

# NAHB Professional Women in Building Local Council Toolkit



NAHB Professional  
Women in Building

## FORMING A LOCAL NAHB PROFESSIONAL WOMEN IN BUILDING COUNCIL

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E-Mail: [womeninbuilding@nahb.org](mailto:womeninbuilding@nahb.org)

Visit our Web Page at [www.nahb.org/womeninbuilding](http://www.nahb.org/womeninbuilding). Council materials are available in the “How to Form and Lead a Form and Lead a Local Council” section.

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# **Mission Statement**

## **NAHB Professional Women in Building (PWB)**

PWB represents women who are actively involved in all aspects of the building industry - as owners, marketing experts, interior designers, and in real estate and banking professions.

**PWB members must be affiliated with the National Association of Home Builders** - either as members, their employees, or their extended family.

Members join the NAHB Professional Women in Building Council either through more than 50 local and state Councils or, where no local council exists, directly through NAHB PWB as members-at-large.

### **Mission Statement**

The National Association of Home Builders (NAHB) Professional Women in Building Council is dedicated to promoting, enhancing and supporting home building and women within the industry. We do this by:

- Providing professional development resources.
- Encouraging career development within the industry.
- Promoting and supporting active involvement in the political and legislative process.
- Promoting and supporting community involvement.
- Providing recognition of member industry achievement.
- Providing resource information and support for members, affiliated councils, and NAHB.

# **Member and Council Benefits**

## Member and Council Benefits

- ***Building Women Magazine***  
*Building Women* magazine is published three times a year and includes lively and compelling editorial assembled for Building Women. Each issue will take an in-depth look at an active woman builder, along with features that reveal the latest trends, present product roundups, highlight the latest technology, and offer forecasts for the future. Add to that a variety of interesting columns on career building, family businesses, balancing work and play, business management tips, and the latest state, local and national Council news and programs.
- **We-Connect**  
The Professional Women in Building Council e-newsletter is distributed bi-monthly to members via e-mail. The newsletter contains up-to-the-minute industry and Council news, information on upcoming meetings and events, and program updates.
- **Membership Directory**  
The Online Membership Directory gives members the opportunity to spotlight their companies, network with members nationwide, and contact members for advice and to share professional issues and ideas. Members are eligible to enter their information at no cost.
- **Continuing Education Grant**  
As a member of NAHB Professional Women in Building, you are eligible to apply for a \$500 grant towards your attendance at any NAHB approved certification program course.
- **Professional Women in Building Council Travel Award**  
As a member of NAHB PWB, you are eligible to apply for a \$500 award towards your travel to a National Meeting.
- **Awards Loan File**  
This is a resource library of all entries included in the Local Council Awards competitions. Categories include community service and political actions, education, and communications.
- **Scholarship Competitions**  
*Building Hope Scholarship*  
All funds in the *Building Hope* Scholarship fund are matched by our sponsors and are awarded to local councils and individual members: councils and member-sat-large then designate student recipients. In some cases, scholarships may also be used for special Council projects. Winners of the Council and Leadership Awards,

National Membership Day, PWB Spike Club, and other competitions receive scholarships of up to \$500.

- *National Housing Endowment “Strategies for Success” Fund*  
The NAHB PWB member funded scholarship is awarded annually to students pursuing post high school education in industry-related fields. Students apply to the NAHB PWB, and a selection committee determines the recipients.
- **National Meetings**  
We offer leadership and local president training at all NAHB Board Meetings. Topics include leadership skills, running effective meetings, retention and recruitment programs that work, and non-dues fund raising.
- National Meetings also include luncheon programs and special receptions open to all members at no charge. Members also enjoy complimentary use of our Headquarters strategically located at the [NAHB International Builders Show](#).
- **Political Action**  
Local and State PWB Councils are actively engaged in working for candidates for office who support the goals of the building industry. Training programs on how to be engaged in the political process are held at national meetings.
  - [BuilderLink](#)  
PWB Councils participate as members of the NAHB grassroots program. Members benefit by receiving the latest information on upcoming legislative initiatives and issues. All members benefit by increasing NAHB’s clout on the Hill.
  - [BUILD PAC](#)  
Council members work with the National Association of Homebuilders to encourage participation in the PAC program. BPAC contributions help to elect representatives who understand the industry’s concerns about a multitude of issues.

### **National Materials**

Membership recruitment materials include membership brochures. The annual Leadership Directory and How to Start Local and State Council packets are also sent to all local councils and leadership.

A Public Relations Media Kit, membership recruitment and retention materials are also available.

### **Web Site**

All PWB information and resources are available at [www.nahb.org/womeninbuilding](http://www.nahb.org/womeninbuilding). Scholarship applications, awards brochures, calendars, and membership applications are all available at the site.

➤ **Local Council Services**

Local PWB Councils offer a great variety of member services. These may include educational programs, general meetings, special events, and participation in community service projects, grassroots political action, and social events.

The NAHB PWB Council offers suggestions and guidance to local Councils, but it does not dictate their management or programs. The National Council recommends that all local councils participate in national programs, to the extent that is best for each council. Locals decide on their dues structure.

➤ **Benefits to Home Builder Associations**

PWB Councils support their home builder associations and HBA members in a great many ways. Among these benefits is the ability of state and local Councils to:

- **Recruit and retain members.** Involved members remain members. By providing additional benefits to women in the building industry. PWB councils encourage member involvement. Many councils have demonstrated to their associations that not only does a council recruit HBA/BIA members to join the council; PWB councils provide an incentive for women in the industry to join the association.
- **Provide volunteer support to their home builder associations.** Local and state PWB Councils assist in staffing HBA offices, working at home shows and parades of homes, administering fund raising events, and developing and implementing education and other programs. Members act as leaders and facilitators at home builder association state conventions and board meetings.
- **Raise funds for BUILD PAC.** Council members recruit participants for all PAC donor programs and are contributors through Capital, Platinum, and Gold Key Clubs and other PAC contributor programs.
- **Help raise the visibility and improve the image of builders in the community** through scholarship programs, projects in the local schools, sponsorship of Fire Safety Houses, Job Corps assistance, and various community service programs. Projects include *Habitat for Humanity*, *Home Aid* and independent shelter projects.
- **Provide industry scholarship funds.** State and local PWB Councils contribute to their communities. Scholarships are awarded to deserving students pursuing higher education studies in building industry-related subjects. Councils also contribute to the national Building Hope Scholarship Fund. These funds are distributed back to local councils for distribution in their areas through the *Council and Leadership Awards* and membership contests.



# **Steps in Organizing a Council**

## Steps in Organizing a Council

### I. First Things First

1. Call (800) 368-5242, ext. 8410 - the NAHB Professional Women in Building Council national office

The national office will:

- Send you marketing materials
  - Put you in touch with a volunteer member (Area or Regional Trustee) who can answer your questions and may be available to speak at a formation meeting.
  - Give you information on dues requirements and procedures
2. Assess the need for a PWB Council in your local association. Ask your home builder association staff for a profile of membership or create an informal survey to determine the interest in Professional Women in Building. Ask HBA/BIA members if they would encourage their employees to join a PWB Council for member education and to participate in networking opportunities, community service and other projects.
  3. Examine the results of your assessment. If you have determined that you have a core group of women actively interested in working towards council formation, and the potential for greater involvement in the future, continue to pursue chartering a council. If you have less interest at this time, encourage HBA/BIA members to join the NAHB Professional Women in Building Council as members at large (call [800] 368-5242, ext. 8410 for information or e-mail [womeninbuilding@nahb.org](mailto:womeninbuilding@nahb.org)) and work toward council formation in the future.

### II. Organization

1. Establish a working group. This group will be made up of your most actively interested future members. The working group will need to consider:

#### ***A. Structure -***

How will your PWB council be structured? The sample bylaws give some suggestions. Questions to consider are:

- Will you have separate bylaws or be incorporated into those of the home builders association?
- Will your funds be held separately or incorporated as part of the HBA/BIA?

***Hold discussions with your HBA/BIA leadership and staff on these issues and include their suggestions in your discussion.***

**B. Organization -**

1. *Leadership* - Who will lead the first meeting? What leadership positions will you have? Who will be your initial slate of leaders? How will your leaders be elected?
2. *Committees* - Your council will need to have nominating and budget committees. Other suggested committees are:

Membership
Awards
Political Action
Community Service
Education
Scholarship
Fundraising or Ways and Means

Remember - your committees may change from year to year as your council grows, revises its mission, or experiences other changes.

**C. Mission –**

Develop a council Mission Statement. The Mission Statement clearly and concisely says who you are and what you hope to accomplish. Ask your HBA/BIA staff for suggestions on how to facilitate this discussion.

**D. Dues and budget –**

Set your dues, incorporating the annual dues of \$50/member for national membership and any state PWB Council dues. **Dues will be collected at the local level. National and state dues are then remitted by the council as required.**

Determine a preliminary budget for your first year - estimating dues and expenses. Other councils in your HBA/BIA and the NAHB PWB Council can help with the budgeting process.

**E. Meetings -**

Determine how often you will hold meetings, at what time(s), and develop a preliminary plan for your first year's schedules and topics. Ask your prospective members what types of meetings they prefer - morning, mid-day or evening? In conjunction with a meal or not?

**III. Arrange a Meeting**

Working with your local or state staff, arrange a preliminary meeting of those most interested in forming a PWB Council.

**A. Who should you invite?**

- Interested women associated with your local home builders association. Remember — prospective members must be either:
  - Members of NAHB

- Employees of NAHB members
- Family/spouse of NAHB members

Prospective members can either be builder, associate or affiliate members of NAHB.

Also invite —

- Representatives of your home builder association leadership
- Representatives of your home builder association staff
- A member of the NAHB PWB Council senior leadership

## B. Logistics

- Arrange for a site - usually your home builder association office
- Determine the date and time
- Decide how you'll invite attendees
  - If your group is small, personal phone calls work best;
  - For larger groups use several methods - your association newsletter and web site, emails, a Twitter account, personal notes, flyers sent with other mailings.

## C. Agenda

Set the agenda for your first meeting. You can use this sample or make up your own agenda:

### EXAMPLE I: SAMPLE AGENDA FOR ORGANIZATIONAL MEETING

- I. Networking and refreshments
- II. Introduce staff and any local, state, national leadership in attendance
- III. Appoint a meeting facilitator and secretary who will take minutes
- IV. Explain the purpose of the meeting
- V. Introduce guest speaker if applicable
- VI. If not addressed by guest speaker, provide information on PWB benefits, services, and potential activities
- VII. Move to organize the council
  - a. Discussion
  - b. Vote
- VIII. Assign follow-up tasks
  - a. Appoint the bylaws committee (see sample bylaws and rules of procedure)
  - b. Draft letter to HBA/BIA (see sample)
  - c. Complete charter documents
- IX. Determine time and agenda for next meeting
- X. Adjourn

## IV. After the Meeting:

- A. Develop time line to follow-up
  - Sample bylaws due on \_\_\_\_\_
  - Letter to HBA/BIA due on \_\_\_\_\_
  - Charter documents due on \_\_\_\_\_

- B. Submit the letter requesting approval to organize a Professional Women in Building Council to the HBA/BIA. Give a firm date for return.

## **V. Your Second Meeting**

When you have HBA/BIA approval and are ready to move forward, hold a second meeting to:

1. Announce the approval to organize (or read letter). (See Sample Letter of Approval-Exhibit IV).
2. Select the nominating committee (by vote or from volunteers) to select permanent officers. The committee should be made up of no less than three members, and preferably five. Committee members selected should be well enough acquainted with the prospective members to know who is qualified to serve as an officer. Candidates for office should be experienced or have the desire to learn how to conduct their office, and have sufficient time to devote to their job.

**Becoming a chartered NAHB  
Professional Women in  
Building council**

## V. Becoming a chartered NAHB Professional Women in Building in council

In order to charter as an NAHB PWB council, the following documents need to be submitted to the National office. Allow **30 days** for the processing of your charter:

1. Application of Local PWB Council for National Affiliation (signed and completed).
2. Charter membership Application for each charter member (signed and completed) along with \$50 dues payment per member.
3. Bylaws or rules of procedure for the council. *You may use the enclosed model council bylaws or rules of procedure and modify as needed. Bylaw or rules should have the approval of your home builder association.*
4. Letter of approval from home builder association.

When you have completed all of your application materials, please submit them to the **NAHB Professional Women in Building, 1201 15th St., NW, Washington, D.C. 20005, or by fax (202) 266-8120 or via e-mail [womeninbuilding@nahb.org](mailto:womeninbuilding@nahb.org)** .

Your application will be reviewed at one of the three Board meetings, Spring, Fall, or the annual International Builders Show. In order to be considered for approval, your application should be submitted within 30 days of one of the Board meetings.

## VI. Your First Official Meeting

While it may take several meetings of the working group to finalize the chartering process, your first official meeting should not be for organizational purposes. Your first official meeting should attract potential members with HBA/BIA affiliations, generate enthusiasm, and give prospects a reason to join your council. To attract prospects to this meeting, set an agenda of general interest, call any contacts your core group has within the home builders association, and contact HBA/BIA staff for assistance.

Your first official meeting agenda should:

- Welcome first-time participants. Assign **all** of your core members to a first-time attendee, use ribbons, stickers, or colored cups for drinks to identify newcomers.
- Provide time and opportunity for networking. Use an ice breaker so attendees will make introductions. Some suggestions are:
  - Provide a small prize for the individual who collects the most business cards.
  - Have each attendee introduce the person sitting next to her.
- Have a focus of general interest.
  - You may want to have a speaker on a professional or personal development topic of interest to women in the industry. Subjects might include time management, public

- speaking, effective networking, or developing a business plan.
- Or, you may want to keep your focus on the building industry. A panel of HBA/BIA members might talk about the future of the industry in your area. You might ask an industry supplier to showcase the newest energy saving appliances. An HBA/BIA staff person could discuss legislative initiatives that affect the industry.
  - You may also want to include an HBA/BIA staff person to talk about upcoming programs and events that the PWB council might choose to work on with the home builder association or other councils.
- Include information on what the council can do in the future. Community Service programs, scholarship programs, political action, and communications can all be addressed.
  - Give prospects information on member benefits. (Call the national office for materials).
  - Get feedback from attendees on what they'd like the council to offer them.
  - Sell membership and collect membership applications and dues while your attendees are enthusiastic.
  - Set a time and topic for the next meeting.



# **Charter Presentation**

## **VII. Charter Presentation**

When the charter package is complete, it is forwarded to the NAHB Professional Women in Building Council national office and presented to the NAHB PWB Board of Trustees for approval at the next PWB Board meeting. The Trustees must approve all applications for affiliation.

Charters are presented at the next Board meeting. You may want to invite members of your local and state association leadership and staff to the presentation.

After receiving the charter, you may want to arrange a special presentation at an HBA/BIA Board meeting or state convention.

# **NAHB PWB Materials and Publications**

## **VIII. NAHB PWB Materials and Publications**

When you become a chartered council, you will have access to a variety of PWB materials including a supply of *Building Women* magazine, membership brochures, and online materials including the “State and Local Council handbook, PWB council, leadership, and membership awards information, and packets on membership recruitment and retention, public relations programs, and the PWB new member orientation video.

Every month, you will receive a link to the NAHB Professional Women in Building Council mailing. The mailing contains information on new programs, membership contests, NAHB materials, and information on national meetings. Every mailing also includes billing and other membership reports listing your Council members and their expiration dates.

# **Sample Documents**

## **EXAMPLE I: SAMPLE LETTER TO HBA/BIA REQUESTING APPROVAL**

Address to the HBA/BIA Board of Directors and the executive officer

The following members of the (insert name of local association) have reviewed and discussed the value of organizing a Professional Women in Building Council, and request your permission to organize a Professional Women in Building Council in the (name HBA/BIA).

The National Association of Home Builders chartered a Professional Women in Building Council in 1955. The NAHB PWB council has more than 1100 members in nearly 60 local and state councils around the country. The officers and directors of NAHB Professional Women in Building meet three times a year at the Spring and Fall Board of Directors Meetings, and during the NAHB International Builders Show.

The purpose of this organization is to support the professional development of women in the home building industry. Its members consist of individuals who are NAHB members (builders, associates, and affiliates) and those who are affiliated with NAHB members (including employees, spouses, and extended family).

The formation of a council within the (HBA/BIA) benefits potential members and the local association. Community service projects and scholarship programs bring positive results for the association and industry image within the community. Council members work together with members of other councils and the association to develop and implement projects including education programs, networking events, and home shows and parades.

We respectfully request that you examine the enclosed brochure stating the mission of the Professional Women in Building Council. Once we have HBA/BIA approval, our next step will be to charter within the NAHB PWB federations.

Sincerely,

Attachment

**EXAMPLE II: SAMPLE SURVEY OF PROSPECTIVE MEMBERS**

Name:

\_\_\_\_\_

Company:

Address:

City

State

Zip

Telephone (Day):

(Evening):

email

Type of Membership: Builder: Associate: Affiliate: other:

Indicate what type of meeting is most convenient for you:

Time: Breakfast: Lunch: Dinner: other:

Day of the Week:

C. Week of the Month: \_\_\_\_\_

Do you belong to other organizations? Please list:

D. What types of programs are of most interest to you?

- 1.
- 2.
- 3.

**EXAMPLE III: SAMPLE HBA LETTER OF APPROVAL TO ORGANIZE**

National Association of Home Builders Professional Women in Building Council  
1201 15th Street, NW  
Washington, D.C. 20005-2800

To Whom It May Concern:

This letter is to certify that the \_\_\_\_\_ gives its approval for the formation of a Professional Women in Building Council within the territory covered by this association. The Board of Directors, at its regular meeting on \_\_\_\_\_ voted to endorse the chartering of a Professional Women in Building Council.

Sincerely,

---

HBA/BIA President

---

Executive Officer



# **Charter Document Forms**



NAHB Professional  
Women in Building

## List of Charter Documents

The following items should be completed and sent to NAHB Professional Women in Building Council within 30 days prior to the NAHB Board meeting.

Professional Women in Building Council Name

\_\_\_\_\_

Date of Presentation to Board of Directors\_\_\_\_\_

### Documents

1. Application of Local PWB Council for National Affiliation (signed and completed).
2. Charter Membership List - name, address, and telephone number for each charter member (preferably typed).
3. Charter membership Application for each charter member (signed and completed).
4. Bylaws or Rules of Procedure of Local PWB Council.
5. Dues payment for each charter member at \$50.00 per member).  
(Members-at-large with current memberships will be transferred to the council.)
6. Letter of approval from parent home builders association (or parent chapter HBA if applicable).
7. Letter of approval from parent Professional Women in Building if chapter Council is being formed.
8. Date sent to NAHB Professional Women in Building Council

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Signature of individual submitting documents



# APPLICATION FOR NATIONAL AFFILIATION

NAHB Professional Women in Building

We, the undersigned officers of the Professional Women in Building Council

Council name

By authority of our Board of Directors, do hereby make application for affiliation with the National Association of Home Builders Professional Women in Building Council on the terms and conditions set forth in Article V of the NAHB PWB Council Bylaws and we do hereby certify that

- (1) The name of the applicant Professional Women in Building Council is as above.
- (2) The applicant PWB Council is composed of \_\_\_\_\_ Builder Members and \_\_\_\_\_ Associate Members and \_\_\_\_\_ Affiliate members.
- (3) The attached is a complete list of the entire membership with proper mailing addresses and zip codes.
- (4) The attached check in the amount of \$ \_\_\_\_\_ is to cover annual dues for the entire membership in the NAHB PWB Council at: \$50.00 each.
- (5) The full list of officers for the applicant PWB Council for the year ending \_\_\_\_\_ is attached.
- (6) A copy of the bylaws or rules of procedure of Applicant PWB Council is attached. All members of this Applicant Professional Women in Building Council agree to abide by the bylaws of the NAHB Professional Women in Building Council.

*(Name of Applicant Professional Women in Building Council)*

*Date*

\_\_\_\_\_  
(Local PWB Council President/Chairman)

\_\_\_\_\_  
(Local PWB Council Secretary)

We, the Board of Directors of the

HBA/BIA

*Date*

do hereby grant permission to organize a local Professional Women in Building Council, and have attached hereto our letter of approval, as is required.

\_\_\_\_\_ by \_\_\_\_\_



# OFFICERS OF APPLICANT PROFESSIONAL WOMEN IN BUILDING COUNCIL

**Term of Office from**

**to**

**PRESIDENT OR CHAIRMAN:**

**VP/TREASURER:**

*Address*

*Address*

*City State Zip*

*City State Zip*

**PRESIDENT ELECT:**

*Address*

*City State Zip*

**VP/SECRETARY:**

*Address*

*City State Zip*

=====

Upon completion of this application, send to the NAHB Professional Women in Building Council, 1201 15th Street, NW, Washington, D.C. 20005 or [womeninbuildinbg@nahb.com](mailto:womeninbuildinbg@nahb.com)



# CHARTER MEMBERSHIP APPLICATION (Name of council applying for charter)

**PLEASE PRINT OR TYPE:**

NAME OF APPLICANT:

COMPANY:

ADDRESS:

(City)

(State)

(Zip Code)

TELEPHONE: OFFICE:

MOBILE:

E-Mail

**Please indicate whether you are:** NAHB MEMBER      EMPLOYEE OF AN NAHB MEMBER

NAHB Pin#

Name of NAHB member of record (if applicable)

Sponsor Name and PIN (If applicable)

*In making this application, I agree to abide by the Bylaws (and all amendments thereof) and Articles of Incorporation of the National Association of Home Builders Professional Women in Building Council and the Affiliated Local Council herein above mentioned.*

***I attach remittance of \$ 50.00 as payment of my dues in the NAHB Professional Women in Building Council.***

***\$50.00 must be remitted for each charter member and forwarded with the application. Councils may charge additional dues.***

(Date)

(Signature of Applicant)

**Please duplicate and complete this form for each member of the council.**

# **Sample Rules of Procedures**

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## ARTICLE I: NAME, AFFILIATION AND JURISDICTION

### Sec. 1 Name

The name of this Professional Women in Building (PWB) Council shall be the Professional Women in Building Council of the Home Builders Association of \_\_\_\_\_ hereinafter referred to in these rules as the “PWB Council.”

### Sec. 2 Affiliation

The PWB Council is and shall be an Affiliated Professional Women in Building Council of the National Association of Home Builders Professional Women in Building Council and the Home Builders Association of \_\_\_\_\_ and shall abide by their respective Bylaws as amended from time to time.

### Sec. 3 Jurisdiction

The operation of the PWB Council shall be conducted in the territory assigned to the HBA of \_\_\_\_\_ now and hereafter by the National Association of Home Builders (NAHB).

## ARTICLE II: PURPOSE

### Sec. 1 Purpose

The purpose of the PWB Council shall be:

- A To assist in the accomplishment of the mutual objectives of the NAHB, the National Association of Home Builders Professional Women in Building Council, and the HBA Of \_\_\_\_\_
- B. The PWB Council is first and foremost an organization dedicated to supporting the professional development of the women in the home building industry. Its members consist of NAHB Builder and Associate members, employees of NAHB Builder and Associate members, and family members of NAHB Builder and Associate members as well as Affiliate members where they are recognized by the HBA.

The Council provides direct member services through education and training programs which focus on professional and leadership development, networking opportunities, and industry related information.

In addition, the PWB Council recognizes its role in supporting the overall building industry by mobilizing its membership to assist efforts spearheaded by local, state and national builders associations.



## **ARTICLE III: MEMBERSHIP**

### **Sec. 1 Classes of Membership**

The PWB Council shall have four (4) classes of members. The designation of such classes and the qualifications of the members of such classes shall be as follows:

- A BUILDER MEMBER. Any individual who is a Builder Member in good standing of the HBA [REDACTED] or affiliated (employee, spouse or immediate family member) with a Builder Member in good standing of the HBA [REDACTED]
- B ASSOCIATE MEMBER. Any individual who is an Associate Member in good standing of the HBA [REDACTED] or affiliated (employee, spouse or immediate family member) with an Associate Member in good standing of the HBA of [REDACTED]
- C. HONORARY MEMBER. The Board of Directors of the PWBs Council may recognize distinguished or unique service by any person by designation that person an Honorary Member of the Professional Women in Building Council. .
- D. AFFILIATE MEMBER. (Where Available) Any individual who is an affiliate member in good standing with the HBA [REDACTED]

### **Sec. 2 Acceptance of Members**

- A Applicants for membership shall apply in a form satisfactory to the PWB Council Board of Directors and meet such other requirements as the Board may from time to time prescribe.
- B Applicants approved and accepted by the PWB Council Board of Directors, upon payment of dues, shall be members of the NAHB Professional Women in Building Council and while in good standing, shall be entitled to the full benefits, services and privileges of the respective PWB Council.

### **Sec. 3 Meetings of the Membership**

- A An annual meeting of the membership of the PWB Council shall be held at a time designated by the Board of Directors for the express purpose of electing the officers of the Council, a Board of Directors, and taking up such other matters as may properly come before the general membership.
- B Regular meetings of the membership of the PWB Council shall be held at a time designated by the Board of Directors.
- C Special meetings of the membership of the PWB Council may be called by the President/Chair, or if requested in writing, by a majority of the members of the PWB Council

Board of Directors.

- D Notice shall be given of the date, hour and place of all meetings to each member at least seven (7) days in advance.

#### **ARTICLE IV: DUES**

##### **Sec. 1 Dues**

- A The dues of the PWB Council shall be payable annually upon joining, and upon each anniversary date thereafter, at a rate approved by the PWB Council Board of Directors.
- B These dues shall include those required for membership in the NAHB Professional Women in Building Council, which the PWB Council shall collect and remit in accordance with the requirements of the NAHB PWB Council, as provided for from time to time.
- C Dues and other monies collected by the PWB Council shall be deposited in the HBA Operating Account and designated as PWB Council funds. Payment of PWB Council expenses from these funds shall be made only upon authorization of the PWB Council Board of Directors and individuals as approved by the HBA of [REDACTED] Board In accordance with the HBA bylaws.

#### **ARTICLE V: ELECTED OFFICERS**

##### **Sec. 1 Elected Officers**

The Elected Officers of the PWB Council shall consist of a President/Chair, Vice President/ Chair, Treasurer and other officers as determined by the PWB Council, but no more than five (5) officers, who shall be ex-officio members of the Board of Directors with full voting privileges.

The Immediate Past President/Chair shall also serve as an Officer.

##### **Sec. 3 Executive Committee**

The Officers shall constitute the Executive Committee. A majority vote of the members present shall constitute action by the Executive Committee.

#### **ARTICLE VI: ELECTION AND DUTIES OF OFFICERS**

##### **Sec. 1 Election and Duties of Elected Officers**

In accordance with Articles VIII and IX herein, the following officers shall be elected by the membership at its annual meeting and shall hold office for a term of one (1) year from the date of election or until their successors are elected and duly qualified. However, the council membership may elect to allow the

President/Chair and the vice President/Chair to serve for a two-year term.

- A The President/Chair shall be the Chief Officer of the PWB Council and shall preside at its meetings and those of the PWB Council Board of Directors. The President/Chair shall be the official spokesperson of the PWB Council in matters of public policy. The President/Chair shall appoint all committees, and shall perform all other duties usual to such office.
- B The Vice President/Chair shall perform such duties as are assigned to her by the President/Chair, and shall in the absence of the President/Chair, upon her direction, perform all of the duties of the President/Chair. The Vice President/Chair will be responsible for future and strategic planning, oversee and review the council budget and funding of events along with legislative interests of the Council. The Vice President/Chair may ascend to the office of President/Chair.
- C The Treasurer shall oversee the financial statements, payments, receivable and other financial matters of the PWB Council. The Treasurer will be responsible for providing a written financial statement to the Board of Directors at least quarterly. Upon the Direction of the President/Chair, the Treasurer may perform other duties appropriate to this office.
- D **Immediate Past President/Chair**  
The Immediate Past President/Chair shall advise and assist the Officers as requested.
- E Any additional officers shall be assigned written duties as agreed to by all officers.

## Sec. 2 **Succession of Office**

- A In the event of absence, disability, resignation, or death of the President/Chair, the Vice President/Chair shall act as President/Chair of the PWB Council. Should neither the President/Chair nor the Vice President/Chair be able to serve for any of the foregoing reasons, the Treasurer shall act as President/Chair. If she should be unable to serve for any of the foregoing reasons, a new President/Chair shall be nominated and elected by the Council members. Nomination and Election will be in accordance with nomination and election procedures indicated in these Rules without regard to a stated “month”. The officer so designated to act as President/Chair shall serve until such time as the Board of Directors names from among its members a President/Chair to fill out the unexpired term.
- B In the event of a vacancy, other than in the office of the President/Chair, the Board of Directors shall name from among its members a successor to fill out the unexpired term.

## **ARTICLE VII: BOARD OF DIRECTORS**

### **Sec. 1 Composition and Authority**

The PWB Council at its annual meeting shall elect the Board of Directors. The Board of Directors shall be the governing body of the PWB Council. A Director so elected shall hold office for one year from the date of installation or until a successor is duly elected. One director shall be allocated for every 15 members of the Council as of June 30 of each year, in addition to the Executive Committee.

### **Sec. 2 Ex-Officio Members**

The President/Chair, Vice President/Chair, Treasurer, additional officer, and Immediate Past President/Chair shall be ex-officio members of the Board of Directors with full voting privileges.

### **Sec. 3 Chairperson**

The President/Chair shall be the Chair of the Board of Directors.

### **Sec. 4 Vacancies**

Vacancies on the Board because of disability, death or resignation shall be filled by appointment of the President/Chair, subject to the concurrence of a majority of the Directors. Persons so appointed will serve until the next annual meeting of the Membership.

### **Sec. 5 Meetings**

Meetings of the PWB Council Board of Directors shall be held as follows:

- A There shall be four regular meetings of the Board of Directors to be held at such time as the Board may direct.
- B Special meetings of the Board of Directors may be called by the President/Chair or upon the request in writing of a majority of the Directors.
- C Notice of the date, hour and place of all meetings shall be given to the Directors at least seven days in advance.

### **Sec. 6 Voting**

- A Required Vote and Proxies - A majority of the votes cast shall be required to determine any action, except where otherwise provided in these bylaws. Proxy votes are not allowed.
- B Written Action - Request for action may be put in writing to the Board for a vote in lieu of a scheduled meeting. A unanimous vote of all Directors is required in writing to allow the passage of the motion proposed. If the vote is not unanimous, the motion is defeated.

### **Sec. 7 Quorum**

The presence of a majority of the Directors at a meeting shall constitute a quorum.

## **ARTICLE VIII: VOTING**

### **Sec. 1 Eligibility**

All members of the PWB Council in good standing shall be entitled to vote at meetings of the Membership except as may be provided in other Sections of these Rules of Procedure.

### **Sec. 2 Majority**

A majority vote of members present shall decide an issue. This section shall not apply to voting on amendments to these Rules of Procedure.

## **ARTICLE IX: ELECTIONS**

### **Sec. 1 Nominating Committee**

A nominating committee of no less than three members, one of which is the Immediate Past President/Chair, shall be appointed by the President/Chair. The committee shall nominate at least one candidate for each office to be filled. The names nominated for election shall be presented at the October meeting. Officers shall be installed at the December meeting.

### **Sec. 2 Additional Nominations**

Additional nominations may be made from the floor provided that persons nominated from the floor are present at the time of nomination or must have previously given written consent to such nomination.

### **Sec. 3 Voting**

A majority of the votes cast shall be required to determine the outcome of elections, except where otherwise provided in these Rules of Procedure. Proxy votes are not allowed.

## **ARTICLE X: RULES OF ORDER**

Roberts' Rules of Order shall govern the parliamentary procedure of the meetings of the PWB Council provided for in these Rules of Procedure.

## **ARTICLE XI: AMENDMENTS**

These Rules of Procedure may be amended by a two-thirds vote of the members present at any meeting provided that the HBA [REDACTED] Board has approved the proposed amendment, and a copy of any proposed amendment shall have transmitted to each member of the PWB Council at least thirty days in advance. In no event can an amendment supersede or conflict with the HBA [REDACTED] bylaws.

## **ARTICLE XII: DISSOLUTION**

In the event of dissolution of the PWB Council, the assets shall, after appropriate provision for debts and liabilities, become the property of the HBA [REDACTED]