



Chapter Operating Guide

A FRAMEWORK FOR A SUCCESSFUL CHAPTER



REVISED 11/2019



CONNECTIONS | CAREERS | COMMUNITY

EWI Chapter Resource Guide

The purpose of this EWI Chapter Resource Guide is to make it easy for representatives of member firms or individual members to operate their Chapters for the benefit of their members. Additional information is available in the Member Information Center (MIC) of the Corporate Website (www.ewiconnect.com). Of special note are the deadlines Chapters must meet to keep the Corporation in compliance with the Internal Revenue Code and other applicable federal and state laws.

Mission

Executive Women International® (EWI®) brings together key individuals from diverse businesses for the purposes of: promoting member firms, enhancing personal and professional development, and encouraging community involvement.

Vision

To enhance professional growth and development within a diverse group of women while empowering them to make a difference as they inspire others.

Values

We value integrity, excellence, respect, and collaboration among our members.

Strategic Goals

- To expand our membership
- To provide members with meaningful benefits
- To actively promote education and professional development opportunities for all representatives
- To achieve a high level of community visibility through service

Legal Responsibilities and Functioning as a Board of Directors

The laws of each state govern the conduct and rules for members of the Chapter Board. In general, Chapter Officers and Directors are not personally liable for the debts or obligations of their EWI Chapter. Chapter Officers and Directors are not guarantors of the financial viability of the Chapter nor are they the guarantors that Chapters will not incur debts or liabilities or hold events that result in liability.

The general rule is that Chapter Officers and Directors must discharge their duties in good faith, with reasonable care and in what the Chapter Director believes to be in the best interest of the organization. As a Chapter Officer or Director, you are a “fiduciary,” meaning that you have a special relationship of trust to the organization. This prevents Chapter Officers or Directors from self-dealing with the Chapter without full disclosure. Chapter Officers and Directors are entitled to rely on information, opinions and reports they reasonably believe to be reliable given to them by people they believe are qualified. They do not have to verify everything another Chapter Officer or Director tells them unless they know it to be untrue or unless the information being provided does not seem reasonably credible. A Chapter Officer or Director must use reasonable care and diligence in carrying out the Chapter Officer’s or Director’s duties.

The Chapter President is the only person who has legal authority to contract for the Chapter or to make binding commitments for the Chapter. Unless the Board specifically authorizes a Chapter Officer or Director to enter into a contract for the Chapter, a Chapter Officer or Director does not have authority to contract for the Chapter or make binding commitments. Any attempt to make binding commitments could result in personal liability for the Chapter Officer or Director making the commitment.

As part of its annual insurance coverage payment to Corporate, Chapters are provided Directors and Officers Liability Insurance. This policy protects the Chapter Officers and Directors and bonds them for financial transactions of the Chapter. The effective dates of the policy are December 1 - November 30 of each year. This insurance does not replace the Treasurer’s bond. It is highly recommended Chapters still purchase an additional bond to cover the Chapter Treasurer.



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If any Chapter Officer or Director engages in any financial or other transaction with the Chapter, whether individually, or through a company in which the Chapter Officer or Director is employed or has a financial interest, there must be full disclosure to the Chapter Board of the Chapter Officer's or Director's involvement or interest in the transaction. State law may vary on whether the Chapter Officer or Director can vote on such a transaction, but best policy should be the full disclosure of any transactions involving a Chapter Officer or Director and approval of the transaction by a majority of disinterested Chapter Officers or Directors.

If legal action is brought against a Chapter Officer or Director in connection with his/her activities in the Chapter, the Chapter can typically indemnify related legal expenses, as well as any penalties or judgments so long as they are in connection with actions taken as a Chapter Officer or Director, except in cases of gross negligence or intentional acts or omissions by the Chapter Officer or Director.

Decisions of the Chapter Board are normally based on a vote of the majority, unless otherwise required in the Bylaws. Chapter Board decisions must be honored by all Chapter Officers and Directors.

The authority to manage the Chapter rests with the Chapter Board. The Chapter Board should seek input from the Chapter representatives when making decisions. The Chapter Board has the power to formulate policies and make decisions for the membership. Action taken by the Chapter Board is binding. The membership of the Chapter may amend or modify any policies using appropriate procedures under Chapter Bylaws and Standing Rules. Officers of the Chapter (President, President-Elect, Secretary, Treasurer and such other Officers as may be named in a Chapter's Standing Rules) have the duty to carry out the policies and implement the decisions of the Chapter Board on a day-to-day basis. As a member of the Chapter Board, your responsibility as an elected Chapter Officer or Director is to supervise the operation and business of the Chapter.

It is important that a Chapter Officer or Director exercise care in speaking about the organization. The words of Chapter Officers or Directors may be interpreted to represent the organization. A Chapter Officer or Director should speak only to those policies, issues and positions on matters already decided upon by the organization or the Chapter Board. The President is the official spokesperson for the Chapter. As a courtesy, the President should be kept aware in real time of items affecting the welfare of the organization.

Chapter Officers and Directors should support and participate in the activities of the Chapter. This provides opportunities for an individual representative to relate to Chapter Officers and Directors and communicate with the Chapter Board. The Chapter Officers and Directors should function as "role models," counseling, mentoring and serving as a resource where appropriate, in support of all Chapter and Corporate initiatives.

Chapter Officers and Directors should become familiar with the Chapter Bylaws, Chapter Operating and B/C/DP Budgets, Chapter Standing Rules, Chapter Strategic Plan, Chapter Resource Guide as well as the Corporate Bylaws, Corporate Strategic Plan and Corporate procedures.



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Chapter Governance

A. How to conduct a meeting:

Meetings are conducted in accordance with the Chapter's governing documents and *Robert's Rules of Order, Newly Revised*. Refer to How to Conduct a Meeting for additional information.

The documents governing all Chapter operations are:

- Chapter Bylaws
- Chapter Standing Rules
- Chapter Strategic Plan
- Chapter Resource Guide
- Corporate Bylaws
- Corporate procedures

B. Chapter Bylaws:

Chapter Bylaws are the same for all EWI Chapters. They cannot conflict with Corporate Bylaws. Chapter Bylaws may be amended only by process defined in the Corporate Bylaws.

C. Chapter Standing Rules:

Standing Rules are in addition to both Corporate and Chapter Bylaws and may not conflict with them. They are owned by the Chapter to guide the Chapter in its operations. It is suggested the Standing Rules be reviewed annually by a designated committee. The committee may propose changes to the Standing Rules. These changes are brought by the committee to the Chapter Board for approval. If approved, the changes are then presented to the Chapter for a vote at the Chapter's Annual Business Meeting.

D. Strategic Plan

The Strategic Plan formally sets out the direction the Chapter desires to go. The Strategic Plan is reviewed periodically by a designated committee. The committee may propose changes to the Strategic Plan. These changes are brought by the committee to the Board for approval. If the Board approves, the changes are then presented to the Chapter for its vote at the Chapter's annual business meeting.

E. Chapter Resource Guide:

The EWI Chapter Resource Guide is to guide all Chapters. Additional information is located on the Corporate Website (ewiconnect.com) in the MyEWI Online Community.

F. Corporate Bylaws:

Corporate Bylaws govern the operation of the EWI Corporation of which all Chapters are members. Corporate Bylaws may be amended only by process defined in the Corporate Bylaws.

G. Corporate Procedures:

Corporate Procedures are located in the Corporate Operations Resource Guide located on the Corporate Website (ewiconnect.com) in the MyEWI Online Community.

MEMBERS OF BOARD OF DIRECTORS AND THEIR RESPONSIBILITIES

The Chapter Board consists of the following Officer positions (who also serve as Directors) and Director/Standing Committee Chair positions:

A. Officers/Directors:

President, President-Elect, Secretary and Treasurer. Additional Officers may be named by the Chapter in its Standing Rules.



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B. Directors/Standing Committee Chairs:

A Chapter does not have to give a Director a specific committee assignment. If a Chapter wishes to assign responsibilities to its Directors, it is suggested they be Program Chair, Retention & Recruitment Chair, Communications Chair, B/C/DP Chair, and Fundraising Chair.

C. Chapter Board Advisor:

The immediate past Chapter President is appointed by the Chapter President as Advisor and as Chair of any Advisory Committee.

D. Quorum and Voting:

The majority of Chapter Officers and Directors will constitute a quorum for the transaction of business at any regular or special meeting of the Chapter Board of Directors, and every act or decision of the majority of the Officers and Directors present and voting at a meeting shall be valid as the act of the Chapter Board. Each Officer and Director is entitled to one vote. The President votes only if there is a tie or when there is a ballot. The Chapter Advisor does not vote.

E. Attendance:

Timely and regular attendance at all Chapter Board meetings is suggested. The Chapter Officers and Directors shall keep the full Board informed about their committee work and any other information as well as presenting items for Board action.

- a. According to *Robert's Rules of Order, Newly Revised*, any member may attend a Board of Directors meeting. No notice is required, but a courtesy call to the President is suggested. Guests may not speak or vote at the meeting.
- b. If the Chapter Board goes into Executive Session, only voting Chapter Board members may attend the Executive Session.

F. Communication:

Directors/Standing Committee chairs communicate with both the Chapter Board and their committee members. Committee chairs' recommendations are brought to the Chapter Board for approval. When approved by the Chapter Board, the committee may proceed with implementation.

G. Budgets:

All Chapter Officers and Directors will regularly monitor the entire Chapter budget, but particularly in regard to their area of responsibility.

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President

A. The President's duties are defined in Chapter Bylaws, Article IV.

B. Duties:

- Appoint a Parliamentarian, Historian, Official Greeter and such other Special Committees as may be necessary
- Hold an annual retreat and semi-annual check-in retreat to do high level planning for the year and hold the Board accountable to the Chapter membership.
- Be familiar with all committees and their operations and confirm that all filings with the Corporate Office have been submitted timely.
- Prepare agenda for each Board and Chapter meeting.
- Write letters of appreciation to speakers, firm executives, firm night sponsors, etc. This assignment may be delegated to perhaps the Program Chair.
- Share all communications from the Corporation with the Board and membership
- Review the Chapter *EWIConnect* each month.
- Present a President's report to the membership at the conclusion of term.

• President's Checklist:

Ongoing:

- Review membership applications with Recruitment and Retention Director.
- Discuss with Recruitment and Retention Director a schedule to contact all representatives to confirm the member's plans to renew membership for the upcoming month.
- Share Corporate communications and those from other Chapters with the Chapter Board and membership, as appropriate.
- Check and approve material for the Chapter *EWIConnect*.
- Have Committee Chairs report plans in connection with the next meeting so that all arrangements can be coordinated, and a complete agenda prepared.
- See that due notice of the Chapter Board meeting is given to each Chapter Board member by the Secretary.
- Prepare agenda for Chapter Board meeting. It is recommended Chapter Board members forward all reports by a pre-determined deadline in advance of Chapter Board meeting and utilize a Consent Agenda.

In accordance with Dates and Deadlines Calendar on Corporate website:

- Confirm with the Corporate Office that newly elected Corporate Officers and Directors are included on the distribution list for the Corporate *EWIConnect*.
- Adopt and process bank resolutions to change signatures on all bank accounts.
- Renew bond and change name to current Treasurer.
- Confirm that Treasurer balances and closes Chapter books as of September 30. Treasurer should prepare Annual Operating Financial Report (Form 1) and Annual B/C/DP Financial Report (Form 31) and obtain the Chapter President's signature. Forms are due November 1 to the Corporate Office.
- Review and sign all annual financial reports.
- Review with Treasurer any delinquent member payments for meetings or other unpaid fees.
- Verify selection of EWISP judges, if applicable.
- Consult with EWISP chair regarding collection of student applications, if applicable.
- Review all EWISP forms requiring signature of Chapter President with EWISP chair. Verify that winning student's application is submitted for Corporate judging by due date.
- Promote attendance at the Leadership Conference & Annual Meeting (LCAM) and Academy of Leadership (AOL).
- Consult Chapter Nominating Committee Chair for announcement of:
 - Slate of Officers and Directors; confirm posting in writing (*Chapter Bylaws*.) As a courtesy, the Nominating Committee should present the slate to the Chapter Board prior to announcement. The Chapter Board does not approve or disapprove slate. (*Chapter Bylaws*)
 - Slate of Annual Meeting Delegates/Alternates to Corporation's Annual Meeting for voting by the membership. The vote of the membership should be conducted in time to meet the deadline, in accordance with the Dates &

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Deadline Calendar, for filing the Delegates Notification Form and fees with the Corporate Office. (*Chapter Bylaws*)

- If participating in Corporate ASIST program, follow up with chair to ensure application is submitted by due date.
- Elect delegates and alternates. (*Chapter Bylaws*)
- Instruct Secretary to prepare and mail official Notice of Annual Chapter Business Meeting (*Chapter Bylaws*)
- Provide members with proposed budget information and other items to be voted on at the Chapter's annual business meeting.
- Request Committee chairs to prepare written reports for the Chapter's annual business meeting.
- Check to be sure all files and records of Chapter Board members are ready to be transferred to the incoming Chapter Officers and Directors.
- Ensure the Chapter President-Elect submits the updated Corporate Notification of Annual Chapter Officers and Directors form in accordance with the Dates & Deadlines calendar.



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President-Elect

A. The President-Elect's duties are defined in Chapter Bylaws, Article IV.

B. Duties:

The President-Elect's responsibilities will vary from Chapter to Chapter, based on the practices and strategic plan of the individual Chapter. These responsibilities may include:

- Arranging for the purchase of the "Past President's pin" to be presented to the outgoing Chapter President at the installation meeting.

A. President-Elect's Checklist:

- Finalize committee appointments.
- Select Installing Officer for installation of incoming Chapter Board.
- Review Record Retention Schedule and Disaster Recovery Plan.
- Prepare for/conduct Chapter Board retreat.
- Obtain proper bank resolution forms for signatures immediately after installation.
- Submit updated Corporate Notification of Chapter Officers and Directors form to Corporate Office in accordance with the Dates & Deadlines Calendar.

Secretary

A. The Secretary's duties are defined in Chapter Bylaws, Article IV.

In the absence of the Secretary, the President may appoint any representative to act as Secretary

B. Duties:

- Send notices to Chapter Board members of Chapter Board meetings.
- Send notices to Chapter members of business meetings and any special meetings of the Chapter.
- Record minutes of business meetings of the Chapter and the Chapter Board.
- Submit drafts of minutes to Chapter President for review/edit within 10 days following each Chapter Board meeting and/or Chapter business meeting.
- Ensure that minutes are approved at next Chapter Board or Chapter business meeting.
- Maintain records of the minutes.
- Complete and submit the Delegates' Notification Form for the Chapter's elected delegates and alternates to the Corporate Office in accordance with the Dates & Deadlines Calendar.
- Prepare and respond to regular official correspondence, as well as special communications, as directed by the Chapter President or Chapter Board and provide copies to the Chapter President.
- Archive Chapter records based on Record Retention Schedule and Disaster Recovery Plan.

C. Secretary's Checklist

Ongoing in accordance with Dates and Deadlines Calendar:

- Prepare and distribute minutes of meetings of the Chapter Board to the Board.
- Archive Chapter records based on Record Retention Schedule and Disaster Recovery Plan.
- Send notices to Chapter members of the Chapter business meetings and any special meetings of the Chapter no less than 10 days prior to the date of business meetings and no less than 5 days prior to the date of a special meeting.
- Prepare and send Delegates' Notification Form and fees to the Corporate Office in accordance with the Dates & Deadlines Calendar.

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Treasurer

All expenditures must be reviewed and approved by the Chapter Board in advance of disbursement.

A. The Treasurer's duties are defined in Chapter Bylaws, Article IV.

The Treasurer will:

- Fulfill duties and responsibilities described in the Chapter Accounting - General Fund and Chapter Accounting - B/C/DP documents.
- Serve as the financial officer of the Chapter.
- Account for all receipts and disbursements of the Chapter in a consistent and timely manner in accordance with accepted accounting practices.
- Maintain two separate bank accounts: one account for the general funds of the Chapter and one for the Business/Career/Development Program (B/C/DP) account using the IRS Guidelines for Charitable Contributions.
- **Note: The IRS mandates no co-mingling of operating funds and EWI B/C/DP funds.**
- Serve as member or chair of the Chapter Budget Committee in preparation of Chapter's annual budget utilizing B/C/DP Budget Worksheet and Budget Worksheet-EWI Accounts Only.
- When required, provide documentation of our 501(c)(3) status using the Internal Revenue Service Identifying Numbers for B/C/DP and Subordinates - 501(c)(3)

It is recommended:

- A representative may serve as Treasurer for more than two consecutive years, if recommended by the Chapter Nominating Committee.
- The Chapter carry a bond and insurance for the Treasurer and any other officer who is authorized to sign checks on the Chapter checking accounts. Insurance will be paid by Chapter. This must be renewed annually, immediately following installation, or when there is a change in Treasurer.

B. Duties:

- Complete new signature cards for each bank account. Accounts should require two signatures on all checks, preferably the President and the Treasurer. All receipts in appropriate bank account.
- ATM/Debit Card Policy
 - Chapters may choose to utilize an ATM/Debit card in order to pay Chapter expenses. If using an ATM/Debit card, please ensure the following policies are adhered to. It is recommended that the Chapter Treasurer maintain the ATM/Debit card. This will ensure that a check request is initiated for each transaction on the card.
 - **No cash withdrawals should be made via ATM machines or cash back functions.**
 - If cash is needed a check request should be sent to the Treasurer for processing.
 - The Treasurer is responsible for making the cash withdrawal and recording it accurately.
 - For each debit transaction, a check request with accompanying invoices or receipts must be submitted.
- Confirm all checks written have the required two signatures.
- Present all disbursements to the Chapter Board for approval.
- Reconcile each bank account upon receipt of the monthly bank statements.
- Prepare monthly and quarterly financial reports for the Chapter Board.
- Submit annual financial reports and review/audit report to the Corporate Office.
- Transfer funds as needed from the General Account to the B/C/DP Account.
- **No funds can be transferred from the B/C/DP Account to the General Account.**
- Confirm that payment is received for annual dues for Member Firms from Corporate.

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C. Treasurer's Checklist:

Ongoing in accordance with Corporate and Chapter Dates & Deadlines Calendar

- Reconcile bank accounts and complete the Bank Reconciliation Worksheet.
- Prepare the Chapter Monthly Financial Report and Chapter B/C/DP Monthly Financial Report for distribution to Chapter Board.
- Send membership forms along with payments for dues for new member firms, additional representatives and individual members to the Corporate Office for processing.
- Monitor receipts of annual renewals, following up with member firms as needed.
- Prepare Corporate Annual Operating Financial Report and Annual B/C/DP Financial Report and obtain Chapter President's signature. Send copy to the Corporate Office on or before November 30.
- Maintain a copy in Chapter files.
- Confirm annual bond has been issued for the Treasurer.
- Begin preparation of the B/C/DP Financial Review for Investment Committee for Investment Committee review. Send to the Corporate Office on or before December 31. A \$100 fine will be assessed on Chapters that do not submit.
- Begin preparation of year-end financial review in accordance with Financial Review Guidelines and Requirements. Financial review is due in the Corporate Office on or before December 31.
- Forward to Corporate Office any correspondence from the Internal Revenue Service (IRS).
- Forward any correspondence regarding State Registered Agents and Charitable Organization filings to Corporate Office.
- Participate or lead, if Committee Chair, in preparation of Chapter's annual budget(s) for presentation to Chapter membership for approval at the Chapter's annual business meeting. Utilize Budget Worksheet-EWI Accounts Only and B/C/DP Budget Worksheet
- Balance accounts as of September 30.

Other Forms:

- Internal Revenue Service Identifying Numbers for Corporation and Subordinates – 501 (c)(6)
- Signed IRS W-9 Request for Tax Payer Identification Certification

Chapter Standing Committees

The Chapter President appoints members and serves as an ex-officio member of each standing committee except the Nominating Committee. (Chapter Bylaws).

A. Standing Committees, per Chapter Bylaws:

• **Nominating Committee:**

This committee has the responsibility of presenting nominations for Chapter Officers and Directors and Delegates/Alternates to the Corporation's Annual Meeting. This committee also is responsible for filling any unexpected vacancies in the current President-Elect position.

• **Bylaws Committee:**

This committee shall study, prepare and submit to the Chapter Board for review any amendments to the Corporate and Standard Chapter Bylaws that the Chapter may want to put forth at the Corporation's annual meeting. The proposed amendment(s) must be approved by the (Chapter) membership prior to submission to the Corporate Bylaws Committee. (*Chapter Bylaws*). The committee will also review and advise the membership concerning any Bylaw amendments that will be presented to the delegate body at the Corporation's annual meeting. This committee may also have responsibility for review and recommendations concerning the Chapter's Strategic Plan and/or Standing Rules.



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- **Budget Committee:**
Refer to the Chapter Bylaws.
- **Investment Committee:**
The majority of the members of this committee must be non-EWI members; however, you may have a member of EWI on the committee. This committee oversees the receipts and disbursements of B/C/DP funds. Members of the Scholarship Selection Committee may serve as members of the B/C/DP Investment Committee.
- **Scholarship Selection Committee:**
The majority of the members of this committee must be non-EWI members; however, you may have a member of EWI on the committee. You may retain non-EWI members of this committee from year to year. This committee handles the selection of scholarship recipients. This committee will coordinate the scholarship programs for the Chapter based on instructions received from the Corporate Board. The committee will submit progress reports to the Chapter Board, assist in planning the program to announce recipients, and assist in planning news coverage of the events.

B. Suggested Committees:

- **Literacy/Reading Rally Committee:**
The main focus of this committee should be the Chapter's participation in the annual Reading Rally, EWI's signature event, which supports the literacy initiative of the Corporation.
- **Public Relations Committee:**
This committee should communicate consistently the accomplishments of the Chapter through local media.

General Information

A. Corporate Legal or Corporate Accounting Assistance:

Chapters may find it is necessary from time to time to seek legal or accounting assistance from the Corporate Attorney and/or Accountant. All requests for assistance must be submitted in writing to the Corporate Board of Directors before assistance can be arranged. Any expenses incurred as a result of this assistance will be the responsibility of the requesting Chapter.

B. Records Retention and Disaster Recovery Plan:

This plan is provided to guide Chapters in determining what records should be retained, how long they should be retained and what to do in the event of a loss of records or documents of importance to the Chapter and the Corporation.

C. Marketing/Social Media:

EWI has two distinct audiences for its communications: external and internal. When communicating in any media FIRST consider who is your audience?

Internal and external messaging can take many forms. In terms of Social Media outlets in North America, these most often include: Websites, Facebook, LinkedIn and Twitter. External messaging also includes all advertising and printed publications, such as Chapter *EW/Connect* and recruitment pamphlets. Virtually, anywhere our logo is displayed publicly can be considered external messaging. We have developed very specific guidelines and templates for your use in creating printed materials. These can be found in the EWI Style Formatting Guide and EWI's Branding Guide in the Members Only area of the Corporate Website (www.ewiconnect.com).

For practical examples of effective Social Media messaging, please see the EWI Social Media Idea Book

D. Branding:

EWI has a specific brand strategy. This brand strategy addresses the use of our logo, *EW/Connect* templates and Corporate and Chapter websites. The EWI Style Formatting Guide provides a basic understanding of what is approved for use.



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E. Use of the EWI Logo:

The name Executive Women International, the acronym EWI, the logo, design and similar marks or indications of membership are owned and registered to the Corporation and shall not be reproduced without the express written consent of the Corporate Board.

Use of the EWI Logo in newsletters, websites, invitations, business cards and presentations for Chapter purposes is permitted without notification as templates for these business papers are available on the Corporate Website (ewiconnect.com). These templates should be used without alteration.

Use of EWI's logo for any other purpose will require the Chapter to state how the product will be used; if it is for resale, how it will be sold and how the proceeds will be used along with a digital picture/photograph for board approval.

F. Membership Jewelry Program:

Refer to the Members Only area of the Corporate Website (ewiconnect.com) for selections available and ordering information.

G. Stationery and Name Badges:

Corporate-approved letterhead and name badge templates are available on the Members Only area of the Corporate Website (ewiconnect.com).

H. Standards of Excellence:

EWI developed Standards of Excellence based on EWI's mission, vision and values. This helps unify members and promotes clarity and consistency throughout the Corporation. It is built on EW's Three Priorities of Connections, Careers, and Community, with the goal of developing Chapters of Excellence (COE's).

I. Publicity-Promotion-Press Release(s):

Please refer to the [Chapter Publicity Guide](#). Most press releases are submitted via electronic transmission. A phone call to the various editors of the media in your area may increase the likelihood of your press releases being published.



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General Calendar-Key Chapter Events:

Operating Year: October 1 - September 30

Fiscal Year: October 1 - September 30

Chapter Annual Meeting: At this meeting, the proposed slate of officers and directors as well as the delegates and alternate delegates are voted upon and the annual budget is approved. The items in the Annual Meeting Packet from Corporate will be reviewed and recommendations made by the Bylaws, Standing Rules, and Strategic Plan Committees.

Nomination of Chapter Board and Delegates and Alternate Delegates to Annual Meeting: It is recommended, at the June or July Chapter Board meeting, that the Nominating Chair present the slate of Officers to the Chapter Board. No action is required by the Chapter Board as this is informational only.

Installation of Chapter Board: The members of the Chapter Board take office October 1. A ceremony of installation may be conducted any time between their election and October 1 when they take office. The President-Elect typically selects the Installing Officer (a past Chapter President). Some [Board Installation Tools](#) are available for reference.

After election, the Chapter Board holds its first official meeting, and elects its representative to the Nominating Committee. Nominations are called for by the President, names are placed in nomination, and a vote is taken. The representative is elected by action of the Chapter Board, not by volunteering, acclamation, or consensus. This initial meeting may also include officially adopting any decisions made at the Chapter Board retreat.

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