



NAWIC • National Association of Women in Construction

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DATE: March 1, 2017
TO: All Chapter Presidents
FROM: Sandy K. Field, CBT, CIT
NAWIC Voting Credentials Chairman

Enclosed for your use are **Certificate of Voting Credentials, Proxy Vote Form and Certificate of Transfer of Registration**. These forms must be submitted no later than **June 15, 2017**. **There will be no exceptions. ***No chapter will be allowed to submit Early Bird Registrations without payment and Registration Form.*****

Reference is made to ARTICLE XII — ANNUAL MEETING/CONVENTION, Section 2 of Association Bylaws which reads:

- A. All registered delegates, members of the Board of Directors, Members-at-Large and all Past National Presidents shall be eligible to vote at the Annual Meeting/Convention.
- B. Each chapter with six (6) members or more shall be entitled to one (1) delegate for every ten (10) members, or a major fraction thereof, based on the NAWIC Office's record of paid and processed members sixty (60) days prior to the Annual Meeting/Convention. All Delegates shall be voting members, in good standing, in the Chapters they represent. Each Delegate is entitled to one (1) Alternate. A "major fraction thereof" is six (6) or more.
- C. Each Chapter with less than six (6) members may have representation at the Annual Meeting/Convention. Each voting member, in good standing, holding membership in a Chapter with less than six members, who attends Annual Meeting/Convention, shall be entitled to a one-tenth (1/10) vote.
- D. Members-at-Large shall be entitled to a vote equal to one-tenth (1/10) of the value of a chapter Delegate vote.
- E. All votes shall be cast in person, and no person shall cast more than one (1) vote on any question. However, a Chapter having at least one-half (1/2) of its authorized Delegates voting in person may cast proxy votes on behalf of its absent members in accordance with rules and procedures adopted by the Board of Directors. Chapters not having full Delegate representation to the Annual Meeting/Convention and having a current NAWIC Director, NAWIC Officer or Past National President as a member, may elect them as a Chapter Delegate.
- F. Voting shall be by ballot or Delegate Card on all matters authorized by these Bylaws, as well as on other matters as determined by the President, or any matter where a majority of Delegates present so request.

IMPORTANT INFORMATION

- At Convention, Chapters are reminded Proxy Vote cards will not be released to the designated Delegate until fifty percent (50%) of chapter Delegates have picked up their Voting Credentials.
- All applicable forms must be submitted to the NAWIC Office no later than **June 15, 2017**.
- **All Delegates and Alternates must be Pre-Registered for Convention prior to submitting Credentials forms. Pre-Registration deadline is June 15, 2017. AMEC Registration: www.nawic.org/assnfe/ev.asp?ID=15**
- The Certificate of Voting Credentials Form must be filled out even if your chapter will not have representation at Convention. Note "NO REPRESENTATION" in the Delegate area of the form.

Please execute and submit the applicable forms (being sure to follow all instructions), no later than **June 15, 2017**. Forms should be emailed to dedeh@nawic.org or faxed to 817-877-0324.

- (1) Copy to your NAWIC Region Director
- (2) Copy for Chapter Files

CERTIFICATE OF VOTING CREDENTIALS

Date: _____

Chapter Name: _____ Number: _____ Region: _____

Membership Total as of sixty (60) days prior to the Annual Meeting/Convention: _____

Number of Entitled Delegates: _____ Number of Entitled Alternates: _____

The *NAWIC Operations Manual* on page A-10, ARTICLE XII — ANNUAL MEETING/CONVENTION, Section 2: B., states: “Each Chapter with six (6) members or more shall be entitled to one (1) delegate for every ten (10) members, or a major fraction thereof, based on the NAWIC Office’s record of paid and processed members sixty (60) days prior to the Annual Meeting/Convention. All Delegates shall be voting members, in good standing, in the Chapters they represent. Each Delegate is entitled to one (1) Alternate.”

Section 2: C., states: “Each Chapter with less than six (6) members may have representation at the Annual Meeting/Convention. Each voting member, in good standing, holding membership in a chapter with less than six (6) members, who attends the Annual Meeting/Convention, shall be entitled to a one-tenth (1/10th) vote.

PRINT LEGIBLY OR TYPE

DELEGATES	ABSENT DELGATES*	ALTERNATES

*IF YOU HAVE ABSENT DELEGATES YOU MUST COMPLETE THE PROXY VOTE FORM.

**ALL DELEGATES AND ALTERNATES MUST BE REGISTERED FOR CONVENTION
 PRIOR TO THE REGISTRATION DEADLINE**

 Print name of Chapter President

 Date

 Signature of Chapter President

 Day Time Phone #

 Email Address

- (1) Original to NAWIC Office (dedeh@nawic.org or fax 817-877-0324)
- (2) Copy to your NAWIC Region Director
- (3) Copy for Chapter File

PROXY VOTE FORM

Date: _____

Chapter Name: _____ Number: _____ Region: _____

Membership Total as of sixty (60) days prior to the Annual Meeting/Convention: _____

Number of Entitled Delegates: _____ Number of Entitled Alternates: _____

The *NAWIC Operations Manual* on page A-10, ARTICLE XII ANNUAL MEETING/CONVENTION, Section 2: E., states: "All votes shall be cast in person, and no person shall cast more than one (1) vote on any question. However, a Chapter having at least one-half (1/2) of its authorized Delegates voting in person may cast proxy votes on behalf of its absent members in accordance with rules and procedures adopted by the NAWIC Board of Directors."

**AN ABSENT DELEGATE ASSIGNS HER PROXY VOTE TO A DELEGATE OF HER CHAPTER,
ALLOWING THE DELEGATE TO VOTE ON ALL MATTERS ON HER BEHALF.**

PRINT LEGIBLY OR TYPE

**LIST ABSENT DELEGATE IN APPROPRIATE COLUMN. LIST DELEGATE WHO WILL CARRY THE PROXY VOTE FOR
ABSENT DELEGATE ON CORRESPONDING LINE IN APPROPRIATE COLUMN.**

ABSENT DELGATES*	DELEGATE

Print name of Chapter President

Date

Signature of Chapter President

Day Time Phone #

Email Address

- (1) Original to NAWIC Office (dedeh@nawic.org or fax 817-877-0324)
- (2) Copy to your NAWIC Region Director
- (3) Copy for Chapter File

CERTIFICATE OF TRANSFER OF ANNUAL MEETING REGISTRATION

Date: _____

Chapter Name: _____ Number: _____ Region: _____

Should a compelling emergency prevent a registered member from attending the NAWIC Annual Meeting/ Convention, the convention registration may be transferred to another member who will not be subject to payment of penalty for late registration.

A COMPLETED CONVENTION REGISTRATION FORM MUST ACCOMPANY THIS FORM.

PRINT LEGIBLY OR TYPE

NAME OF ORIGINAL REGISTRANT:

NAME OF REPLACEMENT REGISTRANT:

CHECK IF ORIGINAL REGISTRANT IS:

DELEGATE

ALTERNATE

Signature of original registrant authorizing transfer

Date

- (1) Original to NAWIC Office (dedeh@nawic.org or fax 817-877-0324)
- (2) Copy to your NAWIC Region Director
- (3) Copy for Chapter File