% of new regular/sustaining member dues to International; 80% to the Provisional Chapter.

3. The portion of the dues to be returned to the Provisional Chapter will be allocated monthly.

4. Once a chapter achieves Affiliate status, 100% of Chapter membership dues will go to International.
Affiliate Chapter Annual Requirements

A Chapter retains its status as an Affiliate Chapter in good standing by conformance to the requirements as set forth in the Bylaws and Policy and Guidelines Manual (P&G) including those noted below.

1. Chapter Board of Directors, including Officers and Committee Chair membership dues must be paid current by January 31 of each year.
2. Have a minimum of 25 paid members by February 28 of each year.
3. Submit any annual reports and/or payments as required by the State authorities.
4. Submit to AWMI Headquarters a statement of revenue and expenses on a monthly basis.
5. Dues and/or assessments must be forwarded to AWMI Headquarters on a monthly basis.
6. Submit to AWMI Headquarters a planned budget of income and expenses for the next twelve-month period by December 31 of each year.
7. Forward Chapter documents as outlined in the Communications Flow Chart.
Compensation of Directors

Policy

Chapter Directors serve without compensation, but they may be reimbursed for such expenses as authorized by the Chapter Board of Directors upon submission of an expense form and receipt(s). No one person has sole authority to authorize such reimbursement.
## Document Retention Schedule

**Policy**

Chapter, Regional and International Boards of Directors shall follow the attached schedule when deciding which documents to save and for how long. All retained documents should be kept in a safe place, which is accessible to the four elected officers. Since all accounting documents & reports were converted to Quick Books the accounting records can be saved and stored on a computer disc.

<table>
<thead>
<tr>
<th>Document Type</th>
<th>Retention Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounts Receivable Ledger</td>
<td>6 years plus current fiscal year</td>
</tr>
<tr>
<td>Audit Reports Internal</td>
<td>Permanently</td>
</tr>
<tr>
<td>Backup Information &amp; Correspondence</td>
<td>1 year plus current fiscal year</td>
</tr>
<tr>
<td>Bad Debt Charged Off</td>
<td>Permanently</td>
</tr>
<tr>
<td>Balance Sheets</td>
<td>3 years plus current fiscal year</td>
</tr>
<tr>
<td>Bank Deposit Records</td>
<td>1 year plus current fiscal year</td>
</tr>
<tr>
<td>Bank Statements &amp; Reconciliation</td>
<td>4 years plus current fiscal year</td>
</tr>
<tr>
<td>Budgets and Supporting Schedules</td>
<td>1 year plus current fiscal year</td>
</tr>
<tr>
<td>Cash Books</td>
<td>Permanently</td>
</tr>
<tr>
<td>Cash Receipts and Disbursement Records</td>
<td>4 years plus current fiscal year</td>
</tr>
<tr>
<td>Cash Sales Slips</td>
<td>3 years</td>
</tr>
<tr>
<td>Charts of Accounts</td>
<td>Permanently</td>
</tr>
<tr>
<td>Daily Check Register</td>
<td>1 year plus current fiscal year</td>
</tr>
<tr>
<td>Monthly Check Register</td>
<td>4 years plus current fiscal year</td>
</tr>
<tr>
<td>Checks Paid and Cancelled</td>
<td>4 years plus current fiscal year</td>
</tr>
<tr>
<td>Expense Reports and supporting documentation</td>
<td>7 years</td>
</tr>
<tr>
<td>Financial Statements (internal monthly)</td>
<td>Permanently</td>
</tr>
<tr>
<td>Financial Statements (internal yearend, quarterly)</td>
<td>Permanently</td>
</tr>
<tr>
<td>General Ledger</td>
<td>4 years plus current fiscal year</td>
</tr>
<tr>
<td>Accounts Payable Distribution</td>
<td>Permanently</td>
</tr>
<tr>
<td>Invoices and Vouchers</td>
<td>5 years plus current fiscal year</td>
</tr>
<tr>
<td>Mailing and Prospect lists</td>
<td>2 years</td>
</tr>
<tr>
<td>Policies, Bylaws and Amendments</td>
<td>Permanently</td>
</tr>
<tr>
<td>Contracts</td>
<td>2 years after cancellation or Termination</td>
</tr>
<tr>
<td>Election Ballots</td>
<td>1 year</td>
</tr>
<tr>
<td>Incorporation records &amp; certificates (HQ)</td>
<td>Permanently</td>
</tr>
<tr>
<td>Election records</td>
<td>1 year</td>
</tr>
<tr>
<td>Records of consolidations &amp; dissolutions (HQ)</td>
<td>Permanently</td>
</tr>
<tr>
<td>Insurance policy (HQ)</td>
<td>Permanently</td>
</tr>
<tr>
<td>Meeting Minute Books</td>
<td>7 years</td>
</tr>
<tr>
<td>Tax Bills and Statements</td>
<td>Permanently</td>
</tr>
<tr>
<td>Tax exemption status</td>
<td>Permanently</td>
</tr>
<tr>
<td>Tax returns and working papers</td>
<td>Permanently</td>
</tr>
</tbody>
</table>
Code of Conduct

Policy

1. The International Board of Directors shall sign the Code of Conduct Form at the first IBOD board meeting of the year.
   a. Completed forms will be retained at AWMI Headquarters.
2. All Region and Chapter board members shall sign the Code of Conduct Form annually.
   a. Completed forms will be retained by the Region or Chapter Secretary.

Purpose
Legal counsel recommends this form be used to confirm an understanding of AWMI's policies with respect to confidentiality, antitrust and conflicts of interest.
## ASSOCIATION OF WOMEN IN THE METAL INDUSTRIES

### Corporate Membership

**Policy:** Section L  
**Revised:** 12/01/2013  
**Supersedes:** 05/01/2011

---

### TABLE OF CONTENTS

**POLICIES AND GUIDELINES**

**Corporate Membership**

<table>
<thead>
<tr>
<th>Section</th>
<th>Title</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Membership Classification</td>
<td>1 – 2</td>
</tr>
<tr>
<td></td>
<td>Recruitment</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Membership Dues and Assessment</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Membership Dates and Dues</td>
<td>4</td>
</tr>
</tbody>
</table>
ASSOCIATION OF WOMEN IN THE METAL INDUSTRIES
Corporate Membership

Policy: Section L
Revised: 12/01/2013
Supersedes: 05/01/2011

Membership Classifications

Policy
1. **Definition of Corporate Membership**
   A Corporate member is defined as a company with enough regular, sustaining and international members to take advantage of the benefits of Corporate Membership. Membership is individual and non-transferable.

A. **Platinum Corporate Membership- $5000 US Dollars**
   - Reduced membership of $100 for an unlimited number of employees
   - Perpetual plaque acknowledging corporate membership
   - Employees will receive the corporate member rate at all AWMI functions (excluding chapter specific events)
   - Company logo on AWMI’s website Home Page with direct link to your company site
   - Spotlight article in AWMI’s *Metal Mail* e-newsletter
   - Four *Metal Mail* e-newsletter ads
   - Listed as Corporate Member in all AWMI publications
   - Distribution of company literature at AWMI events
   - Inclusion in all AWMI presentations to colleges/job fairs/educational activities
   - 10% subscription discount off 1st time subscribers to American Metal Market
   - Metal Center News subscription discount
   - Free job postings on AWMI’s online job bank
   - May share a two-minute video highlighting company at the AWMI Annual Conference

B. **Gold Corporate Membership- $3500 US Dollars**
   - Reduced membership of $120 for up to 50 number of employees
   - Perpetual plaque acknowledging corporate membership
   - Employees will receive the corporate member rate at all AWMI functions (excluding chapter specific events)
   - Company logo on AWMI’s website About AWMI with direct link to your company site
   - Spotlight article in AWMI’s *Metal Mail* e-newsletter
   - Three *Metal Mail* e-newsletter ads
   - Listed as Corporate Member in all AWMI publications
   - Distribution of company literature at AWMI events
   - Inclusion in all AWMI presentations to colleges/job fairs/educational activities
   - 10% subscription discount off 1st time subscribers to American Metal Market
   - Metal Center News subscription discount
   - Free job postings on AWMI’s online job bank
   - May share a two-minute video highlighting company at the AWMI Annual Conference
C. **Silver Corporate Membership- $2000 US Dollars**
   - Reduced membership of $125 for up to 25 number of employees
   - Perpetual plaque acknowledging corporate membership
   - Employees will receive the corporate member rate at all AWMI functions (excluding chapter specific events)
   - Company logo on AWMI’s website About AWMI with direct link to your company site
   - Spotlight article in AWMI’s *Metal Mail* e-newsletter
   - Two *Metal Mail* e-newsletter ads
   - Listed as Corporate Member in all AWMI publications
   - Distribution of company literature at AWMI events
   - Inclusion in all AWMI presentations to colleges/job fairs/educational activities
   - 10% subscription discount off 1st time subscribers to American Metal Market
   - Metal Center News subscription discount
   - Free job postings on AWMI’s online job bank

D. **Bronze Corporate Membership- $1000 US Dollars**
   - Reduced membership of $150 for up to 10 number of employees
   - Perpetual plaque acknowledging corporate membership
   - Employees will receive the corporate member rate at all AWMI functions (excluding chapter specific events)
   - Company logo on AWMI’s website About AWMI with direct link to your company site
   - Spotlight article in AWMI’s *Metal Mail* e-newsletter
   - One *Metal Mail* e-newsletter ads
   - Listed as Corporate Member in all AWMI publications
   - Free job postings on AWMI’s online job bank
Recruitment

Policy
1. AWMI Headquarters will send a letter to companies targeted for Corporate Membership including the total number of AWMI members the company already has in order to facilitate the decision to become a Corporate Member.

Guidelines
1. Recruitment
   A. Use all tools available for solicitation of new Corporate Members. This includes local and national trade magazines and newspapers, industrial product catalogs, telephone yellow pages, customer/vendor lists, member referrals, AWMI website, etc.
   B. Solicit new Corporate Members in day-to-day business activities.
   C. Solicit new Corporate Members at Get Acquainted meetings.
   D. Solicit new Corporate Members at AWMI Annual Conference.
   E. Solicit new Corporate Members at joint association meetings.

Membership- Dues & Assessments

Policy
1. Dues
   The amount of the annual Corporate Membership dues for all categories shall be determined by the International Board and shall be payable in advance for such periods as the International Board shall determine.

   The Association is organized as a 501 (c) 6 non-profit corporation and not for monetary Gain. All membership dues will be used to further the objectives of the International Association and will benefit any one member.
Membership- Dates and Dues

Policy

1. **Definition of Membership Year**
   Annual dues shall be paid for the period of January 1 to December 31. A new member joining between October 1 and December 31 of the current year is considered a paid member through December 31 of the following year.

2. **Dues Allocation**
   100% of Corporate Membership dues will go to International.

3. **New Member Processing**
   International will advise all Chapters of new Corporate Members via the monthly membership report.

4. **Membership Renewals**
   After the first year, all current members will be invoiced by AWMI Headquarters in November for the upcoming year’s dues. Membership remittance terms shall be “Net due 30 Days”.

5. **Membership Reports**
   AWMI Headquarters will send renewal reports to the International Membership Chair per Section A, page 6 of P&G that will reflect the Corporate Membership category.
TABLE OF CONTENTS
POLICIES AND GUIDELINES

International Membership

Membership Classifications 1 - 3

Membership Application Process 3

Dues and Assessments 4

Dates and Dues 5
  New Member/Sustaining & Regular Members 5
  Lifetime Members/Student Members 5
  Dues Allocation and New Member Processing 5
  New Member Processing 5
  Payment of Dues Allocations – AWMI Headquarters to Regions 5
  Membership Renewals 5
  Membership Reports 5

Continuous Service Awards 6

Membership Application Form Forms Section P

Member Information Change Form Forms Section P
ASSOCIATION OF WOMEN IN THE METAL INDUSTRIES
International Membership

Policy

1. Definition of International Membership
   An International Member is defined as a member who chooses not to have a specific Chapter affiliation and shall be one of the following classes as described in 2 - 10 below.

   An International Member, can, at the member’s discretion, transfer membership to a specific Chapter at any time by filling out a Membership Information Change Form.

2. International Regular Membership
   This category has no Chapter affiliation, but is otherwise entitled to all other Regular Membership benefits and privileges, Educational opportunities at member prices, attendance at any AWMI meeting at member price, Metal Mail newsletter, applicable regional newsletter (if published), attendance at AWMI Annual Conference at member rates, and members-only access to website.

   Women employed in professional career positions in the metal industries by a mill, manufacturer, fabricator, distributor, or by a freight company, industry-related media, engineering firm or consultants whose business is associated with or related to the use of metals; who share the goals of the Association; and who have paid annual dues in such amount as established by the International Board. International Regular members in good standing as of thirty (30) days prior to the taking of any vote shall have one vote, whether in person or by proxy (where permitted by AWMI Bylaws), on each matter that shall properly come before members. An International Regular member must transfer her membership to a specific Chapter to hold a Chapter Board, Regional Council or International Board position.

3. International Regular Retiree Membership
   This category has no Chapter affiliation, but is otherwise entitled to all other Retiree Membership benefits and privileges, educational opportunities at member prices, attendance at any AWMI meeting at member price, Metal Mail newsletter, applicable regional newsletter (if published), attendance at AWMI International Conference at member rates, and members-only access to website.

   Women who have been retired from their professional position and have been a member for a minimum of three (3) years, and are not employed in a full-time position (40 hours per week), receive work retirement, share the goals of the Association and who have paid annual dues in such amount as established by the International Board. International Retiree Members in good standing as of thirty (30) days prior to the taking of any vote shall have one vote, whether in person or by proxy (where permitted by AWMI Bylaws), on each matter that shall properly come before members.

   An International Member Retiree member must transfer her membership to a specific Chapter to hold a Chapter Board, Regional Council or International Board position.

   Eligibility requirements: (a) Retiree member shall possess a minimum of one (1) year previous AWMI Board/Committee experience (b) Retiree member shall be excluded from the positions of Chapter President, Chapter Vice President, Regional Director and all International Board Positions (c) Retiree members shall be limited to two (2), two-year terms (4 years maximum) on the Chapter Board (d) Retiree
ASSOCIATION OF WOMEN IN THE METAL INDUSTRIES
International Membership

Membership Classifications (continued)

Policy

International Regular Retiree Membership (continued)
members shall be limited in the number permitted to serve on the Chapter Board at the time to twenty (20%) percent of the board’s membership.

4. International Sustaining Membership
This category has no Chapter affiliation, but is otherwise entitled to all other Sustaining Membership benefits and privileges, educational opportunities at member prices, attendance at any AWMI meeting at member rates, Metal Mail newsletter, applicable regional newsletter (if published), attendance at AWMI International Conference at member rates, members-only access to website.

Persons who are involved or have an interest in the metal industries and who are interested in the advancement of the Association of Women in the Metal Industries and who have paid annual dues in such amount as established by the International Board.

International Sustaining Members shall have all privileges of an International Regular Member with the exception of serving a Board, at any level.

6. International Sustaining Retiree Membership
This category has no Chapter affiliation, but is otherwise entitled to all other Retiree Membership benefits and privileges, and educational opportunities at member rates, attendance at any AWMI meeting at member price, quarterly international newsletter, applicable regional newsletter (if published), attendance at AWMI International Conference at member rates, members-only access to website.

Persons who have been retired from their professional position and have been a member for a minimum of three (3) years, and are not employed in a full-time position (40 hours per week), receive work retirement, share the goals of the Association and who have paid annual dues in such amount as established by the International Board. International Sustaining Retiree Members in good standing as of thirty (30) days prior to the taking of any vote shall have one vote, whether in person or by proxy (where permitted by AWMI Bylaws), on each matter that shall properly come before members.

7. International Corporate Membership
Those members who are employed by companies who qualify for Corporate Membership.

8. International Unemployed Membership
Any prospective International Member who is unemployed but actively seeking employment in the industry may join as an International Unemployed Member. Any current Member, in good standing, who becomes unemployed during the membership year, shall remain a Member through the end of that membership year. Upon renewal of membership for the next membership year, if the Member remains unemployed but is actively seeking employment within the industry, the renewal shall be as an International Unemployed Member with dues paid at fifty (50%) percent of the International Regular and International Sustaining membership dues rate.

9. International Lifetime Membership
All former International Presidents including the current International Immediate Past President. International Lifetime Members shall retain AWMI membership status for life and annual dues shall be
10. **International Sustaining Student Membership**

This category has no Chapter affiliation, but is otherwise entitled to all other Sustaining Student Membership benefits and voting privileges, educational opportunities at member prices, attendance at any AWMI meeting at member rates, Metal Mail newsletter, applicable regional newsletter (if published), attendance at AWMI International Conference at member rates, and members-only access to website.

Students who are not already employed in the industry and are pursuing a full-time education with the intent of being involved in the metal industries.

Persons who are interested in the advancement of the Association of Women in the Metal Industries and who have paid annual dues in such amount as established by the International Board.

International Sustaining Student Members shall have the privileges of voting and participation on committees. They may not serve as an elected or appointed Board member at any level.

### Membership Application Process

#### Policy

1. **Membership Application**

   A. Each International membership application is submitted to the International Membership Chair to establish eligibility for membership. Recommendation for membership is then presented to the Executive Committee for final approval.

   B. Executive Committee minutes shall reflect the name, title, company name and membership status when a new member is approved.

#### Guidelines

1. **Recruitment**

   A. Use all tools available for solicitation of new International members. This includes local and national trade magazines and newspapers, the Internet, industrial product catalogs, telephone yellow pages, customer/vendor lists, member referrals, AWMI website, etc.

   B. Solicit new International members in day-to-day business activities.

   C. Solicit new International members at remote Get Acquainted meetings.

   D. Solicit new International members at Annual Conference.

   E. Solicit new International member at joint Association meetings.

2. **New Members**

   A. AWMI Headquarters will send out a welcome packet including a membership certificate, Member Handbook and other helpful information.

   B. Send Information on Chapters closest to member’s location.
ASSOCIATION OF WOMEN IN THE METAL INDUSTRIES
International Membership

Membership - Dues and Assessments

Policy

Dues
The International Board shall determine the amount of the International Membership dues and those dues shall be payable in advance to the International Association for such periods as the Executive Committee shall determine.

International Regular Retiree, Sustaining Retiree, and Unemployed Members shall pay annual dues at a rate of fifty (50%) percent of the amount established by the International Board for International Regular and International Sustaining Members.

International Lifetime Members shall have their annual dues waived.

International Sustaining Student Members shall pay annual dues at a rate of twenty-five percent (25%) of the amount established by the International Board for International Regular and International Sustaining Members.

At times as it deems necessary, the Executive Committee may approve (by majority vote) the implementation of a special membership offer. Such an offer, if approved, would be effective for the current membership year only and would be open to individual (non-Corporate) members only. Two-year memberships would be excluded from any such offers.

Assessments payable to the International Association may be levied as the Executive Committee deems necessary. They may revise the Chapter assessment at their sole discretion.

The Association is organized as a non-profit corporation and not for monetary gain, and all membership dues will be used to further the objectives of the International Association and will not benefit any one member.
ASSOCIATION OF WOMEN IN THE METAL INDUSTRIES
International Membership

Membership - Dates and Dues

Policy

1. **Definition of Join Date – New Member**
   Membership Join Date is the calendar date the Executive Committee approves member eligibility and will serve as the member’s anniversary date for continuous service awards. Member’s eligibility is determined by the International Membership Chair. The Join Date will be recorded on the membership application.

2. **Definition of Membership Year**
   Annual dues shall be paid for the period of January 1 to December 31. A new member joining between October 1st and December 31st of the current year is considered a paid-up member through December 31st of the following year.

3. **Dues Amount – International Regular or Sustaining Member – Per Bylaws**
   The amount of the annual International Member dues shall be the same amount as annual dues paid by Regular and Sustaining Chapter members as determined by the International Board and shall be payable in advance as the International Board shall determine.

4. **Dues Amount – International Regular Retiree, Sustaining Retiree, and Unemployed Member – Per Bylaws**
   International Regular Retiree, Sustaining Retiree, and Unemployed Members shall pay annual dues at the rate of fifty (50%) percent of the amount for International Regular or Sustaining Members as established by the International Board.

5. **Dues Amount – International Lifetime Member – Per Bylaws**
   International Lifetime Members shall have their annual dues waived.

6. **Dues Amount – International Sustaining Student Member – Per Bylaws**
   International Sustaining Student Members shall pay annual dues at the rate of twenty-five percent (25%) of the amount for International Regular or Sustaining Members as established by the International Board.

7. **New Member Processing**
   A. **Electronic Processing:**
      When an application is received on the website, AWMI Headquarters will forward a new member list with each bi-monthly membership report to the International Membership Chair.

   B. **Paper Processing:**
      When an application is received at AWMI Headquarters, accompanied by a check or with credit card information, AWMI Headquarters will forward the application via fax or email to the International Membership Chair within 24 hours of receipt.

8. **Membership Renewals**
   All current members will be invoiced by AWMI Headquarters for the upcoming year’s dues. Membership remittance terms shall be “Net due 30 Days”.

9. **Membership Reports**
   AWMI Headquarters will send current membership reports to the International Membership Chair that will reflect the International Membership category per the Communication Flow Chart.
Membership - Continuous Service Awards

Policy
1. **Definition of Continuous Service**
   Continuous service is defined as having annual membership dues paid each year without interruption. If a member does not renew, service is broken and is the individual is considered a new member if dues are paid the next year.

   Awards will be issued for each five-year increment, the first year joined being the first year counted. For example: A member joins and pays dues in April 2010, Eligibility for 5-year continuous service award will be the year 2014 if member pays full dues in 2011, 2012, 2013, and 2014. The continuous service award will be presented in 2014.)

2. **Award Options**
   Eligible members have a choice of a plaque, or a logo lapel pin or pendant with a semi-precious stone designating the length of service. The wording on the plaque will be “Presented to [Member Name] in Honor of your [number] Years of Continuous AWMI Membership – Presented [year presented].”
   Semi-precious stones will be:
   - 5-Year: Aquamarine
   - 10-Year: Ruby
   - 15-Year: Emerald
   - 20-Year: Sapphire
   - 25-Year: Diamond
   - 30-Year: Amethyst

3. **Awards Processing Procedure**
   AWMI Headquarters will provide a report to the International Membership Chair each year by 4/30 identifying the members who are eligible and their join dates. The International Membership Chair shall verify their members’ eligibility, confirm that the information is correct and identify any others to be verified.

   Headquarters shall contact the eligible members to determine which award option they would like to receive and place the appropriate order with the International Secretary, who will place the orders with the vendors.

   Plaques will be shipped directly from the vendor to the International Secretary. Logo pins and pendants will be shipped in bulk to the International Secretary, the count verified by her and in turn shipped to the International Membership Chair to be sent with a congratulatory letter to each recipient.

   The cost of the awards is charged to the International Budget.

**Guidelines**
A. The names and years of continuous service should appear in the International Newsletter.
# Table of Contents

## Policies and Guidelines

1. International President Job Description
2. International Vice President Job Description
3. International Secretary Job Description
4. International Treasurer Job Description
5. International Immediate Past President Job Description
6. International Marketing Chair Job Description
7. International Membership Chair Job Description
8. International Mentoring Chair Job Description
9. International Programs Chair Job Description
10. Expansion Subcommittee Chair Job Description
11. Metal Mail Subcommittee Chair Job Description
12. Print and News Release Subcommittee Chair Job Description
13. Social Media Subcommittee Chair Job Description
15. Member of the Year Nominating Procedures
16. International Committee Structure
17. Proposals and Projects
18. Reimbursement of Conference Expenses
19. Communications Flow Chart
20. Expense Reimbursement Form
ASSOCIATION OF WOMEN IN THE METAL INDUSTRIES
International Board of Directors

Policy: Section N
Revised: 12/16/2014
Supersedes: 04/30/2014

International President Job Description

Policy
1. **Duties per the Bylaws**
   A. The President is the Chief Executive Officer of the International Association and has the general supervision and control of the business of the International Association, subject to the endorsement of the International Board.
   B. The President presides at all meetings of the Executive Committee and the International Board of Directors.
   C. The President shall not concurrently hold a position on any Regional Council or Affiliated Chapter Board of Directors.

2. **Agenda**
   A. The President has final approval of the agenda for all International Meetings.

3. **Staff Supervision**
   A. The President directs the activities of the Association staff, balancing priorities for all tasks designated for staff participation.
   B. The President negotiates any contractual relationship(s) with an association management firm or other paid staff with the approval of the other Executive Officers.

4. **Programs and Activities**
   The President is to refer all programs and activities to the appropriate Committee(s), volunteer(s) or staff for consideration, development and/or review and, at the appropriate time, provide for discussion and decision making at the Executive Committee or International Board of Directors meeting.

5. **International Goals and Strategic Planning**
   The President will implement discussion of International Goals on an annual basis and provide for strategic planning as necessary.

6. **Regional Director Oversight**
   The President may serve as primary contact for oversight and direction to all Regional Directors in order to maintain conformity among the Regions.
International Vice President Job Description

Policy
1. **Duties per the Bylaws**
   A. In the absence or disability of the President, the Vice President will perform all the duties of the President and when so acting, shall have all the powers of, and be subject to, all the restrictions of the President.
   B. The Vice President may act as a liaison between the Regional Councils and the Executive Committee and International Board of Directors. The Vice President will have such other powers and perform such other duties as prescribed by the Executive Committee.
   C. The Vice President shall have such other powers and perform such other duties as determined by the Executive Committee.
   D. The Vice President cannot concurrently hold a position on any Regional Council or Affiliated Chapter Board of Directors.

Guideline
1. **Committee Oversight**
   A. The Vice President may act as liaison between all International Committee Chairs and the Executive Committee.
   B. The Vice President shall serve on the Leadership Conference Committee to provide communication and direction from the Executive Committee.

2. **Chapter Assistance**
   A. The Vice President shall serve as a member of the Mentoring Chair’s committee when chapter assistance is deemed necessary.

3. **Finance Committee**
   A. The Vice President serves as a member of the Finance Committee.

4. **Other Duties**
   A. Facilitate annually the President/Vice President Networking Session.
   B. Attend Executive Committee Meetings as well as perform duties during these meetings or scheduled teleconferences.
International Secretary Job Description

Policy

1. **Duties per the Bylaws**
   A. The Secretary shall keep at such place as designated by the International Executive Committee a set of International Association Bylaws and a Book of Minutes of all meetings of the International Executive Committee and the International Board of Directors. The Secretary also reports all actions taken by the International Executive Committee to the International Board of Directors in the minutes of each meeting.
   B. The Secretary shall have such other powers and perform such other duties as determined by the Executive Committee.
   C. The Secretary shall not concurrently hold a position on any Regional Council or Affiliated Chapter Board of Directors.

2. **Minutes**
   A. The Secretary will distribute the minutes of International Executive Committee and the International Board of Directors meetings within 7 working days of each meeting.
   B. Minutes shall be held for a minimum of 7 Years.

3. **Board & Committee Rosters**
   The Secretary shall review International, Regional, Chapter and Committee Rosters for compliance with format and policy.

4. **Materials Management**
   A. The Secretary is responsible for the ordering, proof reading, distribution and invoicing of the following materials:
      1. Stationery and printed supplies
      2. Continuous Service Awards
   B. The Secretary is responsible for ordering and distributing name badges for the Executive Committee.
   C. The Secretary is to copy Headquarters on all invoices.
   D. The Secretary shall seek and/or coordinate with Headquarters competitive bids as appropriate.
   E. The Secretary oversees inventories at Headquarters (printed matter & commemorative items).

5. **Scholarship Programs**
   A. The Secretary oversees Chapter Scholarship Programs to ensure that Chapter programs comply with the International guidelines, and shall submit for discussion by the International Executive Committee any program for which compliance may be in question.
   B. The Secretary reviews and approves all Chapter Scholarship Programs when they are created or changed by the Chapters.
   C. The Secretary reviews all International Conference Scholarship applications and submits the application for approval of funds to the International Executive Committee.
International Secretary Job Description (continued)

Policy:

6. **Scholarship Programs (cont.)**
   D. The Secretary coordinates all appropriate correspondence regarding Scholarship Awards with Headquarters so those recipients are notified and are made aware of any obligations they may have to the Association as a recipient of a Scholarship Award.
   E. The Secretary as an adjunct member of the Programs Committee is the contact person and scholarship coordinator with other associations with which AWMI has become affiliated.
   F. The International Secretary can not concurrently hold a position on any Regional Council or Affiliated Chapter Board of Directors.

Guidelines:

1. **Committee Oversight**
   A. The International Secretary may, as required, serve on the following committees:
      1. Bylaws/P&G
      2. Programs as Scholarship Coordinator
      3. Annual Conference Committee. In the event the Vice President is unable to attend, the International Secretary (with appropriate notice) is to attend the meetings as the Executive Committee’s representative.

2. **Other Duties**
   A. Ensure conformance to Association policies on all printed matter.
   B. Secretary shall review Chapter/Regional minutes for compliance, critique and return to the appropriate Chapter President or Regional Director for any corrective actions needed.
   C. Facilitate annually the Secretary’s Networking Session.
   D. Act as a proofreader at any level of the Association, for review of content and compliance with the Associations policies.
   E. Attend Executive Committee Meetings as well as perform duties during these meetings or scheduled teleconferences.
International Treasurer Job Description

Policy

1. **Duties per the Bylaws**
   A. The Treasurer is the Chief Financial Officer of the International Association and shall keep and maintain adequate and correct accounts of the properties and business transactions of the International Association. The books of account shall at all times be open to inspection by any member of the International Board of Directors.

   B. The Treasurer works with the Finance Committee to submit to the International Board of Directors an annual statement of a planned budget of income and expenses for the designated fiscal period.

   C. The Treasurer is responsible for the collection and deposit of all International Association revenues and other valuables in the name and to the credit of the International Association.

   D. The Treasurer will conduct audits of the Regional Financial reports for completeness and accuracy.

   E. The Treasurer may have such other powers and perform such other duties as prescribed by the Executive Committee.

   F. The International Treasurer can not concurrently hold a position on any Regional Council or Affiliated Chapter Board of Directors.

2. **International Financial Statements**
   A. The Treasurer will review the monthly financial statement, prepared by the association management corporation, before it is distributed.

   B. The Treasurer will report the financial status of the International Association at all International Executive Committee meetings, International Board of Directors meetings or teleconferences.

3. **Tax Filing**
   The Treasurer shall file or cause to be filed annual Federal and State tax forms.

4. **Regional and Committee Budget Supervision**
   A. The Treasurer is the liaison between the Regional Treasurers and the International Executive Committee and International Board of Directors.

   B. The Treasurer has the responsibility of oversight of all budgets and monthly financial reports.
International Treasurer Job Description (continued)

Policy (cont.)

5. **Finance Committee**
   
   A. The Treasurer oversees the Finance Committee that is comprised of four members (minimum), as follows:
   
   - Treasurer - Chair
   - Vice President
   - Marketing Chair
   - Membership Chair
   - Executive Director – As counsel with no voting rights

   B. The responsibilities of the Finance Committee are as follows:
      1. Recommend an annual budget to the International Executive Committee
      2. Recommend membership dues fees for each class of membership to the International Executive Board.
      3. Advise the International Executive Board officers and the Executive Director on the financial affairs of the organization.

6. **Audit of Regional Recaps**
   
   A. The Treasurer will audit each region’s financial recap a minimum of one (1) time per year. The audit consists of gathering all the chapter documentation provided to the Regional Treasurer and reviewing the documents for completeness and accuracy. Questions or concerns will be forwarded to the Regional Treasurer and the Chapter Treasurer.

   B. The Treasurer will issue a written audit report to the Executive Committee within 30 days of the completion of each audit.

   C. The Treasurer will provide the Executive Committee with an audit schedule for the following year by December 31.

**Guidelines**

1. **Other Duties**
   
   A. Facilitate annually the Treasurer’s Networking Session.
   
   B. Attend Executive Committee Meetings as well as perform duties during scheduled meetings and teleconferences.
International Immediate Past President Job Description

Policy

1. **Duties per Bylaws**
   A. The Immediate Past President is an *ex-officio* (“by right of office”) voting Director
   B. The Immediate Past President serves as the Nominating Committee Chair for the purpose of submitting an International ballot for the annual election of the International Board of Directors, or for any interim elections held to fill vacancies on the Executive Committee.
   C. The Immediate Past President serves as the Nominating Committee Chair for the purpose of presenting a ballot for the International Member of the Year.
   D. The Immediate Past President serves as the Bylaws/Policy and Guidelines Chair and acts in an advisory role to the AWMI leadership and the Association as a whole.
   E. The Immediate Past President may have such other powers and perform such other duties as prescribed by the Executive Committee.
   F. The Immediate Past President can not concurrently hold a position on any Regional Council or Affiliated Chapter Board of Directors.

2. **Nominating Committee Chair - International Board of Directors**
   A. The Immediate Past President serves as the Nominating Committee Chair for the purpose of submitting an International ballot for the annual election of the International Board of Directors, or for any interim elections held to fill vacancies on the International Board.
   B. The Immediate Past President shall solicit two representatives from each Region to serve on the Nominating Committee whose members will stand for one election year.
   C. The Immediate Past President oversees the election process and delegates the following tasks to the members of the Nominating Committee and association staff:
      1. set the schedule of any election cycle
      2. issue a request for nominations
      3. verify the eligibility of nominees
      4. seek the consent of nominees and their candidacy statements
      5. provide a slate of nominees
      6. tally all ballots
      7. report the results of the balloting
   D. The Executive Director shall tally the ballots with all Regional Directors in attendance observing. Results will be reported directly to the current Immediate International Past President, who in turn will announce the results to the Association.

3. **Nominating Committee Chair - International Member of the Year Award**
   A. The Immediate Past President serves as the Nominating Committee Chair for the purpose of presenting an International ballot for the Member of the Year.
   B. The Executive Director shall tally the ballots with all Regional Directors in attendance observing. Results will be reported directly to the current Immediate International Past President, who in turn will announce the results to the Association.

4. **Website Committee Chair**
   A. The Immediate Past President shall serve as the chair of the Website Committee.
   B. The responsibilities of the Website Committee shall be as follows:
International Immediate Past President Job Description (continued)

Policy (continued)

4. Website Committee Chair (cont.)
   C. Review site updates – work with AWMI Headquarters to keep the website updated in all areas.
   D. Improvements – research websites and cost effectiveness to discover ways to improve the AWMI website using the existing budget.
   E. Design – work with AWMI Headquarters to design new website features and user-friendly sections for both existing and potential members.
   F. Chapter Relations – work with chapter website chairs to post local and regional events on the Chapter calendars.

5. Bylaws/Policy and Guidelines Chair
   A. The immediate Past President oversees changes in the International or Chapter Bylaws and the Policies and Guidelines (P&G) Manual.
   B. The Immediate Past President shall develop and maintain a log of relevant changes to either the Bylaws or the P&G as dictated by decisions of the International Board of Directors (IBOD) or the Executive Committee for submission to the Executive Committee.
   C. Committee Management
      1. The Immediate Past President solicits membership for the Bylaws/P&G Committee and provides the following leadership functions as Chair of the Committee:
         a. Develop the agenda for all committee meetings.
         b. Set meeting frequency and time, notify committee members, provide all relevant materials to committee member for discussion, organize the conference calls/meetings and delegate tasks to committee members.
         c. Address any activities as forwarded from the Executive Committee for the attention of the Committee.
         d. Provide the minutes of all committee meetings and submit a written report of activities, as required, to the Executive Committee on the relevant due date, as set from time to time.
   D. Project Management
      1. The Immediate Past President is responsible for the tasks designated by the Executive Committee, from time to time, and in accordance with the need for changes to the Bylaws and P&G:
         a. Coordinate Bylaw amendments with legal counsel, seek cost estimate and schedules, for approval by the Executive Committee.
         b. Present Bylaw amendments for the approval of the (IBOD), according to the schedule approved by the Executive Committee.
         c. Provide discussion points, draft revisions, or review drafts of new or revised P&G pages, as scheduled for discussion and approval.
         d. Oversee the distribution of approved materials to the leadership.
         e. Oversee the reorganization and reproduction of the P&G Manual, when necessary and as approved by the IBOD.

Guidelines

1. Other Duties
   A. Attend Executive Committee Meetings as well as perform duties during scheduled meetings or teleconferences.
International Marketing Chair Job Description

**Policy**

1. **Duties per the Bylaws**
   A. The Marketing Chair solicits funds to support the programs and activities of AWMI.
   B. The Marketing Chair may have such other powers and perform such other duties as prescribed by the Executive Committee.
   C. The Marketing Chair shall not concurrently hold a position on any Regional Council or Affiliated Chapter Board of Directors.

2. **Annual Marketing Program Development**
   The Marketing Chair develops an annual program and budget and submits this to the Executive Committee for the Marketing activities projected for next calendar year.

3. **Committee Management**
   The Marketing Chair solicits membership for the International Marketing Committee and provides the following leadership functions as Chair of the committee:
   
   A. Develop the agenda for all committee meetings.
   B. Set meeting frequency and notify committee members, provide all relevant materials to committee members for discussion, organize the conference calls/meetings and delegate tasks to committee members, as necessary.
   C. Address any programs or activities as forwarded from the Executive Committee for the attention of the Marketing Committee.
   D. Provide the minutes of all committee meetings and submit a written report of activities to the Executive Committee on the relevant due date.

4. **Project Management**
   The Marketing Chair shall be responsible for all projects undertaken by the Marketing Committee:
   
   A. Solicits advertising for the International website and Metal Mail newsletter.
   B. Solicits sponsorship funds to support International events.
   C. Provides for and manage Marketing projects in conjunction with International meetings and events.
   D. Performs a periodic review and update of the corporate database.
   E. Creates, maintains, and distributes solicitation materials.
   F. Provides oversight to any subcommittees assigned to the Marketing Committee.
International Marketing Chair Job Description (continued)

Policy

**Project Management** (continued)

H. Places advertisements as approved by the Vice President and as provided for in the approved publicity budget.

I. Drafts all press releases for approval by the Vice President and disseminates the press releases.

J. Performs a periodic review and update of the media database.

K. Performs a periodic review and update of the media kits, and distribute as necessary.

L. Provides oversight to the publication of the Metal Mail newsletter.

M. Responsible for collecting articles for the Metal Mail newsletter.

N. Reviews Industry publications for press mentions of AWMI and sends to AWMI Headquarters for archives.

5. **Coordinate Chapter Fundraising Activities**

The Marketing Chair shall serve as a resource for Chapter Fundraising Chairs:

A. Reviews Chapter Fundraising plans and budgets.

B. Reviews all Chapter solicitation materials.

C. Assists Chapters in developing Fundraising programs, upon request.

Guidelines

A. **Other Duties**

   1. Facilitates annually the Marketing Chair’s Networking Session
   2. Attends Executive Committee Meetings as well as perform duties during these meetings or scheduled teleconferences.
      a. Manages Reciprocal and Cross Promotional Marketing plans as outlined below:

B. **Reciprocal and Cross Promotional Marketing Guidelines**

   1. All marketing plans with Strategic Partners will be approved by the International Marketing Chair and the International President.
   2. Reciprocal Marketing Guidelines
      a. **Strategic Partner to provide AWMI**
         1. Strategic Partner will offer increased awareness of AWMI to the metal community by offering advertising space in Strategic Partner’s publication. Size and frequency of advertisement will be agreed to based upon nature and size of Strategic Partner.
         2. Sponsorship desk/Exhibition booth for AWMI and (an agreed upon number of) complimentary passes for AWMI staff and directors for one or more of Strategic Partner’s conferences.
         3. Promotion (including website placement) for AWMI’s Annual Conference
         4. Additional possibilities
            a. Strategic Partner may provide discounted memberships and subscriptions to AWMI members
            b. Additional unique sponsorship opportunities as appropriate.
b. AWMI to provide to Strategic Partner
   1. List Strategic Partner on AWMI’s website in ‘Strategic Partner’ section.
   2. Banner advertising (vertical banner and/or rotating banner at the bottom of different website pages) on AWMI website
   3. Advertisement of Strategic Partner’s events in Metal Mail e-newsletter
   4. Sponsorship desk/Exhibition booth and up to 3 complimentary passes to AWMI’s Annual Conference
   5. Additional possibilities
      a. Strategic Partner may request that AWMI distribute Strategic Partner’s written publications at check-in desk of chapter events.
      b. Advertising related to unique sponsorship opportunities if applicable.

3. AWMI Cross Promotional Guidelines
   a. Cross Promotional Partner to provide AWMI
      1. Cross Promotional Partner will offer web or print advertising to AWMI in Cross Promotional Partner’s publication or on their website. Both single-run and multiple-run agreements are possible.

   b. AWMI to provide to Cross Promotional Partner
      2. AWMI will offer web or print advertising to Cross Promotional Partner in AWMI’s ‘Metal Links’ web page or ‘Metal Mail’ newsletter. Both single-run and multiple-run agreements are possible.
International Membership Chair Job Description

Policy

1. **Duties per the Bylaws**
   A. The Membership Chair manages all activities that pertain to the retention of current members and the growth in number of new members of the AWMI.
   B. The Membership Chair may have such other powers and perform such other duties as prescribed by the Executive Committee.
   C. The Membership Chair can not concurrently hold a position on any Regional Council or Affiliated Chapter Board of Directors.

2. **Annual Membership Program Development**
   The Membership Chair develops an annual program and budget for the Membership activities for the next calendar year and submits these to the Executive Committee.

3. **Committee Management**
   The Membership Chair solicits membership for the International Membership Committee and provides the following leadership functions as Chair of the committee:
   a. Develops the agenda for all committee meetings.
   b. Sets meeting frequency of four (4) meetings per year, notifies committee members, provides all relevant materials to committee members for discussion, organizes the conference calls/meetings and delegates tasks to committee members, as necessary.
   c. Addresses any programs or activities as forwarded from the Executive Committee for the attention of the Membership Committee.
   d. Provides the minutes of all committee meetings and submits a written report of activities each month, to the Executive Committee on the relevant due date.

4. **Project Management**
   The Membership Chair is responsible for all projects undertaken by the Membership Committee, including but not limited to:
   a. Setting the International membership goal.
   b. Overseeing the procedures for membership processing and renewal as performed by the Association staff and periodically reporting on the progress of membership growth.
   c. Reviewing the progress of the Annual Membership Drive for compliance with minimum membership requirements, taking the proscribed actions for non-compliance. Provide the necessary support and suggesting resources to assist faltering Chapters in compliance with and surpassing minimum standards, as approved by the Vice President.
   d. Review and revise Membership policies and procedures, as necessary, for the approval of the Executive Committee or International Board, as appropriate.
   e. Perform a periodic review of membership materials and their reproduction and distribution. Changes are to be approved by the Executive Committee.
   f. Arbitrate membership issues when differences arise between International and Chapter record keeping for membership counts, service award eligibility and Membership Awards.
   g. Provide oversight to the Expansion and Get Acquainted subcommittees and any other subcommittees assigned to the Membership Committee.
Policy
5. Coordinate Chapter Membership Activities
   The Membership Chair serves as a resource for Chapter Membership Chairs:
   a. Reviews Chapter Membership plans and goals
   b. Reviews Chapter Membership solicitation materials, upon request.
   c. Assists Chapters to develop Membership programs, upon request.

Guidelines
A. Other Duties
   1. Facilitate annually the Membership Chair’s Networking Session.
   2. Attend Executive Committee Meetings as well as perform duties during these meetings or scheduled teleconferences.
International Mentoring Chair Job Description

Policy:
1. **Duties per Bylaws**
   A. The Mentoring Chair leads a committee whose purpose is to develop, implement, oversee and maintain internal and external Mentoring Training and Fulfillment Programs for the benefit of board members at all levels as well as for regular members. These programs are outlined in the Mentoring Section of the P & G for regular members and all levels of board members.
   B. The Mentoring Chair may have such other powers and perform such other duties requested by the Executive Committee.
   C. The Mentoring Chair shall not concurrently hold another voting position on any Regional Council or Affiliated Chapter Board of Directors.

Guidelines:
**Mentoring – Internal**

1. **Chapter and Regional Board Levels**
   A. Review, update and maintain the Board Training Program on all levels. The Training Program will be updated as needed. Any updates will be approved by the Executive Committee. This training program contains many of the tools necessary to maintain the smooth operation of the Association. Throughout the year, when new board members are appointed or elected, the Chapter President will contact the International Mentoring Chair to determine if the need for immediate training is necessary. In most instances, an incoming board member is trained by incumbent board member(s). When that is not possible, the Mentoring Committee will provide the training, or provide for the proper training.
   B. The Mentoring Chair receives copies of all chapter minutes in order to measure the health of a chapter and offer assistance to the chapter(s) as needed.
   C. The Mentoring Chair provides additional AWMI/Business training through a regular means of communication such as regular distribution of “Mentoring Notes” or other similar venues. This educational information is then posted to the AWMI website under the Mentoring Committee section. The Mentoring Chair receives all roster updates so that she is aware of new board members.

2. **Regular Member Level**
   A. Review, update and maintain the Member Mentoring Program designed for all members. This benefit will be offered to all new members and the member has the option to accept or decline the mentoring. This program is designed to pair each new member with a current member who will introduce the new member at local chapter functions and events and who will maintain a close working relationship with the new member during their first year of membership, or longer if requested, in order to answer questions and respond to inquiries about the Association and the industry in general.
   B. The Mentoring Chair oversees the Mentoring programs, or similar program, and continually solicits new Mentors for the program(s) and works with Headquarters to maintain the Mentor’s current bio or changes to this information for posting on the AWMI website.

   The Mentoring Chair receives a copy of the Membership Report so that she is aware of each new member.
Mentoring – External

1. A program will be developed so that AWMI leaders can connect with and mentor students and individuals who have an interest in joining the metal industries. This could be accomplished by attending Job Fairs or Career Days at local high schools, junior colleges and colleges, by making general presentations at those institutions, Bring Your Child to Work Programs, convention center trade shows, etc.

Other programs available to encourage mentoring are the Meet & Greet Program and the Get Acquainted With AWMI Program.

2. Committee Management

The Mentoring Chair solicits membership for the Mentoring Committee and provides the following leadership functions as Chair of the committee:

A. Develops the agenda for all committee meetings
B. Sets meeting frequency and time, notifies the committee members, provides all relevant materials to committee members for discussion, organizes the conference calls/meetings and delegates tasks to committee members as necessary.
C. Provides the minutes of all committee meetings and submits a written report of activities to the Executive Committee on the relevant due date.
D. Attends Executive Committee meetings to present or discuss projects or issues of the committee
E. Attends the International Board of Directors meetings and makes reports or presentations as requested.
F. The Mentoring Committee is responsible for the coordination of all efforts to assist and aid those Chapters who request help as well as those who need help based on review of financial information, lack of scheduled programs, comments from their Regional Director, etc. The Chair may assign a committee member to “mentor” a chapter in need of assistance for as long as necessary.

3. Other Duties

A. Facilitate annually the Mentoring Chair’s Networking Session.
   1. Attend Executive Committee Meetings as well as perform duties during these meetings or scheduled teleconferences.
International Programs Chair Job Description

Policy

1. **Duties per Bylaws**
   A. The Programs Chair develops, maintains, oversees, implements and ensures that AWMI will realize its Mission by creating an accessible, continuous learning environment that enhances the skills, product knowledge and leadership capabilities of its members. Additionally, the Programs Chair will develop and oversee planning of the Association’s Leadership Conference under the supervision of the Executive Committee.
   B. The Programs Chair may have such other powers and perform such other duties as requested by the Executive Committee.
   C. The Programs Chair cannot concurrently hold a position on any Regional Council or Affiliated Chapter Board of Directors.

2. **Acts in advisory role to Chapters and assists them in developing exciting and educational programming**
   Monitor AWMI Website Calendar of Events for Chapter compliance with AWMI bylaws

3. **Grow and Foster Association Affiliations**
   Make AWMI membership aware of the educational opportunities available to them through our affiliation with other organizations. These affiliate associations provide educational seminars, mill tours, and leadership training at the Chapter and International levels.
   a. Oversee affiliate chapter relationships
   b. Monitor joint meetings on a Chapter level

4. **Develop AWMI Member Educational Benefits**
   A. External Education Coordination
      1. Review affiliate organizations’ current educational offerings – publications, websites, etc.
      2. Develops a working relationship with the affiliate organizations’ counterparts as a means of keeping the communications link open and current
      3. Negotiates member rates, where possible, for AWMI members who attend affiliate Association meetings and programs
   B. Internal Education Coordination
      1. Develops educational tools to educate our leadership
      2. Conducts network sessions at the Chapter, Regional and International levels
International Programs Chair Job Description (continued)

Policy
5. Committee Management
The International Programs Chair solicits membership for the International Programs Committee and provides the following leadership functions as Chair of the committee:
   a. Develops the agenda for all committee meetings
   b. Sets meeting frequency and time at a minimum of four (4) meetings per year, working within budgetary guidelines
   c. Notifies committee members and provides all relevant materials to committee members for discussion
   d. Organizes the conference calls or meetings and delegates tasks to committee members, as necessary.
   e. Provides the minutes of all committee meetings and submits a written report of activities each month to the Executive Committee by the requested date
   d. Attends Executive Committee meetings to present or discuss projects or issues of the committee
   e. Attends the International Board of Directors meetings and make reports or presentations, as requested

Guidelines
A. Other Duties
   1. Facilitate annually the Programs Chair’s Networking Session
   2. Attend Executive Committee Meetings as well as perform duties during scheduled meetings or teleconferences.
Expansion Subcommittee Chair Job Description

The Expansion Sub-Committee Chair, an appointed position, shall be responsible for the opening of all new Chapters under the supervision of the International Membership Chair.

1. Annual Program Development
   The Expansion Chair develops an annual program and budget for expansion for the next calendar year, for submission to the Executive Committee.

2. Committee Management
   The Expansion Chair solicits membership for the International Expansion Subcommittee, as needed, and provides the following leadership functions as Chair of the subcommittee:
   a. Develops the agenda for all subcommittee meetings.
   b. Sets meeting frequency and time as needed, notifies committee members, provides all relevant materials to committee members for discussion, organizes the conference calls/meetings and delegates tasks to committee members.
   c. Addresses any activities as forwarded from the Executive Committee for the attention of the Expansion Subcommittee.
   d. Provides the minutes of all committee meetings and submits a written report of activities, as requested, to the International Membership Chair.
   e. Attends Executive Committee meetings, as necessary, to present or discuss projects or issues of the Conference Committee.
   f. Attends the Spring and Fall International Board of Directors meetings and makes reports or presentations, as requested.

3. Project Management
   Duties to be undertaken or delegated to volunteers include but are not limited to:
   a. Respond to all inquiries of interest in opening new Chapters.
   b. Work with interested volunteers to meet minimum requirements for Chapter opening.
   c. Provide letter of intent and confirm eligibility for a Chapter opening to the Executive Committee for approval.
   d. Solicit sponsorship funds from Chapters or Regions for initial meeting costs.
   e. Solicit current AWMI leadership to attend initial meeting and lead seminar sessions with potential new board members.
Expansion Subcommittee Chair Job Description (continued)

3. Project Management (cont.)
   f. Oversee planning and execution of initial informational conjunction with local volunteers, to include:
      1. prepare budget
      2. plan program and select speakers
      3. write, print and distribute registration materials
      4. process registrations
      5. communicate meeting logistics to hotel
      6. develop meeting materials
      7. arrange for all needed materials, i.e. P&G manuals, membership applications & brochures, etc.
      8. staff registration desk and distribute meeting materials
      9. provide structure for the possibility of the organization of an initial Board of Directors
   g. Draft all thank you letters for approval by the Membership Chair. All letters and copies to be sent to headquarters.
   h. Participate as a member of the Membership Committee.

4. Reporting Requirements
   The Expansion Chair shall report to the Membership Chair and provide written reports, as requested, for inclusion in the monthly report of the Membership Chair.
Metal Mail Subcommittee Chair Job Description

The Metal Mail Subcommittee Chair, an appointed position, shall be responsible for the oversight of AWMI’s e-newsletter releases under the supervision of the International Marketing Chair.

1. **Annual Program Development**
   The Metal Mail Subcommittee Chair develops an annual schedule and budget for the next calendar year, for inclusion with the International Marketing Chair’s budget submission to the Executive Committee.

2. **Subcommittee Management**
   The Metal Mail Subcommittee Chair solicits membership for the International Metal Mail Subcommittee, as needed, and provides the following leadership functions as Chair of the subcommittee:
   a. Develops the agenda for all subcommittee meetings
   b. Sets meeting frequency and time as needed, notifies subcommittee members, provides all relevant materials to subcommittee members for discussion, leads conference calls/meetings and delegates tasks to subcommittee members
   c. Addresses any activities as forwarded from the Executive Committee for the attention of the Metal Mail Subcommittee
   d. Provides the minutes of all subcommittee meetings and submits a written report of activities, as requested, to the International Marketing Chair
   e. May attend Executive Committee meetings/conference calls, by invitation of the International Marketing Chair, to present or discuss idea or issues of the Metal Mail Subcommittee
   f. May attend the Spring and/or Fall International Board of Directors meetings, by invitation of the International Marketing Chair, and makes reports or presentations as requested

3. **Project Management**
   Duties to be undertaken or delegated to volunteers include but are not limited to:
   a. Create five issues yearly - highlighting one region per issue
   b. Create one Corporate Spotlight Issue – To be published in October
   c. Create and maintain a schedule for each issue
   d. Solicit articles from all members, chapters, regions and boards.
   e. Write the Editor’s column in each issue
   f. Request reprint approval on any interesting articles found in other e-newsletters or printed magazines.
   g. Maintain ad file for corporate sponsors and conference sponsors- printed times based on corporate level and sponsorship
   h. Work with Corporate Members to acquire spotlight articles, logos and ads for inclusion in Metal Mail and the Spotlight issue

4. **Reporting Requirements**
   The Metal Mail Subcommittee Chair shall report to the International Marketing Chair and provide written reports, as requested, for inclusion in the monthly report of the International Marketing Chair.
Print and News Release Subcommittee Chair Job Description

The Print and News Release Subcommittee Chair, an appointed position, shall be responsible for the oversight of AWMI's printed media and news releases under the supervision of the International Marketing Chair.

1. **Annual Program Development**
   The Print and News Release Subcommittee Chair develops an annual program and budget for the next calendar year, for inclusion with the International Marketing Chair’s budget submission for the Executive Committee.

2. **Subcommittee Management**
   The Print and News Release Subcommittee Chair solicits membership for the International Print and News Release Subcommittee, as needed, and provides the following leadership functions as Chair of the subcommittee:
   a. Develops the agenda for all subcommittee meetings
   b. Sets meeting frequency and time as needed, notifies subcommittee members, provides all relevant materials to subcommittee members for discussion, leads conference calls/meetings and delegates tasks to subcommittee members
   c. Addresses any activities as forwarded from the Executive Committee for the attention of the Print and News Release Subcommittee
   d. Provides the minutes of all subcommittee meetings and submits a written report of activities, as requested, to the International Marketing Chair
   e. May attend Executive Committee meetings/conference calls, by invitation of the International Marketing Chair, to present or discuss projects or issues of the Press and News Release Subcommittee
   f. May attend the Spring and Fall International Board of Directors meetings, by invitation of the International Marketing Chair, and makes reports or presentations as requested

3. **Project Management**
   Duties to be undertaken or delegated to volunteers include but are not limited to:
   a. Place advertisements as approved by the International Marketing Chair/Executive Committee and as provided for in the approved publicity budget
   b. Draft all press releases for approval by the International Marketing Chair/Executive Committee
   c. Draft speaker interviews for approval by the International Marketing chair to be released in Metal Mail and local media outlets.
      i. Phone interviews after speaker is confirmed for meeting
      ii. Start running promos/teasers in Metal Mail as early as 6 months before event - 2/3 months for local media
   d. Create and maintain a media data base
   e. Create and maintain media kits, distribute as necessary
   f. Review Industry publication for press mentions of AWMI. Maintain file and forward to International Marketing Chair as requested.
   g. Work with Regions, Chapters to maintain a consistent media message.

4. **Reporting Requirements**
   The Print and News Release Subcommittee Chair shall report to the International Marketing chair and provide written reports, as requested, for inclusion in the monthly report of the International Marketing Chair.
Social Media Subcommittee Chair Job Description

The Social Media Subcommittee Chair, an appointed position, shall be responsible for the oversight of AWMI’s social media platforms and activities under the supervision of the International Marketing Chair.

1. **Annual Program Development**
   The Social Media Subcommittee Chair develops an annual program and budget for the next calendar year, for submission to the Executive Committee.

2. **Subcommittee Management**
   The Social Media Subcommittee Chair solicits membership for the International Social Media Subcommittee, as needed, and provides the following leadership functions as Chair of the subcommittee:
   a. Develops the agenda for all subcommittee meetings
   b. Sets meeting frequency and time as needed, notifies subcommittee members, provides all relevant materials to subcommittee members for discussion, leads conference calls/meetings and delegates tasks to subcommittee members
   c. Addresses any activities as forwarded from the Executive Committee for the attention of the Social Media Subcommittee
   d. Provides the minutes of all subcommittee meetings and submits a written report of activities, as requested, to the International Marketing Chair
   e. May attend Executive Committee meetings/conference calls, by invitation of the International Marketing Chair, to present or discuss projects or issues of the Social Media Subcommittee.
   f. May attend the Spring and Fall International Board of Directors meetings, by invitation of the International Marketing Chair, and makes reports or presentations as requested.

3. **Project Management**
   Duties to be undertaken or delegated to volunteers include but are not limited to:
   a. Oversee AWMI HQ’s social media activities via agreed-upon platforms, e.g. LinkedIn, Twitter, Facebook, etc.
      i. Act as page “owner” or “manager” and grant access to other subcommittee members as necessary
      ii. Approve postings and membership requests to LinkedIn
      iii. Develop schedule for posting AWMI news and other content to social media
      iv. Track traffic through AWMI’s various platforms
      v. Seek out external content, as appropriate, for posting to AWMI social media platforms
   b. Assist Chapters in setting up Chapter pages/groups
      i. Ensure that AWMI Chapters who elect to develop their own social media presence do so using consistent messaging and branding guidelines as that of the International organization
      ii. Serve as additional group “owner” or “manager” on Chapter pages where the platform permits
   c. Participate as a member of the Website Committee

4. **Reporting Requirements**
   The Social Media Subcommittee Chair shall report to the International Marketing chair and provide written reports, as requested, for inclusion in the monthly report of the International Marketing Chair.
International Board Nominating Procedures

Policy

1. A Nominating Committee is chaired by the International Past President and comprised of two representatives from each Region. The committee is formed during the Annual Meeting. The Headquarters address will be used for all correspondence.

2. The Chapter, Regional and International Boards of AWMI will be notified of pending elections for the International Board of Directors and invited to submit nominations. Each nomination made by an Association member in good standing and submitted in writing will be considered.

3. The committee will contact all nominees to verify that their qualifications are within the prerequisite guidelines.
   a. For those who do fulfill this requirement, a Candidacy Statement will be required.
   b. For those who do NOT meet the International Board prerequisite qualifications, their name will be referred to the appropriate Chapter for Committee or Chapter Board positions.

4. If there are not enough candidates to fill the International Ballot, it will be the Committee’s responsibility to contact all Chapters to solicit nominations.

5. The Chair, with the help of the AWMI Headquarters staff, will prepare an International Ballot reflecting all candidates meeting the prerequisite qualifications. This ballot will be submitted to the International President prior to mailing or emailing to the Association Boards for their vote.

6. Initial Deadlines:
   Deadlines are determined in conjunction with meeting deadlines set by the Chair. The following deadlines need to be considered when setting calendar:
   A. Members notified of pending International elections – Individual nomination responses due to Committee.
   B. All nominees contacted and screened by the Committee. Slate and Candidacy Statement sent to International, Regional and Chapter Boards for vote.
   C. All responses due to the Committee Chair
   D. Nominations from the floor during IBOD meetings are acceptable, but voting on that position will not be allowed for a minimum of 30 days from the nomination in order for the chapters to be fully informed and prepared to vote. Results to be announced after the vote.
   E. Fully elected or appointed International Board to be announced after the vote
   F. Fully elected or appointed International Board takes office (Always Jan 1)

Guidelines

1. Chair Responsibilities
   A. Ensure all deadlines are met
   B. Delegate phone call to Committee to screen nominees
   C. Collect screening responses from Committee
   D. Prepare (or delegate preparation of) ballot with attached Candidacy Statements.
### PREREQUISITE GUIDELINES

#### President:

<table>
<thead>
<tr>
<th>Role</th>
<th>Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular Association Member</td>
<td>5 Years</td>
</tr>
<tr>
<td>Board Experience – International</td>
<td>2 Years #1</td>
</tr>
<tr>
<td>Board Experience – Regional</td>
<td>1 Year #2</td>
</tr>
<tr>
<td>Chapter Experience</td>
<td>2 Years #3</td>
</tr>
</tbody>
</table>

#1: It is essential that an International President have a working understanding of the Association as a whole, developed from a regular member point-of-view, as well as Chapter, Regional and International Board tenure.

#2: International Board experience of 2 years should be at least 1 year as International VP and could include 1 year as RD. The perspective from a RD to overall International is definitely different.

#3: Chapter Board experience of at least 2 years (preferably 1 year as President or VP) is a definite plus to understanding how things function on Chapter level vs. Regional and International.

The International President requires the most in-depth knowledge of all levels of Association. People and management skills are a must and these can be gained through the various levels of participation.

#### Vice President:

<table>
<thead>
<tr>
<th>Role</th>
<th>Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular Association Member</td>
<td>4 Years</td>
</tr>
<tr>
<td>International Board Experience</td>
<td>1 Year #1</td>
</tr>
<tr>
<td>Regional Experience</td>
<td>1 Year #2</td>
</tr>
<tr>
<td>Chapter Experience</td>
<td>2 Years #3</td>
</tr>
</tbody>
</table>

#1: One (1) year of International experience could include 1 year as RD; it would be helpful if the year of International experience included an Officer or Chair position working with the International President. A VP can become President after 1 year International experience and 1 year as RD or Regional Vice Chair. These positions align her with upper-management potential.

#2: Regional experience, required since the incoming International VP is a facilitator of information to and from the Regions and she must understand the regional perspective from personal experience.

#3: Understanding how a Chapter Board works and how it interacts within a Region and at the International level is essential. After only 1 year on a Chapter Board, it is unlikely she would be elected to RD or a Regional Vice Chair position. Regional experience is an additional qualification for this position.
International Board Nominating Procedures (continued)

All Other International Board Positions:

<table>
<thead>
<tr>
<th>Position</th>
<th>Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Association Member</td>
<td>2 Years #1</td>
</tr>
<tr>
<td>Board Experience</td>
<td>1 Year #2</td>
</tr>
</tbody>
</table>

#1: In order to contribute quickly on the International scene, it is a good idea for the individual to be acquainted with the Chapter as a regular board member for at least a year, better yet 2 years. This participation will enable her to bring new ideas to the International Board and also “prove” her commitment to the Association.

#2: One (1) year on a Chapter Board will benefit the individual in understanding how a Chapter Board works and how it interacts within a Region and International. This will also provide better Background with Association Bylaws, policies and guidelines.

THESE ARE GUIDELINES, NOT FIRM POLICY, TO ALLOW FLEXIBILITY FOR OTHERWISE QUALIFIED CANDIDATES.
International Member of the Year (MOY) Nominating Procedures

GUIDELINES:

1. A Nominating Committee is chaired by the International Past President and comprised of two representatives from each Region. The committee is formed during the annual Leadership Conference meeting. The AWMI Headquarters address will be used for all correspondence.

2. The membership will be notified and invited to submit nominations, each member should submit their nomination to their Chapter President to be submitted through the Chapter board. Each IBOD and Executive Committee member will be allowed only one nomination to be submitted in writing to the nomination committee.

3. The committee will verify that all nominees’ qualifications are within the prerequisite guidelines.
   a. For those who do NOT meet the prerequisite qualifications for International Member of the Year, their name will be referred to the appropriate Chapter with the possibility of recognition on the Chapter level.

4. If there are no nominees received or none that meet the prerequisite qualifications, then there will be no International Member of the Year for that year.

5. The Chair, with the help of the AWMI Headquarters staff, will prepare an International Member of the Year Ballot reflecting all nominees meeting the prerequisite qualifications. This ballot will be submitted to the International President prior to mailing or emailing to all Association Boards for their consideration prior to the vote.

6. Initial Deadlines:

   Deadlines are determined by the chair in conjunction with meeting deadlines. The following deadlines are considered when setting calendar:
   a. All members notified of pending International Member of the Year nominations – Individual nomination responses are due to Committee.
   b. All nominees must meet prerequisite qualifications which will be verified by the Committee.
   c. All International, Regional and Chapter Boards will be notified of nominees’ names via a sample ballot prior to Spring IBOD meeting.
   d. Ballots are included in the Spring IBOD Meeting board books sent to all International Board of Directors.
   e. Voting will take place during the Spring IBOD Meeting with the ballots being counted by the Chairperson and the Regional Directors, with the Executive Director observing.
   f. Winner is announced to the IBOD after ballots have been counted.
International Member of the Year Nominating Procedures and Prerequisites (con’t.)

Guidelines:

1. Chair Responsibilities
   a. Ensure all deadlines are met
   b. Delegate phone calls to Committee to screen nominees
   c. Collect screening responses from Committee
   d. Prepare (or delegate preparation of) ballot

PREREQUISITE GUIDELINES:

1. Must be a Regular, Sustaining or Retired Association Member in good standing and whose dues are current at the time of nomination.
2. The nominee may not be a member who is also considered a paid vendor for services used for AWMI.
3. Must be nominated for outstanding accomplishments to the benefit of the association as a whole.

THESE ARE GUIDELINES, NOT FIRM POLICY, TO ALLOW FLEXIBILITY FOR OTHERWISE QUALIFIED CANDIDATES.
International Committee Structure

The International Committees are structured as outlined below. Chapter representation on each Committee will include persons selected by Region, who are not already holding a Regional or International office. All Chapter Representatives are identified at the Regional Meetings held during the Annual Conference, for the upcoming calendar year.

Bylaws and P & G Committee
International Immediate Past President as Committee Chair
International Secretary
Suggested: One Chapter Representative from each Region

Mentoring Committee
International Mentoring Chair as Committee Chair
International Vice President
Suggested: All Regional Vice Chairs, One Chapter Representative from each Region

Finance Committee
Treasurer
Vice President
  (1) one other member of the Executive Committee
Executive Director

Marketing Committee
International Marketing Chair as Committee Chair
All Regional Treasurers
One Chapter Representative from each Region
Newsletter Subcommittee Chair

Membership Committee
International Membership Chair as Committee Chair
Suggested: All Regional Secretaries

Expansion Sub-committee
International Membership Chair as Committee Chair
Expansion Sub-Committee Chair
Regional Director for area being considered
Suggested: One Chapter Representative from each Region

Nominating Committee
International Immediate Past President as Committee Chair
Two Chapter Representatives from each Region

Programs Committee
International Programs Chair as Committee Chair
President
Vice President
All Regional Vice Chairs
One Chapter Representative from each Region
Proposals and Projects

Policy

1. **Definition of Terms**
   A. **Proposals**: Changes to Bylaws, existing policy, or the formation of new policies. Editing for grammar/clarity with no alteration to content is permitted without a proposal.
   B. **Projects**: New ideas to be considered that will require appropriation of financial resources requiring International Board approval and that will not change Bylaws existing policy, or the formation of new policies.

2. **Process**
   A. Proposals or Projects must be submitted on the Proposal or Project Form.
   B. Once a Chapter, Regional Council or International Board Member decides to write a proposal or project, they or she should contact the International Bylaws, Policy and Guidelines chair person with the suggested change(s). The International Immediate Past President/P&G Chair will guide and help them with any questions they/she might have, making sure they reference all sections or pages that will be affected.
   C. Completed proposals or projects forms from Chapters or Regional Councils are submitted to the appropriate Regional Director (RD) and the International P&G Chair. Completed forms from International Board Members are submitted to the International Vice President and the International Immediate Past President in her role as Bylaws/P&G Chair.
   D. Completed proposals or project forms are distributed by the International Immediate Past President in her role as Bylaws/P&G Chair to the Executive Committee as a final review Committee prior to release to the IBOD for consideration and voting.
   E. The purpose of the Review Committee is to examine the project or proposal for feasibility, suggest changes and challenge ideas. Once the project or proposal is reviewed for submission, the International Immediate Past President in her role as Bylaws/P&G Chair will assign it the appropriate number to the project or proposal. Only the Originator has the power to withdraw the Proposal or Project idea.
      1. For a Project, the Executive Committee shall forward the completed project form to AWMI Headquarters or note in the International Minutes. The Originator will be responsible for submitting progress reports to the Executive Committee through AWMI Headquarters.
      2. For a Proposal, a final document is prepared by the Originator and re-submitted to the Executive Committee for submission to the next level of leadership. As an International issue, the final document must be submitted 45 days prior to an International Board of Directors meeting date.

3. **Process of Decision Making**
   Written, verbal, roll-call or show-of-hands vote is taken (after the 45 day notice for Proposals). The 45 day notice stipulation for Proposals may be waived by a two-thirds vote of the quorum present at the International Board of Directors meeting.

4. **Text Revision**
   When a Proposal or Project has been balloted by mail or email, the International Immediate Past President in her role as Bylaws/P&G has the authority to alter the language of the balloted Proposal or Project to comply with comments and suggestions submitted along with the ballot, when revisions are deemed to be of value and the comments do not alter the basic intent of the balloted Proposal, or when legal counsel recommends clarification.

5. **Other**
   A. A Proposal that has been voted down may not be reconsidered for two (2) years.
   B. A Proposal that has been tabled for whatever reason, must be voted on or withdrawn within the 12-month period following the date it was tabled.
Reimbursement of Meeting/Conference Expenses

POLICY:
The following policy is applicable for all International Board Meetings/Conferences that require the presence of any member of the International Executive Board in good standing. Non-Board Committee members are covered under the International Scholarship Fund (see Section K, page 7).

International Funds
May cover parking (both hotel and airport), limited transportation (to and from) hotel/airport; limited meals; AWMI-related phone calls, faxes, and copies. These and any additional AWMI-related meeting/conference expenses within reason to be at the discretion of the International Executive Board.

(* Reasonable dollar amount to be determined by the full International Board.)

International Executive Board
One (1) Designated Director of each Provisional Chapter in good standing.

GUIDELINES:
1) Book your flight into the airport suggested by the hosting City. Should be put in a price cap or purchase time period so the lowest fare is given? If driving and cost exceed what airfare would cost, prior approval must be given, if expenses are to be reimbursed.
2) Purchase your ticket, submit a copy of the ticket voucher or invoice to the appropriate Treasurer for reimbursement, see item 5 below.
3) Individual Board Members are responsible for booking their own room reservations – Check with other Board Members for accommodation sharing.
4) If you plan to combine this trip with other company or personal business, deduct the difference when sending your invoice for reimbursement. Association funds will only cover the direct flight amount.
5) Expenses covered under the policy above are to be submitted to the appropriate treasurer and Executive Director for reimbursement following the conference on an AWMI expense form with accompanying receipts.
6) Must attend meetings if Association is paying for person to attend. Also, all expenses must be submitted not later than 30 days after the end of the meeting. Hotel dates need to be specific and if Board members want to come in early they must pay for those nights out of their own pocket.
ASSOCIATION OF WOMEN IN THE METAL INDUSTRIES
Mentoring

<table>
<thead>
<tr>
<th>TABLE OF CONTENTS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Mentoring Programs and Guidelines</td>
<td></td>
</tr>
<tr>
<td>Chapter Mentoring Program</td>
<td>1 - 2</td>
</tr>
<tr>
<td>Chapter Member Mentoring Guidelines</td>
<td>3</td>
</tr>
<tr>
<td>Regional Mentoring Program</td>
<td>4</td>
</tr>
<tr>
<td>Executive Committee Program</td>
<td>5</td>
</tr>
</tbody>
</table>

Policy: Section 0
Revised: 12/01/2013
Supersedes: 10/01/2011
Chapter Mentoring Program

Guidelines:

Chapter Board Members:

1. Advise new board members on where to find and how to use the Board Training Manual and the AWMI Policy and Guideline Manual on the AWMI website. They can then print both manuals themselves for handy reference or copy manuals to their computers.
   a. Review the Board Training Manual Annually – suggest this be reviewed at each chapter’s Strategic Planning Meeting.
   b. Review the P & G – at each chapter board meeting. One section review at each board meeting would keep all board members up to date on each position’s requirements and the other requirements of the Association.

2. Position Training
   a. Train through succession planning. Use current or past board members.
   b. If a predecessor in the chapter is unwilling or unable to train, contact your Regional Director and she will assign a regional board member or an appropriate mentor from your region or another region.
   c. If either board or regional help is not available, contact the International Mentoring Chair and she will find an appropriate mentor to train the chapter board member.
   d. Encourage each board member to attend all position training sessions at the Annual Conference*. This gives each board member a basic understanding of all of the board positions**.
   e. Encourage full board participation at regional meetings. Most regional meetings have informal position training on their agendas and the interaction of the chapters within a region helps a board member get an overview of many board positions (duties and responsibilities vary from board to board), positions they might like to move into, and an opportunity to see how other boards work together.

*First year attendance at the training breakout sessions provides a board member with the basics of their position. The person attending can interact with others in the same position, pick up pointers to help do their job more efficiently and effectively and begin a network of peers who they can rely on for help if they need it.

**Second year and continuing attendance - at the same breakout sessions – with the tools acquired from experience and those learned, the board members can pass on their knowledge to others attending (thus mentoring them).

Continued attendance – After attending these sessions for a number of years a board member might find a position she/he would be interested in moving to - adding to their board “skill set” and gives the board member an opportunity to “network” with someone.
Chapter Board Members Guidelines (continued)

Overall, it also helps to “walk in another person’s shoes” to be able to understand what they do for the chapter and the association. Continued attendance at these sessions provides this opportunity.

Each year at the Annual Conference, AWMI conducts this basic AWMI board training to bring all board members up to speed on changes within the association. Attendance at these sessions is highly recommended for both seasoned board members as well as new board members and travel schedules should be made with the intention of attending these sessions annually both as a mentor and as a person who wishes to be mentored.

Also available at the Annual Conference – A representative from our Association Management Company will have the AWMI website up and running at the registration desk and will provide help to any board member needing assistance in navigating through the site.
CHAPTER MEMBER MENTORING

Guidelines:
1. Determine who would be an appropriate mentor.
   a. Board Member
   b. Regular Member – a member of the chapter’s mentoring committee if the chapter has one.
2. Send a welcome letter to the new member.
   a. Ask if they wish to be assigned a mentor. Let them know that an AWMI member will be in touch with them.
   b. Give the new member the “Mentor’s” name and contact information. Communications should be a two-way street.
   c. For their first meeting (the new member) – The assigned mentor should introduce the new member to several attendees; give them an overview of the association; answer any questions relating to AWMI
   d. For their first year of membership – determine the new member’s needs and help them in any way possible.
   e. Option for longer mentoring – determine and assess their (the new member) wants/needs to see if additional mentoring is possible
3. Introduce the new member at their first meeting
   a. Identify by introduction from the podium
   b. Identify by a colored ribbon
   c. Identify by a color-coded name badge
4. Determine the new member’s interests – i.e. networking, mentoring, education, etc. and ask questions. This may give you additional program and speaker suggestions or requests and let you know the “why” of their joining the association (and may help to recruit additional members).
5. At Chapter board meetings discuss your mentoring efforts to determine what is working (or not).
6. Report to the Regional Director (for her report to the EC) the status of your mentoring efforts.
Regional Mentoring Programs

GUIDELINES:
Regional Positions:

1. From the Chapter Level
   a. Attend the appropriate mentoring sessions at the Annual Conference. Express your desire to move to the next level of AWMI leadership.
   b. Approach the appropriate regional leader as ask about the parameters of their position and the requirements needed – both time and travel requirements as well as what constitutes a good foundation at the Chapter level. Ask to be mentored into the position of interest.

2. From the Regional Council
   c. Approach those candidates you feel would be a good fit for the appropriate Regional position and become a mentor to them. Be sure the candidate is aware of time and travel requirements. Guide the chapter members to the Chapter positions that will be able to form a good foundation for the next leadership step.
   d. Plan for succession. Keep in mind the needs of the Region and select candidates who can embrace the concept of what is good for the “whole association” as well as the Chapters and Region.
EXECUTIVE COMMITTEE MENTORING PROGRAM

GUIDELINES:

Executive Committee and Chairs:

1. Continually network and communicate with your counterparts at the Chapter and Regional level to determine who would be a good candidate to fill an Executive Committee position – preferably more than one candidate. Mentor the candidate(s). Let them know the position requirements, travel and time commitments required.

2. Ideally recruit for a committee position or Regional Director first and then mentor into an Officer’s position.


4. Keep in mind the complexity of the Executive Committee and select candidates who will work well together.
<table>
<thead>
<tr>
<th>Policy and Guidelines</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Publicity</td>
<td>1</td>
</tr>
</tbody>
</table>
ASSOCIATION OF WOMEN IN THE METAL INDUSTRIES
International

Policy
Revised: 05/01/2015
Supersedes: New

PUBLICITY

Trade, business, and local publications speak to many different audiences, affording AWMI the opportunity to tell our story strongly and effectively.

Policy
1. Direct media solicitation for articles regarding AWMI on an International level shall be referred to the International Marketing Chair.
2. Articles written by Chapter members shall be approved by the International Marketing Chair prior to submission to media for publication.
3. Meeting announcements do not require International approval.
4. Copies of all published announcements or articles shall be submitted to the International Marketing Chair and the International Print and Press Release Subcommittee Chair for the purpose of tracking public references to AWMI.
5. The International Marketing Chair, International Social Media Subcommittee Chair and Chapter Publicity chairs shall monitor and keep up-to-date any approved social media sites.
6. Chapters should maintain the consistency of the AWMI brand.
7. Press shall be invited to attend the International Conference at AWMI International’s expense. A press pass, to include free registration and meals only, will be granted to one editorial member of each media outlet, once the outlet is confirmed as relevant to the metals industry and/or the goals of the Association. AWMI members, non-members and board members who are press fall under this policy.

Guidelines
A. The International Marketing Chair and International Print and Press Release Subcommittee Chair shall maintain a media list including local newspapers, radio stations, television, cable public access stations, industry magazines and newspapers, and local offices for major international business publications.

A.B. Chapter Publicity Chairs should maintain a list of local media specific to their regions and should send announcements of Chapter activities (including annual Board of Directors election results) with a brief cover letter to the media list. Follow up with phone calls to ensure receipt and to develop a rapport. A complimentary press pass for education events should be offered to one editorial member of any media organization.

B.C. When offering a press pass to a reporter, Marketing or Publicity Chairs should ask the reporter to write at least one story from the event mentioning AWMI, the content of which shall be determined by the reporter. If the reporter does not write a story based on the event, this should be considered if the reporter or organization requests to attend an event again, and the request for a press pass may be rejected.

C.D. If a member of the press will be in attendance at a meeting or conference, AWMI must notify the speakers that there is press in the room and what they say will be treated as on the record unless the speaker says otherwise.

D.E. Should a Chapter be contacted for a press interview, prepare notify the International Marketing Chair. Prepare for the meeting in advance. Make a list of points you wish to make. Remember - when you talk to an editor, you are really talking to the readers. Be cautious - sometimes you will be quoted. Think before answering – you are selling yourself and the Association. The International Officers and the Executive Director are available for assistance in any interview.

E. Consider a press kit for Industry Dinners. This folder should include an invitation, biography of the guest speaker, and background information on AWMI. Newsletters from Chapter, Regional, or International levels are a suggested addition. Copies of the most recent newsletter from International are available on the website in the Members Only section.
Form 4 - Audit Form - Chapters and Regions
<table>
<thead>
<tr>
<th><strong>INDEX</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A</strong></td>
</tr>
<tr>
<td><strong>SECTION(S)</strong></td>
</tr>
<tr>
<td>Affiliate Chapter Annual Requirements</td>
</tr>
<tr>
<td>Agenda – Record Keeping (Chapter)</td>
</tr>
<tr>
<td>Annual Budget Report (Chapter)</td>
</tr>
<tr>
<td>Annual Pertinent Information</td>
</tr>
<tr>
<td>Annual Pertinent Information Form</td>
</tr>
<tr>
<td>Antitrust Statement</td>
</tr>
<tr>
<td>Application Form, Membership</td>
</tr>
<tr>
<td>Application, Membership Instructions (Chapter)</td>
</tr>
<tr>
<td>Assessments and Dues Policy (Chapter)</td>
</tr>
<tr>
<td>Assessments, Glossary of Terms (Chapter)</td>
</tr>
<tr>
<td>Attorney</td>
</tr>
<tr>
<td>Audit (Chapter)</td>
</tr>
</tbody>
</table>

**Awards, Continuous Service**
- Award Options (Chapter) | A | 7 |
- Award Options (International) | M | 6 |
- Awards Processing Procedure (Chapter) | A | 7 |
- Awards Processing Procedure (International) | M | 6 |
- Continuous Service Definition (Chapter) | A | 7 |
- Continuous Service Definition (International) | M | 6 |
- Continuous Service Guidelines (Chapter) | A | 7 |
- Continuous Service Guidelines (International) | M | 6 |

| **B** |
| **SECTION(S)** | **PAGE(S)** |
| Balance Sheet, Monthly Report (Chapter) | E | 5 |
| Bank Reconciliation Detail, Monthly Report (Chapter) | E | 5 |
| Ballot Policy and Samples (Chapter) | B | 4 - 5 |
| Bonding, Glossary of Terms (Chapter) | E | 2 |
| Branding Guidelines | G | 6 |
| Budget, Annual Report (Chapter) | E | 4 |

**Bylaws, Chapter**
- Article I – Name, Location, Purposes & Objectives
  - Name of the Organization 1.1 | Section 7 | 1 |
  - Principal Office 1.2 | Section 7 | 1 |
  - Purpose of Chapter 1.3 | Section 7 | 1 |
  - Goals and Objectives | Section 7 | 1 |
- Article II – Members:
  - Classification of Members 2.1 | Section 7 | 1 |
  - Regular Members | Section 7 | 1 |
  - Regular Retiree Members | Section 7 | 1 - 2 |
- Article II – Members
  - Classification of Members 2.1 | Section 7 | 1 |
  - Regular Members | Section 7 | 1 |
  - Sustaining Members | Section 7 | 2 |
  - Sustaining Retiree Members | Section 7 | 2 |
  - Unemployed Members | Section 7 | 2 |
  - Lifetime Members | Section 7 | 2 |
  - Sustaining Student Members | Section 7 | 2 |
  - Qualification for Members 2.2 | Section 7 | 1 - 2 |
| INDEX |
|-----------------|-----------------|----------------|
| B               | SECTION(S)      | PAGE(S)       |
| Bylaws, Chapter (con’t.) |                |                |
| Dues and Assessments 2.3 | Section 7      | 2              |
| Membership Meetings 2.4 | Section 7      | 2              |
| Annual Meeting |                |                |
| Special Meetings |                |                |
| Notice of Annual and Special Meetings 2.5 | Section 7 | 3              |
| Waiver of Notice 2.6 | Section 7 | 3              |
| Quorum 2.7 | Section 7 | 3              |
| Action without a Meeting 2.9 | Section 7 | 3              |
| Action by Written Ballot 2.10 | Section 7 | 3              |
| Article III – Board of Directors |          |                |
| Powers 3.1 | Section 7 | 3 - 4          |
| Number and Qualifications 3.2 | Section 7 | 4              |
| Number of Directors |                |                |
| Election | Section 7 | 4              |
| Term of Office 3.3 | Section 7 | 4              |
| Resignation and Removal 3.4 |          |                |
| Resignation | Section 7 | 4              |
| Removal | Section 7 | 5              |
| By Member Vote | Section 7 | 5              |
| By Chapter Directors | Section 7 | 5              |
| Designated Director to International Board | Section 7 | 5              |
| Vacancies 3.5 | Section 7 | 5              |
| Compensation of Directors 3.6 |          |                |
| Article IV – Meetings of Directors |          |                |
| Meetings 4.1 | Section 7 | 5              |
| Notice and Waiver 4.2 | Section 7 | 5              |
| Quorum 4.3 | Section 7 | 5              |
| Absence 4.4 | Section 7 | 6              |
| Action without a Meeting 4.5 | Section 7 | 6              |
| Participation 4.6 | Section 7 | 6              |
| Article V – Officers |          |                |
| Election 5.1 | Section 7 | 6              |
| Term 5.2 | Section 7 | 6              |
| Vacancies and Removal 5.3 | Section 7 | 6              |
| Duties 5.4 |          |                |
| President | Section 7 | 6              |
| Vice President | Section 7 | 6              |
| Secretary | Section 7 | 6              |
| Treasurer | Section 7 | 7              |
| Article VI – Committees |          |                |
| Authority 6.1 | Section 7 | 7              |
| Standing Committees 6.2 |          |                |
| Membership Committee | Section 7 | 7              |
| Program Committee | Section 7 | 7              |
| Article VII – Affiliation with International AWMI |          |                |
| Formation and Standing 7.1 | Section 7 | 7              |
| Rights and Privileges 7.2 |          |                |
## INDEX

<table>
<thead>
<tr>
<th>B</th>
<th>SECTION(S)</th>
<th>PAGE(S)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bylaws, Chapter (con’t.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Designated Chapter Delegate</td>
<td>Section 7</td>
<td>7</td>
</tr>
<tr>
<td>Regional Council Member</td>
<td>Section 7</td>
<td>7 - 8</td>
</tr>
<tr>
<td>Article VII – Fiscal Year</td>
<td>Section 7</td>
<td>8</td>
</tr>
<tr>
<td>Article IX – Order Business</td>
<td>Section 7</td>
<td>8</td>
</tr>
<tr>
<td>Article X – Indemnification</td>
<td>Section 7</td>
<td>8</td>
</tr>
<tr>
<td>Article XI – Dissolution</td>
<td>Section 7</td>
<td>8</td>
</tr>
<tr>
<td>Article XII – Amendments</td>
<td>Section 7</td>
<td>8</td>
</tr>
<tr>
<td>Article XIII – Other Provisions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tie Breaker Provision 13.1</td>
<td>Section 7</td>
<td>8</td>
</tr>
<tr>
<td>Endorsement of Documents, Contracts 13.2</td>
<td>Section 7</td>
<td>9</td>
</tr>
<tr>
<td>Indemnification in Action against Agents 13.3</td>
<td>Section 7</td>
<td>9</td>
</tr>
<tr>
<td>Bylaws, International</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Article I – Name, Purposes and Objectives</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Organization Name 1.1</td>
<td>Section 6</td>
<td>1</td>
</tr>
<tr>
<td>International Association 1.2</td>
<td>Section 6</td>
<td>1</td>
</tr>
<tr>
<td>Article II – Offices</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Principal Office 3.1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Article III – Members</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Classification of Members 3.1</td>
<td>Section 6</td>
<td>1</td>
</tr>
<tr>
<td>Qualification for International Membership 3.2</td>
<td>Section 6</td>
<td>1 - 2</td>
</tr>
<tr>
<td>International Regular Member</td>
<td>Section 6</td>
<td>2</td>
</tr>
<tr>
<td>International Regular Retiree Member</td>
<td>Section 6</td>
<td>2</td>
</tr>
<tr>
<td>International Sustaining Member</td>
<td>Section 6</td>
<td>2</td>
</tr>
<tr>
<td>International Corporate Member</td>
<td>Section 6</td>
<td>3</td>
</tr>
<tr>
<td>International Unemployed Member</td>
<td>Section 6</td>
<td>3</td>
</tr>
<tr>
<td>International Lifetime Member</td>
<td>Section 6</td>
<td>3</td>
</tr>
<tr>
<td>International Sustaining Student Member</td>
<td>Section 6</td>
<td>3</td>
</tr>
<tr>
<td>Article IV – International Board of Directors</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number and Qualifications 4.1</td>
<td>Section 6</td>
<td>2</td>
</tr>
<tr>
<td>Powers 4.2</td>
<td>Section 6</td>
<td>3</td>
</tr>
<tr>
<td>Terms 4.3</td>
<td>Section 6</td>
<td>3</td>
</tr>
<tr>
<td>Resignation and Removal 4.4</td>
<td>Section 6</td>
<td>3 - 4</td>
</tr>
<tr>
<td>Meetings 4.5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Annual Meeting</td>
<td>Section 6</td>
<td>4</td>
</tr>
<tr>
<td>Other Meetings of the International Board</td>
<td>Section 6</td>
<td>4</td>
</tr>
<tr>
<td>Notice of Meetings 4.6</td>
<td>Section 6</td>
<td>4</td>
</tr>
<tr>
<td>Waiver of Notice 4.7</td>
<td>Section 6</td>
<td>4</td>
</tr>
<tr>
<td>Quorum 4.8</td>
<td>Section 6</td>
<td>4</td>
</tr>
<tr>
<td>Action Without a Meeting</td>
<td>Section 6</td>
<td>4</td>
</tr>
<tr>
<td>Article V – Officers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Officers 5.1</td>
<td>Section 6</td>
<td>4</td>
</tr>
<tr>
<td>Term 5.2</td>
<td>Section 6</td>
<td>5</td>
</tr>
<tr>
<td>Removal and Resignation 5.3</td>
<td>Section 6</td>
<td>5</td>
</tr>
<tr>
<td>Vacancies 5.4</td>
<td>Section 6</td>
<td>5</td>
</tr>
<tr>
<td>Duties 5.5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>President</td>
<td>Section 6</td>
<td>5</td>
</tr>
<tr>
<td>Vice President</td>
<td>Section 6</td>
<td>5</td>
</tr>
<tr>
<td>Secretary</td>
<td>Section 6</td>
<td>5</td>
</tr>
</tbody>
</table>
# INDEX

<table>
<thead>
<tr>
<th>B</th>
<th>SECTION(S)</th>
<th>PAGE(S)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bylaws, International (con’t.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Treasurer</td>
<td>Section 6</td>
<td>5 - 6</td>
</tr>
<tr>
<td>Immediate Past President</td>
<td>Section 6</td>
<td>6</td>
</tr>
<tr>
<td>Article VI – Executive Committee Number of &amp; Qualifications</td>
<td>Section 6</td>
<td>6</td>
</tr>
<tr>
<td>Term, Removal, Resignation &amp; Vacancies</td>
<td>Section 6</td>
<td>6</td>
</tr>
<tr>
<td>Article VII – Committees</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Committees of Association 7.1</td>
<td>Section 6</td>
<td>6</td>
</tr>
<tr>
<td>Committees Excluding Executive Committee 7.2</td>
<td>Section 6</td>
<td>6 - 7</td>
</tr>
<tr>
<td>Meetings 7.3</td>
<td>Section 6</td>
<td>7</td>
</tr>
<tr>
<td>Quorum 7.4</td>
<td>Section 6</td>
<td>7</td>
</tr>
<tr>
<td>Standing Committees 7.5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Executive Committee</td>
<td>Section 6</td>
<td>7</td>
</tr>
<tr>
<td>Composition</td>
<td>Section 6</td>
<td>7</td>
</tr>
<tr>
<td>Power and Limitations of Powers</td>
<td>Section 6</td>
<td>7 - 8</td>
</tr>
<tr>
<td>Regional Council</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Composition</td>
<td>Section 6</td>
<td>8</td>
</tr>
<tr>
<td>Powers</td>
<td>Section 6</td>
<td>8</td>
</tr>
<tr>
<td>Quorum</td>
<td>Section 6</td>
<td>8</td>
</tr>
<tr>
<td>Dissolution</td>
<td>Section 6</td>
<td>8</td>
</tr>
<tr>
<td>Budget, Expenses and Funding</td>
<td>Section 6</td>
<td>9</td>
</tr>
<tr>
<td>Article VIII – Chapters</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Formation 8.1</td>
<td>Section 6</td>
<td>9</td>
</tr>
<tr>
<td>Qualifications 8.2</td>
<td>Section 6</td>
<td>9</td>
</tr>
<tr>
<td>Assessments 8.3</td>
<td>Section 6</td>
<td>9</td>
</tr>
<tr>
<td>Chapter Operations 8.4</td>
<td>Section 6</td>
<td>9</td>
</tr>
<tr>
<td>Amendments to Chapter Documents 8.5</td>
<td>Section 6</td>
<td>9</td>
</tr>
<tr>
<td>Officers 8.6</td>
<td>Section 6</td>
<td>9</td>
</tr>
<tr>
<td>Rights &amp; Privileges 8.7</td>
<td>Section 6</td>
<td>9 - 10</td>
</tr>
<tr>
<td>Dissolution 8.8</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Involuntary Termination</td>
<td>Section 6</td>
<td>10</td>
</tr>
<tr>
<td>Voluntary Termination</td>
<td>Section 6</td>
<td>10</td>
</tr>
<tr>
<td>Article IX – Amendments</td>
<td>Section 6</td>
<td>10</td>
</tr>
<tr>
<td>Article X – Other Provisions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tie Breaker Provision 10.1</td>
<td>Section 6</td>
<td>10</td>
</tr>
<tr>
<td>Endorsement of Documents, Contracts 10.2</td>
<td>Section 6</td>
<td>10</td>
</tr>
<tr>
<td>Indemnification in Actions against Agents 10.3</td>
<td>Section 6</td>
<td>10</td>
</tr>
<tr>
<td>Fiscal Year 10.4</td>
<td>Section 6</td>
<td>10</td>
</tr>
<tr>
<td>Dissolution 10.5</td>
<td>Section 6</td>
<td>10</td>
</tr>
<tr>
<td>Parliamentary Procedure 10.6</td>
<td>Section 6</td>
<td>10</td>
</tr>
<tr>
<td>Bylaws, Policy &amp; Guidelines Chair/Intl</td>
<td>N</td>
<td>8</td>
</tr>
<tr>
<td>Immediate Past President</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>C</th>
<th>SECTION(S)</th>
<th>PAGE(S)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Candidacy Statement</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instructions</td>
<td>B</td>
<td>6</td>
</tr>
<tr>
<td>Form</td>
<td>Y</td>
<td>FORM 17</td>
</tr>
<tr>
<td>Chairs, Other - Job Descriptions (Chapter)</td>
<td>C</td>
<td>12</td>
</tr>
<tr>
<td>Chapter Bylaws (SEE BYLAWS, CHAPTER)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### INDEX

**C**

<table>
<thead>
<tr>
<th>Section</th>
<th>Page(S)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapter Correspondence</td>
<td>G 1 - 5</td>
</tr>
<tr>
<td>Chapter Reimbursement of Conference Expenses</td>
<td>E 6</td>
</tr>
<tr>
<td>Chapter Scholarship Programs</td>
<td>K 5 - 6</td>
</tr>
<tr>
<td>Chart of Accounts, Chapter Policy</td>
<td>E 2</td>
</tr>
<tr>
<td>Chart of Accounts - Glossary of Terms (Chapter)</td>
<td>E 1</td>
</tr>
<tr>
<td>Charts of Accounts</td>
<td></td>
</tr>
<tr>
<td>Chapter</td>
<td>Y FORM 21</td>
</tr>
<tr>
<td>Headquarters</td>
<td>Y FORM 23</td>
</tr>
<tr>
<td>Master</td>
<td>Y FORM 22</td>
</tr>
<tr>
<td>Checking Account Financial Policy and Guidelines (Chapter)</td>
<td>E 1</td>
</tr>
<tr>
<td>Committee Structure (International)</td>
<td>N 28</td>
</tr>
<tr>
<td>Bylaws and P&amp;G (SEE INT'L IMMEDIATE PAST PRESIDENT)</td>
<td>N 8</td>
</tr>
<tr>
<td>Expansion Subcommittee</td>
<td>N 18</td>
</tr>
<tr>
<td>Finance Committee</td>
<td>N 28</td>
</tr>
<tr>
<td>Marketing Committee</td>
<td>N 28</td>
</tr>
<tr>
<td>Membership Committee</td>
<td>N 28</td>
</tr>
<tr>
<td>Metal Mail Subcommittee</td>
<td>N 20</td>
</tr>
<tr>
<td>Mentoring Committee</td>
<td>N 28</td>
</tr>
<tr>
<td>Nominating Committee</td>
<td>N 28</td>
</tr>
<tr>
<td>Print and News Release Subcommittee</td>
<td>N 21</td>
</tr>
<tr>
<td>Programs Committee</td>
<td>N 28</td>
</tr>
<tr>
<td>Social Media Subcommittee</td>
<td>N 22</td>
</tr>
<tr>
<td>Communications Flow Charts:</td>
<td></td>
</tr>
<tr>
<td>Chapters</td>
<td>Y FORM 1</td>
</tr>
<tr>
<td>Regions</td>
<td>Y FORM 2</td>
</tr>
<tr>
<td>International</td>
<td>Y FORM 3</td>
</tr>
<tr>
<td>Compensation of Directors</td>
<td>K 12</td>
</tr>
<tr>
<td>Continuous Service Awards Guidelines</td>
<td></td>
</tr>
<tr>
<td>Chapter</td>
<td>A 7</td>
</tr>
<tr>
<td>International</td>
<td>M 6</td>
</tr>
<tr>
<td>Continuous Service Awards - Membership Definition Policy:</td>
<td></td>
</tr>
<tr>
<td>Chapter</td>
<td>A 7</td>
</tr>
<tr>
<td>International</td>
<td>M 6</td>
</tr>
<tr>
<td>Contributions</td>
<td>K 4</td>
</tr>
<tr>
<td>Corporate Membership</td>
<td></td>
</tr>
<tr>
<td>Membership Classifications (International Bylaws 3.1)</td>
<td>Section 6 1</td>
</tr>
<tr>
<td>Membership Classifications</td>
<td>L 1 - 2</td>
</tr>
<tr>
<td>Membership Dates and Dues</td>
<td>L 4</td>
</tr>
<tr>
<td>Membership Dues and Assessments</td>
<td>L 3</td>
</tr>
<tr>
<td>Recruitment</td>
<td>L 3</td>
</tr>
<tr>
<td>Correspondence</td>
<td></td>
</tr>
<tr>
<td>Newsletter Policy and Guidelines (Chapter)</td>
<td>G 3 - 4</td>
</tr>
<tr>
<td>Social Media</td>
<td>G 5</td>
</tr>
<tr>
<td>Stationery Policy</td>
<td>G 1</td>
</tr>
<tr>
<td>Stationery Supplies</td>
<td>G 2</td>
</tr>
</tbody>
</table>

**D**

<table>
<thead>
<tr>
<th>Section</th>
<th>Page(S)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dates and Dues</td>
<td>A 5 - 6</td>
</tr>
</tbody>
</table>

5
## INDEX

### D

<table>
<thead>
<tr>
<th>Definitions</th>
<th>SECTION(S)</th>
<th>PAGE(S)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Continuous Service Awards Policy (Chapter)</td>
<td>A</td>
<td>7</td>
</tr>
<tr>
<td>Join Date Policy (Chapter)</td>
<td>A</td>
<td>5</td>
</tr>
<tr>
<td>Membership Year Policy (Chapter)</td>
<td>A</td>
<td>5</td>
</tr>
<tr>
<td>Designated Chapter Delegate (Chapter Bylaws 7.2)</td>
<td>Section 7</td>
<td>8</td>
</tr>
<tr>
<td>Designated Chapter Delegate (International Bylaws 8.7)</td>
<td>Section 7</td>
<td>11</td>
</tr>
<tr>
<td>Designated Chapter Delegate</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Election Process</td>
<td>B</td>
<td>1</td>
</tr>
<tr>
<td>Chapter President Job Description, as part of</td>
<td>C</td>
<td>1</td>
</tr>
<tr>
<td>Recording in Chapter Minutes</td>
<td>D</td>
<td>1</td>
</tr>
<tr>
<td>Director, Regional - Job Description</td>
<td>J</td>
<td>3</td>
</tr>
<tr>
<td>Document Retention Schedule Policy</td>
<td>K</td>
<td>13</td>
</tr>
<tr>
<td>Dues Allocation, Provisional Chapter Policy</td>
<td>A</td>
<td>5</td>
</tr>
<tr>
<td>Dues Amount Policy (Chapter)</td>
<td>A</td>
<td>4 - 5</td>
</tr>
<tr>
<td>Regular Members Policy (Chapter)</td>
<td>A</td>
<td>5</td>
</tr>
<tr>
<td>Regular Retiree Members Policy (Chapter)</td>
<td>A</td>
<td>5</td>
</tr>
<tr>
<td>Sustaining Members Policy (Chapter)</td>
<td>A</td>
<td>5</td>
</tr>
<tr>
<td>Sustaining Retiree Members Policy (Chapter)</td>
<td>A</td>
<td>5</td>
</tr>
<tr>
<td>Unemployed Members Policy (Chapter)</td>
<td>A</td>
<td>5</td>
</tr>
<tr>
<td>Dues Policy (Chapter)</td>
<td>A</td>
<td>4 - 6</td>
</tr>
<tr>
<td>Regular Member</td>
<td>A</td>
<td>4</td>
</tr>
<tr>
<td>Retiree Member</td>
<td>A</td>
<td>4</td>
</tr>
<tr>
<td>Unemployed Member</td>
<td>A</td>
<td>4</td>
</tr>
</tbody>
</table>

### E

<table>
<thead>
<tr>
<th>Elections</th>
<th>SECTION(S)</th>
<th>PAGE(S)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ballot Letter Sample (Chapter)</td>
<td>B</td>
<td>4</td>
</tr>
<tr>
<td>Ballot Postcards Samples (Chapter)</td>
<td>B</td>
<td>5</td>
</tr>
<tr>
<td>Candidacy Statement Form</td>
<td>Y</td>
<td>FORM 17</td>
</tr>
<tr>
<td>Nominating Committee - Composition and Responsibilities (Chapter)</td>
<td>B</td>
<td>2</td>
</tr>
<tr>
<td>Nominating Committee Guidelines</td>
<td>B</td>
<td>3</td>
</tr>
<tr>
<td>Nomination Process Policy (Chapter)</td>
<td>B</td>
<td>2</td>
</tr>
<tr>
<td>Other Provisions Policy (Chapter)</td>
<td>B</td>
<td>1</td>
</tr>
<tr>
<td>Process Guidelines (Chapter)</td>
<td>B</td>
<td>3</td>
</tr>
<tr>
<td>Process Policy (Chapter)</td>
<td>B</td>
<td>2</td>
</tr>
<tr>
<td>Terms of Office Policy (Chapter)</td>
<td>B</td>
<td>1</td>
</tr>
<tr>
<td>Time Line Policy (Chapter)</td>
<td>B</td>
<td>2</td>
</tr>
<tr>
<td>Executive Committee approval of Special Membership offers (Chapter)</td>
<td>A</td>
<td>4</td>
</tr>
<tr>
<td>Executive Committee (International Bylaws)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Composition 6.1</td>
<td>Section 6</td>
<td>6</td>
</tr>
<tr>
<td>Power and Limitations of Powers 7.5</td>
<td>Section 6</td>
<td>9</td>
</tr>
<tr>
<td>Expansion Subcommittee Chair Job Description (International)</td>
<td>N</td>
<td>18 - 19</td>
</tr>
<tr>
<td>Expense, Meeting/Conference Reimbursement (All)</td>
<td>J</td>
<td>11</td>
</tr>
<tr>
<td>Expenses, Reimbursement Form</td>
<td>P</td>
<td>FORM 8</td>
</tr>
<tr>
<td>Expense Report Glossary of Terms (Chapter)</td>
<td>E</td>
<td>2</td>
</tr>
</tbody>
</table>

### F

<table>
<thead>
<tr>
<th>Financial Forms</th>
<th>SECTION(S)</th>
<th>PAGE(S)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
INDEX

<table>
<thead>
<tr>
<th>F</th>
<th>SECTION(S)</th>
<th>PAGE(S)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Audit Form, Chapters and Regions</td>
<td>Y</td>
<td>FORM 4</td>
</tr>
<tr>
<td>Audit, by Region</td>
<td>Y</td>
<td>FORM 5 Chapter</td>
</tr>
<tr>
<td>Annual Pertinent Information Form</td>
<td>Y</td>
<td>FORM 7</td>
</tr>
<tr>
<td>Membership Transmittal (Chapter)</td>
<td>Y</td>
<td>FORM 6</td>
</tr>
</tbody>
</table>

Financial Records & Reporting:
- Checking Account Policy (Chapter) | E | 1 |
- Checking Account Guidelines (Chapter) | E | 1 |

Glossary of Terms:
- Assessments | E | 2 |
- Audit | E | 2 |
- Bonding | E | 2 |
- Chart of Accounts | E | 2 |
- Expense Reimbursement Report | E | 2 |
- Fiscal Year & Budget | E | 2 |
- Profit & Loss Reports | E | 2 |
- Record Keeping – Permanent Files | E | 3 |
- Record Keeping – Annual Files | E | 3 |
- Year End Accounting Adjustments | E | 3 |

Required Reports:

**Annual Reports:**
- Annual Budget | E | 4 |
- Asset Inventory Form(s) | E | 4 |
- Chapter Bank Account Form(s) | E | 4 |
- Taxes | E | 4 |

**Monthly Reports:**
- A/R Detail | E | 5 |
- Balance Sheet | E | 5 |
- Bank Reconciliation Detail | E | 5 |
- Check Detail | E | 5 |
- Deposit Detail | E | 5 |
- Reimbursement of Conference Expenses Financial Policy (Chapter) | E | 6 |

**Chapter Funds**
- Guidelines | E | 6 |

**Expense Reimbursement Form** | Y | FORM 8 |

Fiscal Year and Budget Report - Glossary of Terms (Chapter) | E | 2 |

**Forms:**
- Annual Pertinent Information Form | Y | FORM 7 |
- Audit Form – Chapter and Regional | Y | FORM 4 |
- Audit Form – Regional | Y | FORM 5 |
- Board Nomination Form | Y | FORM 18 |
- Candidacy Statement | Y | FORM 17 |
- Chapter Chart of Accounts | Y | FORM 21 |
- Chapter Membership Transmittal | Y | FORM 6 |
- Chapter Scholarship Template | Y | FORM 25 |
- Chapter Scholarship Update Form | Y | FORM 9 |
- Communication Flow Chart - Chapter | Y | FORM 1 |
- Communication Flow Chart - Regional | Y | FORM 2 |
- Communication Flow Chart - International | Y | FORM 3 |
- Expense Reimbursement Form | Y | FORM 8 |
<table>
<thead>
<tr>
<th>INDEX</th>
<th>SECTION(S)</th>
<th>PAGE(S)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>F</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Forms (con’t.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Facility Information Sheet</td>
<td>Y</td>
<td>FORM 12</td>
</tr>
<tr>
<td>Headquarters Chart of Accounts</td>
<td>Y</td>
<td>FORM 23</td>
</tr>
<tr>
<td>International Conference Scholarship Application</td>
<td>Y</td>
<td>FORM 10</td>
</tr>
<tr>
<td>Master Chart of Accounts</td>
<td>Y</td>
<td>FORM 22</td>
</tr>
<tr>
<td>Meeting Recap and Reconciliation Form</td>
<td>Y</td>
<td>FORM 13</td>
</tr>
<tr>
<td>Meeting and Event Worksheet</td>
<td>Y</td>
<td>FORM 14</td>
</tr>
<tr>
<td>Membership Application Form</td>
<td>Y</td>
<td>FORM 15</td>
</tr>
<tr>
<td>Membership Information Change Form</td>
<td>Y</td>
<td>FORM 16</td>
</tr>
<tr>
<td>Project Submission Form</td>
<td>Y</td>
<td>FORM 20</td>
</tr>
<tr>
<td>Proposal Submission Form</td>
<td>Y</td>
<td>FORM 19</td>
</tr>
<tr>
<td>Provisional Chapter Tracking Form</td>
<td>Y</td>
<td>FORM 24</td>
</tr>
<tr>
<td>Fundraising:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fundraising Policy and Guidelines</td>
<td>I</td>
<td>1</td>
</tr>
<tr>
<td>Fundraising Chair Job Description (Chapter)</td>
<td>C</td>
<td>6</td>
</tr>
<tr>
<td><strong>G</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grant Opportunities (Chapter)</td>
<td>K</td>
<td>6</td>
</tr>
<tr>
<td><strong>H</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>History:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>History - Overview</td>
<td></td>
<td>Section 2</td>
</tr>
<tr>
<td>History - Full</td>
<td></td>
<td></td>
</tr>
<tr>
<td>The Beginning (1981 – 1982)</td>
<td></td>
<td>Section 3</td>
</tr>
<tr>
<td>Growth (1983 – 1990)</td>
<td></td>
<td>Section 3</td>
</tr>
<tr>
<td>Moving Forward (1993 – 1995)</td>
<td></td>
<td>Section 3</td>
</tr>
<tr>
<td>Teamwork (1996)</td>
<td></td>
<td>Section 3</td>
</tr>
<tr>
<td>International Beginnings (1997 – 1999)</td>
<td></td>
<td>Section 3</td>
</tr>
<tr>
<td>Challenges (2001 – 2003)</td>
<td></td>
<td>Section 3</td>
</tr>
<tr>
<td>A Half Decade (2006)</td>
<td></td>
<td>Section 3</td>
</tr>
<tr>
<td>Celebrating and Reflecting (2006)</td>
<td></td>
<td>Section 3</td>
</tr>
<tr>
<td>AWMI Takes Another Big Leap (2007 – 2010)</td>
<td></td>
<td>Section 3</td>
</tr>
<tr>
<td>Strengthening Leaders for 30 Years (2011)</td>
<td></td>
<td>Section 3</td>
</tr>
<tr>
<td>Our Third Decade (2012)</td>
<td></td>
<td>Section 3</td>
</tr>
<tr>
<td>History of the Policy and Guideline Manual</td>
<td></td>
<td>Section 4</td>
</tr>
<tr>
<td>History, Policy and Guideline Manual Definitions</td>
<td></td>
<td>Section 5</td>
</tr>
<tr>
<td><strong>I</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Immediate Past President Policy and Guidelines (Chapter)</td>
<td></td>
<td>C</td>
</tr>
<tr>
<td>Immediate Past President Policy (International)</td>
<td></td>
<td>N</td>
</tr>
<tr>
<td>Income Recap Financial Policy (Chapter)</td>
<td></td>
<td>E</td>
</tr>
<tr>
<td>International Board:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Committee Structure Policy:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bylaws and P &amp; G Committee</td>
<td></td>
<td>N</td>
</tr>
<tr>
<td>Expansion Subcommittee</td>
<td></td>
<td>N</td>
</tr>
</tbody>
</table>
INDEX

<table>
<thead>
<tr>
<th>Job Title</th>
<th>SECTION(S)</th>
<th>PAGE(S)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Finance Committee</td>
<td>N</td>
<td>28</td>
</tr>
<tr>
<td>Marketing Committee Members</td>
<td>N</td>
<td>28</td>
</tr>
<tr>
<td>Membership Committee Members</td>
<td>N</td>
<td>28</td>
</tr>
<tr>
<td>Mentoring Committee Members</td>
<td>N</td>
<td>28</td>
</tr>
<tr>
<td>Nominating Committee</td>
<td>N</td>
<td>28</td>
</tr>
<tr>
<td>Programs Committee Members</td>
<td>N</td>
<td>28</td>
</tr>
<tr>
<td>International Board Job Descriptions (con’t.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Communications Flow Chart</td>
<td>Y</td>
<td>FORM 3</td>
</tr>
<tr>
<td>Job Descriptions:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Expansion Subcommittee Chair</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Annual Program Development</td>
<td>N</td>
<td>18</td>
</tr>
<tr>
<td>Committee Management</td>
<td>N</td>
<td>18</td>
</tr>
<tr>
<td>Project Management</td>
<td>N</td>
<td>18 - 19</td>
</tr>
<tr>
<td>Reporting Requirements</td>
<td>N</td>
<td>18</td>
</tr>
<tr>
<td>Immediate Past President:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bylaws/Policy &amp; Guidelines Chair</td>
<td>N</td>
<td>8</td>
</tr>
<tr>
<td>Duties per the Bylaws</td>
<td>N</td>
<td>7</td>
</tr>
<tr>
<td>Nominating Committee Chair</td>
<td>N</td>
<td>7</td>
</tr>
<tr>
<td>Website Committee Chair</td>
<td>N</td>
<td>7 - 8</td>
</tr>
<tr>
<td>Marketing Chair:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Annual Marketing Program Development</td>
<td>N</td>
<td>9</td>
</tr>
<tr>
<td>Committee Management</td>
<td>N</td>
<td>9</td>
</tr>
<tr>
<td>Coordinate Chapter Fundraising Activities</td>
<td>N</td>
<td>10</td>
</tr>
<tr>
<td>Duties per the Bylaws</td>
<td>N</td>
<td>9</td>
</tr>
<tr>
<td>Other Duties Guidelines</td>
<td>N</td>
<td>10</td>
</tr>
<tr>
<td>Project Management</td>
<td>N</td>
<td>9 - 10</td>
</tr>
<tr>
<td>Reciprocal and Cross-Promotional Marketing</td>
<td>N</td>
<td>10 - 11</td>
</tr>
<tr>
<td>Membership Chair:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Annual Membership Program Development</td>
<td>N</td>
<td>12</td>
</tr>
<tr>
<td>Committee Management</td>
<td>N</td>
<td>12</td>
</tr>
<tr>
<td>Coordinate Chapter Membership Activities</td>
<td>N</td>
<td>13</td>
</tr>
<tr>
<td>Duties per the Bylaws</td>
<td>N</td>
<td>12</td>
</tr>
<tr>
<td>Other Duties Guidelines</td>
<td>N</td>
<td>13</td>
</tr>
<tr>
<td>Project Management</td>
<td>N</td>
<td>12</td>
</tr>
<tr>
<td>Mentoring Chair:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Committee Management Policy</td>
<td>N</td>
<td>14</td>
</tr>
<tr>
<td>Duties per the Bylaws Policy</td>
<td>N</td>
<td>14</td>
</tr>
<tr>
<td>External Mentoring Policy</td>
<td>N</td>
<td>15</td>
</tr>
<tr>
<td>Internal Mentoring Policy</td>
<td>N</td>
<td>14</td>
</tr>
<tr>
<td>Other Duties Guidelines</td>
<td>N</td>
<td>15</td>
</tr>
<tr>
<td>Metal Mail Subcommittee Chair:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Annual Program Development</td>
<td>N</td>
<td>20</td>
</tr>
<tr>
<td>Committee Management</td>
<td>N</td>
<td>20</td>
</tr>
<tr>
<td>Project Management</td>
<td>N</td>
<td>20</td>
</tr>
<tr>
<td>Reporting Requirements</td>
<td>N</td>
<td>20</td>
</tr>
<tr>
<td>President:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Agenda Policy</td>
<td>N</td>
<td>1</td>
</tr>
<tr>
<td>Duties per the Bylaws</td>
<td>N</td>
<td>1</td>
</tr>
<tr>
<td>International Goals and Strategic Planning</td>
<td>N</td>
<td>1</td>
</tr>
</tbody>
</table>
INDEX

Programs and Activities N 1
Regional Director Oversight N 1
Staff Supervision N 1

Print and News Release Subcommittee Chair:
Annual Program Development N 21
Committee Management N 21
Project Management N 21
Reporting Requirements N 21

Programs Chair:
Advisory Role N 16
Association Affiliations N 16
Committee Management N 17
Duties per the Bylaws N 16
Member Educational Benefits N 16
Other Duties Guidelines N 17

Social Media Subcommittee Chair:
Annual Program Development N 22
Committee Management N 22
Project Management N 22
Reporting Requirements N 22

Secretary:
Board & Committee Rosters N 3
Committee Oversight Guidelines N 4
Duties per the Bylaws N 3
Materials Management N 3
Minutes N 3
Other Duties Guidelines N 4
Scholarship Programs N 3-4

Treasurer:
Audit of Regional Recaps N 6
Duties per the Bylaws N 5
Finance Committee N 6
International Financial Statements N 5
Other Duties Guidelines N 6
Regional & Committee Budget Supervision N 5
Tax Filing N 5

Vice President:
Duties per the Bylaws N 2
Chapter Assistance N 2
Committee Oversight Guideline N 2
Finance Committee Guideline N 2
Other Duties Guideline N 2

Nominating Procedures:
Chair Responsibilities Guidelines N 20
Initial Deadlines N 20
Nominating Committee N 20
Prerequisite Guidelines:

All Other Board Positions N 22
President N 21
Vice President N 21
### INDEX

#### Proposals & Projects:
- Projects Policy: N 26
- Proposals Policy: N 26
- Other Policy: N 26
- Process Policy: N 26
- Process of Decision Making Policy: N 26
- Text Revision Policy: N 26
- Project Submission Form: Y FORM 20
- Proposal Submission Form: Y FORM 19

#### Reimbursement of Conference Expenses:
- Chapter Funds Policy: E 6
- Expense Reimbursement Form: Y FORM 8
- Guidelines: N 27
- International Funds: N 27
- Regional Funds Policy: J 11

#### International Bylaws (SEE BYLAWS, INTERNATIONAL)

#### International Committee Structure:
- Bylaws and P & G Committee: N 28
- Expansion Subcommittee: N 28
- Finance Committee: N 28
- Marketing Committee: N 28
- Membership Committee: N 28
- Mentoring Committee: N 28
- Nominating Committee: N 28
- Programs Committee: N 28

#### International Member of the Year:
- Chair Responsibilities: N 23
- Initial Deadlines: N 23
- Nominating Procedures Guidelines: N 24
- Prerequisite Guidelines: N 24

#### International Membership:
- Awards, Continuous Service Membership: M 6
- Definition of International Membership: M 1
- Dues and Assessments: M 4
- Membership Application Form: Y FORM 15
- Membership Application Procedure: M 3
- Membership Classifications: M 1-2
- Membership Dates and Dues: M 5-6
- Membership Information Change Form: Y FORM 16

#### International Conference Scholarship Application Form: Y FORM 10

#### International Conference Scholarship Fund Policy: K 7-8

#### Jobs Descriptions
- Committees, Board Policy and Guidelines (Chapter): C 12
- Director, Regional: J 3
- Expansion Subcommittee Chair Policy (International): N 18-19
### INDEX

<table>
<thead>
<tr>
<th>J</th>
<th>SECTION(S)</th>
<th>PAGE(S)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Descriptions (con’t.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fundraising Chair (Chapter)</td>
<td>C</td>
<td>6</td>
</tr>
<tr>
<td>Immediate Past President (Chapter)</td>
<td>C</td>
<td>5</td>
</tr>
<tr>
<td>Immediate Past President (International)</td>
<td>N</td>
<td>7 - 8</td>
</tr>
<tr>
<td>Marketing Chair (International)</td>
<td>N</td>
<td>9 - 11</td>
</tr>
<tr>
<td>Member-at-Large</td>
<td>C</td>
<td>12</td>
</tr>
<tr>
<td>Membership Chair (Chapter)</td>
<td>C</td>
<td>7</td>
</tr>
<tr>
<td>Membership Chair (International)</td>
<td>N</td>
<td>12 - 13</td>
</tr>
<tr>
<td>Mentoring Chair (International)</td>
<td>N</td>
<td>14 - 15</td>
</tr>
<tr>
<td>Metal Mail Subcommittee</td>
<td>N</td>
<td>20</td>
</tr>
<tr>
<td>Newsletter Chair (Chapter)</td>
<td>C</td>
<td>11</td>
</tr>
<tr>
<td>Other Chairs (Chapter)</td>
<td>C</td>
<td>12</td>
</tr>
<tr>
<td>President Policy (Chapter)</td>
<td>C</td>
<td>1</td>
</tr>
<tr>
<td>President Policy (International)</td>
<td>N</td>
<td>1</td>
</tr>
<tr>
<td>Print and News Release Subcommittee Chair (International)</td>
<td>N</td>
<td>21</td>
</tr>
<tr>
<td>Programs Chair (Chapter)</td>
<td>C</td>
<td>8 - 9</td>
</tr>
<tr>
<td>Programs Chair Policy (International)</td>
<td>N</td>
<td>16 - 17</td>
</tr>
<tr>
<td>Publicity Chair (Chapter)</td>
<td>C</td>
<td>10</td>
</tr>
<tr>
<td>Regional Director Policy (Region)</td>
<td>J</td>
<td>3</td>
</tr>
<tr>
<td>Secretary Policy (Chapter)</td>
<td>C</td>
<td>3</td>
</tr>
<tr>
<td>Secretary Policy (International)</td>
<td>N</td>
<td>3 - 4</td>
</tr>
<tr>
<td>Social Media Subcommittee Chair (International)</td>
<td>N</td>
<td>22</td>
</tr>
<tr>
<td>Secretary Policy (Regional)</td>
<td>J</td>
<td>5</td>
</tr>
<tr>
<td>Treasurer (Chapter)</td>
<td>C</td>
<td>4</td>
</tr>
<tr>
<td>Treasurer (International)</td>
<td>N</td>
<td>5 - 6</td>
</tr>
<tr>
<td>Treasurer (Regional)</td>
<td>J</td>
<td>6</td>
</tr>
<tr>
<td>Vice Chair (Regional)</td>
<td>J</td>
<td>4</td>
</tr>
<tr>
<td>Vice President (Chapter)</td>
<td>C</td>
<td>2</td>
</tr>
<tr>
<td>Vice President Policy (International)</td>
<td>N</td>
<td>2</td>
</tr>
<tr>
<td>Join Date Definition – New Member Policy (Chapter)</td>
<td>A</td>
<td>5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>K</th>
<th>SECTION(S)</th>
<th>PAGE(S)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legal:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Affiliate Chapter Annual Requirements</td>
<td>K</td>
<td>11</td>
</tr>
<tr>
<td>Antitrust Policy Statement &amp; Guidelines</td>
<td>K</td>
<td>2 - 3</td>
</tr>
<tr>
<td>Attorney Policy and Guidelines</td>
<td>K</td>
<td>1</td>
</tr>
<tr>
<td>Compensation of Directors</td>
<td>K</td>
<td>12</td>
</tr>
<tr>
<td>Contributions</td>
<td>K</td>
<td>4</td>
</tr>
<tr>
<td>Document Retention Schedule</td>
<td>K</td>
<td>13</td>
</tr>
<tr>
<td>Scholarships</td>
<td>K</td>
<td>5 - 8</td>
</tr>
<tr>
<td>Provisional Chapters (Chapter)</td>
<td>K</td>
<td>9 - 10</td>
</tr>
<tr>
<td>Provisional Chapters Membership Dues Distribution</td>
<td>K</td>
<td>10</td>
</tr>
<tr>
<td>Legal Forms:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scholarship Update (Chapter)</td>
<td>Y</td>
<td>FORM 9</td>
</tr>
<tr>
<td>International Conference Scholarship Application</td>
<td>Y</td>
<td>FORM 11</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>L</th>
<th>SECTION(S)</th>
<th>PAGE(S)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legal, Sample:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

12
## INDEX

<table>
<thead>
<tr>
<th>L</th>
<th>SECTION(S)</th>
<th>PAGE(S)</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Member</td>
<td>A</td>
<td>Sample #4</td>
</tr>
<tr>
<td>Prospective Member</td>
<td>A</td>
<td>Sample #1</td>
</tr>
<tr>
<td>Prospective Member</td>
<td>A</td>
<td>Sample #2</td>
</tr>
<tr>
<td>Prospective Member</td>
<td>A</td>
<td>Sample #3</td>
</tr>
<tr>
<td>Referral Thank You</td>
<td>A</td>
<td>Sample #6</td>
</tr>
<tr>
<td>Renewed Member</td>
<td>A</td>
<td>Sample #5</td>
</tr>
<tr>
<td>Logo Usage Policy (Chapter)</td>
<td>G</td>
<td>1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>M</th>
<th>SECTION(S)</th>
<th>PAGE(S)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mailing List, Develop and Maintain (Chapter)</td>
<td>A</td>
<td>9</td>
</tr>
<tr>
<td>Marketing Chair Job Description (International)</td>
<td>N</td>
<td>9 - 11</td>
</tr>
<tr>
<td>Meetings:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chapter Board of Directors Duties Policy</td>
<td>H</td>
<td>1</td>
</tr>
<tr>
<td>Chapter Board of Directors Meeting Guidelines</td>
<td>H</td>
<td>2</td>
</tr>
<tr>
<td>Chapter Board of Directors Meeting Format</td>
<td>H</td>
<td>2</td>
</tr>
<tr>
<td>Chapter Industry Dinner Meetings Guidelines:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Question and Answer Period</td>
<td>H</td>
<td>5</td>
</tr>
<tr>
<td>Suggested Meeting Format</td>
<td>H</td>
<td>5</td>
</tr>
<tr>
<td>Chapter Industry Dinner Meetings:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chapter Attorney</td>
<td>H</td>
<td>4</td>
</tr>
<tr>
<td>Duties</td>
<td>H</td>
<td>4</td>
</tr>
<tr>
<td>Keynote Speaker Selection</td>
<td>H</td>
<td>4</td>
</tr>
<tr>
<td>Record Keeping</td>
<td>H</td>
<td>4</td>
</tr>
<tr>
<td>Topic of Address</td>
<td>H</td>
<td>4</td>
</tr>
<tr>
<td>Membership Mtg and Industry Dinner Event Planning Guidelines</td>
<td>H</td>
<td>6</td>
</tr>
<tr>
<td>Meetings and Events:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Facility Information Sheet</td>
<td>Y</td>
<td>FORM 12</td>
</tr>
<tr>
<td>Meeting Recap and Reconciliation</td>
<td>Y</td>
<td>FORM 23</td>
</tr>
<tr>
<td>Recap and Reconciliation Financial Policy (Chapter)</td>
<td>E</td>
<td>4</td>
</tr>
<tr>
<td>Meetings &amp; Events: (cont)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reports Financial Policy (Chapter)</td>
<td>E</td>
<td>4</td>
</tr>
<tr>
<td>Meeting and Event Worksheet</td>
<td>Y</td>
<td>FORM 14</td>
</tr>
<tr>
<td>Worksheet Financial Policy (Chapter)</td>
<td>E</td>
<td>4</td>
</tr>
<tr>
<td>Member of the Year:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chair Responsibilities</td>
<td>N</td>
<td>24</td>
</tr>
<tr>
<td>Initial Deadlines</td>
<td>N</td>
<td>23</td>
</tr>
<tr>
<td>Nominating Procedures Guidelines</td>
<td>N</td>
<td>23</td>
</tr>
<tr>
<td>Prerequisite Guidelines</td>
<td>N</td>
<td>24</td>
</tr>
<tr>
<td>Member-at-Large Board Job Description Guideline (Chapter)</td>
<td>C</td>
<td>12</td>
</tr>
<tr>
<td>Membership Chair Job Description (Chapter)</td>
<td>C</td>
<td>7</td>
</tr>
<tr>
<td>Membership Chair Job Description Policy (International)</td>
<td>N</td>
<td>12 - 13</td>
</tr>
<tr>
<td>Membership (Chapter):</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Application Instructions</td>
<td>A</td>
<td>3</td>
</tr>
<tr>
<td>Applications Instructions Guidelines</td>
<td>A</td>
<td>3</td>
</tr>
<tr>
<td>Application, Membership Form</td>
<td>Y</td>
<td>FORM 15</td>
</tr>
<tr>
<td>Award Options Policy &amp; Guidelines</td>
<td>A</td>
<td>7</td>
</tr>
<tr>
<td>Awards Procession Procedure Policy &amp; Guidelines</td>
<td>A</td>
<td>7</td>
</tr>
<tr>
<td>Classifications</td>
<td>A</td>
<td>1 - 2</td>
</tr>
</tbody>
</table>
INDEX

<table>
<thead>
<tr>
<th>M</th>
<th>SECTION(S)</th>
<th>PAGE(S)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Continuous Service Definition</td>
<td>A</td>
<td>7</td>
</tr>
<tr>
<td>Dues Reporting Financial Policy (Chapter)</td>
<td>E</td>
<td>4</td>
</tr>
<tr>
<td>Mailing List Develop &amp; Maintain Guideline (Chapter)</td>
<td>A</td>
<td>9</td>
</tr>
<tr>
<td>Membership Information Change Form</td>
<td>Y</td>
<td>FORM 16 Special</td>
</tr>
<tr>
<td>Offers</td>
<td>A</td>
<td>4</td>
</tr>
<tr>
<td>Transfer or Information Changes (Chapter)</td>
<td>A</td>
<td>8</td>
</tr>
<tr>
<td>Transferred Member Dues (Chapter)</td>
<td>A</td>
<td>8</td>
</tr>
<tr>
<td>Membership (Corporate): Membership Classifications</td>
<td>L</td>
<td>1 - 2</td>
</tr>
<tr>
<td>Membership Dates and Dues</td>
<td>L</td>
<td>3</td>
</tr>
<tr>
<td>Membership Dues and Assessments</td>
<td>L</td>
<td>3</td>
</tr>
<tr>
<td>Recruitment</td>
<td>L</td>
<td>3</td>
</tr>
<tr>
<td>Membership (International): Membership Application Process</td>
<td>M</td>
<td>3</td>
</tr>
<tr>
<td>Membership Classifications Policy: Corporate Membership Policy</td>
<td>M</td>
<td>3</td>
</tr>
<tr>
<td>Definition of International Membership</td>
<td>M</td>
<td>1</td>
</tr>
<tr>
<td>Regular Membership</td>
<td>M</td>
<td>1</td>
</tr>
<tr>
<td>Regular Retiree Membership</td>
<td>M</td>
<td>1 - 2</td>
</tr>
<tr>
<td>Membership, International (con’t) Sustaining Membership</td>
<td>M</td>
<td>2</td>
</tr>
<tr>
<td>Sustaining Retiree Membership</td>
<td>M</td>
<td>2</td>
</tr>
<tr>
<td>Unemployed Membership</td>
<td>M</td>
<td>2</td>
</tr>
<tr>
<td>Lifetime Membership</td>
<td>M</td>
<td>2</td>
</tr>
<tr>
<td>Membership Dates and Dues: Definition of Join Date – New Member</td>
<td>M</td>
<td>5</td>
</tr>
<tr>
<td>Definition of Membership Year</td>
<td>M</td>
<td>5</td>
</tr>
<tr>
<td>Dues Amount – Int’l Regular or Sustaining Member Policy</td>
<td>M</td>
<td>5</td>
</tr>
<tr>
<td>Membership Dates &amp; Dues Dues Policy</td>
<td>M</td>
<td>4</td>
</tr>
<tr>
<td>New Member Processing</td>
<td>M</td>
<td>5</td>
</tr>
<tr>
<td>Paper Processing</td>
<td>M</td>
<td>5</td>
</tr>
<tr>
<td>Renewals</td>
<td>M</td>
<td>5</td>
</tr>
<tr>
<td>Reports</td>
<td>M</td>
<td>5</td>
</tr>
<tr>
<td>Membership New Members Guidelines</td>
<td>M</td>
<td>3</td>
</tr>
<tr>
<td>Membership Recruitment Guidelines</td>
<td>M</td>
<td>3</td>
</tr>
<tr>
<td>Membership Renewals (Chapter)</td>
<td>A</td>
<td>6</td>
</tr>
<tr>
<td>Membership Reports (Chapter)</td>
<td>A</td>
<td>6</td>
</tr>
<tr>
<td>Membership Year Definition (Chapter)</td>
<td>A</td>
<td>5</td>
</tr>
<tr>
<td>Mentoring Chair Job Description (International)</td>
<td>N</td>
<td>13 - 14</td>
</tr>
<tr>
<td>Mentoring Guidelines – Chapter Members</td>
<td>O</td>
<td>3</td>
</tr>
<tr>
<td>Mentoring Programs, Chapter</td>
<td>O</td>
<td>1 - 2</td>
</tr>
<tr>
<td>Mentoring Programs, Region</td>
<td>O</td>
<td>4</td>
</tr>
<tr>
<td>Mentoring Programs, Executive Committee</td>
<td>O</td>
<td>5</td>
</tr>
<tr>
<td>Metal Mail Subcommittee</td>
<td>N</td>
<td>20</td>
</tr>
<tr>
<td>Minutes &amp; Agendas: Record Keeping - Agenda (Chapter)</td>
<td>D</td>
<td>3</td>
</tr>
<tr>
<td>Record Keeping - Minutes (Chapter)</td>
<td>D</td>
<td>1 - 2</td>
</tr>
<tr>
<td>Record Keeping - Roster (Chapter)</td>
<td>D</td>
<td>4 - 5</td>
</tr>
</tbody>
</table>
## INDEX

<table>
<thead>
<tr>
<th>M</th>
<th>SECTION(S)</th>
<th>PAGE(S)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monthly Financial Reports (Chapter)</td>
<td>E</td>
<td>2</td>
</tr>
<tr>
<td>Monthly Statement of Income and Expense (Chapter)</td>
<td>E</td>
<td>2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>N</th>
<th>SECTION(S)</th>
<th>PAGE(S)</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Member Processing Policy (Chapter)</td>
<td>A</td>
<td>5 - 6</td>
</tr>
<tr>
<td>Processed by Chapter</td>
<td>A</td>
<td>5</td>
</tr>
<tr>
<td>Processed Electronically by Headquarters</td>
<td>A</td>
<td>6</td>
</tr>
<tr>
<td>New Member Welcome Letter</td>
<td>A</td>
<td>Sample #4</td>
</tr>
<tr>
<td>Newsletter Chair Job Description Policy (Chapter)</td>
<td>C</td>
<td>11</td>
</tr>
<tr>
<td>Newsletter Policy (Chapter)</td>
<td>G</td>
<td>3</td>
</tr>
<tr>
<td>Newsletter Guidelines (Chapter)</td>
<td>G</td>
<td>3 - 4</td>
</tr>
<tr>
<td>Nominating Procedures, Regional Board Guidelines</td>
<td>J</td>
<td>7 - 8</td>
</tr>
<tr>
<td>Board Prerequisites</td>
<td>J</td>
<td>9</td>
</tr>
<tr>
<td>Board Candidacy Statement</td>
<td>J</td>
<td>9</td>
</tr>
<tr>
<td>Board Nomination Form</td>
<td>J</td>
<td>Sample</td>
</tr>
<tr>
<td>Board Nomination Letter</td>
<td>J</td>
<td>Sample</td>
</tr>
<tr>
<td>Chair Responsibilities</td>
<td>J</td>
<td>8</td>
</tr>
<tr>
<td>Deadlines Guidelines</td>
<td>J</td>
<td>8</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>O</th>
<th>SECTION(S)</th>
<th>PAGE(S)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other Chairs, Job Descriptions (Chapter)</td>
<td>C</td>
<td>12</td>
</tr>
<tr>
<td>Overview of History</td>
<td>Section 2</td>
<td>1 - 2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>P</th>
<th>SECTION(S)</th>
<th>PAGE(S)</th>
</tr>
</thead>
<tbody>
<tr>
<td>President Job Description (Chapter)</td>
<td>C</td>
<td>1</td>
</tr>
<tr>
<td>President Job Description (International)</td>
<td>N</td>
<td>1</td>
</tr>
<tr>
<td>Print and News Release Committee</td>
<td>N</td>
<td>21</td>
</tr>
<tr>
<td>Profit and Loss Reports - Glossary of Terms</td>
<td>E</td>
<td>2</td>
</tr>
<tr>
<td>Programs Chair Job Description (Chapter)</td>
<td>C</td>
<td>8 - 9</td>
</tr>
<tr>
<td>Programs Chair Job Description Policy (International)</td>
<td>N</td>
<td>16 - 17</td>
</tr>
<tr>
<td>Proposals and Projects:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Policy</td>
<td>N</td>
<td>26</td>
</tr>
<tr>
<td>Definition of Terms</td>
<td>N</td>
<td>26</td>
</tr>
<tr>
<td>Submission Process</td>
<td>N</td>
<td>26</td>
</tr>
<tr>
<td>Process of decision making</td>
<td>N</td>
<td>26</td>
</tr>
<tr>
<td>Text Revision</td>
<td>N</td>
<td>26</td>
</tr>
<tr>
<td>Time Frame (Other)</td>
<td>N</td>
<td>26</td>
</tr>
<tr>
<td>Submission Forms</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Proposal Form</td>
<td>Y</td>
<td>FORM 19</td>
</tr>
<tr>
<td>Project Form</td>
<td>Y</td>
<td>FORM 20</td>
</tr>
<tr>
<td>Prospective Member Letters</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sample #1</td>
<td>A</td>
<td></td>
</tr>
<tr>
<td>Sample #2</td>
<td>A</td>
<td></td>
</tr>
<tr>
<td>Provisional Chapter Policy</td>
<td>K</td>
<td>9</td>
</tr>
<tr>
<td>Dues Allocation</td>
<td>A</td>
<td>5</td>
</tr>
<tr>
<td>Dues Disbursement Policy</td>
<td>K</td>
<td>10</td>
</tr>
<tr>
<td>Publicity:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Policy &amp; Guidelines (Chapter)</td>
<td>F</td>
<td>1</td>
</tr>
</tbody>
</table>
### INDEX

<table>
<thead>
<tr>
<th>P</th>
<th>SECTION(S)</th>
<th>PAGE(S)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Publicity Chair Job Description (Chapter)</td>
<td>C</td>
<td>10</td>
</tr>
<tr>
<td>Publicity International</td>
<td>P</td>
<td>1</td>
</tr>
</tbody>
</table>

### Q

<p>| |</p>
<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
</table>

### R

<table>
<thead>
<tr>
<th>Record Keeping – Annual Files Financial Policy (Chapter)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expense File</td>
</tr>
<tr>
<td>Income File</td>
</tr>
<tr>
<td>Bank Reconciliation File</td>
</tr>
</tbody>
</table>

| Record Keeping – Annual Files Glossary of Terms (Chapter) | E | 3 |
| Record Keeping – Permanent Files Glossary of Terms (Chapter) | E | 3 |

| Referral Thank You Letter Sample #6 | A | |
| Regional Director Job Description Policy (Region) | J | 3 |

### Regions:

**General Regional Policy:**

- Budget, Expenses and Funding | J | 2 |

**Council Board:**

- Composition | J | 1 |
- Establishment | J | 1 |
- Nomination Procedures | J | 7-8 |
  - Nomination Form | Y | FORM 18 |
  - Nomination Letter Sample | J | Sample |
- Nomination Procedures and Guidelines (cont)
  - Board Prerequisites | J | 9 |
  - Candidacy Statement | J | 9 |
  - Chair Responsibilities | J | 8 |
  - Deadlines and Guidelines | J | 8 |

**Regional Council Member – Chapter Representative**

- Chapter Bylaws (Article 7.2) | 7 | 8 |
- International Bylaws (Articles 7.5.B and 8.7) | 6 | 9; 11 |

**Powers**

- Regional Director Job Description Policy | J | 3 |
- International Leadership | J | 3 |
- International Liaison | J | 3 |
- Regional Leadership | J | 3 |

**Regional Secretary Job Description Policy**

- Leadership | J | 5 |
- Record Keeping | J | 5 |

**Regional Treasurer Job Description Policy**

- Audit of Regional Reports | J | 6 |
- Chapter Financial Statements | J | 6 |

**Regional Treasurer Job Description Policy (cont)**

- Financial Responsibilities | J | 6 |
- Financial Statements | J | 6 |
- Leadership | J | 6 |

**Regional Vice Chair Policy**

- International Committee Liaison | J | 4 |
- Leadership | J | 4 |
## INDEX

### R

<table>
<thead>
<tr>
<th>Section/Policy</th>
<th>Section(s)</th>
<th>Page(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regional Meeting Coordination</td>
<td>J</td>
<td>4</td>
</tr>
<tr>
<td>Regional Meetings Policy</td>
<td>J</td>
<td>2</td>
</tr>
<tr>
<td>Reimbursement of Meeting/Conference Expenses Policy &amp; Guidelines</td>
<td>J</td>
<td>11</td>
</tr>
<tr>
<td>Regular Membership – Eligibility Policy (Chapter)</td>
<td>A</td>
<td>1</td>
</tr>
<tr>
<td>Reimbursement of Meeting/Conference Expenses (Chapter)</td>
<td>E</td>
<td>6</td>
</tr>
<tr>
<td>Reimbursement of Meeting/Conference Expenses (Region)</td>
<td>J</td>
<td>11</td>
</tr>
<tr>
<td>Renewals Membership Policy (Chapter)</td>
<td>A</td>
<td>6</td>
</tr>
<tr>
<td>Follow-up Letter</td>
<td>A</td>
<td>Sample #5</td>
</tr>
<tr>
<td>Letter</td>
<td>A</td>
<td>Sample #3</td>
</tr>
<tr>
<td>Reports</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Membership Policy (Chapter)</td>
<td>A</td>
<td>6</td>
</tr>
<tr>
<td>Required Financial Reports:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Annual Reports</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Annual Budget</td>
<td>E</td>
<td>4</td>
</tr>
<tr>
<td>Asset Inventory Form(s)</td>
<td>E</td>
<td>4</td>
</tr>
<tr>
<td>Chapter Bank Account Form(s)</td>
<td>E</td>
<td>4</td>
</tr>
<tr>
<td>Taxes</td>
<td>E</td>
<td>4</td>
</tr>
<tr>
<td>Monthly Reports</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A/R Detail</td>
<td>E</td>
<td>5</td>
</tr>
<tr>
<td>Required Financial Reports:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monthly Reports</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Balance Sheet</td>
<td>E</td>
<td>5</td>
</tr>
<tr>
<td>Bank Reconciliation Detail</td>
<td>E</td>
<td>5</td>
</tr>
<tr>
<td>Check Detail</td>
<td>E</td>
<td>5</td>
</tr>
<tr>
<td>Deposit Detail</td>
<td>E</td>
<td>5</td>
</tr>
<tr>
<td>Rosters:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Chapter)</td>
<td>D</td>
<td>4 - 5</td>
</tr>
<tr>
<td>Retention of Documents Schedule Policy</td>
<td>K</td>
<td>12 - 13</td>
</tr>
<tr>
<td>Retiree Membership – Eligibility Policy (Chapter)</td>
<td>A</td>
<td>1</td>
</tr>
</tbody>
</table>

### S

<table>
<thead>
<tr>
<th>Section/Policy</th>
<th>Section(s)</th>
<th>Page(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scholarship Application Form (Chapter &amp; International)</td>
<td>Y</td>
<td>FORM 10</td>
</tr>
<tr>
<td>Scholarship, Chapter Program Template</td>
<td>Y</td>
<td>FORM 25</td>
</tr>
<tr>
<td>Scholarship Update Form (Chapter)</td>
<td>Y</td>
<td>FORM 9</td>
</tr>
<tr>
<td>Scholarships Notification, Requirements International Fund</td>
<td>K</td>
<td>7 - 8</td>
</tr>
<tr>
<td>Scholarships, Policy</td>
<td>K</td>
<td>5 - 6</td>
</tr>
<tr>
<td>Scholarships Requirements and Opportunities (Chapter)</td>
<td>K</td>
<td>6</td>
</tr>
<tr>
<td>Secretary Job Description (Chapter)</td>
<td>C</td>
<td>3</td>
</tr>
<tr>
<td>Secretary Job Description (International)</td>
<td>N</td>
<td>3 - 4</td>
</tr>
<tr>
<td>Secretary Job Description (Regional)</td>
<td>J</td>
<td>5</td>
</tr>
<tr>
<td>Social Media Committee (International)</td>
<td>N</td>
<td>22</td>
</tr>
<tr>
<td>Social Media Policy (Chapter)</td>
<td>G</td>
<td>5</td>
</tr>
<tr>
<td>Stationery Requirements Policy (Chapter)</td>
<td>G</td>
<td>1</td>
</tr>
<tr>
<td>Stationery Supplies Policy (Chapter)</td>
<td>G</td>
<td>2</td>
</tr>
<tr>
<td>Sustaining Members (Bylaws Chapter 2.2)</td>
<td>Section 7</td>
<td>1</td>
</tr>
<tr>
<td>Sustaining Members (Bylaws International 3.2)</td>
<td>Section 6</td>
<td>1</td>
</tr>
<tr>
<td>Sustaining Membership – Eligibility Policy (Chapter)</td>
<td>A</td>
<td>1</td>
</tr>
</tbody>
</table>
## INDEX

<table>
<thead>
<tr>
<th></th>
<th>SECTION(S)</th>
<th>PAGE(S)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>S</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sustaining Retiree Members (Bylaws Chapter 2.2)</td>
<td>Section 7</td>
<td>1</td>
</tr>
<tr>
<td>Sustaining Retiree Members (Bylaws International 3.2)</td>
<td>Section 6</td>
<td>1</td>
</tr>
<tr>
<td>Sustaining Retiree Membership – Eligibility Policy (Chapter)</td>
<td>A</td>
<td>1-2</td>
</tr>
<tr>
<td>Sustaining Student Members (Bylaws Chapter 2.2)</td>
<td>Section 7</td>
<td>1</td>
</tr>
<tr>
<td>Sustaining Student Members (Bylaws International 3.2)</td>
<td>Section 6</td>
<td>1</td>
</tr>
<tr>
<td>Sustaining Student Membership – Eligibility Policy (Chapter)</td>
<td>A</td>
<td>2</td>
</tr>
<tr>
<td>Sustaining Student (International) Membership – Eligibility Policy</td>
<td>M</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>T</strong></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Transfer of Membership Instructions (Chapter)</td>
<td>A</td>
<td>8</td>
</tr>
<tr>
<td>Treasurer Job Description (Chapter)</td>
<td>C</td>
<td>4</td>
</tr>
<tr>
<td>Treasurer Job Description (International)</td>
<td>N</td>
<td>5-6</td>
</tr>
<tr>
<td>Treasurer Job Description (Regional)</td>
<td>J</td>
<td>6</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>U</strong></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Unemployed Membership-Eligibility (Chapter)</td>
<td>A</td>
<td>2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>V</strong></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Vice Chair Job Description Policy (Regional)</td>
<td>J</td>
<td>4</td>
</tr>
<tr>
<td>Vice President Job Description Guideline (Chapter)</td>
<td>C</td>
<td>2</td>
</tr>
<tr>
<td>Vice President Job Description Policy (Chapter)</td>
<td>C</td>
<td>2</td>
</tr>
<tr>
<td>Vice President Job Description Policy (International)</td>
<td>N</td>
<td>2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>W</strong></th>
<th></th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th><strong>X</strong></th>
<th></th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th><strong>Y</strong></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Year End Accounting Adjustments Glossary of Terms (Chapter)</td>
<td>E</td>
<td>3</td>
</tr>
</tbody>
</table>

| **Z** |             |         |