



GUIDELINES

Updated December 2015

International WiNUP Guidelines

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International WiNUP Guidelines

Mission and Objectives

Mission

The Women's International Network of Utility Professionals provides a link for developing and recognizing professionals involved with utility business trends, issues, products and services.

Objectives

1. To provide opportunities for professional development of members.
2. To provide networking and mentorship among members.
3. To provide recognition and visibility for members and business partners.

WiNUP is a professional organization committed to fostering an inclusive business environment for members and guests. Our mission does not support any particular political or religious view and we refrain from actions that create a non-inclusive environment.

IRS Code

Women's International Network of Utility Professionals is a not-for-profit 501 (c) 6 organization under the IRS Code. Section 501 (c) (6) of the IRS code provides for the exemption of business leagues – which is an association of individuals with a common business interest. Contributions to WiNUP are not tax deductible as a charitable donation. Contributions may qualify as a business expense. Donors should consult a tax professional.

History

From Acorn to OAKs, a history of EWRT and WiNUP, was compiled in 1983 and updated in 1994, by Elizabeth Kilkenny of the former Pittsburgh Chapter. In 2015, a committee chaired by Vikki Michalski of the Ohio Chapter reviewed historic documents, researched online and updated the document. It is hardbound in a beautiful blue cover.

A PowerPoint presentation of the organization's history may be found on the website at www.winup.org.

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Insignia – Organization Logo

The WiNUP logo, in varying electronic formats, is available to chapter representatives under the "Members Only" section of winup.org. The logo colors are PMS Reflex Blue C. The light blue is 30 percent saturation of the main color.

Requests to use the WiNUP logo in any color other than shown should be directed to the executive director and executive committee for decision.

Requests to use the WiNUP logo by other than chartered WiNUP chapters should be directed to the executive director or executive committee for decision.

Below are the available logos:



International WiNUP Guidelines

Chapter Guidelines

No provisions in these chapter guidelines shall conflict with the Bylaws of the Women's International Network of Utility Professionals, Inc.

Chapter Officers

The officers of the chapter shall constitute the executive committee consisting of:

- Chairman
- Chairman-Elect/Vice Chairman
- Secretary
- Treasurer
- Immediate Past Chairman/Advisor
- International board member from chapter (May hold one or more of the other positions as well.)

Officers shall be elected annually, except for the international board member, by the chapter membership. Chapter officer elections should take place prior to the fall International Conference. The new officers shall take office Jan.1.

Term of office is generally one year, but at the discretion of the chapter, the term may be extended to two years. The term of office for the international board member is two years (Section C, Article VII of the Bylaws).

Chapter officers shall be elected by a majority vote of the ballots cast.

Any vacancy in office, including failure to uphold active status, shall be filled by a special election held at the meeting following the announcement of vacancy.

For nomination of new officers, the chapter chair shall appoint a nominating committee of two or three members. This committee shall present a slate of officers to be voted upon as determined by chapter policy. This election should be prior to the annual conference to allow new officers to attend the designated meetings.

International Board of Directors

- Chapters are to elect an international board member to represent their chapter. Most of the suggestions for executive officers consideration are apropos in considering international board members. Board members may or may not have had previous board of directors' service.
- An international board member usually is asked to assume an international committee chair role or to be a member of one or more committees.
- Each chapter should be represented on the international board of directors.
- Term for this position is two years.

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Duties of Chapter Officers

Chapter Chairman

1. Preside at all meetings of the chapter and at meetings of the executive committee of the chapter, serve as chief executive officer of the chapter.
2. Coordinate all activities of the chapter and be available in an advisory capacity to members of the executive committee and standing committees.
3. Appoint such committees as deemed necessary.
4. Call executive committee meetings as warranted or requested, but definitely a meeting of outgoing and incoming officers for formal transfer of records, materials, etc. If feasible and/or desired, installation ceremony may be deemed appropriate.
5. Keep membership apprised of information received from the executive office, international executive committee, board of directors, and/or international committee chairmen. (The chapter chairman is the designated recipient of ALL correspondence from international with the exception of transmittal of rebate checks, which will be sent directly to the chapter treasurer with a copy to the chairman.)

Request supplies (pins, letterhead, envelopes, etc.) from the executive office for use by chapter officers or direct users to www.winup.org to download available electronic supplies.

Timetable for Chapter Chairman

January

- Appoint committees for chapter as needed.
- Meet with officers and committees to make plans for the year.
- Transfer files from previous officers to new officers.
- Present proposed chapter budget to membership.
- New officers preside at first meeting after Jan. 1.

September – December

- Attend international conference, including the chapter chairs council.
- Chairman reports on international conference at first chapter meeting following the conference.
- Nominating committee assembles slate of officers for chapter and presents to chapter membership.
- Installation of chapter officers.
- Send list of newly elected officers to executive office.

Chairman-Elect/Vice Chairman

1. Serve as chair of the program committee.
2. Preside in the absence of the chair at regular chapter meetings, executive committee or special meetings.
3. Perform such other duties as may be assigned by the executive committee of the chapter or by the chair.
4. Succeed the chair at the end of the year's tenure of office, or as determined by the chapter policy.

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Secretary

1. Take minutes of all meetings; keep official record of these meetings and bring a copy of all minutes from the previous two years to every meeting for reference.
2. Serve as custodian of the corporate records, except those pertaining to the office of treasurer.
3. Conduct all correspondence other than that pertaining to the office of chair and treasurer.
4. Prepare and mail regular meeting notices to the membership at least two weeks preceding the meeting. Information for regular meeting notices is to be obtained from the program chairman. Some type of return form or postcard addressed to the meeting chairman should be enclosed or instruct recipients to respond via e-mail. (This may be delegated to a committee chairman at the discretion of the chairman.)
5. Prepare and distribute a current chapter roster at the beginning of the fiscal year.
6. Keep permanent records of the chapter, as a history of the group, unless the chair appoints a chapter historian.
7. Perform other duties pertaining to the office of secretary and as assigned by the executive committee of the chapter.

Treasurer

1. Keep treasurer's books for the chapter. Maintain chapter bank accounts and at year-end, obtain and transfer papers for incoming treasurer.
2. Keep correct account of all receipts and disbursements of funds of the chapter in such form as may be directed by the executive committee and submit a statement thereof at the regular meeting of the chapter.
3. May be required to give bond for the faithful discharge of duties in such form and with such surety as the executive committee of the chapter may prescribe.
4. Disburse the money of the chapter in its name and to its credit in such depository or depositories as may be designed by the executive committee of the chapter.
5. Pay all bills of the chapter.
6. Complete and submit a Chapter financial report for the prior calendar year to the executive office annually by January 31 to reflect cash and account balances at the beginning of the year, all revenues received during the year, all expenses made by the chapter during the year, and all cash and account balances on hand at year end. The report shall include bank statements for the entire year. An interim year-to-date six month report is to be submitted by each chapter by the date of the mid-year board meeting typically held in June. (See report template on pages [12-13](#))
7. Perform other duties as may be assigned by the executive committee of the chapter.

International Board Member/Representative

The international board (IB) is WiNUP's governing body. The IB typically meets quarterly to conduct business via conference calls. Special sessions are called as needed. In addition, the IB has two face-to-face meetings – the mid-year board meeting (typically held in June), and the annual board meeting. The mid-year board meeting usually is held in the international president's home state or home city. The annual board meeting takes place the Sunday preceding the opening of the annual conference, usually in October.

Board Rep duties:

1. Represents the chapter at international board of directors meeting.
2. Reports international board decisions back to chapter chair to share with membership.
3. Prepares and presents the chapter activity reports for the IB mid-year and annual board meetings.
4. Provides quarterly international update for chapter newsletter.
5. Perform such other duties as may be assigned by the chapter executive committee or chair.
6. May be asked to serve as an international committee chair or to be a member of one or more international committees.

International WiNUP Guidelines



Chapter Officer Application

NAME _____

OFFICE DESIRED _____

_____ YEARS OF CONTINUOUS WiNUP MEMBERSHIP (minimum of 2 required)

_____ Year Joined

QUALIFICATIONS – In order to run for a position on the chapter executive committee/board, you must meet **at least two (2) of the following five (5) requirements**. Please mark the requirements you have met.

_____ Served as a chapter committee chair
Name of Committee(s) & Year(s) Served _____

_____ Served as a chapter officer
Office and Year served _____

_____ Attended one or more international conferences
Years attended _____

_____ Served as an international committee member
Committee and Year served _____

_____ Attended four or more chapter business meetings

Year	Date	Location
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

OTHER LEADERSHIP POSITIONS

- ☐ Elected positions held in local chapter
- ☐ Appointed positions held in local chapter (committee chair, committee member)
- ☐ Elected positions and/or appointed positions held in international WiNUP
- ☐ Elected and/or appointed positions in organizations other than WiNUP

Why did you join WiNUP?

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What have you gained most from your membership in WiNUP?

What is your vision for the future of this chapter of WiNUP?

How would you accomplish that vision?

If you could change one thing about WiNUP, what would it be? Why?

Why do you desire the position on the chapter executive board that you are seeking?

Additional comments to the membership (not required)

Please include a professional and personal bio along with a current photo to be included on the ballot.

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Annual Chapter Financial Report Template

	A	B	C	D	E	F
1	Chapter:					PLEASE DO NOT ADD ROWS BETWEEN 1 & 52.
2	Financial Report for January 1, 2012 through December 31, 2012					
3	Chapter tax ID number in use during the year: 13-6130282					
4	WOMEN'S INTERNATIONAL NETWORK OF UTILITY PROFESSIONALS INC.					
5						
6			Balance at			
7	FUND ON HAND BY SOURCE -	ACCOUNT NUMBER	12/31/2011	12/31/2012		
8	CASH & CHECKS ON HAND (NOT ON DEPOSIT IN ANY ACCOUNT)	N/A				
9	Outstanding Checks	N/A				
10	Checking account, address					
11	Savings account, address					
12	Other account, address					
13	Other account, address					
14	Other account, address					
15	TOTAL FUNDS - total of lines 8 through 14		\$0.00	\$0.00	\$0.00	Your Report is Mathematically Correct
16						
17						
18	REVENUES	From International	From Other Chapter	From Non-Chapter	Total	Name of Other/Chapter(s)
19	Contributions, gifts, grants, and similar amounts received (including conference donations, scholarships, etc). List below (1).				\$ -	
20	Program service revenue (lunch/dinner meetings). List below (2).				\$ -	
21	Membership dues received				\$ -	
22	Investment income				\$ -	
23	Conference proceeds (International only)				\$ -	
24	Conference awards received (newsletter/chapter achievement)				\$ -	
25	Conference seed received				\$ -	
26	Gross income from fundraising events. List below (3).				\$ -	
27	Miscellaneous revenues. List below (4).				\$ -	
28	TOTAL REVENUES - total of lines 19 through 27	\$ -	\$ -	\$ -	\$ -	
29						
30	EXPENSES	To International	To Other Chapter	To Non-Chapter	Total	Name of Other/Chapter(s)
31	Membership dues paid				\$ -	
32	Donations (to conference host chapter, charitable, etc.) List below (5).				\$ -	
33	Conference proceeds				\$ -	
34	Conference seed returned to International				\$ -	
35	Grants/Fellowships				\$ -	
36	Professional fees and other payments to independent contractors				\$ -	
37	Occupancy, rent, utilities, and maintenance (Includes conference calls)				\$ -	
38	Printing, publications, postage and shipping				\$ -	
39	Expenses for fundraisers. (These are expenses related to fundraising revenues on line 26.) List below (6).				\$ -	
40	Hotel and meeting rooms				\$ -	
41	Meals and meeting expense				\$ -	
42	Guest speaker fees & expenses				\$ -	
43	Gifts, awards & prizes (excludes fellowships, grants & scholarships)				\$ -	
44	Board and Executive Committee expenses				\$ -	
45	Bank service charges				\$ -	
46	Office supplies				\$ -	
47	Web hosting & development				\$ -	
48	Insurance				\$ -	
49	Miscellaneous expenses. List below (7).				\$ -	
50	TOTAL EXPENSES - total of lines 31 through 49	\$ -	\$ -	\$ -	\$ -	
51						
52	NET INCOME - line 28 minus line 50	\$ -	\$ -	\$ -	\$ -	

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	A	B	C	D	E	F
		Amt From International	Amt From Other Chapter	Amt From Non-Chapter	Total Amt	Name of Other/ Chapter(s)
54	(1) Contributions, gifts, grants, and similar amounts received:				\$ -	
55					\$ -	
56					\$ -	
57					\$ -	
58					\$ -	
59		\$ -	\$ -	\$ -	\$ -	
60						
61	(2) Program service revenue (lunch/dinner meetings, etc):				\$ -	
62					\$ -	
63					\$ -	
64					\$ -	
65					\$ -	
66		\$ -	\$ -	\$ -	\$ -	
67						
68	(3) Fundraisers:				\$ -	
69					\$ -	
70					\$ -	
71					\$ -	
72					\$ -	
73		\$ -	\$ -	\$ -	\$ -	
74						
75	(4) Other revenue:				\$ -	
76					\$ -	
77					\$ -	
78					\$ -	
79					\$ -	
80		\$ -	\$ -	\$ -	\$ -	
81						
82	(5) Donations:				\$ -	
83					\$ -	
84					\$ -	
85					\$ -	
86					\$ -	
87		\$ -	\$ -	\$ -	\$ -	
88						
89	(6) Fundraising expenses:				\$ -	
90					\$ -	
91					\$ -	
92					\$ -	
93					\$ -	
94		\$ -	\$ -	\$ -	\$ -	
95						
96	(7) Miscellaneous expenses:				\$ -	
97					\$ -	
98					\$ -	
99					\$ -	
100					\$ -	
101		\$ -	\$ -	\$ -	\$ -	

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Chapter Committees

No committee shall have the power to incur any obligations or expense without a specific prior authorization of the chapter executive committee on the basis of a previously submitted budget.

Fellowships and WiNUP Member Scholarship

1. The fellowship chairman may organize a committee to plan, organize and execute a special project to secure funds for contribution to the WiNUP Julia Kiene, Lyle Mamer, and/or Louisan Mamer Fellowship fund(s), and the WiNUP Member Professional Development Scholarship.
2. Keep the executive director informed of local colleges and universities. Contact these colleges and universities, and be responsible for publicizing the fellowships.
3. Any money collected for the fellowship and member scholarship fund(s) are to be given to the chapter treasurer as soon as collected, marked for the fellowship or member scholarship fund only. The treasurer shall send a check for the total contributions for the fellowship or member scholarship fund(s) to the executive director for deposit in the Julia Kiene, Lyle Mamer, and/or Louisan Mamer Fellowship account(s), or general account for the Member Professional Development Scholarship.

Historian/Archives

On a quarterly basis:

1. Collect and archive copies of articles of incorporation, newsletters and bulletins, any news releases and published items, WiNUP chapter history, meeting minutes, and conference photos.
2. Solicit photos of major events.
3. Send electronic copy to WiNUP Executive Director to store as a backup.

Hospitality or Hostess

1. Organize a committee to receive and seat members and guests and generally act as hostess at all regular meetings.
2. One or more of these committee members should be present at each meeting.
3. This committee should cooperate closely with the membership committee to make all guests and prospective members feel welcome at meetings.
4. Supply nametags at each meeting.

Meetings or Arrangements

1. Select location for each meeting; also choose the menu, if applicable.
2. Notify secretary and newsletter chairman of location at least one month in advance (including name, address, price of meal, and deadline for reservations).
3. Give management of meeting location the “minimum guarantee” for meal by prearranged date.
4. Arrange with treasurer for payment of guest speaker’s meal and any other approved expenses.

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Membership

1. Be familiar with the qualifications for membership as stated in the international bylaws.
2. Present plans for membership drive to executive committee and execute these plans with the membership committee's help.
3. Present prospective members at a regular chapter meeting.
4. Keep international membership chairman and executive director informed of all major activities.
5. Devise new methods of attracting members, check newspapers and other periodicals for names of likely members and see that they are contacted.
6. Keep a current list of members.
7. When notified by chapter chairman of delinquent members and possible resignations, follow up, determine the reason and report to the executive committee.

Membership Expansion Committee

Membership retention is as important to WiNUP membership expansion as new members. One WiNUP member, prominent in personal accomplishments as well as in WiNUP, expressed the same idea with greater impact: "New members are hard to get – but easy to lose!"

Assuming an axiom, "The more an individual member does for WiNUP, the more loyalty and responsibility the individual member develops," consider how to involve new members as well as continuing members in your total WiNUP yearly program activities.

- Spotlight newcomers at several meetings – not just one – including, as judged best:
 - Very special introduction
 - Special background and experience
 - Outstanding past achievements
 - New assignments in WiNUP
 - A highlighted recognition for recent special WiNUP or business achievements
- Spotlight continuing members. Choose one or two for each meeting or every other meeting.
Recognize:
 - Recent promotion
 - Contributions to WiNUP, past and/or present
 - Recent publicity for member's WiNUP participation
 - Regular WiNUP meeting attendance
 - "Above and beyond call of duty" for WiNUP and business activities
 - A fund-raising idea
 - Member in chapter newsletter
- Involve as many WiNUP members as possible in each of the programs and activities. A few good ways for your chapter may be:
 - A rotating hospitality committee for each program – the goal at each program meeting is to extend hospitality to each attendee.
 - A simple but still good idea to periodically rejuvenate meetings is to draw names of members/guests attending. Each member searches until the drawn name is found, introducing oneself to new acquaintances and greeting those already acquainted with during the search.
 - Invite one or two new or continuing members to board meetings so more members become acquainted with total WiNUP activities.
 - Ask chairmen of standing or special committees to invite other members to help on special activities.

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- Try rotating committee responsibilities such as the chapter newsletter and/or program announcement responsibilities. New ideas and fresh talent could evolve.

Your chapter can easily triple such a list for total membership involvement.

How to contact a prospective member:

1. PERSONALIZE every letter you write. Even if you use a “form” letter, send a short personal “cover” letter also.
2. EXPLAIN as much about your chapter as possible:
 - When do you meet?
 - Where do you meet?
 - What kinds of programs/speakers do you have?
 - Who are your members? Go one-step further, for example, if you are writing to an extension home economist, list the names of extension home economists in your chapter.
3. Include a copy of membership brochure; refer to it in your letter. Be sure to include and update dues information. In some cases, including the postage on the envelope could be just the “added touch” to make that prospective member feel wanted and important.
4. Include as many other items as you can to familiarize the prospective member with the activities and scope of WiNUP.
EXAMPLES: chapter newsletter and international newsletter
5. If you send out a letter and hear nothing, a follow-up note attached to the next issue of the chapter newsletter will tell them that you haven’t forgotten them.
6. When a member submits an application, send a friendly “welcome to the chapter” letter as a follow-up. Express your delight to have the new member. Welcome the new member to the privileges and obligations of chapter membership.
7. Utilize the membership notebook developed by 1992 EWRT National Membership Committee to expand membership.

Types of Businesses/Affiliations for Prospective WiNUP Members, Audiences and Programs:

- Utility companies, promotional and merchandising
- Electric cooperatives
- Universities, colleges, schools and departments
- Family & Consumer Sciences
- Consumer/Marketing Research
- Design Engineering
- Electrical, Mechanical and Electronic
- Engineering
- Food Technology
- Extension Service
- Hotel and Restaurant
- Technical and Popular Journalism
- Arts, Crafts and Design
- High Schools and grade schools, as above
- Publishing companies of books, magazines, periodicals and newspapers
 - Shelter
 - Women’s Promotional and Sales Sporting
 - Textile Processing
 - Management
 - Food Processing
 - Manufacturing
 - Trade
 - Research
- Home Builders – prefabricated home distributors, construction companies and electrical contractors.

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- Manufacturers:
 - Food and food packaging
 - Flooring, hard and soft floor coverings
 - Fabrics, garment and garment accessories
 - Electric musical instruments
 - Electric health equipment
 - Major and portable appliances
 - Heating, humidifying and cooling equipment
 - Electrical, mechanical and electronic control
 - Dishwasher and laundry detergents/aids
 - Sewing machines, patterns and sewing accessories
 - Utensil, container and packaging
 - Glass, china and silver
 - Electric toys, games and sports
 - Commercial and domestic cleaning equipment
 - Radio and television
 - Lighting equipment
- Distributing companies of the above
- Dealers, department stores and other retail outlets of the above
- Service companies of the above
- Research service companies (e.g. consumer reaction and attitude, marketing, or product evaluation or development)
- Public relations companies
- Advertising firms
- Commercial photography and film studios
- Radio and television
- Consulting firms of the above
- Interior decorating firms
- Architectural, remodeling, home and kitchen planning firms
- Government agencies and departments as related to the utility industries
- Utility industry and allied field associations and organizations
- Educational and consumer associations and organizations
- Standards organizations

Types of positions/professions by prospective WiNUP members, audiences and programs:

- Public relations representative, executive director, specialist
- Executive secretary
- Demonstration program specialist or supervisor
- Advertising copywriters, account executives and advisors
- Architect and architectural advisors
- Buyers
- Consultants
- Freelance writers or product analysts and developers
- Sales representatives or specialists
- Sales training managers, supervisors and specialists
- Survey and survey analysts and specialists
- Personnel managers, supervisors and advisors
- Teachers, instructors, professors, department heads and student counselors

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- Research directors, research assistants and administrators
- Deans, assistant deans and counselors
- Extension specialists
- Designers, design specialists and advisors
- Editors, editorial assistants, account representative and executives
- Engineers, test engineers and design engineers
- Chemists, test chemists and chemical engineers
- Food technologists, supervisors and specialists
- Photographic specialist and advisors
- Research directors, managers, supervisors and assistants
- Administration and management managers and specialists
- Home service directors, managers and specialists
- Regional home service representative, counselors and specialists
- Radio and television personalities, program commentators, directors or producers
- Kitchen planning specialists and counselors

Membership Notebook Resource is on File with Chapter Membership Officer or Contact Executive Office.

Mentoring

Mentoring Committee Purpose:

1. Implement a chapter mentoring program that provides professional development for members through the counsel and guidance of a mentor.
2. Pair mentor and mentees, provide tools and training to mentors and mentees to ensure a successful program, and evaluate the success of the program.

Committee Recruitment:

1. Solicit chapter members who are interested in being on the committee or chapter officers can select a committee chair and ask the chair to recruit additional members.
2. Suggest at least four (4) committee members.

Mentor/Mentee Recruitment:

1. Solicit chapter members who would like to be a mentor, mentee or both.
2. Solicit additional mentors who may not be current WiNUP members but would provide a valuable mentoring experience to a WiNUP mentee.
3. Request interested mentees and mentors complete an application that obtains personal and career information as well as personal desires for a mentoring relationship.
4. Use application information to pair mentors and mentees.

Program Suggestions:

1. Once mentor/mentee pairs have been established, hold a kick-off meeting for introductions and training on a mentoring relationship.
2. Conduct pre, mid and post surveys of both mentors and mentees to obtain feedback on the mentoring program and if/where mid-program improvements may be needed.
3. Suggest mentees and mentors establish their own expectations for the mentoring relationship (e.g. how often to meet, where to meet, mentoring outcomes, etc.)
4. Provide opportunities for the matches to interact as a group (e.g. ball games, group dinners, picnics, etc.).

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5. Hold an end-of-program celebration event.
6. Encourage mentors/mentees to continue their relationship on an informal basis once the formal program has concluded.
7. Document “what went well” and “opportunities for improvement” for use by the next committee.

References Available in Mentoring Toolbox (www.winup.org):

1. Sample surveys
2. Sample letters
3. Training information
4. Mentor and Mentee sample applications
5. Book suggestions
6. Tools and assessments
7. Ohio Chapter Mentoring Program Handbook
8. Northern Indiana Chapter Mentoring Program Summary

Newsletter

1. Prepare and mail newsletter at least quarterly.
 - a. May include meeting reminders and short reviews of scheduled speakers.
 - b. Report on programs, speakers, chapter activities, job openings, etc.
 - c. Contact members for items of interest.
2. Appoint reporters to help gather newsletter information.
3. Condense items of interest and send to international newsletter editor, as well as a copy of each edition of newsletter.

Nominating

1. Contact members to determine willingness to serve as chapter officers.
2. Present a slate of officers to the membership to be voted on at the fall chapter meeting.

Program

1. Appoint a committee to assist in formulating and securing programs for each regular meeting.
2. Submit outline of each regular program (including speaker’s name, title, affiliation, topic, etc.) to executive committee for approval.
3. Submit outline of programs to newsletter chairman for chapter newsletter and to secretary for inclusion in meeting notice.
 - a. Include all outstanding points that will help “sell” the membership on attending the meeting.
 - b. Submit outline at least one month prior to meeting.
4. Introduce speaker at each meeting, or delegate this job to the committee member who has arranged for the speaker.

Publicity

1. Send news to newsletter chairman.
2. Prepare a “master list” of newspapers and trade publications, which are logical recipients of chapter news releases. Initiate and maintain personal contact with representatives of these publications.
3. Prepare and distribute an advance release on each regular meeting. Include synopsis of speaker’s text, if available, or speaker’s biography.
4. Advise members how each person can cooperate to facilitate maximum news coverage.
5. Collect and save clippings of chapter publicity and assemble for annual report.

International WiNUP Guidelines

Special Committees

1. Special committees may be appointed, by the chairman of the chapter, as the need arises (e.g. chapter workshops, fund raisers, chapter awards, etc.)

International Membership Dues and Fees

Annual membership dues are established by a majority vote of the international board of directors followed by a majority vote of the membership. New member initiation fee and reinstatement fee amounts are established by a majority vote of the international board of directors.

The various types of dues and fees are described in general terms in Article IV of the bylaws.

The executive office invoices all members on or about Dec. 1 of each year for international and chapter dues for the succeeding year (which begins Jan. 1). It is at each chapter's discretion to set their own dues amounts, but each chapter **must** notify the executive director of dues changes for chapter billing by Oct. 15 of each year (reference Article V, Section F of the Bylaws). Dues shall be paid to the local chapter treasurer who will:

- i) Forward the international dues portion to the executive office and
- ii) Keep and deposit the chapter dues.

Any member not paying the annual dues on or before February 1 shall be considered delinquent, and a \$10 late fee will be assessed after March 1. The executive director will mail a reminder renewal form on or around February 21 to members who have not paid their annual dues by February 1. Further, a reinstatement fee of \$10 will be assessed after March 31.

International honorary life members are not assessed international dues. International honorary life members may contribute to the Julia Kiene, Lyle Mamer, and Louisan Mamer and the WiNUP Member Professional Development Scholarship funds, if desired, which they may submit at their discretion.

New members joining on or after Oct. 1, or through a special conference package, are considered paid members in good standing for the succeeding year.

The application for membership following this page and also the form printed on membership brochures available from the executive office are the **ONLY** forms that are acceptable for new member applications. This application form is also available on the WiNUP web page of the Internet. Chapters having any other forms should destroy them immediately.

New members should mail their applications, along with a check for the total amount, to the local treasurer with a copy to the membership chair and the chapter chair.

International Student Dues and Fees

International dues for **students** will be one-third (1/3) of the international dues. Chapter **student** dues will be set by the individual chapters.

International Retirement Dues and Fees

International dues for **retirees** will be \$10 less than the international dues. Chapter **retiree** dues will be set by the individual chapters (reference Article IV, Section A, Item 3 of the Bylaws).

International WiNUP Guidelines



WOMEN'S INTERNATIONAL NETWORK OF UTILITY PROFESSIONALS Membership Application/Renewal Form

Date: _____ Email address: _____
Name: _____ Company: _____
Job title: _____ Department: _____
Street Address: work () home () _____
City: _____ State: _____ Zip: _____
Business phone: _____ Cell phone: _____ Chapter: _____
☐ I am a renewing member. Year Joined _____

Make your check payable to **WiNUP**. Send your check and this form to your **Chapter Treasurer**.

If you do not know who your Chapter Treasurer is or if you have any other questions, please contact:

Claudia Powell, Executive Director, email: winup.claudia@gmail.com, or mail: WiNUP, P.O. Box 64, Grove City, OH 43123-0064.

Current members *must* renew by February 1. A late fee of \$10 is due after March 1 and an additional reinstatement fee of \$10 is required after March 31. New members are accepted throughout the year without late fees being applied. New members pay a one-time initiation fee of \$6. New members joining between October and December or through a special conference package will pay for the coming year only and receive the remainder of the current year for free.

Annual Dues (Members are required to pay international dues **and** chapter dues. Check all boxes that apply.):

International Dues (check one):

\$66 standard membership
\$56 qualified retiree
\$22 qualified student
Honorary life

Chapter Dues (check one):

\$34 Atlanta
\$25 Metro Chicago, Mid-Atlantic
\$20 Virginia, SW Virginia/NE Tennessee
\$15 ArkLaTex, East Tennessee, Indiana, Northern Indiana, South Texas
\$10 Kentucky, Nashville, New York, North Texas, Ohio, West Virginia

\$ 5 North Central-Minnesota
\$ 4 Missouri, Members at Large

Other:

\$6 new member one-time initiation fee (this is in addition to international and chapter dues)
\$10 late fee (if payment is received after March 1 for current member)
\$10 reinstatement fee (if payment is received after March 31, except for new members)

Total Payment \$ _____

The objectives of WiNUP are to provide:

- ***Opportunities for professional development***
- ***Networking and mentorship***
- ***Recognition and visibility for members and business partners***

WiNUP is a professional organization committed to fostering an inclusive business environment for members and guests. Our mission does not support any particular political or religious view and we refrain from actions that create a non-inclusive environment.

International WiNUP Guidelines

Suggested Procedures for Processing New Member Applications

Local chapter treasurer

- Receive application and check from new member.
- Notify chapter chairman (and membership committee chair) of new member.
- Send new member the latest issues of international newsletter and other pertinent information including internet Members Only login information.
- Send International Dues (including fellowship contributions) to the executive office by February 1 of each year.

Chapter chairman

- Notify the chapter members that a new member has joined.
- Print labels and notify and send to those officers who correspond with the membership (e.g. newsletter editor and secretary), making sure the new member is on the mailing list to receive newsletter, meeting notices and other pertinent chapter/international information.

Chapter membership chair

- Call or write new member to acknowledge receipt of membership application and welcome him/her to chapter.

Transfer of Membership

A member wishing to transfer to another chapter must notify the executive office in writing of the desired transfer, stating present chapter affiliation and the name of the chapter to which the transfer is requested.

If the records show that the member is in good standing, the executive director will notify the chairmen of other chapters of the transfer and send a copy to the member making the request.

International WiNUP Guidelines

WiNUP International Awards

WiNUP International Awards Overview

WiNUP international has three awards that recognize individual members' achievements and contributions: the *OAK* Award, *POWER* Award and *International Honorary Life* Award. The following guidelines are applicable to all three awards. Individual award objectives and eligibility criteria are detailed separately.

- Nominations will be accepted annually; however, a committee may choose not to select a recipient. Nomination does not guarantee selection.
- By March 1, the executive director will send an email to all chapter chairs, members-at-large, WiNUP board and executive committee members, and international committee chairs to request nominations for all awards. Included in this e-mail will be the award overview, objectives, eligibility rules, evaluation forms (for information only) and the nomination forms.
- Only one award nominee in each category may be submitted from each chapter.
- Members-at-large may be nominated by an international board member or an international committee chair.
- International officers, including the immediate past president, are not eligible for the *OAK* and *Honorary Life Member* awards in the year they hold office.
- Candidates must meet all the eligibility criteria for the nomination to be considered valid.
- Chapter chairs must send completed nomination forms and required letters of recommendation to the international award committee chair and the executive director by May 1.
Note: Chapters should work with nominees to ensure nomination forms are completed correctly and contain the requested information.
- All award nominees are required to include at least three letters of recommendation supporting their nomination. These letters must include the author's handwritten signature to be considered valid. One letter should be from the chapter chair, committee chair or past chapter officer. The details provided in these letters will be considered in the event of a tie score.
- Nominations that do not follow the chapter or members-at-large submission process will not be accepted.
- Award committee chairs will present their recommendations for approval to the international board at the board's mid-year meeting.
- Recipients will receive their awards at the WiNUP international conference banquet.
- Recipients may only receive these awards once at the international level.

WiNUP International Award Application Tips:

- Nominees should remember that judges are not familiar with their local programs or any acronyms of local organizations or programs. Please state these clearly and avoid using acronyms if possible.
- Instead of just listing what organizations you were involved in that helped to develop your leadership skills, briefly explain how you demonstrated those skills.
- To win an award, you need to sell yourself and explain to the judges why your achievements are noteworthy. Take full advantage of the category word allotments to tell your story.
- The required 500-word essay section for each award is worth a significant percentage of the total points. Do not shortchange yourself. Scoring well here could be a major determinant of being an award recipient.
 - *OAK* and *POWER* nominees: Remember to share your vision.

International WiNUP Guidelines

- *Honorary Life* nominees: You should demonstrate at least six of the long-term commitment and leadership items listed under Honorary Life Membership Award eligibility.
- All nominees are encouraged to work with their chapter committees to ensure nomination forms are complete and contain the requested information.

OAK Award

Outreach, Accomplishments, Knowledge

Objectives:

- The *OAK* award will honor an established WiNUP member who has exhibited *exceptional* leadership and service within WiNUP/EWRT for at least *ten (10) years*.
- It will recognize the member's WiNUP/EWRT involvement, responsibilities and leadership at the local and international level.
- It will recognize efforts within the industry that support WiNUP objectives.
- It will promote awareness of the recipient's contributions to other professional organizations.

Eligibility:

- Nominees must be active members for at least **ten (10) years**.
- Only membership year is used to determine "at least" number of years. Members must have completed their "at least" required membership length by Dec. 31 the year before being nominated for the award. (adopted June 22, 2012, revised Jan. 5, 2015, board meeting) *International officers, including the immediate past president, are not eligible for the OAK Award in the year they hold office* (adopted April 3, 2014, board meeting).

Year of Award	2015	2016	2017	2018	2019	2020
Year Joined WiNUP for Award Eligibility:						
OAK (At least 10 years)	2004 or earlier	2005 or earlier	2006 or earlier	2007 or earlier	2008 or earlier	2009 or earlier

- EXAMPLE join anytime in 2004: The "at least" required membership anniversary date for those who join anytime in 2004 is Dec. 31, 2014. These members are eligible for nomination beginning in 2015 and thereafter.
- Nominees must demonstrate long-term commitment to the organization, which must be detailed on the nomination form.

International WiNUP Guidelines



OAK Award Nomination Form

Nominee should read the WiNUP International Awards Guidelines prior to completing the nomination form.

Name:	Date Joined: Year of Award Nomination:
Home Address:	Home Telephone:
Company, present position and title:	
Name, title, and telephone number of nominee's immediate supervisor:	
Business Address:	Business Telephone:
WiNUP Chapter:	
WiNUP/EWRT local and international offices and committee responsibilities: Describe your responsibilities and provide an example of how you demonstrated leadership in those responsibilities. <i>Limit 200 words, 11 point type.</i>	
Industry contributions that support WiNUP/EWRT objectives: Describe activities that contribute to the industry and explain how they support WiNUP objectives. <i>Limit 200 words, 11 point type.</i>	
Demonstrated leadership in professional organizations: Describe your roles and explain how you demonstrated leadership in each. <i>Limit 200 words, 11 point type.</i>	
Honors and awards (not confined to WiNUP/EWRT):	
Include a brief essay (<i>not to exceed 500 words, 11 point type</i>) citing specific examples of your contributions to WiNUP/EWRT objectives and your vision for the future of the organization.	

OAK Award nominations must include three letters of recommendation as defined in the award guidelines overview. Completed nomination forms and the required letters must be submitted by the chapter to the OAK Award committee chair and the WiNUP executive director by May 1.

International WiNUP Guidelines



OAK Award Evaluation Form

Name of Nominee:		
Year of Award Nomination:		
Chapter:		
Activity	Maximum Score	Score
WiNUP/EWRT offices/responsibilities held locally and internationally. International president – 6 pts. International vice president, secretary or treasurer – 5 pts. each International board member or international committee chair - 4 pts. each Chapter chair – 4 pts. Chapter vice president, secretary or treasurer – 3 pts. each Chapter committee chair – 2 pts. International committee member or chapter committee member – 1 pt. each Consider nominees description of her officer and committee responsibilities and her example of how she demonstrated those responsibilities. <i>Limit 200 words, 11 point type.</i>	30 for members of a chapter or 20 for members-at-large*	
Industry contributions that support WiNUP/EWRT objectives. Consider nominee's description and explanation of how her contributions support WiNUP/EWRT objectives. <i>Limit 200 words, 11 point type.</i>	10	
Demonstrated leadership in professional organizations. Consider nominee's description/explanation/examples of her demonstrated leadership. <i>Limit 200 words, 11 point type.</i>	10	
Honors and awards (not confined to WiNUP/EWRT).	10	
Nominee's essay (<i>limit 500 words, 11 point type</i>): Consider details and examples provided in nominee's contributions/vision statement.	40	
Total score 100 for chapter members or 90 for members-at-large * NOTE: Minimum points required for award eligibility -- 70 for chapter member; 60 for members-at-large. <i>In the event of a tie score, evaluators will consider the content of the nominees' supporting letters of recommendation.</i>	100 or 90*	

* Because members-at-large do not have the same opportunity to meet and elect officers and committee members in their local chapter as other chapters, their total points are lower than other members belonging to chapters that meet regularly.

International WiNUP Guidelines

POWER Award

Objectives:

- The *POWER* Award will honor a WiNUP member who has supported the objectives of the organization locally and internationally for at least ***two (2) years*** and no more than ***five (5) years***.
- It will recognize an up-and-coming member's efforts and contributions to the organization.
- It will recognize the nominee's contributions made to the industry.
- It will promote awareness of the nominee's contributions to other professional organizations and professional accomplishments.

Eligibility:

- Nominees must be active members for at least **two (2) years** and no more than **five (5) years**.
- Only membership year is used to determine "at least" and "no more than" number of years. Members must have completed their "at least" required membership length by Dec. 31 the year before being nominated for the award. Upon meeting the "at least" criterion, members are eligible for nomination for the next three years. A member's "third and final" eligibility year is the year of her fifth membership anniversary.

Year of Award	2015	2016	2017	2018	2019	2020
Year Joined WiNUP for Award Eligibility:						
POWER (At least 2 years & no more than 5 years)	2010-2012	2011-2013	2012-2014	2013-2015	2014-2016	2015-2017

- "At least" EXAMPLE - join anytime in 2012: The "at least" required membership anniversary date for those who join anytime in 2012 is Dec. 31, 2014. These members are eligible for nomination for the next three years - 2015, 2016 and 2017.
- "No more than" EXAMPLE - "third and final" eligibility year - join anytime in 2010: The "no more than five years" anniversary year is 2015. Members who joined anytime in 2010 are eligible in 2015 but not after.
- Details of relevant activities should be included on the nomination form.

International WiNUP Guidelines



POWER Award Nomination Form

Nominee should read the WiNUP International Awards Guidelines prior to completing the nomination form.

Name:	Date Joined: Year of Award Nomination:
Home Address:	Home Telephone:
Company, present position and title:	
Name, title, and telephone number of nominee's immediate supervisor:	
Business Address:	Business Telephone:
WiNUP Chapter:	
WiNUP local and international offices and committee responsibilities: Describe your responsibilities and provide an example of how you demonstrated leadership in those responsibilities. <i>Limit 200 words, 11 point type.</i>	
Industry contributions that support WiNUP objectives: Describe activities that contribute to the industry and explain how they support WiNUP objectives. <i>Limit 200 words, 11 point type.</i>	
Demonstrated leadership in professional organizations: Describe your roles and explain how you demonstrated leadership in each. <i>Limit 200 words, 11 point type.</i>	
Honors and awards (not confined to WiNUP):	
Include a brief essay (<i>not to exceed 500 words, 11 point type</i>) listing specific examples of your contributions to WiNUP objectives and your vision for the future of the organization.	

POWER Award nominations must include three letters of recommendation as defined in the award guidelines overview. Completed nomination forms and the required letters must be submitted by the chapter to the POWER Award committee chair and the WiNUP executive director by May 1.

International WiNUP Guidelines



POWER Award Evaluation Form

Name of Nominee:		
Year of Award Nomination:		
Chapter:		
Activity	Maximum Score	Score
<p>WiNUP offices/responsibilities held locally and internationally.</p> <p>International secretary or treasurer – 5 pts. Each</p> <p>International board member or international committee chair - 4 pts. Each</p> <p>Chapter chair – 4 pts.</p> <p>Chapter vice president, secretary or treasurer – 3 pts. Each</p> <p>Chapter committee chair – 2 pts.</p> <p>International committee member or chapter committee member – 1 pt. each</p> <p>Consider nominees description of her officer and committee responsibilities and her example of how she demonstrated those responsibilities. <i>Limit 200 words, 11 point type.</i></p>	<p>20 for members of a chapter or 10 for members-at-large*</p>	
<p>Industry contributions that support WiNUP objectives. Consider nominee's description and explanation of how her contributions support WiNUP/EWRT objectives. <i>Limit 200 words, 11 point type.</i></p>	15	
<p>Demonstrated leadership in professional organizations. Consider nominee's description/explanation/examples of her demonstrated leadership. <i>Limit 200 words, 11 point type.</i></p>	15	
<p>Honors and awards (not confined to WiNUP).</p>	10	
<p>Nominee's essay (<i>limit 500 words, 11 point type</i>): Consider details and examples provided in nominee's contributions/vision statement.</p>	40	
<p>Total score 100 for chapter members or 90 for members-at-large * NOTE: Minimum points required for award eligibility -- 70 for chapter member; 60 for members-at-large. <i>In the event of a tie score, evaluators will consider the content of the nominees' supporting letters of recommendation.</i></p>	<p>100 or 90 *</p>	

* Because members-at-large do not have the same opportunity to meet and elect officers and committee members in their local chapter as other chapters, their total points are lower than other members belonging to chapters that meet regularly.

International WiNUP Guidelines

International Honorary Life Membership Award

As WiNUP's highest recognition for a member's contribution, recipients should exhibit characteristics and behaviors that align with WiNUP's Mission and Objectives. *Honorary Life* members are not assessed international dues.

Objectives:

- The *Honorary Life Member* Award will honor an established WiNUP member who has exhibited exceptional leadership and service within WiNUP/EWRT for at least **fifteen (15) years**.
- It will recognize the member's WiNUP/EWRT involvement and responsibilities at the local and international level.
- It will recognize the member's ability to advise, counsel and mentor other WiNUP members.
- It will recognize the member for contributions made to the industry.

Eligibility:

- Nominee must be an active member for at least **15 years**.
- Only membership year is used to determine "at least" number of years. Members must complete their "at least" required membership length by Dec. 31 the year before being nominated for the award. *International officers, including the immediate past president, are not eligible for the Honorary Life Award in the year they hold office* (adopted at April 3, 2014, board meeting).

Year of Award	2015	2016	2017	2018	2019	2020
Year Joined WiNUP for Award Eligibility:						
Honorary Life (At least 15 years)	1999 or earlier	2000 or earlier	2001 or earlier	2002 or earlier	2003 or earlier	2004 or earlier

- EXAMPLE - join anytime in 1999: The "at least" required membership anniversary date for those who join anytime in 1999 is Dec. 31, 2014. These members are eligible for nomination beginning in 2015 and thereafter.
- Nominee must have demonstrated long-term commitment to the organization and must have made outstanding contributions to WiNUP/EWRT in **six or more** of the following ways:
 - Actively pursued ways to increase membership in the organization
 - Increased communication within the organization
 - Served as a mentor to others in WiNUP
 - Organized group meetings or promotional programs to encourage interest in WiNUP
 - Organized a WINUP International Conference
 - Spearheaded a project that benefited the organization or increased WiNUP's recognition
 - Demonstrated commitment to WiNUP/EWRT through serving the organization in designated leadership roles
 - Demonstrated *continued* commitment to WiNUP/EWRT *after* serving in designated leadership roles
 - Served as a role model by demonstrating alignment with WiNUP/EWRT's mission and objectives
 - Demonstrated and encouraged a culture of inclusiveness
 - Demonstrated and promoted engagement (active involvement) in WiNUP/EWRT

International WiNUP Guidelines



International Honorary Life Award Nomination Form

Nominee should read the WiNUP International Awards Guidelines prior to completing the nomination form.

Name:		
Date Joined:		
Year of Award Nomination:		
Address:		
Phone:	Cell:	Work:
Company (if applicable): Position: Title:		
WiNUP Chapter:		
WiNUP/EWRT local and international offices held: Describe your responsibilities and provide examples of how you demonstrated those responsibilities. <i>Limit 200 words, 11 point type.</i>		
WiNUP/EWRT local and international committee responsibilities: Describe your responsibilities and provide examples of how you demonstrated those responsibilities. <i>Limit 200 words, 11 point type.</i>		
Industry contributions: Briefly describe your activities that contribute to the industry and explain how they support WiNUP objectives. <i>Limit 200 words, 11 point type.</i>		
Membership and leadership in other organizations: Briefly describe your roles and provide an example that demonstrates your participation and leadership. <i>Limit 200 words, 11 point type.</i>		
Honors and awards (not confined to WiNUP/EWRT):		
Include a brief essay (<i>limit 500 words, 11 point type</i>) detailing how you have demonstrated at least six of the long-term commitment and leadership items listed under <i>Honorary Life Membership Award</i> eligibility in the guidelines.		

Honorary Life Member nominations must include three letters of recommendation as defined in the award guidelines overview. Completed nomination forms and the required letters must be submitted by the chapter to the Honorary Life Member Award committee chair and the WiNUP executive director by May 1.

International WiNUP Guidelines



International Honorary Life Award Evaluation Form

Name of Nominee:		
Year of Award Nomination:		
Chapter:		
Activity	Maximum score	Score
<p>WiNUP/EWRT Offices/committees held locally and internationally.</p> <p>International president – 6 pts. International vice president, secretary or treasurer – 5 pts. each International board member or international committee chair – 4 pts. each Chapter chair – 4 pts. Chapter vice president, secretary or treasurer – 3 pts. Each Consider nominees description of her officer responsibilities and her examples of how she demonstrated those responsibilities. <i>Limit 200 words, 11 point type.</i> Chapter committee chair – 2 pts. International committee member or chapter committee member – 1 pt. each Consider nominees description of her committee responsibilities and her examples of how she demonstrated those responsibilities. <i>Limit 200 words, 11 point type.</i></p>	<p>30 for members of a chapter or 20 for members-at-large *</p>	
<p>Industry contributions: Consider nominee's description and explanation of how her contributions support WiNUP/EWRT objectives. <i>Limit 200 words, 11 point type.</i></p>	<p>10</p>	
<p>Membership/leadership in other organizations: Consider nominee's description/explanation/examples of her demonstrated leadership. <i>Limit 200 words, 11 point type</i></p>	<p>10</p>	
<p>Honors and awards (not confined to WiNUP/EWRT).</p>	<p>10</p>	
<p>Nominee's essay (<i>limit 500 words, 11 point type</i>): Consider details and examples provided in nominee's essay demonstrating at least six of the long-term commitment and leadership items listed under Honorary Life Membership Award eligibility.</p>	<p>90</p>	
<p>Total score 150 for chapter members or 140 for members-at-large * NOTE: Minimum points required for award eligibility -- 135 for chapter member; 90 for members-at-large. <i>In the event of a tie score, evaluators will consider the content of the nominees' supporting letters of recommendation.</i></p>	<p>150 or 140 *</p>	

* Because members-at-large do not have the same opportunity to meet and elect officers and committee members in their local chapter as other chapters, their total points are lower than other members belonging to chapters that meet regularly.

International WiNUP Guidelines

Fellowships

WiNUP currently has three fellowships available annually to females pursuing advanced degrees (beyond a bachelor's degree), which will lead to careers in the utility industry or allied fields. They are:

The Julia Kiene Fellowship
(\$2,000)

The Lyle Mamer Fellowship
(\$1,000)

Louisan Mamer Fellowship
(\$500)

The applicant must be accepted to a regionally or nationally accredited university.

The Internal Revenue Service has ruled that if fellowship applications are judged anonymously (with applicant's names removed) WiNUP members, as well as non-members, are eligible.

Interested potential applicants may also call or write to the executive office, or access the WiNUP web page (www.winup.org) for a fellowship application. The deadline for applying is May 1.

Soon after May 1, the executive office will mail each application (with applicant's name removed) along with supporting documentation to the international fellowship chair. She/he will coordinate with the four (4) other members of the committee (appointed by the committee chair) to select the fellowship winners.

The committee's recommendations will be announced at the summer international board meeting for approval. Final selections will be announced in the international newsletter.

Winners will be selected by June 1. Notification to the recipients must be by hard copy letter on WiNUP letterhead sent via the USPS. The recipient will be sent a WiNUP membership application along with the recipient letter, inviting her to join WiNUP. For the school year, the recipient may apply for membership at the student rate. Applicants not receiving an award will also be notified by phone or letter. Fellowship money will be sent to the recipients' universities for semi-annual distribution as designated by the board of directors. The award can be designated for various student expenses, including but not limited to tuition. By accepting the fellowship, the recipient has agreed that WINUP can use this award information for publicity purposes and possibly ask for a photo of the recipient for that purpose.

Scholarships do not have to be awarded each year.

In the event that the pool of applicants is either few in number or lacking in qualified candidates, and the top candidate's score is at least 10 points higher on their application review than the next nearest applicant, consideration can be given to awarding the top candidate more than one fellowship.

Provide names of all recipients to historical committee.

International WiNUP Guidelines



Fellowship Application

Instructions for completing this application:

- Complete the application electronically.
- All applicants will be considered for all fellowships.
- All **sections** must be completed. Insert “**not applicable**” if section does not apply.
- Print on white, 8 ½ x 11 pages, one side only.
- Sign the document.

NOTE: Only complete and signed applications will be considered.

Mail all information, including requested transcripts and letters of reference, in a single envelope to:

Women’s International Network of Utility Professionals
P.O. Box 64
Grove City, OH 43123

If there are questions, contact WiNUP at winup.claudia@gmail.com.

Name: _____

Address: _____

Telephone: _____ Fax: _____

E-Mail: _____

Highest Degree Obtained: _____

☐ Check here if a WiNUP member

How did you hear about us? _____

International WiNUP Guidelines

If more space is needed for the topics below, please use a separate sheet of paper, with the appropriate heading. By accepting a fellowship, the recipient has agreed that WINUP can use this award information for publicity purposes and will be required to provide a photo for that purpose. Recipient will receive an invitation to join WiNUP at the student membership rate of \$22 annually.

1. SCHOLASTIC RECORD:

Student Status: Prepare a paragraph outlining student status (currently in graduate studies, have applied or have been accepted), date **graduate** studies will begin, university name, location and major. **Attach an official transcript to this application.**

Colleges Attended: List each college, years of enrollment, major, degree received and date. If any graduate level classes have been completed, provide a similar statement for graduate work as indicated.

2. COLLEGE ACTIVITIES: List extra-curricular activities such as community, professional and social organizations, publications, music, sports, etc. Indicate special responsibilities and offices. Include complete names of organizations.

3. POST COLLEGE ACTIVITIES: List community, professional and social organizations and indicate responsibilities and offices held, if applicable.

4. COLLEGE RECOGNITION AND HONORS: List honors, including national honor societies.

5. PROFESSIONAL RECOGNITION AND HONORS: List honors received since graduating from college.

6. EMPLOYMENT HISTORY: List current or latest positions first and include name of each employer, dates of employment and a brief description of the job. Include part-time work.

7. FINANCIAL STATUS: Explain in a brief paragraph, how your college education was financed. Include a paragraph of estimated expenses.

8. APPLICANT STATEMENT – Attach a paragraph explaining:

- a. Why you are interested in furthering your education.
- b. How you expect to contribute to the field of energy after completion of your studies.

9. REFERENCES: Two references are **REQUIRED**. These should be from members of the college faculty who are well acquainted with your work; or you may send one letter from a faculty member and one from an employer or other person who knows your potential for an electrical industry career. Faculty references are preferred. It will be helpful if references are aware of the fellowship purpose and requirements so that they can reinforce your eligibility. References must provide their contact information and sign the letter.

THIS APPLICATION FORM, REFERENCES AND OFFICIAL TRANSCRIPTS MUST BE POSTMARKED BY MAY 1 OF EACH YEAR. THE APPLICANT WILL BE NOTIFIED BY JUNE 30.

SIGNATURE

REQUIRED: _____ **DATE:** _____

International WiNUP Guidelines

Fellowship Evaluation Form

Score each area finding it: **Outstanding** (5 points), **very good** (4 points), **good** (3 points), **fair** (2 points) and **poor** (1 point) and **no points** (0 points).

Show total points at bottom of evaluation form.

AREA 1	Scholastic record. Based on grade point average, ranking in class, transcript (undergraduate and/or graduate work).				
5	4	3	2	1	0
AREA 2	College activities. Extracurricular activities such as community, professional and social organizations, publications, music, sports, etc. Special responsibilities and offices in these organizations.				
5	4	3	2	1	0
AREA 3	Post college activities. Community, professional and social organizations. Responsibilities and offices in these. List any WiNUP activities in which you have been involved.				
5	4	3	2	1	0
AREA 4	College recognitions and honors. Honors including national honor societies.				
5	4	3	2	1	0
AREA 5	Professional recognitions and honors. Honors received since graduation from college.				
5	4	3	2	1	0
AREA 6	Relevant employment history. List with current or latest position first, including name of each employer, dates of employment and a brief description of job (including part time work).				
5	4	3	2	1	0
AREA 7	Financial status. Paragraph explaining what method was used to finance undergraduate education and how any outstanding expenses will be handled. Paragraph outlining estimate of graduate expenses and how further studies will be financed. List all scholarships and amounts that you will receive. Also, list all scholarships (and associated amounts) for which you have applied, but not yet received, and the expected date when you will receive notification of award. (Score based on demonstrated need for funding.)				
5	4	3	2	1	0

International WiNUP Guidelines

AREA 8 Applicant statement – Attach a paragraph explaining:

- a. Why you are interested in obtaining a graduate degree. (Score based on intention and plan to apply education to the energy or utility industry.)

5 4 3 2 1 0

- b. How you expect to contribute to the field of energy after the completion of your study.

5 4 3 2 1 0

AREA 9 References. Two are required. These should be from members of the college faculty who are well acquainted with your work. Or one may be from a faculty member and one from an employer or other person who knows your potential for an energy industry career. Faculty references are preferred. (Should include name, title, complete mailing address and phone number for each reference).

5 4 3 2 1 0

TOTAL SCORE FROM 9 AREAS _____

NAME OF APPLICANT _____

JUDGED BY _____

International WiNUP Guidelines

WiNUP Member Professional Development Scholarship (Opportunity for Current WiNUP Members Only)

Scholarship Criteria:

To be eligible, the applicant must be a member in good standing of the Women's International Network of Utility Professionals, Inc.

Awards are made on basic achievement in applicant's employment position, overall personal development and WiNUP participation.

The scholarships are designed for degree or non-degree study. Non-degree study would include professional development programs and workshops that have associated participation costs.

Applicants must be actively taking classes when making application or enrolled in an upcoming session to be considered for the award.

Funds Available:

Availability of funds will determine if the scholarship will be awarded. Up to a total of \$500 in scholarship money may be awarded annually to one or more applicants. Total funds in any year are not to exceed \$500.

The Scholarship Committee will be responsible for determining the amount and selection of recipient(s).

The scholarships are forgivable loans to current WiNUP members. The recipient must remain a member in good standing of WiNUP for a minimum of two (2) years after receiving the scholarship or the original amount of the scholarship must be repaid to WiNUP.

The scholarship check will be mailed directly to the recipient after confirmation of enrollment or program participation, and may be used for tuition, books and/or laboratory fees.

Application form will be posted to the website.

NOTE: The Internal Revenue Service has ruled WiNUP members pursuing graduate degrees are eligible to apply for the Julia Kiene, Lyle Mamer, and Louisan Mamer fellowships provided the applications are judged anonymously with the applicant's name removed.

To apply for one of these graduate (beyond a bachelor's degree) fellowships, members **MUST** use the fellowship application form.

International WiNUP Guidelines



WiNUP Member Professional Development Scholarship Application

Only WiNUP members in good standing are eligible to apply for this scholarship. The awardee must remain a WiNUP member in good standing for a minimum of two (2) years after receiving the award or the scholarship must be repaid to WiNUP.

If you are a member wishing to apply for the Julia Kiene, Lyle Mamer, and Louisan Mamer graduate fellowships, you **MUST** use the fellowship application form to be considered for one of those awards.

Instructions for completing this application:

- Complete this document electronically.
- All sections must be completed. Insert “**not applicable**” if section does not apply.
- Print on white, 8 ½ x 11 pages, one side only.
- Sign the document.

NOTE: Only complete and signed applications will be considered.

Mail all information, including any requested transcripts and letters of reference, in a single envelope to:

**Women's International Network of Utility Professionals
P.O. Box 64
Grove City, OH 43123**

If there are questions, contact WiNUP at winup.claudia@gmail.com

Name: _____

Address: _____

Telephone: _____ Fax: _____

E-Mail: _____

International WiNUP Guidelines

If more space is needed for the topics below, please use a separate sheet of paper, with the appropriate heading.

1. SCHOLASTIC RECORD:

Student Status: Prepare a paragraph outlining student status (currently enrolled, have applied or have been accepted), date studies will begin, university, college or other professional training or educational institution name, location, and course of study. Attach an official transcript of past completed work to this application.

PREVIOUS EDUCATION: List each college or educational facility, years of enrollment, major, degree received if completed and date.

2. EXTRA-CURRICULAR ACTIVITIES: List extra-curricular activities such as community, professional and social organizations, publications, music, sports, etc. Indicate special responsibilities and offices. Include complete names of organizations.

3. EDUCATIONAL RECOGNITIONS AND HONORS: List honors, including national honor societies.

4. PROFESSIONAL RECOGNITION AND HONORS: List professional honors received.

5. EMPLOYMENT HISTORY: List current or latest positions first and include name of each employer, dates of employment, and a brief description of the job. Include part-time work.

6. FINANCIAL STATUS: Explain in a brief paragraph, how your education or development program is being financed. Include a paragraph of estimated expenses.

7. APPLICANT STATEMENT – Attach a paragraph explaining:

- a. Why you are interested in furthering your education.
- b. How you expect to contribute to the field of energy after completion of your studies.

8. REFERENCES: Two references are **REQUIRED**. If already enrolled in a program, these should be from members of the educational institution's faculty or instructors who are well acquainted with your work. Or you may send one letter from an instructor and one from your employer or other person who knows how the study you are pursuing contributes to your career development. References must provide their contact information and sign the letter.

THIS APPLICATION FORM, REFERENCES AND OFFICIAL TRANSCRIPTS MUST BE POSTMARKED ON OR BEFORE MAY 1, OF EACH YEAR. THE APPLICANT WILL BE NOTIFIED BY JUNE 30.

SIGNATURE

REQUIRED: _____ **DATE:** _____

International WiNUP Guidelines

WiNUP Member Professional Development Scholarship Evaluation Form

Score each area finding it: **Outstanding** (5 points), **very good** (4 points), **good** (3 points), **fair** (2 points) and **poor** (1 point) and **no points** (0 points).

Show total points at bottom of evaluation form.

AREA 1 Scholastic record. Based on grade point average, ranking in class, and transcript for previously completed work.

5 4 3 2 1 0

AREA 2 Extra-curricular activities. Extra-curricular activities such as community, professional and social organizations, publications, music, sports, etc. Special responsibilities and offices in these organizations.

5 4 3 2 1 0

AREA 3 Educational recognitions and honors. Honors including national honor societies.

5 4 3 2 1 0

AREA 4 Professional recognitions and honors. Professional honors received.

5 4 3 2 1 0

AREA 5 Relevant employment history. List with current or latest position first, including name of each employer, dates of employment and a brief description of job (including part time work).

5 4 3 2 1 0

AREA 6 Financial status. Paragraph explaining how education or development program is being financed, including a paragraph of estimated expenses. (Score based on demonstrated need for funding.)

5 4 3 2 1 0

AREA 7 Applicant statements – Attach a paragraph explaining:

a. Why you are interested in furthering your education. (Score based on intention and plan to apply education to the energy or utility industry.)

5 4 3 2 1 0

b. How you expect to contribute to the field of energy after the completion of your studies.

5 4 3 2 1 0

International WiNUP Guidelines

AREA 8 References. Two are required. These should be from members of the educational institution's faculty or instructors who are well acquainted with your work. Or one may be from a faculty member and one from an employer or other person who knows your potential for an energy industry career. Faculty references are preferred. (Should include name, title, complete mailing address and phone number for each reference).

5 4 3 2 1 0

TOTAL SCORE FROM 8 AREAS _____

NAME OF APPLICANT _____

JUDGED BY _____

International WiNUP Guidelines

Chapter Achievement Award

Objective

The Chapter Achievement Award will be given each year in recognition for outstanding chapter participation.

Eligibility

Each chapter, with the exception of the Members-at-Large Chapter, is encouraged to fill out the report. Chapters will only compete in their specific category which is designated by number of members.

- **CATEGORY #1 – CHAPTERS WITH 1-10 MEMBERS**
- **CATEGORY #2 – CHAPTERS WITH 11-25 MEMBERS**
- **CATEGORY #3 – CHAPTERS WITH MORE THAN 25 MEMBERS**

The chapter chair should appoint a committee of chapter members to work together on filling out the award form and compiling reports to attach to the form. The committee is also responsible for making sure the award form and attached information is in the hands of the executive director by the deadline.

Deadline for reports to be in the executive director's office is Aug. 15.

Reports will be judged by a committee comprised of the Member-at-Large Chapter members or members of chapters from other categories. The committee members will be chosen by the executive director. The judging committee will use a score sheet for judging. Please complete in detail as many items on the award form as possible.

There will be one \$100 prize awarded in each category. The prize money and a certificate to the chapter will be presented by the international president at the conference.

International WiNUP Guidelines

International WiNUP Chapter Achievement Award

CATEGORY #1 – CHAPTERS WITH 1-10 MEMBERS

CATEGORY #2 – CHAPTERS WITH 11-25 MEMBERS

CATEGORY #3 – CHAPTERS WITH MORE THAN 25 MEMBERS

CHAPTER NAME: _____

CHAPTER CATEGORY: _____ **APPLICATION DATE** _____

PREPARED AND SUBMITTED BY: _____

Please type the answers to the following questions in detail (can attach additional sheets):

How many times did your chapter meet from September to August? Please give dates.

Meeting speakers' names, bios and expertise.

Which of the following areas did your speakers touch on? List speaker beside area and attach a brief summary of the speaker's presentation.

1. Professional Growth:

2. Personal Growth:

3. Women's Issues:

4. Industry Related:

5. Other (Please state which area):

Was there a business meeting also scheduled during these meetings? If not, when were business meetings held?

Did the chapter officers and committees present a report at each business meeting? List meeting dates, officers and committees that gave reports and topic of reports. Attach any available reports.

Is your chapter involved in community projects or promoting other projects outside of WiNUP?

International WiNUP Guidelines

List all monetary donations, time volunteered, clothing donated, food and toiletry items donated or any other donations.

Does your chapter promote the international conference to members, other companies, or co-workers? If so, explain how.

What year did your chapter last host a conference? How many conferences has it hosted? Does your chapter have any plans to host a conference in the near future? Have chapter members been involved in planning other conferences (such as 2006 conference hosted by past presidents)?

Do you have chapter members involved in committees or leadership roles on the international level? If so, list committees and leadership level.

Does your chapter have an active membership recruitment program? If so, describe your program.

Does your chapter have an active mentoring program? If so, describe your program.

Does your chapter provide new member orientation? New officer orientation?

Does your chapter promote WiNUP fellowships (Julia Kiene, Lyle Mamer, Louisan Mamer), or the WiNUP Member Professional Development Scholarship?

International WiNUP Guidelines

How many times from September to August has your chapter or a chapter member been featured in the local newspaper, local trade magazine, or similar publication or website in an article relating to WiNUP? Does your chapter promote International WiNUP in your local paper, local trade magazine or similar publication or Web site? (Attach articles)
Describe your chapter's focus and goals for the coming year. Attach schedule if available.
Does your chapter promote the International platform? (i.e. STEM) If so, how?

International WiNUP Guidelines

Judges Form for Chapter Achievement Award

Score each question: 1 through 5 with one being the lowest score and five the best possible score. Do not score unanswered questions.	SCORE
1. How many times did your chapter meet (September thru August)? Please give dates. (1-3 = 1 POINT, 4-6= 2 POINTS, 7-8= 3 POINTS, 9-10= 4 POINTS, 11-12=5 POINTS)	
2. Meeting speakers' names, bios and expertise.	No Score
3. Which of the following areas did your speakers touch on? (Score according to attached summary and how the speaker relates to WiNUP's Objectives). 1. Professional Growth: 2. Personal Growth: 3. Women's Issues: 4. Industry Related: 5. Other:	
4. Regular business meetings were held with members.	
5. Did chapter officers and committees present regular reports during business meetings? Review documentation of dates, officers and committee reports, topics.	
6. Is the chapter involved in community projects or promoting other projects outside of WiNUP and were monetary or other donations made including time, clothing, food, toiletry items, or products?	
7. Does the chapter promote the International conference to members, other companies, or other co-workers?	
8. Has the chapter hosted a conference, or assisted with conference planning? Does the chapter plan to host a conference in the near future?	
9. Has the chapter described an active membership recruitment program?	
10. Has the chapter documented an active mentoring program?	
11. Does the chapter provide new member orientation? New officer orientation?	
12. Does your chapter promote WiNUP fellowships (Julia Kiene, Lyle Mamer, Louisan Mamer), or the WiNUP Member Professional Development Scholarship?	
13. How many times during the past year has the chapter or a chapter member been featured in the local newspaper, local trade magazine, or similar publication in relation to the WiNUP organization? Does the chapter promote International WiNUP in your local paper, local trade magazine or similar publication?	
14. Does this document the chapter's focus and goals for the coming year?	
15. Does your chapter promote the International platform? (i.e. STEM) If so, how??	
TOTAL SCORE	

International WiNUP Guidelines

Newsletter Award

Award Objective

The Newsletter Award will be given each year in recognition for outstanding Chapter Newsletter Communications. This may include paper and electronic newsletters.

Eligibility

Each chapter, with the exception of the Members-at-Large Chapter, is encouraged to fill out the report.

The Chapter Newsletter Committee will be in charge of filling out the award form and compiling copies of the newsletter to attach to the form. The committee is also responsible for making sure the award form and attached information is in the hands of the executive director by the deadline.

Deadline for reports to be in the executive director's office is Aug. 15.

Reports will be judged by a committee comprised of the Member-at-Large Chapter members, members of chapters that do not compete, or a judge not in the WiNUP organization who has a journalism background. The committee members will be chosen by the executive director or president. The judging committee will use a score sheet for judging. Please complete in detail as many items on the award form as possible.

Three prizes will be awarded annually:

- First place is \$100 and a certificate
- Second place is \$75 and a certificate
- Third place is \$50 and a certificate

Awards will be presented by the international president at the conference.

International WiNUP Guidelines

International WiNUP Chapter Newsletter Award

CHAPTER & NEWSLETTER EDITOR: _____

Application Year: _____ **Please type the answers to the following questions in detail:**

How many times did your chapter publish a newsletter September through August? Please give dates and attach a copy of each newsletter and describe if distribution was paper or electronic.
Does the newsletter have an official title? If so, what and what meaning does it communicate?
Is the official WiNUP logo used in the newsletters?
Do the newsletters regularly feature an article from the chapter chair? Specify which issues.
Do the newsletters list chapter officers' names, e-mail addresses and phone numbers? Specify which issues.
Do the newsletters review previous chapter speakers and future meeting programs? Please list.
Do the newsletters regularly publish future meeting dates, times and places?
Do the newsletters publish member bios (new or otherwise) and contact information for welcoming purposes?
Does the newsletter regularly feature articles related to the utility industry? If yes, list article name and date article was featured.
Do the newsletters promote WiNUP's Mission Statement and Objectives? If so, how?
Do the newsletters publish articles promoting WiNUP fellowships (Julia Kiene, Lyle Mamer, Louisian Mamer), or the WiNUP Member Professional Development Scholarship?
Do the newsletters feature information concerning the International conference?
Do the newsletters feature an International conference recap?
Does the newsletter support/promote the chapter's philanthropic activities through its articles?
Does the newsletter feature the International philanthropic platform? (i.e. STEM)

International WiNUP Guidelines

Judges Form for Chapter Newsletter Award

Score each question 1 through 14 with a score of 1 to 5 with 1 being the lowest score and 5 the best possible score. Do not score unanswered questions. Score the Extra Points Question with a score of 0 to 25 with 0 being the lowest score and 25 the best possible score.

QUESTION	SCORE
1. How many times did the chapter publish a newsletter between Sept. and Aug.? Were dates and a copy of each newsletter provided?	
2. Does the newsletter have an effective and meaningful official title?	
3. Is the official WiNUP logo used appropriately and prominently in the newsletters?	
4. Do the newsletters regularly feature an article from the Chapter Chair?	
5. Do the newsletters list chapter officers' names, e-mail addresses and phone numbers?	
6. Do the newsletters review previous chapter speakers and promote future meeting programs?	
7. Do the newsletters regularly publish future meeting dates, times, and places?	
8. Do the newsletters publish member's bios (new or otherwise) and contact information for welcoming purposes?	
9. Does the newsletter regularly feature articles related to the utility industry?	
10. Do the newsletters promote WiNUP's Mission Statement and Objectives?	
11. Do the newsletters publish articles promoting WiNUP fellowships (Julia Kiene, Lyle Mamer, Louisan Mamer), or the WiNUP Member Professional Development Scholarship?	
12. Do the newsletters feature information concerning the International conference?	
13. Do the newsletters feature International conference reviews of speakers and activities that took place during the conference?	
14. Does the newsletter support/promote the chapter's philanthropic activities through its articles?	
15. Does the newsletter feature the International Philanthropic platform? (i.e. STEM)	
EXTRA POINTS: Judges can give up to 25 points for editorial excellence. Such as, Are the newsletter's articles well written and well edited? Is the newsletter well organized? Does it feature an attractive, easy to read design? Are appealing graphics/photographs used? Are captions used to identify persons in photographs?	
TOTAL SCORE	

International WiNUP Guidelines

Past Presidents Grant (PPG) for WiNUP Members

One of WiNUP's objectives is to provide opportunities for professional development of members. Attending the WiNUP annual conference provides members with new and challenging information that ultimately will benefit them in their careers.

The WiNUP Past Presidents Council (PPC) sponsors this conference grant program to assist a qualified and deserving member who otherwise would not have the travel funds to attend the conference.

Following are the guidelines for members to apply for financial assistance for travel through the Past Presidents Conference Grant for WiNUP Members.

Applicants should review these guidelines and the application form carefully to ensure the form is accurately completed.

Any member in good standing who meets the grant requirements outlined in the guidelines may apply.

Note: Recipients are responsible for paying their own conference registration fee unless approved separately by the international board upon request from the Past Presidents Council as stated in the PPG guideline on page 53.

International WiNUP Guidelines

Past Presidents Conference Grant for WiNUP Members

- One PPG will be available each year. Grant award will be \$600/person. The grant fund must keep a minimum balance of \$1,000 at all times. The PPC reserves the right not to award a grant(s).
- A \$600 financial assistance grant will be provided to the recipient. The funds are to be used toward hotel accommodations and travel. If the recipient's hotel and travel costs are less than \$600, any remaining funds shall be returned to the grant program. For accounting purposes, recipient will forward hotel and travel receipts to the executive director after the conference.
- Applicant must be an active member of WiNUP for at least the three consecutive years prior to applying for the grant, and dues must be current.
- Applicant cannot receive the grant more than once in a five-year period.
- The International Immediate Past President, who chairs the PPG committee and the Past Presidents Council, will appoint a grant committee of two PPC members. If an applicant is from chair's chapter, the chair will appoint a third member to the grant committee, and the chair will be a non-voting member of the grant committee. The PPG committee will review applications to recommend a grant winner each year. The PPC will make all final decisions concerning the PPG program.
- Applicant must complete entire application and statement, sign and submit to the executive director and the international immediate past president by June 15. The executive director will confirm with the PPC chair the number of applications received for processing.
- The PPG shall be awarded three months before the conference.
- Recipient must attend entire conference, including all seminars, field trips and offsite events (unless prevented by health reasons).
- Recipient must volunteer and assist the WiNUP conference host chapter as requested.
- Recipient shall write an article for the international newsletter regarding conference experience and its benefits.
- If for any reason, the grant recipient is not able to attend the conference, sufficient notice should be given to the PPG committee to allow the grant to be awarded to another eligible applicant. If award is unable to be used due to last minute extenuating circumstances, the award will revert to the PPG fund.

International WiNUP Guidelines

How the Conference Grant is Funded

- Initial money to fund the Past Presidents Grant (PPG) was donated by International WiNUP and the Bluegrass Development Fund. Money will be raised each year by the Past Presidents Council (PPC) (See Past Presidents Council section on page 97).
- International WiNUP will donate 10 percent of its share of annual conference proceeds to the PPC, as approved by the board at its September 2011 meeting.
- While the past presidents raises funds to keep the grant viable, International WiNUP contributed to the grant program the first five years (2008 to 2012) by paying the recipient's conference registration. The PPC grant committee may request on a year-to-year basis that International WiNUP assist the recipient by providing recipient's conference registration fee.
- If the grant program is discontinued, all money remaining in the program will be returned to International WiNUP.
- The grant money will be placed in the same financial institution as all other WiNUP funds. Funds will be considered International WiNUP funds designated for the PPG. All funds credited and debited will be reviewed and examined by the WiNUP International Executive Committee and Board of Directors as recommended by the PPC.

International WiNUP Guidelines



Member Application for Past Presidents Conference Grant

Name: _____

Year of Grant Application: _____

Company name, position and title: _____

Business Address: _____

Business Telephone: _____ Email Address: _____

WiNUP Chapter Affiliation and date joined: _____

List three members as references: Please include telephone numbers and e-mail addresses of each.

1. _____

2. _____

3. _____

What is your primary reason for wanting to attend this year's WiNUP Conference?

What is your current level of involvement in WiNUP through your chapter/international committees, board or offices?

What percent of your total cost to participate in the conference would this grant provide?

What role does WiNUP fulfill in your professional development related to your current position?

What recommendations would you make to the past presidents who sponsor this grant for future fund-raising?

Include a statement (not to exceed one page) on how you will use the conference experience to benefit others (either at your work place, within your chapter, or other WiNUP members).

Signature: _____ Date: _____

International WiNUP Guidelines

Conference Recognition

Objectives:

- To recognize the contributions of the conference host
- To encourage and promote conference leadership

Eligibility:

- Host must be member(s) of the WiNUP organization
- Must successfully host the annual WiNUP international conference (see conference guidelines on page 116)
 - All financial paperwork must be completed and submitted to the executive director by December 15th to support the WiNUP IRS filing.
 - The financial obligation agreed to and budgeted between the hosting chapter and the executive committee must be met.

Process:

- Review that the conference objectives have been met (as per eligibility stated above).
- Present up to \$1,000 recognition gift by the current international president after the 1st of the year based on meeting the conference objectives.
- Recognize the hosting chapter(s) at the following conference with a presentation of the gift (check).

This award does not affect the host chapter's 25% of profit eligibility.

Note: This will be considered annually, however, the board may choose not to present the gift.

Organization Website and Membership Directory

An international WiNUP membership directory and rosters will be compiled and placed on the Members Only section of the website at www.winup.org by March 1 and updated throughout the year. The login ID and password to access the Members Only portion of the website is available from chapter chairs and the executive director.

This directory and rosters includes the name, preferred mailing address, e-mail address, telephone and cell phone numbers of each member of the international executive committee, board of directors and international committee chairs. It also lists all WiNUP members in good standing (to be listed within their respective chapters.) Lists of international and national honorary life members, past international presidents, Outreach, Accomplishments, Knowledge Award (OAK), Member-at-Large (MAL) award, POWER award, Newsletter, and Chapter Achievement winners are also included. Field of business is provided in the membership directory for easy reference.

If access to the website is not available, a printed copy will be mailed to the member at his/her request. Updates will be made periodically by the webmaster.

International WiNUP Guidelines

Establishing a New Chapter

I. Preliminary establishment of need and interest in organizing a WiNUP Chapter.

Establishment of the need, interest, and potential for organizing a new chapter of the Women's International Network of Utility Professionals can be done by any individual with interest, including but not limited to, individual WiNUP members, non-members, members-at-large, the international chairman of chapter development and the committee members, international officers, and members of the board of directors.

Once the potential and interest is established, contact the executive director for suggestions, visual aids and procedures for advancing toward organization.

The executive committee, international chapter development chairman and the executive director are the key contacts for interested individuals in geographical areas not currently served by an existing chapter.

The new chapter development committee is to respond to interested parties within two weeks from initial contact. If the committee chair cannot work within that timeframe, they are to notify the international president who will appoint someone to provide follow-up contact within that timeframe.

The assigned contact person(s) in the potential new chapter area should call a meeting of prospective members who have exhibited high interest to discuss the benefits of WiNUP membership and organization of a chapter. If desired, an executive committee member, the international chapter development chairman and the executive director may be invited to attend this meeting.

II Suggestions for First Organization Interest Meeting

The agreed contact person (original and/or other) should call a meeting of 3 to 5 prospective members with high interest to sell or resell them on the benefits of WiNUP and organization of a chapter.

It would be of great advantage if the meeting places were the place of business of the probable key prospect whose interest is high enough to promote and organize a chapter and guide its growth and activities. A luncheon meeting may be more advantageous than an evening meeting in light of today's busy schedules. Again, the presence of an executive officer may help encourage membership as well as the presence of some active international members from surrounding area chapters.

A. The meeting may be a luncheon, dinner or dessert or other type of meeting judged best for the situation.

B. Use the following tools to promote informal discussions:

1. Membership application form
2. The international newsletter recapping the international annual meeting
3. The rules and regulations for organizing a new WiNUP chapter
4. History and progress of WiNUP (*Acorns to OAKs*)
5. Information about Julia Kiene, Lyle Mamer, and Louisan Mamer Fellowship Awards
6. The WiNUP bylaws
7. WiNUP guidelines

International WiNUP Guidelines

Establishing a New Chapter (*Continued*)

- C. Points to promote:
 - 1. WiNUP is an independent organization in the utility industry and allied fields, interested in providing professional resources to its members.
 - 2. The diversification of membership, thus, the diversification of professionals from which to draw members. WiNUP is different from other organizations whose membership is from one specific profession and from profit-making companies.
 - 3. What WiNUP can do for the utility and allied industries.
 - 4. What WiNUP can do for its members, their companies, education, research and consumers.
 - 5. How WiNUP promotes the recognition of the accomplishments of those in the utility and allied industries.
 - 6. The growth of WiNUP – membership and number of chapters.
- D. Obtain a list of eligible and potential members.
 - 1. Ask each prospective member to submit:
 - a. Names
 - b. Titles
 - c. Affiliations
 - d. Addresses
 - e. Telephone numbers
- E. Ascertain the best date, time, and location for future meetings of prospects, such as short meet-and-greets.
- F. Request RSVP be sent to the local hostess.
- G. Promote agreement among the prospective members attending the meeting to lend support by supplying other names, addresses, etc. as soon as possible and in promoting attendance of the list of prospects. (Obtain agreement from prospective members to mail a follow-up reminder of the next meeting.)

International WiNUP Guidelines

Establishing a New Chapter (*Continued*)

III. Suggestions for Second Meeting for Organization of Chapter

A. Suggested arrangements and program:

1. Arrange for registration, name tagging, reception of guests, and introduction during hospitality hours Key Leader/Hostess
2. Promotional WiNUP chapter and membership Presentation, Welcome and Purpose..... Key Leader/Hostess
3. Request for self-introduction and affiliation identification Key Leader/Hostess
4. WiNUP, an uncommon professional org. An active WiNUP member
5. WiNUP activities and progress An active WiNUP member
6. What WiNUP can do for you..... An active WiNUP member
7. Requirements of WiNUP membership An active WiNUP member
8. Requirements for chapter organization..... An active WiNUP member
9. The need for a _____chapter of the WiNUP Key Leader/Hostess
10. Request for signatures of those interested in becoming a member. Key Leader/Hostess

B. Planning for promotion and program participation

1. The above program obviously can be regrouped, re-titled, combined and added to or reduced as required.
2. Arrange for attendance and participation of one or more of the following:
 - a. International chapter development chairman or one of the committees.
 - b. International president, other officer(s) or member(s) of the WiNUP board of directors.
 - c. Other prominent WiNUP member(s). Active WiNUP members are a necessity – more than one if possible.
3. Hospitality and professionalism – cordiality, personal growth, company progress and the knowledge explosion in the utility and allied industries is a strategic key atmosphere to create.

IV. Follow-Up

- A. When at least four qualified potential members have completed applications for membership, the contact person for the prospective new chapter should write a letter of application to the president requesting information on chapter formation and the right to use the name of the organization (Women's International Network of Utility Professionals.) (See Bylaws Article XII, Section C, Number 1.)
- B. The international secretary of the board of directors will submit the chapter application for approval via a mail (either U.S. mail or e-mail) ballot for board of directors' approval. (See Bylaws Article XII, Section C, Number 2.) A majority vote is required for approval.

International WiNUP Guidelines

Establishing a New Chapter (*Continued*)

- C. The international secretary should arrange for follow-up of interested non-signature attendees.
- D. After approval of the application by the board of directors, the executive director will send an invoice for assessment of initiation fees and dues to the new members for the current year. Once initiation fees and dues are processed, the executive director notifies the international president, treasurer, and secretary that all members are in good standing. (See Bylaws Article XII, Section C, Numbers 3, 4.)
- E. The international president may then issue a chapter charter to the new chapter with an official letter of ratification signed by the international president and secretary. (See Bylaws Article XII, Section C, Number 5.)
- F. The WiNUP president or other executive officer will present the charter to the new chapter at its scheduled chartering ceremony. A symbolic presentation of the charter will be made at the next international conference following acceptance of the chapter's application.
- G. The new chapter may at any practicable time after notification of acceptance of application elect officers from its own members, appoint committee chairmen and committee members and adopt chapter working rules consistent with the bylaws. (See Bylaws Article XII, Section E.) See Recommended Chapter Working Rules, based upon the successful experience of the parent organization.
- H. The international president and executive director are responsible for forwarding all necessary forms, for ordering supplies, tools for assistance in planning and operation of the new chapter.
- I. As a new chapter may not have sufficient treasury funds to pay for expenses, a new chapter grant of up to \$250 may be requested from the International Executive Committee. This grant is available to pay for such things as a speaker for the first meeting, invitations/postage, advertising, etc. To apply for the one-time grant, a chapter officer must send a detailed description of the exact amount of money requested and the purpose for the money to the International Executive Committee (Executive Director, International President, Vice-President, Treasurer, Secretary, and Immediate Past President) via e-mail or letter. This committee will review the request and determine if the requested grant should be approved. This grant is also available to a stagnate chapter that is being "revitalized."

The International Treasurer will communicate the decision to the requesting chapter officer within 14 days of receipt of the request. A receipt (or receipts) from the new chapter for goods and/or services received with the grant money must be submitted to the Executive Committee within 45 days of use of the grant funds. If the chapter were to dissolve within two years from receiving the funds, the amount of the grant is to be reimbursed to the International Executive Committee from remaining chapter funds (see Dissolving a Chapter section).

International WiNUP Guidelines

Charter for new Chapter. Make changes in red. Print 1st page on current year letterhead.

Name of new Charter **Women's International Network of Utility Professionals**

Dear **Name** Chapter:

As president of the International Network of Utility Professionals (WiNUP) and on behalf of the WiNUP International Board of Directors, it is with great pride and honor that we accept **name** as a chapter of WiNUP. We are pleased to present this charter to you.

WiNUP promises to support, encourage and nurture the **name** Chapter members; work side-by-side with them to develop and grow the Chapter; and mentor, advise and counsel the chapter as it transitions into the organization.

Welcome to WiNUP.

Sincerely,

President's name
International President of WiNUP

Date _____

CHARTER

*The Women's International Network Of Utility Professionals, Inc.
Hereby issues a license to form a chapter and to use
The copyrighted name of this organization to:*

Name of Chapter

Of

*The Women's International Network of Utility Professionals, Inc.
In accordance with the action taken by the
International Board of Directors*

On

Date Chartered

*This license shall apply to the territory designated as
Territory Served*

*This license is a perpetual license and may be revoked only as set
forth in the by-laws of
The Women's International Network of Utility Professionals, Inc.*

The Women's International Network of Utility Professionals, Inc.

By: _____ President

_____ Secretary

Date: _____



International WiNUP Guidelines

Dissolving or Revoking a Chapter

There may be a need to dissolve or revoke an active chapter. The following guidelines are suggested for this process.

I. Notification of intended dissolution

- A. One member of the chapter to be dissolved should contact the International president in writing.
- B. International president will inform the International Board of Directors.
- C. Executive director will send to the notifying member of the dissolving chapter
 1. Request to return chapter charter (See Bylaws Article XII, Section H),
 2. A letter of acknowledgement, and
 3. A packet of information about individual members becoming Members-at-Large.
- D. Dissolution will be effective as of December 31 of the year in which notification was made. (As such, no international dues refunds will be made.)

II. Distribution of Chapter funds

- A. If a new chapter grant was received from the International organization, and the chapter is dissolved within two years of grant receipt, the total amount of this grant (or as much as is available from chapter funds) is to be reimbursed to the International organization.
- B. The remaining members of the chapter being dissolved will determine the use of funds remaining in the treasury of that chapter. Possible uses include, but are not limited to, one or more of the following:
 1. Funding individual members' participation in WiNUP as Members-at-Large
 2. Contribution to one or more charities of its choice
 3. Creation of a scholarship fund
 4. Contribution to International WiNUP organization's general fund or to existing scholarship or leadership fund.
- C. One member of the dissolved chapter must notify the International President by December 31 of the year in which dissolution occurred of the plan of action taken with the remaining chapter funds.

III. Revoking a Chapter charter

- A. The international board of directors shall have the power to revoke the charter of any chapter and the chapter's right to use the name of WiNUP for violation of rules and regulations of WiNUP or for acts that are unethical or otherwise harmful to WiNUP. (See Bylaws Article XII, Section D.)

International WiNUP Guidelines

Chapter Merger

1. Chapter chairs of the merging chapters must notify the executive director in writing of their intentions at least ninety days before a vote of the chapters' members regarding the merger. (See Bylaws Article XII, Section G.)
2. The executive director must inform the executive committee of this information.
3. A majority of the chapters' members must agree to the merger and must decide upon the merged chapter's name.
4. Upon merging, each chapter's assets will be merged into a pooled treasury account.
5. New chapter officers and International board representative shall be elected and take office immediately. The executive director shall be notified of the identities of these office holders as well as the name of the new chapter; the executive director must then inform the executive committee of this information.
6. The organization shall then issue a charter to the merged chapter, which will be forwarded to the chapter.
7. The new chapter shall adhere to the organization's bylaws, rules and resolutions.

International WiNUP Guidelines

Miscellaneous Chapter Information

Chapter Honorary Life Members

Chapter honorary life membership may be awarded by vote of the chapter executive committee. When this membership is awarded, the chapter assumes responsibility for all future dues of the member – both chapter and international.

The dues invoice will be mailed directly to them. They may then either pay the invoice and be reimbursed by the chapter, or submit the invoice to the chapter for payment from the chapter treasury directly to the executive office (in such case the invoice should be attached to the check with any address corrections noted.)

Meetings and Quorums

Regular meetings of the membership shall be as designated in the chapter bylaws. The executive committee of the chapter in conjunction with the program chairman shall determine the exact time and place for holding regular meetings.

Roll call of the membership shall be taken at each business meeting.

Special Meetings

Special meetings of the membership, for any purpose(s), shall be called by the chairman promptly at the written request of a majority of the executive committee of the chapter or at the written request of not less than one-third of the members of the chapter. Such requests shall state the purpose(s) of the proposed special meeting.

Quorums

One-third of the executive committee shall be three officers.

Roberts Rules of Order, newly revised, shall constitute the authority by which meetings of the chapter shall be governed.

Stationery and Supplies

Some WiNUP supplies including membership pins, logos, and limited stationery is available on the website or by contacting the executive director's office.

International WiNUP Guidelines

International Guidelines

Board of Directors

The WiNUP International Board of Directors is comprised of the executive committee (president, president-elect, secretary, treasurer, and immediate past president) and one member from each chapter of the organization.

The board of directors is elected and serves according to the requirements defined in Article VII of the bylaws.

A chapter may be represented at an international board of directors meeting by its chapter chairman or other designated chapter member when the elected director cannot attend. Another international board representative may serve as a proxy if a chapter's board representative is unavailable for a board meeting.

Presently, there is no reimbursement available from WiNUP for attendance at board of directors meetings, except for the international president as described under the president operations guide, page 67.

Directors who travel on business are encouraged to attend meetings of other chapters should they be in the area at the time of the chapter meeting.

International WiNUP Guidelines

International President Operations Guide

- Approve all expenses incurred by the International office. Executive director may NOT pay invoices until approved by president (or treasurer).
- Be sure officers have copies of Officers' Operational Guides and Chapter Guidelines,
- President should prepare agendas for the summer and fall board meetings/executive committee meetings.
- President should prepare messages (columns) for the international newsletter and monthly update bulletin.

President's Travel Expenses: Mid-year Meeting and Annual Conference

- President's expenses related to mid-year board meeting and annual conference including hotel and transportation may be covered as permitted by a budget line item included on annual budget, not to exceed \$2,500. All reasonable and ordinary expenses associated with the travel noted above will be reimbursed to the president. Receipts are required for all expenses. There will be no reimbursement for alcohol or entertainment.
- Conference registration fees for the international president will be included as a conference expense. (Also see page 127 of the international conference section of the guidelines.)

Suggested Timeline of Activities

January – March

- Write president's message for Newsletter No. 1 and for WiNUP monthly update message.
- Send appropriate committee guidelines to newly appointed international committee chairmen and/or ask outgoing international committee chairmen to transfer guides to new committee chairs.
- Request year-end report from outgoing international committee chairs. Ask incoming international committee chairs to select committee members and establish objectives for coming year (in support of overall objectives, such as Strategic Planning.)
- E-mail or call members to invite them to serve on international committees. Ask one to be chair of the committee. (Have completed by March 1.)
- Appoint new international committee chairs by early March. (Committee chairs expected to give update at summer board meeting.)

The nominating committee chairman should have been either a previous international (national) officer or a board member, and preferably a previous nominating committee member. (Consider an outgoing president due to overview of organization members.) Nominating committee members may preferably be previous international (national) officers or board members. A good understanding of executive officer and board operations and duties leads to a strong slate. Nominating Committee chair should request that nominee suggestions be sent to the committee by the end of February. Nominee acceptance should occur in the March timeframe

- Review and edit final version of international secretary's draft minutes of the executive committee and board meetings held at the annual conference from the previous fall.

International WiNUP Guidelines

Suggested Timeline of Activities (*continued*)

April – July

- Set date for summer executive committee/board of directors meetings.
- Prepare agenda for executive committee and board of directors meetings. See that notices are sent out early to executive officers, board members and international committee chairs. Board meetings should be held in the summer and during the annual conference. Executive committee meetings should be held prior to these meetings.
- Request reports from international committee chairs to be presented at summer board meeting.
- Confirm summer board meeting arrangements.
- Check on progress of nominating committee.
- Keep in close contact with annual conference chairman. It is the president's prerogative to make suggestions or request changes. The conference chair should communicate planning progress by phone, e-mail, fax and/or copies of letters.
- Conduct a review of executive director. The executive director's annual review is to include consideration of salary increase and potential to earn bonuses. Attendees at the review meeting should be executive director, president and vice president or incoming president. Other officers and board should provide input for meeting.

August – October

- Prepare for fall board meeting
 - Prepare agenda
 - Revise leadership list, including board of directors and committee chairs.
 - Send executive director a list of all guests in addition to the board of directors and chapter chairmen to be notified of the executive committee meeting and/or the board of directors meeting, and the chapter chairs meeting.
 - Notify board members of the board meeting and obtain return information on attendance. (The secretary or executive director may be asked to do this instead.)
 - Any special requirements should be reviewed with the conference chair and executive director.
- Prepare for annual conference
 - Request agenda topics.
 - Agenda for executive committee meeting. Set time and place.
 - Content for president's participation on the chapter chairs council. See conference chair for meeting room. Chapter chairs council is chaired by president-elect/vice president.
 - Agenda for board meeting.
 - Agenda for annual business meeting of WiNUP membership.
 - President's annual report for business meeting.
 - Introductions, announcements, award dissertations, etc., for business meeting, luncheons, banquet. See Master Plans for annual conference.
 - Pack gavel and other needed items.
 - Remind international committee chairs that they are to make a committee report at the board meeting and attend the chapter chairs council.
 - Remind Secretary to prepare award certificates. Both secretary and president will sign at the international conference/executive committee meeting.

International WiNUP Guidelines

Suggested Timeline of Activities (*continued*)

Annual Conference (October)

- Plan to arrive a day prior to the annual conference date.
- Coordinate duties with conference chair and co-chair.
- Executive committee meeting
- Board of directors meeting
- Chapter chairs meeting
- Leadership training, if scheduled
- Verify election results with executive director in the absence of immediate past president.

Annual Conference Day Duties

- Annual Business Meeting
 - See master conference plan
 - See sample agenda on [page 71](#)
 - Recognize or call for such as:
 - a) First-time attendees
 - b) New members in attendance
 - c) Members-at-large in attendance
 - d) In memoriam for members who have passed away since prior conference
 - Miscellaneous announcements
- Opening session or awards or dinner
 - President's welcome
 - President's introduction of conference chair and co-chair
 - President's presentation for such as:
 - a) OAK Award
 - b) POWER Award
 - c) Member-at-Large Award
 - d) Julia Kiene, Lyle Mamer, and Louisan Mamer fellowship winners (president may ask international fellowship committee chair for assistance in presenting awards.)
 - e) International Honorary Life Members
 - f) Newsletters winners
 - g) Chapter Achievement winners
 - Latest registration numbers
 - Conference chair or others may perform some or most of these duties.
- Other programs (recently president has participated little)
 - Special announcements
- Reception

President's Possible Other Duties

- Welcome to conference
- Introduce guests at table
- Announce final registration
- Recognize special people, such as
 - Chapter chairs
 - Past EWRT/WiNUP presidents
 - Honorary Life Members attending

International WiNUP Guidelines

- Past OAK Members attending
- Past POWER Award winners attending
- Past Members-at-Large Award winners attending
- Conference chair and co-chair
- Corporate sponsors, etc.

President's Possible Other Duties

- Make arrangements before leaving conference
 - Meet with executive officers and executive officers-elect to:
 - a. Discuss goals and problems
 - b. Offer suggestions to nominating committee chair for new officers.
- Conduct a review of executive director with executive officers. The executive director's annual review is to include consideration of salary increase and potential to earn bonuses. Then president, vice president and executive director meet to discuss review.

Annual Conference Follow-up (October-December)

- Write thank you letters to:
 - Conference speakers
 - Conference chairs
 - Corporate sponsors or hosts for special entertainment events
- Edit and approve international secretary's draft of minutes of:
 - Executive committee meeting
 - Board of Directors meeting
 - Annual business meeting

Year End Activities (December)

- Meet with incoming president at least once to discuss:
 - International and chapter matters and needs
 - Industry needs
 - Immediate status, problems and changes that will affect the incoming president's duties and administration.
 - The officers should have a copy of all executive officer guidelines for correlation of duties
 - Tentative dates, methods and/or place of official file transfer and discussion, if feasible

Continuing Activities

- Arrange for visiting chapters, if possible.
- Arrange with chapter development chair for contact.
- Arrange to meet with newly appointed annual conference chair to set up theme and format of next conference, if necessary.

International WiNUP Guidelines



WiNUP 20xx International Conference Annual Business Meeting Agenda Day of the week, month day, 20xx

Roll Call

Approve Minutes from month day, 20xx meeting

Treasurer

- 20xx Financials
 - YTD – month day, 20xx
 - Revenue: \$_____
 - Expenses: \$_____
 - Bank Account Balance: \$_____
- Investments Balance: \$_____ (as of month day) (Note that investments include fellowship funds)
- Approved 20xx operating budget of \$_____, an approximate ____ percent increase/reduction/flat of 20xx budget.

Welcome

Acknowledgements

- First-time attendees
- Non-WiNUP attendees
- Conference hosts and chair
 - ____ attendees
 - ____ of our ____ chapters, including members-at-large
 - ____ first-time attendees
 - ____ non-members

20xx Accomplishments

- xxx
- xxx
- xxx
- Awarded _____ \$ _____ Fellowship (if awarded)
- Awarded _____ \$500 member development scholarship
-

Future Challenges

- _____
- _____

Other Reports

Immediate Past President

- _____

International WiNUP Guidelines

Executive Director

- Membership Update
 - Down/Up ___ percent from 20xx
 - Previous year member count to current year member count
 - reasons

New Business

- Election Results 20xx officers
 - President – Name, Chapter
 - Vice President –
 - Treasurer –
 - Secretary –
 - Immediate Past President –

Adjourn

International WiNUP Guidelines

President-Elect/Vice President Operations Guide

- Assist in reviewing executive director – April & Sept./October
- Send letter inviting chapter chairmen – July or August. (See sample letter on page 73.) (See sample agenda on page 70.)
- Organize chapter chairs council at the international conference.
- Invite executive committee and international committee chairs to participate in the chapter chairs council. Send letter in August. (See sample letter on page 73.)
- Recap annual report for use during chapter chairs meeting. Request international secretary to take notes, if desired.
- Look for potential committee chairs and discuss with incoming executive committee during international conference.
- Send copies of all correspondence to international executive committee.
- Write articles for newsletter.
- Correspond and/or visit with assigned chapter during the year.
- Review secretary's notes of chapter chairs meeting prior to secretary distributing them. (Or, simply distribute if notes taken by President-Elect.)
- Update officer operations guide and chapter's operation guide, if needed.
- Coordinate with president on leadership training, which may coincide with chapter chairs council.
- October-November: Consider letters for use during term as president, such as:
 - New members' welcome (if task is not assigned to a new member committee)
 - Letter to non-renewed members, which may include a card for response (if not assigned to another committee).

International WiNUP Guidelines

Sample Form Letters to be used by President-Elect/Vice President

Letter 1: Invitation to chapter chairmen to Chapter Chairs Council (WiNUP letterhead)

(Date)

To: Chapter Chairmen

The Chapter Chairs Council will be held at the international conference in (place) on (date), from (time). If you are unable to attend, please send your chairman-elect or another chapter representative.

This is a most important meeting. It gives us the opportunity to share ideas, questions, and concerns. Be prepared to share the programs and membership promotions that have been successful for your chapter.

I look forward to a most successful meeting.

Sincerely,

(NAME)

International President-Elect/Vice President

cc: Executive Committee

Letter 2: Invitation to committee chairmen to Chapter Chairs Council (WiNUP letterhead)

(Date)

To: International Committee Chairmen

I am in the process of preparing the agenda for the Chapter Chairs Council to be held at the international conference in (place) on (date), from (time).

As a committee chairman, this is an excellent time to share with the chapter chairman the functions of your committee. I need to know if you need some time on the program.

Please return the form below to me by (date). If you choose to speak, please limit your time to five minutes.

Sincerely,

(Name)

International President-elect/Vice President

International WiNUP Guidelines

Treasurer Operations Guide

NOTE: The treasurer is required to pre-approve payments by the executive director over \$100. Preapproval is not required for the following budgeted items:

- Executive director compensation
- Member development scholarship, fellowships and past presidents grant
- Telephone and email services
- Conference awards and president's charm
- Materials & supplies for business meetings (unless over budget in this item)
- Insurance premiums (unless more than budgeted)
- Accounting and legal professionals (unless more than budgeted)
- Items approved by EC or IB

The treasurer's role is to monitor the organization's finances. This includes the follow duties:

- Assist executive director and president with preparation of annual budget and develop strategic plans for future.
- Check financial reports provided by executive director (monthly).
- Review annual 990 and 1099 forms provided by executive director and discuss with executive committee before executive director files with IRS.
- Alert president of any discrepancies or concerns.
- Give financial reports at executive, board, and annual meetings.
- The treasurer shall annually remind the executive committee of the date of the last randomly called [audit](#) as directed on page 78, under Executive Director Operations Guide.
- Serve on finance committee.
- Mentor chapter treasurers, including sending letter of introduction.
- Send president, president-elect/vice president and executive director copies of all correspondence.

Secretary Operations Guide

The international secretary will record the minutes of all executive committee meetings, international board of directors meetings, the annual business meeting and, if requested, the chapter chairs council. The chapter chairs council minutes should be sent to the international president-elect/vice president.

Board Meeting Minutes

A draft of the minutes should be mailed to those below within two weeks following all board of directors meetings. The final approved minutes will be available on Members Only section of the website one week following approval.

- International president
- Executive director
- International secretary (for file in secretary's minutes' book)
- International board of directors, including executive committee
- All international committee chairs, if not a board member
- Incoming executive committee, if not a board member

Executive Committee Meeting Minutes

Distribution should be same as listed above for board meeting minutes.

International WiNUP Guidelines

Annual Business Meeting

Distribution should be same as listed above for board and executive committee meeting minutes and should also include all WiNUP members.

Chapter Chairs Council

Distribution should be same as listed above for board meeting minutes unless otherwise indicated by president or president-elect/vice president.

Preparation for Annual Membership Meeting

- Confirm that president or immediate past president has verified election count upon arrival at international conference.
- Be prepared to record minutes of all meetings held in conjunction with the annual membership meeting.
- Report “key” points from prior annual meetings minutes for approval by membership during annual meeting.
- Process minutes of executive committee meeting, board meeting, annual membership meeting and chapter chairs council. Send minutes to all members and guests of each meeting (after the president and president-elect/vice president have had an opportunity to proof read.)

Hotel Arrangements for Board Meetings

The annual membership meeting is arranged by the conference chairman/co-chairman.

The president generally arranges other board meetings outside of the conference; however, the president may want the secretary to make the arrangements with the hotel.

Secretary Correspondence

Secretarial correspondence, other than the aforementioned routine business, will be done at the direction of the president or as stated in the bylaws.

Immediate Past President Operations Guide

- Chairs the Past Presidents Council.
- Serves as mentor for executive committee.
- Serves as mentor for new chartered chapters.
- Serves on and is a voting member of executive committee and International Board of Directors.
- In absence of executive director, performs duties of executive director as needed.
- In the event of the vacancy of the executive director, the immediate past president will become the interim director gratis.
- The assistant executive director gratis position, to be held by the immediate past president, was established by the WiNUP Board at the October 2005 board meeting.
- The executive director does not have voting rights; however, because the assistant executive director is the immediate past president and the board voted in November 2005 to give the immediate past president the same voting rights as any other executive committee member, the assistant executive director will have voting rights.
- Serves as assistant executive director, mentoring and assisting executive director as needed with the following items:

International WiNUP Guidelines

Fellowships (See also Fellowships Section):

1. Assist fellowship committee in providing information about Julia Kiene, Lyle Mamer, and Louisan Mamer fellowships to members' employers, the chairs of local chapters and other.
2. Confirm fellowship committee has received all fellowship applications. Remind committee fellowship award decision is needed by June 1.

Awards:

1. Remind executive director to send information, guidelines and deadlines for OAK, POWER and Honorary Life awards to chapter chairs to nominate members.
2. Remind chapter chairs that award nominations are due to award committee chairs by May 1.
3. Remind chapter chairs that Newsletter Award and Chapter Achievement Award are due by Aug. 15.

Chapter Chairs:

1. Remind chapter chairs that officer elections and board representatives for coming year should be completed before annual conference.
2. Request listing of incoming chapter officers before end of year.

News Releases:

1. Remind public relations committee to write and mail press releases about fellowship winner to local newspapers of recipients and newsletter chairmen; write article for the international newsletter.

Miscellaneous:

1. Work with the executive director to handle correspondence if necessary.
2. Work with individual chapters.
3. Work with conference committees, executive committee, board reps, etc.
4. Verify election results with executive director.

International WiNUP Guidelines

Executive Director Operations Guide

NOTE: The executive director is required to obtain pre-approval from the treasurer for payment of expenditures over \$100. Preapproval is not required for the following budgeted items:

- Executive director compensation
- Member development scholarship, fellowships and past presidents grant
- Telephone and email services
- Conference awards and president's charm
- Materials & supplies for business meetings (unless over budget in this item)
- Insurance premiums (unless more than budgeted)
- Accounting and legal professionals (unless more than budgeted)
- Expenditures approved by EC or IB

The executive director role includes the following:

Monthly

- Receive process and answer correspondence and email.
- Answer all telephone calls; assist caller by directing in a designated manner or by filling a request from caller.
- Maintain all necessary files and records, including updated copies of guidelines and bylaws.
- Deposit and enter in ledger all incoming checks.
- Verify all bills received for approval by treasurer.
- Pay bills when received, with approval by the treasurer as needed.
- Reconcile all checking and savings accounts. Treasurer should reconcile.
- Compile monthly financial statement and mail to treasurer. Treasurer will mail to executive committee and budget and finance committee.
- Send copies of relevant correspondence to executive committee.
- Invoice WiNUP for miscellaneous expenses and write check for expenses. All expenses should be itemized.
- Distribute information as requested by the executive committee to the membership.
- Keep current mailing list of members for newsletter and mailings up-to-date. Publish a monthly newsletter if the newsletter committee is unable to do so.
- Support all international committee chairs as needed to promote growth and visibility of WiNUP.
- Coordinate press releases, supplying stationery and envelopes, or printing releases, assembling and mailing with international public relations chair.
- Perform all other duties relating to the efficient operation of an executive office which serves as a clearing house for all WiNUP matters.
- Support evaluations of investment tools and facilitate changes as necessary. Fund changes are to be approved by the Board before changes are made.
- Email list of new members to chapter chairs as they join.
- Send forms, rosters and any other updates for website to webmaster.
- Manage online payments for conference through online payment service.
- Manage email through email distribution service.
- Upon request, provide executive committee and board members information concerning the executive office (e.g. financial records, audits and bank statements).

International WiNUP Guidelines

Executive Director Operations Guide (*Continued*)

- Send international president, secretary, assistant director, webmaster and new members committee chair updated membership listing at the end of each month including names, addresses, email addresses and phone numbers.
- Participate in monthly executive committee conference calls and board calls as scheduled.
- According to WiNUP Bylaws, the international secretary annually mails (email ballots are considered official) to the membership the ballot for elections no less than 30 days before the annual conference. The polls close no less than 10 days prior to the conference. The executive director collects and counts the votes that are verified by the immediate past president or international president and reports the results to the executive committee. The president is responsible for sharing the results with the membership at the annual business meeting. Other ballots such as bylaw changes are sent out and collected by the executive director.
- The executive director may be requested to open bank accounts or apply for a line of credit. Note that the executive director may not act on behalf of WiNUP and open bank accounts or apply for credit without the advance approval of the executive committee.

Travel

- Attend the spring/summer executive committee meeting, the spring/summer board meeting and any other meetings scheduled during the spring/summer meeting.
- Attend the fall conference/board meeting, which includes the fall executive committee meeting, the fall board meeting, the fall chapter chairs meeting, the fall business meeting, the complete conference and any other scheduled meetings during the fall conference/board meeting.
- The executive director may be asked to make trips when assistance is required for chartering new chapters.
- An advance itinerary must be approved by WiNUP's international president or president-elect for the most cost-effective option of travel. If ED chooses to travel by car, ED will be reimbursed the mileage rate set by the IRS, but not more than the cost of traveling by air. All reasonable and ordinary expenses associated with the travel noted above, including but not limited to airfare, personal auto mileage, auto rentals, lodging (for days of conference, additional nights will be at the ED expense), meals and tips, will be reimbursed to the executive director. Receipts are required for all expenses. No reimbursement for alcohol or entertainment.
- [Conference registration](#) fees for executive director will be included as a conference expense. (Also see the international conference section of the guidelines.)

January

- Send international president and secretary names, addresses, email addresses and phone numbers of all incoming chapter officers and board representatives.
- Provide chapter treasurers and officers sample chapter financial report and request completion.
- Prepare and mail (or arrange to have prepared and mailed) the 1099s for the past year in preparation for completion of required IRS 990s.
- Select preparer and schedule appointment for preparation of IRS form 990.
- Prepare financial year-end report to distribute to membership.
- Engage independent auditor to audit previous year's books.
- Participate in scheduled executive committee calls and board calls
- Update membership roster with renewed memberships
- Contribute articles to newsletter to promote scholarship program and membership renewal.

International WiNUP Guidelines

- Post memberships received to date.
- Prepare and send chapter financial report guidelines to chapter treasurers.
- Prepare final financial report to board.
- Renew insurance policies.
- Prepare newsletter schedule for the new year with Newsletter Committee chair and president

February

- Deadline for dues Feb. 28. Compile list of members who have not renewed and send dues reminder notice.
- Compile current membership status and report of executive office activities and report to the executive committee.
- Promote scholarship and fellowship program to universities and independent financial aid resources. Assist fellowship committee in providing information about Julia Kiene, Lyle Mamer and Louisian Mamer fellowship to members' employers, the chairs of local chapter and other.
- Send reminder to any chapter treasurers who have not completed their annual financial report.
- Compile all chapter financial reports into one working spreadsheet for use in preparing the 990.
- Send list of new members to new member development committee for letters to be sent.
- Send supplies of lapel pins as needed and request to chapter chairs for distribution to new members.

March

- Send final reminder of late renewals.
- Remove all names from membership listing that do not renew, working with chapter membership chairs to ensure that renewals occur as soon as possible. Maintain membership records to ensure that breaks in membership negate progression toward service awards. Service awards are based on continuous membership years only.
- The executive director will support the newsletter committee by distributing the final newsletters and bulletins unless the Newsletter Committee chair is provided with a way of sending it that is representative of the organization through an email distribution service or a WiNUP email account that the executive director monitors and agrees to assume distribution responsibilities.
- Executive director will work closely with the newsletter editor to prepare a quarterly newsletter, including providing information from the executive office, helping the newsletter editor gather articles, publishing newsletter and emailing to membership if necessary.
- Provide draft of independent auditor's report to executive committee.
- Provide membership committee listing of new members who will require a welcome letter.

April

- Review membership listing for any late renewals or new members. Update membership listing to all and post to the web.
- Promote POWER, OAK, and Honorary Life Awards.
- Promote Past Presidents Grant Program to members. Collect applications as they are submitted.
- Promote newsletter and Chapter Achievement awards to chapter leadership.
- Update website as required for conference registration.

May

- Prepare scholarship/fellowship applications for Fellowship Committee judging. Redact or strike out names and other identifying information of applicants in all pages of applications.

International WiNUP Guidelines

- Contact conference chair and co-chair and offer assistance with conference (e.g., insurance, tax ID information, and promotion on web or to members, credit card pay option). Assistance may include printing brochures and copies of bylaws and guidelines (for new members) to bring to the conference, assisting conference committees with member information (for mailings, registration, etc.), and other duties pertaining to information that would be housed in the executive office.
- Work with executive committee and board on mid-year board meeting. Prepare reports and information requested by the executive committee and Board.
- Provide final copy of independent audit report to executive committee to review.
- Submit completed Form 990 to IRS or request extension prior to May 15 deadline.

June

- Executive director will work closely with the newsletter editor to prepare a quarterly newsletter, including providing information from the executive office, helping the newsletter editor gather articles, publishing newsletter and emailing to membership if necessary.
- Collect and deliver Past Presidents Grant Program applications to committee for evaluation. Notify winner and provide check and registration payments.
- Contact scholarship/fellowship winners by June 30 by letter and email.
- After letters of acceptance from scholarship/fellowship winners have been received, executive director notifies:
 - The executive committee
 - Letter to each applicant who did not win
 - Public Relations Committee chairman and newsletter editor
- Announce scholarship/fellowship program winners to board at mid-year meeting in June (if committee chair not present).

July

- Order honorary awards and president's charm for the international conference.
- Compile, with treasurer's assistance, a proposed budget and mail to president and financial advisors for review.
- Mail proposed budget to executive committee, board of directors and international committee chairs for review prior to board meeting. Ask if they have any specific requests to refer to president.
- Incorporate changes to the guidelines and bylaws voted on by board at the summer mid-year board meeting. Send draft copy to Bylaws Committee chair and Guidelines Committee chair. After approval, email copies to the executive committee, chapter chairs, board members and committee chairs.

August

- Prepare Service Award Certificates and bring to annual conference to have president and secretary sign them for distribution during awards banquet. Service awards start at 5 years and continue at 5-year increments as long as a member is a continuous member.
- Assist with information for annual meeting scheduling. Prepare mass emails as requested by conference committee.
- Send letter and check to university financial aid office for the Julia Kiene, Lyle Mamer, and Louisian Mamer Fellowship winners. Send copies to international president, treasurer and fellowship chair. The full amount is sent to the registrar's office and distributed over the school year in two payments.
- Collect and organize evaluation of Newsletter and Chapter Achievement awards in time for conference.

International WiNUP Guidelines

September

- Executive director will work closely with the newsletter editor to prepare a quarterly newsletter, including providing information from the executive office, helping the newsletter editor gather articles, publishing newsletter and emailing to membership if necessary.
- Compile current financial statement, membership status and report of executive office. Coordinate related information in preparation for fall conference/board meeting.
- Remind conference committee to prepare sponsor posters.
- Bring awards to be presented at the annual conference.
- Send out ballots for officer elections on behalf of international secretary.
- Collect ballots through close of voting. Print out and bring to conference for certification recount by Immediate Past President or President.
- The executive director informs the international nominating committee chair of election results.

October

- Bring a few copies of guidelines and bylaws for any members that request one. Post updates to website. Take names and email addresses to email copies to members after conference.
- Take to annual conference (unless otherwise designated):
 1. New Copy of guidelines and bylaws – keep in your possession at all times during conference meetings
 2. Handouts for board meeting
 3. Financial reports, including proposed budget
 4. Updated membership list
 5. Last newsletter
 6. Last energy update
 7. New chapter charters
 8. Honorary Life Member, POWER, OAK, Newsletter and Chapter Achievement awards and incoming president's charm
- Handle any requests for information from members/guests at annual conference.

November

- Executive director will work closely with the newsletter editor to prepare a quarterly newsletter, including providing information from the executive office, helping the newsletter editor gather articles, publishing newsletter and emailing to membership if necessary.
- Prepare membership renewals to be mailed by Dec. 1 for upcoming year.

December

- Close books for the fiscal year on Dec. 31.
- Work with incoming executive committee in preparing information needed to distribute to membership (i.e., new committees, chapter chairs, etc.).
- Distribute bank signatory cards to current president, treasurer and incoming president on all accounts and remove names of executive committee members that have rotated off.
- Update membership listing with new members gained from annual conference.
- Compile incoming chapter officer lists.

International WiNUP Guidelines

Executive Director Search and Selection Guidelines

Following are a few tips and guidelines that may be helpful in the search and selection process for hiring a new executive director.

- Create a selection committee (at least 3 WiNUP members) that will be responsible for advertising position, performing initial screening of applications, interviewing candidates, and making recommendations (first choice and second choice) to the executive committee.
 - Establish criteria on which each candidate will be evaluated.
 - Review all applications and rank them using the established criteria.
 - Provide interview questions to each applicant prior to interview.
 - Ask top two candidates for a sample of their writing.
- Submit a budget related to the executive director search to the executive committee.
- Advertise opening through as many channels as possible (website, newsletters, e-mails, chapter meetings, etc.)
- Post the job description and the application to the website.
- Provide application template and clear directions (including application deadline) so applicants provide the same information and in the same format.
- Ask for electronic submittal of application materials.
- Follow-up as quickly as possible with answers if applicant has questions that cannot be answered during interview.
- Allow executive committee to review applications of and interview top two candidates.

Sample Job Ad

WiNUP Seeking new Executive Director

WiNUP is accepting applications for the position of executive director. This position requires accounting and bookkeeping skills, computer skills, and good communication skills. Some travel is required. This is a part-time job, requiring about 60 hours a month. Salary information will be provided during interview process. If you are interested in applying, please visit www.winup.org, to view a detailed job description and instructions for submitting a resume/application. Applications are due February __, 20__.

Executive Director – Women’s International Network of Utility Professionals (WiNUP) WiNUP is an organization providing a link for developing and recognizing professionals involved with utility business trends, issues, products and services.

Summary Job Description

The Executive Director is the primary administrative point of contact for WiNUP and supports the International Board of Directors and membership as a whole. The Executive Director is largely responsible for managing the day-to-day operations of WiNUP.

Key Areas of Responsibility

- Bookkeeping, accounting and financial reporting
- Correspondence with executive committee, board of directors and membership
- Provide support to all WiNUP standing committees

International WiNUP Guidelines

- Database maintenance and record keeping
- Contribute to WiNUP newsletter
- Assist with marketing efforts
- Some travel is required

Skills/Qualifications

- Commitment to WiNUP's mission and objectives
- Strong oral, writing, organizational and interpersonal skills
- Ability to establish positive working relationships with board and members
- Experience with budget oversight, audit preparation and review, and event management
- Proficiency in Word, Excel, and database management. Knowledge of Constant Contact and PayPal preferred.
- Bachelors degree preferred

Salary Information

Salary information will be provided during the interview process.

How to Apply

For a complete job description, please visit www.winup.org. The application is available to download via the website. Email cover letter, application and resume to winupsearch@yahoo.com. Applications will only be accepted by email. Applications will be reviewed as received. Deadline is March __, 20__.

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www.winup.org

Application for Position of Executive Director

Please Print Plainly

NAME: Last	First	Middle	SOCIAL SECURITY NO.
PRESENT ADDRESS: Street	City	State	Zip
			PHONE NO. (Home) (Cell)

Education and Training

Circle Highest Grade Completed 9 10 11 12 13 14 15 16 +	City/State	Major:	Minor:	Degree: <input type="checkbox"/> yes <input type="checkbox"/> no	Year Awarded:
High School					
College					
Post Graduate					

Employment History

Employer- Last or Present	Address	Date Start	Date Finished
		Salary Start	Salary Finished
Kind of Business	Reason for Leaving	Name and phone number of Immediate Supervisor. Can we contact this employer? <input type="checkbox"/> yes <input type="checkbox"/> no	
Position	Duties		

Employer- Next Previous	Address	Date Start	Date Finished
		Salary Start	Salary Finished
Kind of Business	Reason for Leaving	Name of Immediate Supervisor	
Position	Duties		

Employer- Next Previous	Address	Date Start	Date Finished
		Salary Start	Salary Finished
Kind of Business	Reason for Leaving	Name of Immediate Supervisor	
Position	Duties		

Are you interested in part-time employment? ☐ Yes ☐ No

Would you be interested in becoming a member of WiNUP? ☐ Yes ☐ No

International WiNUP Guidelines

Have you ever been convicted of a law violation (other than minor traffic)? ☐ Yes ☐ No (If yes, list each below)

Date	Place	Convicted of	Disposition
Date	Place	Convicted of	Disposition

References Information (list three references)

NAME:	ADDRESS:	PHONE NO:

Use the space below to summarize any additional information necessary to describe your full qualifications.

[illegible]

PLEASE READ CAREFULLY
Applicant's Certification & Agreement

I understand that the filing of this application merely places my name in consideration for employment and in no way guarantees me a job or the right to a job. I further understand that any falsification of this application or omission of a material fact may be grounds for disqualification of this application or termination of employment. I acknowledge that part-time and probationary employment may be terminated with or without cause at any time.

Signature of Applicant

Date _____

Applications and resumes are due no later than March __, 20__.

Please send completed application and resume to: _____

International WiNUP Guidelines

Interview Questions for the WiNUP Executive Director

Name of Applicant: _____

1. What do you know about WiNUP? Have you been or are you currently a member of WiNUP?
2. What is your general availability to correspond with the executive committee and international board? Are there specific days of the week, time of the day, etc. that work better than others?
3. How do you think the executive director can provide support to the board, the executive committee and the other committees?
4. What do you think this role requires from the executive committee?
5. Have you ever maintained a list of the membership for an organization?
6. Travel is required at least twice a year for 3 - 5 days, including weekends. Is that a problem? The first trip is in June or July and the second is late September or early October.
7. Describe your experiences with marketing, recruitment, and outreach.
8. Tell us about any presentations or public speaking you have done. Did you prepare any of these presentations?
9. Have you ever created a balance sheet or cash flow statement other than for your personal reasons?
10. How do you get people in different geographical locations to work together to establish a common approach to a problem?
11. What things about work frustrate you the most? How do you usually cope with them?
12. Do you have access to a computer, printer, phone, etc. that you can use for this job?
13. Are you bonded? If not, do you foresee any problems in getting bonded?
14. Why do you want this part-time job as executive director of WiNUP?
15. What sets you apart from other candidates for this position?
16. Questions for us?

International WiNUP Guidelines

Starting the Interview

Introduce people on the phone.

Important Reminders:

Starting date for this job will be _____, 20__.

The job salary will be determined if/when the job is offered but will be commensurate with the salary of the current executive director. Your salary will be paid monthly and at the beginning of each month. You will be considered a contract employee and receive a 1099-Misc form at the end of the year. Annual reviews will take place that may result in additional increases and/or bonuses.

The new executive director will be expected to attend the 20__ Summer Board meeting in _____ that will take place in June or July, and the annual conference _____, 20__, in _____. All applicable travel expenses for these meetings will be covered by WiNUP.

International WiNUP Guidelines

Sample Scoring Sheet

Applicant's Name: _____	Current WINUP Member (Y or N): _____	
Scorer's Name: _____	Scorer's Rank of Applicant: _____	
Qualification	Score (0-10, 10 Best)	Comments
Education and experience		
"People" skills (honesty, positive attitude, motivated and motivating, etc.)		
Communication skills (oral and written)		
Budget experience/skills		
Flexibility and responsiveness		
Detail orientation		
Bonded or bondable		
Necessary office equipment available to handle business		
Travel availability		
Overall perception		
Total Score	0	

International WiNUP Guidelines

Service Agreement

THIS AGREEMENT is hereby made and entered into this _____ day of _____, 20____ by and between The Women's International Network of Utility Professionals, Inc., a New York not-for-profit corporation, hereinafter referred to as "Organization," and _____, hereinafter referred to as "Contractor."

WITNESSETH:

1. *Work.* Organization hereby engages Contractor as executive director of its not-for-profit corporation and Contractor hereby accepts such position. Contractor shall perform such duties as are normal and customary for the executive director of such business, along with such other duties as may be assigned to Contractor by Organization's Board of Directors and Officers. Contractor's duties shall include, but not be limited to, all those job duties listed in the attached Exhibit A Statement of Work, which is incorporated herein by reference.

2. *Term.* The term of Contractor's assignment with Organization shall begin on _____, 20____ and shall end exactly one (1) year thereafter unless otherwise agreed in writing between Organization and Contractor.

3. *Fees.* Organization hereby agrees to pay Contractor during the term of Contractor's service agreement hereunder, a base salary of _____ (\$ _____) Dollars per year payable in equal monthly installments of (\$ _____) Dollars per month. Contractor shall be responsible for all taxes as applicable by law.

4. *Additional Fees and Cost Reimbursement.* In addition to the fees to be paid to Contractor set forth in Section 3 above, during the term of the service agreement, Organization shall:

- (a) Reimburse Contractor for reasonable out-of-pocket expenses Contractor incurs on behalf of Organization in the fulfillment of Contractor's job, subject to the prior approval, or setting of an applicable reimbursement policy, by Organization's Board of Directors.
- (b) Review services annually and consider granting a bonus at the sole discretion of the Organization's Board of Directors.

Upon termination of Contractor's service agreement with Organization for any reason, the fees set forth in this Section 4 shall cease.

5. *Organization's Authority.* Contractor agrees to observe and comply with the rules and regulations of the Organization as adopted by Organization's Board of Directors, either orally or in writing, respecting performance of Contractor's duties and to carry out and perform all orders, directions and policies stated by Organization through its Board of Directors.

6. *Records.* Upon Contractor's termination of services with Organization, either by expiration of the term of this Agreement or otherwise, Contractor shall not be entitled to keep or preserve the records, documents or other instruments of Organization, and agrees to return all documents, records and other instruments to Organization regarding its business and operations. Further, Contractor agrees to cooperate with Organization in changing all accounts, including, but not limited to, bank accounts, upon expiration of this Agreement.

International WiNUP Guidelines

7. *Termination.* This Agreement may be terminated by either party, and it is expressly understood that Organization may terminate the services of Contractor with or without cause. Upon termination for any reason, Contractor shall be entitled to receive only the fees accrued but unpaid as of the date of termination and shall not be entitled to additional fees except as expressly provided in this Agreement.

8. *Amendments and Assignment.* This Agreement may be amended only by a writing signed by both parties hereto. This Agreement, and the rights, duties and obligations shall not be assignable by Contractor because the services to be rendered hereunder are unique and personal. There is no prohibition on assignment by Organization, and its rights, duties and obligations hereunder shall be binding upon, and inure to the benefit of, Organization and its successors and assigns.

9. *Death During Term of Service.* If Contractor dies during the term of service, Organization shall pay to the estate of Contractor the compensation that would otherwise be payable to Contractor up to the end of the month in which Contractor's death occurs.

10. *Notices.* Any notice required or desired to be given under this Agreement shall be deemed given if in writing and delivered in person or by courier or sent by certified, United States mail, return receipt requested, postage prepaid, to Contractor's residence in the case of Contractor, or to its principal office in the case of Organization with a duplicate copy to _____ (WiNUP President), at _____ (address) _____. Notice shall be effective upon the date of delivery, if delivered in person or by courier, or three (3) days after depositing the notice in the United States mail, if sent by certified mail.

11. *Waiver of Breach.* The waiver by Organization of a breach of any provision of this Agreement by Contractor shall not operate or be construed as a waiver of any subsequent breach by Contractor. No waiver shall be valid unless in writing and signed by an authorized officer of Organization.

12. *Applicable Law/Jurisdiction and Venue.* This Agreement shall be construed and enforced in accordance with the laws of the State of _____. In the event of any dispute between the parties hereto, both parties agree that the Common Pleas Court for _____ County, _____, shall have jurisdiction over all matters incident to and arising out of this Agreement. Each of the parties hereto consents and submits to the jurisdiction and venue of such Court.

13. *Attorney's Fees and Costs.* The parties agree that should it be necessary for Organization to seek Court enforcement of any provisions of this Agreement, then the Organization shall be entitled to an award for attorney fees and court costs incurred in the enforcement of this Agreement.

14. *Receipt of Copy and Knowledge of Contents.* Contractor agrees that Contractor has read the foregoing Agreement and understands its terms therein and acknowledges that Contractor has received a copy of it. Further, Contractor acknowledges that Contractor has had sufficient time to have this Agreement reviewed by legal counsel of Contractor's choosing prior to its execution.

International WiNUP Guidelines

15. *Binding Effect.* This Agreement shall be binding upon, and inure to the benefit of, the parties hereto, and their respective heirs, successors, assigns, and personal and legal representatives.

16. *Severability.* Should any provision of this Agreement be determined to be invalid, illegal or unenforceable by a court of competent jurisdiction, then such provision shall be amended by the parties hereto so as to make it valid, legal and enforceable but keeping it as close to its original meaning as possible. The invalidity, illegality or unenforceability of any provision shall not affect in any manner the other provisions herein contained, which shall remain in full force and effect.

17. *Captions.* The captions herein contained in no way limit or extend the meaning of any Section, or the provisions therein, and are to be used for reference purposes only.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day and date first above written.

ORGANIZATION:

**THE WOMEN'S INTERNATIONAL
NETWORK OF UTILITY PROFESSIONALS, INC.**

By:

Name, WiNUP President and CEO

Name, Title

International WiNUP Guidelines

International Committee Responsibilities

(Note: Not all committees may be in use each year.)

International Committee Chair

Responsibilities:

- Lead the activities of the committee to achieve its mission and annual goals
- Preside at all meetings of the committee
- Determine minimum size of committee (if not otherwise specified) and recruit members
- Provide committee report at the mid-year and annual conference board meeting
- Submit recommended annual goal to Intl. President by February 15 each year
- Appoint Vice Chair from committee members
- Ensure that no obligations or expenses are incurred without prior approval of the International Executive Committee or the International Board of Directors

Eligibility:

- WiNUP member in good standing as defined in WiNUP By-Laws (Article IV, Section B)
- Has been a WiNUP member for at least 2 years
- Has served as a Chapter officer or Chapter committee chair or International Board of Directors member

International Committee Members

Responsibilities:

- Assist committee chair and other committee members with establishing and achieving the committee's annual goals

Eligibility:

- WiNUP member in good standing as defined in WiNUP By-Laws (Article IV, Section B)
- Has been a WiNUP member for at least 1 year

Budget and Finance Committee

Roles and Responsibilities

Members of the finance committee are responsible for the proper control of WiNUP International funds. At a minimum, the committee shall include a chair, the executive director, and the International treasurer.

Policies

1. Fiscal Year / IRS Reporting

The fiscal year shall begin on January 1 and end on December 31 of each year.

The international funds and all local chapters' funds are considered WiNUP funds and therefore use the same Employee Identification Number. An IRS Form 990 must be filed annually by May 15, unless a three month extension is requested by filing IRS Form 8868. The Form 990 must include all activity of international and all local chapters.

International WiNUP Guidelines

The executive director shall send a request by January 1 to the local chapters for their prior year's activity with a reporting deadline of January 31. The executive director shall follow up on or before January 31 with the local chapters to ensure timely receipt. The executive director shall have the Form 990 ready for review by the finance committee on or before March 31. The finance committee shall complete their review on or before April 15 when the executive director shall submit it to the international executive committee for review and approval of the filing of the Form 990. The executive director shall file Form 990 by May 15 unless there are extenuating circumstances. The international board of directors shall be notified of the filing at the next scheduled board meeting.

2. Approved Signatures

Checks require only one signer. The checking account shall have at least two authorized signers, but not exceed four authorized signers. One authorized signer shall be the executive director. The other signer(s) shall be a member(s) of the international executive committee (immediate past president, president, vice president, treasurer, or secretary).

All bills/expenses shall be paid with checking account funds by the executive director after approval from the international treasurer. Items approved by vote of the executive committee or international board of directors do not require treasurer approval. An alternate check signer, other than the international president, may pay bills/expenses approved by the international president. The *Treasurer Operations Guide* contains exceptions for certain budgeted items and items under \$100.

3. Banking and Investment Accounts Authorization

The international executive committee authorizes the executive director and/or treasurer to act on behalf of the executive committee to establish and maintain all banking and investment accounts. All accounts must be in the name of WiNUP. All bank and investment firm changes must be recommended by the finance committee and approved by the international executive committee.

4. Executive Director and Treasurer Authorization

It shall be the duty of the executive director to prepare a bank reconciliation for the immediate prior month and to provide the bank reconciliation and a written account of all funds to the international executive committee, treasurer, and finance chair before the executive committee's monthly meeting, but no later than the 15th of each month. All documentation of receipts and expenditures must be retained for seven years.

It shall be the duty of the treasurer to prepare an analysis of the investment accounts for the immediate prior month and to provide the analysis to the executive committee, executive director, and finance chair before the executive committee's monthly meeting, but no later than the 15th of each month.

The executive director shall deposit all funds of the international organization in an account authorized by the executive committee and in accordance with the investment policy. The treasurer shall have online access to all accounts.

Upon resignation or termination, the executive director shall immediately turn over all funds, books of accounts, or any other international WiNUP property to the immediate past international president.

5. Semi-Annual Review of Financial Statements

International WiNUP Guidelines

It shall be the duty of the finance committee to obtain a semi-annual review of the financial statements, preferably at no cost by a WiNUP member who is a Certified Public Accountant (CPA), Certified Internal Auditor (CIA), or otherwise qualified individual who is preferably not a member of the international finance committee. At the executive committee's discretion, a CPA firm may be retained for a periodic review. Results of the semi-annual reviews shall be submitted to the finance committee. The finance committee shall review the findings, request additional information or clarification as necessary, and present the final findings to the executive committee.

6. Budget

Prior to the beginning of each fiscal year, the executive director shall request input from each committee chair and prepare a budget of estimated income and estimated expenditures for the upcoming year, and upon approval of the finance committee, shall submit it to the international executive committee and international board of directors. Upon approval of the executive committee and board of directors, the budget will stand as the limit of expenditures for the respective purposes unless otherwise ordered by the actions of the executive committee or board of directors.

7. Investments

All funds needed for current year expenditures, per the established budget, including fellowship grants and annual conference advance shall be kept in an accessible FDIC insured account, such as a checking or money market account.

Excess funds can be invested for longer terms in an FDIC account or a low risk investment such as a diversified mutual fund or exchange traded fund (ETF). Risk assessments should be based upon independent reviews.

The checking account balance should be reviewed annually in January to ascertain if a transfer between the accessible FDIC insured account and a longer term investment account is necessary. Make recommendation for course of action to executive committee and the board.

Chapter Development and Retention

- Make contact with former members who did not renew their membership.
- Pursue inquiries about starting new chapter.

Energy Affairs Committee

- Implement an energy network with WiNUP and its local chapters.
- Develop energy-related program suggestions that can be completed within the year, or ongoing coordinating efforts with executive committee-elect.
- Distribute energy-related articles through the chapter energy affairs chairman and/or chapter chairman.
- Offer speakers to talk about energy-related topics.
- Interact with local utility or other energy-related organization speakers bureaus offering information on energy or energy issues and with WiNUP speakers bureau.
- Submit energy-related articles to be included in the international newsletter or print Energy Update newsletter quarterly.

International WiNUP Guidelines

Fellowship Committee

- Chairman is appointed by international president.
- Committee consists of four members, at least one of whom should be a WiNUP member from a college.
- Information and applications are posted on WiNUP's web page (www.winup.org)
- Committee provides information about Julia Kiene, Lyle Mamer, and Louisan Mamer fellowships to members' employers, the chairs of local chapters and other locations.
- Executive director provides applications to fellowship committee after the May 1 deadline.
- Judging should be conducted in May.
- Fellowship committee evaluates applications to select winner, with winners selected by the June 1 deadline.
- After selection has been made, fellowship committee chairman provides results of judging to the executive director. After verification that winners have accepted their awards, announces the names of recipients including a brief bio at the summer board meeting.

Historian/Archives Committee

On a quarterly basis:

- Collect and archive copies of articles of incorporation, newsletters and bulletins, any news releases and published items, WiNUP history, copy of *Acorns to OAKs*, meeting minutes, and conference photos.
- Solicit photos of major events.
- Post on website under Members Only section.
- Send electronic copy to Executive Director to store as a backup.
- Reach out to chapters for ongoing annual historian updates, and any past significant history (ex. past conference photos and information).
- Advise and mentor chapter historians.

Members-At-Large Committee

- Review all correspondence from the executive office, international executive committee, board of directors and/or international committee chairmen and forward that information to chapter members when pertinent.
- Keep current in energy-related fields so articles can be shared.
- Encourage members to attend international conference since this is the only annual meeting held. Also, this meeting encourages them to remain active in WiNUP.
- Continue to encourage members to share with chairman/co-chairman their views and career changes. If they move to an area where an established chapter exists, encourage them to join that chapter.
- Assist in recruitment efforts for the members-at-large chapter by sending letters to potential members and new members.
- Promote recognition of members-at-large through information to international newsletter editor.
- Chairman (or designee) to preside at members-at-large meeting during the international conference.
- Chairman (or designee) to attend board meetings.

Awards Committees Responsibilities

POWER, OAK and Honorary Life

- Each committee should consist of a chairman (previous year's recipient) and three other WiNUP members. If the immediate past award recipient is unable to serve as chair, the WiNUP president will appoint a chair from other past recipients of the award.
- The award chair acts as the facilitator and is not a voting member.

International WiNUP Guidelines

- Responsibilities of the chair include:
 - Selecting committee members,
 - Orienting the committee members to the award criteria and selection process,
 - Facilitating award selection discussion,
 - Answering questions throughout the judging and decision-making process,
 - Presenting the award recipient to the international board for approval,
 - Notifying award recipient's supervisor,
Presenting or designating a committee representative to present the award during the international conference banquet, and
 - Meeting with incoming chair to advise and explain the process (especially scoring system)
- Committee members should consist of three members as designated in the next two bullets and represent three different chapters that do not have an award nominee.
- The *OAK* and *POWER* awards committees should include at least one previous international award recipient for the award being judged. The other two members should be selected from WiNUP members, one of whom must have a minimum of two active years with WiNUP, and the other must have a minimum of five active years with WiNUP/EWRT. The executive director can verify duration of active membership for the committee chair.
- The *Honorary Life* Award committee should have a minimum of two Honorary Life members, and the third member must have a minimum of five active years with WiNUP/EWRT.
- The committee chair may select committee members prior to the application deadline. However, in the event an application is submitted by the committee member's chapter, that committee member shall be replaced.
- When all the nominations have been received, the chair will confirm the number of nominees and verify nominee eligibility year with the executive director.
- After nominees have been verified, copies of each nomination form, supporting documentation, award criteria and judging forms shall be sent to each committee member. Each committee member should judge the nominees prior to the full committee meeting. The most emphasis should be on the nominee's involvement in WiNUP/EWRT.
- Minimum scores for consideration of award eligibility for committee's final nominee pool for approval are:
 - *OAK* and *POWER* awards, 70 for chapter members; 60 for members-at-large.
 - *Honorary Life* Award, 135 for chapter members; 90 for members-at-large.
- Total points awarded during the evaluation of applicants will only include credit once for each possible office held. For example, a nominee who serves as committee chair for multiple committees will only receive credit for serving as committee chair once. However, *in the case of a tie*, committee members should, during the evaluation process, consider multiple roles held and overall contributions to WiNUP/EWRT cited in nominees' essays. NOTE: A total chapter member score of 100 is equal to a total members-at-large score of 90 for the same award. Percentage of total possible is used in weighting scores when chapter member and members-at-large are considered for the same award.
- The committee chair or her designee will present the committee's recommendation of award recipient to the international board for approval during the mid-year board meeting. If approved, the executive director will be requested to order the award by Aug. 1.
- If the board does not approve the recommendation, the award will not be presented that year.
- The recipient's supervisor should be notified to increase the likelihood the recipient will be able to attend the awards' ceremony.

International WiNUP Guidelines

Past Presidents Council

The WiNUP Past Presidents Council (PPC) was established in 2008 to define a formal contributing role for past EWRT/WiNUP presidents. The council's primary function is to manage the WiNUP Members Past Presidents Conference Grant (PPG), also established in 2008.

The Past Presidents Council also may contribute to WiNUP's success through various special projects to benefit members, such as coordinating and presenting lunch programs at annual conferences or conducting fund-raisers to benefit the PPG or other PPC projects.

- The PPC is comprised of all active EWRT/WiNUP past presidents.
- The PPC is chaired by the international immediate past president.
- The immediate past president will chair the PPG committee, which will be made up of the chair and two other past presidents. If an applicant is from chair's chapter, the chair will appoint a third member to the grant committee, and the chair will be a nonvoting member of the grant committee.
- The PPG committee will review applications to recommend a grant recipient each year.
- The PPC will make all final decisions regarding the PPG program.
- The immediate past president shall appoint a PPC Ways & Means Committee comprised of three past presidents, who will oversee fund-raising for the PPG and other PPC projects.
- The entire PPC will be involved in fundraising.

Member Publications Committee

The Member Publications Committee produces three publications: **The Bulletin**, **Energy Update**, and **Connection Newsletter**.

Each publication is produced four times per year. **The Bulletins** should be produced in January, April, July, and December. **Energy Updates** should be produced at the same time as **The Bulletins**. **Connection Newsletters** should be published in March, June, September, and October (Conference Edition).

The Member Publications Committee Chair receives content from various executive committee members, international committee chairs, and chapter chairs for the publications.

A sample publication schedule is below. The Member Publications Committee Chair should develop a publication schedule by Dec. 31 of the year prior to her term and send to the president for approval. Schedule should then be sent to executive committee and other contributors, including chapter chairs and international committee chairs, so they are aware of the content submission deadlines.

International WiNUP Guidelines

2016 Schedule:

TASK	JANUARY Bulletin/ Energy Update	MARCH Connection Newsletter (spring)	APRIL Bulletin/ Energy Update	JUNE Connection Newsletter (summer)	JULY Bulletin/ Energy Update	SEPTEMBER Connection Newsletter (fall)	OCTOBER Connection Newsletter (conference edition)	DECEMBER Bulletin/ Energy Update
Content due to committee chair	1/15	2/19	3/18	5/13	6/17	8/18	10/7	12/1
Draft sent to EC for review	1/22	2/24	3/23	5/20	6/23	8/23	10/20	12/5
Edits due to committee chair from EC	1/25	2/26	3/25	5/26	6/27	8/25	10/24	12/7
Sent to members by executive director	1/26	3/2	3/31	5/27	6/30	8/29	10/26	12/8

For each publication, committee chair edits and lays out content and sends a PDF to the executive committee to review and proofread. After committee chair makes requested changes from the executive committee, she sends a PDF of the publication to the executive director to email to the membership and post on the WiNUP website.

The Bulletin should be 2-3 pages. It should be produced in between newsletters to keep members engaged and informed of news and upcoming deadlines that occur during the gaps of time between newsletter production.

The Bulletins should be kept brief, but include the following:

- Letter from WiNUP president
- News and Notes: News briefs from international organization, including but not limited to announcements about conferences, webinars, etc.
- Dates and Deadlines: Important deadlines for members, including dues due dates, award nomination deadlines, conference registration deadlines, etc.

Energy Updates should be about 2 pages and be produced at the same time as **The Bulletin**. The quarterly **Energy Update** should be a separate document from **The Bulletin** so that **The Bulletin** can remain a quick-to-read publication. The **Energy Update** is an additional resource for members who wish to read current news about the utility industry more frequently than the **Connection Newsletter** (which includes energy industry news) is published. Content for the **Energy Updates** should be developed by the Energy Affairs Committee and sent to the Member Publications Committee Chair.

Connection Newsletter should be a longer, more in-depth publication than **The Bulletin**. Each newsletter issue (except for the Conference Edition, which is simply a review of the conference; see below) should include the following:

- *President's Message*
- *International News*: Including, but not limited to conference announcements and registration information, award nomination information, important dates, other events, etc.; other news items from Executive Director or President
- *Chapter Spotlight*: Article and pictures highlighting a WiNUP chapter's history and/or community involvements and other activities. Include general information about the chapter, such as number of members, recent membership gains, companies from which members come, etc. as a way for other members of WiNUP to

International WiNUP Guidelines

learn about the composition of the organization as a whole. (Member Publications Committee Chair should find a contributor for this column or write the article herself.) Chapters should be featured in the order in which they were chartered, as follows:

- New York, North Central, Members at Large, North Texas, South Texas, East Tennessee, Indiana, Nashville, Ohio, West Virginia, Missouri, Virginia, ArkLaTex, Northern Indiana, Kentucky, Atlanta, SW Virginia/NE Tennessee, Metro Chicago, Mid-Atlantic.
- *Energy News Update*: About two pages of utility industry news briefs; submitted by Energy Affairs Committee
- *Local Chapter Highlights*: Pictures and brief descriptions of chapters' recent activities and community involvements (Member Publications Committee Chair should solicit this content from chapter chairs throughout the year.)
- *Development Corner*: Article related to professional development; submitted by International Vice President
- *Other ideas* (as space permits):
 - Member profiles (Q&A) to feature stories of interesting members – bios of award recipients, executive committee members, new members, long-time members, members with interesting hobbies, collections, etc.
 - Health and wellness tips
 - Safety messages

Additionally, some issues of the **Connection Newsletter** and **The Bulletin** should contain more specific information, as follows:

JANUARY **Bulletin**

- List of the year's executive committee members, international board representatives and international committee chairs

SUMMER **Connection Newsletter**

- International conference preliminary schedule, and prominent speakers with photos
- Letters from fellowship recipients, if applicable

JULY **Bulletin**

- June executive committee/board meeting report
- Brief bios for officer candidates
- Fellowship winners

FALL **Connection Newsletter**

- Fundraiser information, if applicable
- International conference schedule

CONFERENCE EDITION **Connection Newsletter**

- International conference highlights, with photos, including officer election results, speaker highlights/summaries, list of WiNUP award winners, and list of conference sponsors
- Operating budget with statement

DECEMBER **Bulletin**

- Bylaw changes, if applicable
- Year-end financial statement

International WiNUP Guidelines

Ways & Means Committee

Purpose: To ensure resources are available to meet International expenses.

NOTE: The primary sources of income to support international expenses are International Dues and Annual Conference Profits.

- Chairman is appointed by the International President
- Committee consists of the chair and four members
- Ways & Means is charged with developing additional sources of revenue to cover growing operating expenses.
- Funds raised through Ways & Means will be tracked as a separate fund (much like Past Presidents Grant) and will be used as recommended by the International Finance Committee, and approved by the International Board.
- Ways & Means Committee budget will be determined annually by recommendation of the Finance Committee and approval of the International Board. This includes seed money from WiNUP International if needed for a project.
- In July (by end of month), the Ways & Means Chair will submit a budget request to the Finance Committee for the following year. **Note:** Once the Ways & Means funds have grown, these monies would be allocated from the Ways & Means funds, upon Board approval.
- Revenue targets will be established for the Ways & Means Committee annually by the Finance Committee.
- Any contract needed to retain vendors must be reviewed and/or signed by the Executive Committee.

Nominating Committee

General considerations for selecting executive officers and board members:

International Executive Officers (Bylaws Article VIII)

- Historically, proposed candidates for executive office have usually served or are serving on the international board of directors. (The bylaws do not require this.)
- Additional contribution to WiNUP and other organizations.
- Ability to inspire chapters and build WiNUP.
- Annual meeting responsibilities as well as general WiNUP office operating responsibilities as defined in the operating guide for each position.
- Representation of chapters and business affiliations or areas of work previously represented or not represented for some time.
- In addition, consider:
 - Ability to travel
 - Possible business affiliation budget problems
 - Willingness to serve or continue to serve if their company pulls financial support

NOTE: When contacting candidates for the slate of officers, potential candidates should be encouraged to review the following documents, available on winup.org: *The availability of these items may encourage acceptance.*

1. International president's operation guide
2. International president-elect's/vice president's operation guide
3. International secretary's operation guide
4. International treasurer's operations guide
5. International conference operation guide
6. International nominating committee chair's operation guide
7. Updated WiNUP guidelines

International WiNUP Guidelines

8. Current copy of WiNUP bylaws

In addition, committee should explain potential for mentoring and leadership development opportunities by former officers.

International Board of Directors

Directors are elected by their chapters to two-year terms on the international board. (Bylaws Article VII, Section C) Please see the chapter officer section of the guidelines for details.

Election of International Executive Officers

Nominating Committee Chair's Responsibilities

- Meet with current and incoming executive committees immediately following international conference to solicit input for nominees.
- The nominating committee chair shall select at least two from among the general membership to assist with slate development. At least one of these potential committee members should be a past president or other past officer who is not seeking office or not currently serving on the executive committee. The other member should be a less experienced member who either wants to participate in the process or has been identified as a future leader.
- The nominating committee chair shall contact each local [chapter chair](#) on or before Jan.15 asking each one to confer with the members of her chapter or the executive committee in selecting members the chapter would like considered by the nominating committee. Each chapter may suggest candidates for each office.
- The nominating committee chair and committee members shall review the recommended names received, as well as the current membership roster for potential candidates.
- The nominating committee chair and committee members will further review the list to ensure the potential candidates have the required minimum number of years of continuous membership.
- The nominating committee chair and committee members will make personal contact with the potential candidates to discuss their interest and explain the officer roles. Those who express interest in an office will be sent the officer criteria and application form, along with instructions and deadline for submitting.
- When received, the nominating chair will provide the nominating committee copies of the biographical material for their review.
- The nominating chair and committee will meet to discuss applicants and select the candidates for the slate.
- The nominating chair shall provide periodic updates to the Executive Committee on the nominating committee's progress and shall confer with the EC about any concerns or issues that arise.
- Present slate of officers to the executive committee at its mid-year meeting for approval (Bylaws Article XI, Section A, Item 2) and present approved slate to the board of directors at its mid-year meeting.
- Work with executive director on formatting nominee applications for voting process.
- Work with executive director as requested to prepare election results announcement to general membership. Executive director will distribute via email to members following annual business meeting.

International WiNUP Guidelines

Recommended Calendar of Operation

January-February

- Send letters to chapter chairs asking for chapter recommendations for candidates for the slate of executive officers. In the letter to chapter chairs, list:
 - The officers needed.
 - Link or attach eligibility requirements and criteria.
 - The length of term for each. See bylaws.
 - When and where the board of directors' meetings will be held. For example:
 - A face-to-face meeting is held in connection with the annual conference. The board of directors' meeting is usually held the Sunday prior to the annual meeting.
 - A mid-year face-to-face meeting also is held, usually in the summer.
 - Officers also attend monthly executive committee meetings, as well as all scheduled international board meetings
- Ask each chapter to be sure their nominee(s) is interested in being considered for the officer slate. Nominee should be sure her company approves before agreeing to be a candidate for office.
- Before sending the letter to the chapter chairs, review the nominating committee file from the preceding year for recommended candidates who were not elected or did not run. These names should be included on the review list of potential candidates. *NOTE: At times, recommendations from the chapters arrive too late to be considered, thus the reason for unused recommendations from the preceding year. The nominating chair also may ask executive committee and board of director members for their recommendations.*
- The nominating committee chair shall provide executive committee with updates of the committee's progress and any issues or concerns.

March - May

- The nominating committee chair and committee members shall review the recommended names received as well as the current membership roster for potential candidates.
- The nominating committee chair and committee members will further review the list to ensure the potential candidates have the required minimum number of years of continuous membership. Final list will be provided to the international vice president/president-elect for review and comment.
- The nominating committee chair and committee members will make personal contact with the potential candidates to discuss their interest and explain the officer roles. Those who express interest in an office will be sent the officer criteria and application form, along with instructions and deadline for submitting.
- The nominating chair will provide the nominating committee copies of the biographical material for their review.
- The nominating chair and committee will meet to discuss applicants and select the candidates for the slate.
- The nominating committee chair shall provide executive committee with updates about the committee's progress and any issues or concerns.

International WiNUP Guidelines

June

- Present slate of officers to the executive committee at its mid-year meeting for approval (Bylaws Article XI, Section A, Item 2) and present approved slate to the board of directors at its mid-year meeting.
- Work with executive director on formatting nominee applications for voting process. NOTE: Biographies for the official WiNUP slate and ballot should be in final form when sent to the executive director or international newsletter editor so no editing is required.
- Work with executive director as requested to prepare announcement for international newsletter/bulletin and for executive director to distribute to general membership.
- The nominating committee chair shall provide executive committee with updates about the committee's progress and any issues or concerns.

August – September

- Executive director sends out ballots to all members in good standing.
- Executive director tabulates returned ballots.
- The executive director informs the international nominating committee chair of results

Conference

- The international immediate past president or international president and executive director verify the [election results](#) at the executive committee meeting prior to the annual business meeting.
- The election results are announced at the annual business meeting. (Bylaws Article VI)
- Election results are announced to general membership immediately following/as soon as possible after annual business meeting via email sent by executive director.
- After the annual business meeting, organize the file for next year's nominating committee chair.

Include:

- Recommended candidates to consider for the next year, unused from current year (see form below).
- A copy of the latest slate for guidance
- A copy of the current bylaws
- Share the nominating committee reports from previous year with the incoming nominating committee chair.

International WiNUP Guidelines

Recommended Candidates for Next Year

President-Elect/Vice President
Name:
Year of Nomination:
Address:
Chapter:

Secretary
Name:
Year of Nomination:
Address:
Chapter:

Treasurer
Name:
Year of Nomination:
Address:
Chapter:

International WiNUP Guidelines

Template [Officer Slate](#) Announcement

WiNUP International Bulletin/Newsletter/Email to General Membership

20__ Candidates for WiNUP International Office

The WiNUP Executive Committee has certified candidates for WiNUP international office for 20__. The executive committee voted Month, date to approve the ballot as presented by the nominating committee.

The 20__ ballot is:

Vice president 20__ / president-elect 20__ :

Name, Chapter

Name, Chapter

Treasurer:

Name, Chapter

Name, Chapter

Secretary:

Name, Chapter

Name, Chapter

As 20__ vice president and 20__ president -elect, Name of the _____ Chapter will assume her role as 20__ president on Jan. 1, 20__.

Current president Name remains a member of the executive committee as immediate past president.

Watch your email for candidate bios and officer applications and balloting information and instructions. The ballot will be sent by the executive director to all members eligible to vote in Month. Ballots must be returned to the executive director by Month, date. Emailed ballots received after Month, date and mailed ballots postmarked after Month, date will not be counted.

International WiNUP Guidelines

Template for [Election Results](#) Announcement to General Membership 20__ Officer Election Results

The 20__ WiNUP Executive Committee is pleased to announce the results of the balloting for WiNUP's international officers for 20__. The results were tabulated and certified by the executive director and immediate past president as outlined by the WiNUP guidelines.

The election results were made public at today's/Month, date annual business meeting. Officers will be/were installed tonight/Tuesday night/Month, date during the 20__ WiNUP International Conference Annual Awards Banquet.

The 20__ WiNUP international officers and executive committee are:

President: Name, Chapter

Vice president /president-elect 20__: Name, Chapter

Treasurer: Name, Chapter

Secretary: Name, Chapter

Immediate Past President: Name, Chapter

Sample quote from current president to include at end of announcement to membership:

"Congratulations to all our new officers. As an organization, we entrust our future to these volunteers who willingly take on the challenges of leadership and enable WiNUP to succeed," said 20__ President _____. "With the help and support of the current executive committee, board of directors and membership, our new officers will guide our organization as it moves forward in 20__. Thank you for your commitment to WiNUP and your willingness to serve."

International Officer Eligibility & Criteria

Conflict of Interest

It is not appropriate for a nominating committee member to run for an office.

Officer Eligibility

Any member seeking the office of International Secretary or Treasurer should meet the following eligibility requirements:

- A minimum of four (4) years WiNUP membership with at least two (2) years consecutive membership prior to candidacy
- Attended two or more conferences **OR** four or more International Board Meetings
- Applicant must meet at least two (2) of the following three (3) eligibility requirements:
 1. Served as an International Board Representative
 2. Served as an International Committee Chair
 3. Served as a Local Chapter Officer
- Applicant must complete and return the Officer Application. This form will be used by the Nominating Committee to assist in choosing qualified candidates for each office and by the members when voting.

Any member seeking the office of International Vice President should meet the following eligibility requirements:

International WiNUP Guidelines

- A minimum of five (5) years WiNUP membership with at least three (3) years consecutive membership prior to candidacy
- Attended two or more conferences **OR** four or more International Board Meetings
- Applicant must meet at least three (3) of the following four (4) eligibility requirements:
 1. Served as an International Officer
 2. Served as an International Board Representative
 3. Served as an International Committee Chair
 4. Served as a Local Chapter Chair
- Applicant must complete and return the Officer Application. This form will be used by the Nominating Committee to assist in choosing qualified candidates for each office and by the members when voting.

Any member may apply for nomination to any office with the exception of President, which will remain a progression from Vice President. (Article VIII, Section D, Item 2, Bylaws).

Recommended Skill Sets

These skills and abilities are not exclusive to a career or professional context but may be gained through involvement in community groups or other organizations.

All positions must have access to basic computing resources (word processing, email) that are compatible with Microsoft Office.

President-Elect/Vice President:

- Ability to commit required time to the office
- Ability to travel (time and financial resources)
- Ability to participate in meetings during business hours
- Time management and prioritization skills
- Strong organizational and project management skills
- Strong written, verbal and interpersonal communication skills
- Extensive knowledge of WiNUP Bylaws and Guidelines
- Knowledge of Robert's Rules of Order and/or parliamentary procedure
- Experience leading teams
- Experience with performance reviews/evaluation
- Experience with interviewing and selection of employees
- Experience creating and executing strategic plans
- Familiarity with budget development and monitoring process
- Familiarity with balance sheets and financial statements
- Familiarity with conducting audits

Secretary:

- Ability to commit required time to the office
- Ability to travel (time and financial resources)
- Ability to participate in meetings during business hours
- Strong written, verbal and interpersonal communication skills
- Time management and prioritization skills
- Strong organizational and project management skills
- Proficiency in capturing essential points, summarizing and identifying action items
- Knowledge of Robert's Rules of Order and/or parliamentary procedure
- Familiarity with WiNUP Bylaws and Guidelines

International WiNUP Guidelines

Treasurer:

- Ability to commit required time to the office
- Ability to travel (time and financial resources)
- Ability to participate in meetings during business hours
- Time management and prioritization skills
- Strong organizational and project management skills
- Ability to collaborate on the development and execution of the organization's financial process
- Experience with budgets, balance sheets, financial statements
- Familiarity with conducting audits
- Familiarity with WiNUP financial reporting process
- Familiarity with WiNUP Bylaws and Guidelines

Term Limits

Except for vice president and president, an individual can hold the same office for two (2) consecutive years. An individual may not participate on the executive committee for more than six (6) consecutive years.

Accountability

If any officer fails to meet the performance criteria and responsibilities of that elected office, the Executive Committee and International Board of Directors may take action to request that officer to resign or remove that officer from office.

International WiNUP Guidelines



International Secretary or Treasurer Application

NAME _____ CHAPTER _____
OFFICE DESIRED _____

Officer Eligibility

Any member seeking the office of International Secretary or Treasurer should meet the following eligibility requirements:

- A minimum of four (4) years WiNUP membership with at least two (2) years consecutive membership prior to candidacy
- Attended two or more conferences **OR** four or more International Board Meetings

YEARS OF WiNUP MEMBERSHIP

List year joined _____

List by year, any breaks in membership _____

Attended two or more conferences **OR** four or more International Board Meetings:

List the years of conferences attended:

Four or more International Board meetings attended:

Year	Month	Location/conference call	Year	Month	Location/conference call
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Applicant must meet at least two (2) of the following three (3) eligibility requirements:

- Served as an International Board Representative
- Served as an International Committee Chair
- Served as a Local Chapter Officer

Applicant must complete and return the Officer Application. This form will be used by the Nominating Committee to assist in choosing qualified candidates for each office and by the members when voting.

International WiNUP Guidelines

OTHER LEADERSHIP POSITIONS

- Elected positions held in local chapter
- Appointed positions held in local chapter (committee chair, committee member)
- Elected positions held in international WiNUP
- Appointed positions held in international WiNUP (committee chair, committee member)
- Elected and/or appointed positions in organizations other than WiNUP

International WiNUP Guidelines

Officer Application Questionnaire

All applicants for international office should complete the following questionnaire and submit it along with their officer application form to the nominating committee chair. *(Use additional paper as needed.)*

Why did you join WiNUP?

What have you gained most from your membership in WiNUP?

What is your vision for the future of WiNUP?

How would you accomplish that vision?

If you could change one thing about WiNUP, what would it be? Why?

Based on the recommended skills sets outlined above, please describe and provide examples of how your experience will contribute to being a successful International Officer of WiNUP.

Why do you desire the position on the WiNUP Executive Committee that you are seeking?

Additional comments to the membership (not required)

Please include a personal and professional bio along with a current photo to be included on the ballot. *WiNUP involvement and contributions should be highlighted.*

International WiNUP Guidelines



International Vice President Application

NAME _____ CHAPTER _____

OFFICE DESIRED _____

Officer Eligibility

Any member seeking the office of International Vice President should meet the following eligibility requirements:

- A minimum of five (5) years WiNUP membership with at least three (3) years consecutive membership prior to candidacy
- Attended two or more conferences **OR** four or more International Board Meetings

YEARS OF WiNUP MEMBERSHIP

List year joined _____

List by year, any breaks in membership _____

Attended two or more conferences **OR** four or more International Board Meetings:

List the years of conferences attended:

Four or more International Board meetings attended:

Year	Month	Location/conference call	Year	Month	Location/conference call
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

- Applicant must meet at least three (3) of the following four (4) eligibility requirements:
 - Served as an International Officer
 - Served as an International Board Representative
 - Served as an International Committee Chair
 - Served as a Local Chapter Chair

Applicant must complete and return the Officer Application. This form will be used by the Nominating Committee to assist in choosing qualified candidates for each office and by the members when voting.

International WiNUP Guidelines

OTHER LEADERSHIP POSITIONS

- Elected positions held in local chapter
- Appointed positions held in local chapter (committee chair, committee member)
- Elected positions held in international WiNUP
- Appointed positions held in international WiNUP (committee chair, committee member)
- Elected and/or appointed positions in organizations other than WiNUP

International WiNUP Guidelines

Officer Application Questionnaire

All applicants for international office should complete the following questionnaire and submit it along with their officer application form to the nominating committee chair. *(Use additional paper as needed.)*

Why did you join WiNUP?

What have you gained most from your membership in WiNUP?

What is your vision for the future of WiNUP?

How would you accomplish that vision?

If you could change one thing about WiNUP, what would it be? Why?

Based on the recommended skills sets outlined above, please describe and provide examples of how your experience will contribute to being a successful International Officer of WiNUP.

Why do you desire the position on the WiNUP Executive Committee that you are seeking?
Additional comments to the membership (not required)

Please include a personal and professional bio along with a current photo to be included on the ballot.
WiNUP involvement and contributions should be highlighted.

International WiNUP Guidelines

Public Relations Committee

January

- Submit picture and news article on incoming international president and other international officers/board members to specified press contacts. (List provided by international president and officers/board members.)

May-June

- Provide pictures and news article on fellowship winners to WiNUP newsletter editor and to local media.

August

- Correspond with local chapter public relations chairmen – provide ideas for publicity and provide a fill-in-the-blank news release suitable for local use by persons attending the international conference. Encourage local publicity/corporate newsletter publicity, statewide publicity in networking magazines and paid-for advertising by the local chapter in worthwhile corporate magazines.

October

- Submit news article and picture on international OAK Award, international POWER Award, MAL Award and international Honorary Life Award winners to national magazines as well as various industry/trade publications.
- Contact corporate sponsors of the WiNUP awards and submit news article in their suggested trade papers.
- Submit WiNUP executive office address to professional magazines for possible use in a professional organization profile.

Speakers Bureau Committee

The purpose of the speakers bureau is threefold:

1. To assist local chapters in programming speakers.
2. To create greater visibility for WiNUP and its members.
3. To enable other organizations to obtain knowledgeable speakers on energy-related topics.

The bureau is composed of those WiNUP members who are willing to speak to:

1. Local chapters on a no-fee basis.
2. Other organizations on a basis set between the speaker and requesting organization, with no involvement on the part of the speakers bureau except to provide initial contact job descriptions of chair.

Guidelines

- Insert articles in the international WiNUP newsletter to make members aware of the bureau and to invite them to join it, using chairman's or executive director's name and address as contact.
- When contacted by prospective speakers, send a speakers bureau information form to be filled out.
- Put submitted speaker information in standard format. Send to executive office for addition to speakers listing.
- Maintain up-to-date listing of those WiNUP members who are willing to speak to local WiNUP chapters or other organizations. Periodically, this should be compared to the list held by the executive office to ensure that the office list is updated when new information is sent.
- Maintain the speakers bureau file or original speaker information forms and pertinent correspondence.
- Prepare such reports on the speakers bureau as requested by the international WiNUP president.

International WiNUP Guidelines

- Carry out necessary correspondence.
- Write press releases on speakers bureau with assistance of public relations chairman. Such releases should be reproduced and mailed to appropriate newspapers and organization by the executive office. The executive office should be used as contact name and address, as the chairman changes periodically.
- Request by organizations shall be handled by executive office with assistance of speakers bureau chair.

Conference Guidelines

The objectives of the annual conference are to:

- Educate members and potential members about the utility industry;
- Provide networking opportunities among members and with industry leaders; and
- Raise operating funds for the international organization and hosting chapter.

WiNUP annual conferences are rotated among the chapters identified in the following Conference Schedule Matrix (adopted Sept. 24, 2011, Fall International Board Meeting). The conference location shall be determined by the host chapter/group.

The Conference Schedule Matrix:

- Sets specific expectations for hosting responsibilities and timeline;
- Provides chapters with longer planning horizons;
- Balances annual conference responsibility among the chapters; and
- Expands resources (planning and execution) beyond a single chapter.

International WiNUP Guidelines

Conference Schedule:

Processing Notes:

- Each group will determine if their conference is hosted by the entire group, by an individual Chapter/special interest group, or by multiple chapters/special interest group within the group
- Location of the Conference is determined by the host Chapter(s)/special interest group
- The allocation of group's portion of the conference profits will be determined by the group when they announce the host

Group 1	Group 2	Group 3	Group 4	Group 5
Ohio - 142	Indiana - 20	ArkLaTex - 6	Virginia - 30	E. Tennessee - 4
Mid-Atlantic - 43	North Central - 2	North Texas - 8	West Virginia - 53	Kentucky - 22
	Northern Indiana - 28	South Texas - 4	New York - 3	Nashville – 20
	Missouri – 11**	MAL - 6		SW Va/NE TN - 6
	Metro Chicago - 18	Special Interest Groups: (International Past Presidents, International Board Members, International Committee Chairs, International Award Winners)		Atlanta - 9
- 2017 2022	- 2018 2023	- 2019 2024	2015 2020 2025	2016 2021 2026

*Approved 4/21/2015

** Missouri has one active member, all others are grandfathered Honorary Life Members and are inactive.

Membership Count as of 12/2014

International WiNUP Guidelines

Conference Financials

Funding for conference expenses comes from corporate sponsorships, chapter sponsorships, donations and registration fees.

Conference proceeds are to be split 75 percent to international and 25 percent to the host chapter or group. (Split approved October 2004 board meeting.) When co-hosted, the co-hosting groups or chapters will decide the split between them of the 25 percent host share of the conference proceeds (adopted at the April 26, 2012 board meeting).

The International Executive Committee may authorize the conference chair to negotiate and sign conference hotel and other conference-related contracts according to defined processes.

IMPORTANT NOTE: Final conference financial reports (including information for IRS filings), reimbursements and international's share of proceeds are due to the international office by Dec. 15 of the conference year to allow for on-time closing of the current year's books.

Conference Seed money

In June of the year preceding the conference, the host will be advanced \$2,500 (increased from \$1,000 May 2008 board meeting) in seed money to help begin conference planning. After conference, the seed money is returned to international before profits are calculated.

Conference Registration Fees

Conference registration fees are determined by conference host. International executive director's and international president's registration fees are a conference expense to be included in the conference committee's budget planning process.

Corporate Sponsorships

The following sponsorship levels will be used for each conference:

- Patron: \$200 and below
 - Recognition at conference
- Light Blue*: \$250 (networking break sponsorship)
 - Recognition at conference
 - Name visibility at conference
- Yellow*: \$500 (lunch sponsorship)
 - Recognition at conference
 - Name visibility at conference
- White*: \$700 (welcome reception or banquet sponsorship)
 - Recognition at conference
 - Name visibility at conference
- Blue: \$1,000
 - Recognition at conference
 - Distribution of provided promotional products (ink pens, etc.)
- Bronze: \$2,500
 - Blue benefits plus 1 complimentary conference registration
- Silver: \$5,000
 - Blue benefits plus 2 complimentary conference registrations
 - Educational vendor space

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Corporate Sponsorships (*Continued*)

- Gold: \$10,000
 - Blue benefits plus 4 complimentary conference registrations
 - Educational vendor space
 - 1 WiNUP one-year membership
- Platinum: \$15,000
 - Blue benefits plus 6 complimentary conference registrations
 - Educational vendor space
 - 2 WiNUP one-year memberships
 - Company logo represented on the WiNUP conference website page for 6 months
- Presenting Sponsor: \$20,000 or above
 - Blue benefits plus 8 complimentary conference registrations
 - Educational vendor space
 - 4 WiNUP one-year memberships
 - Company logo represented on the WiNUP conference website page for one year

Note: Conference registration fee associated with Gold, Platinum and Presenting sponsorship levels will be included as line items in conference budget.

One-year WiNUP memberships associated with Gold, Platinum and Presenting sponsorship levels will be an international budget expense.

* These levels can be used to seek sponsorships for the specific stated purpose. The sponsor will need to select the specific purpose. If none is selected, the sponsor would receive recognition at conference (name in program) but no specific name visibility (a sign at the door of the session) during conference.

Promotional Conference Membership Rate

On the conference registration form, along with member and non-member, should be Promotional Conference Membership rate, where a non-member may join at the conference by paying **Member Conference rate + \$60**. This should be a part of each conference registration form to ensure consistency and to set realistic goals. This rate would only be good through the end of the conference. New member applications should be available by either link if online or hardcopy if in person.

A member application would be completed by incoming member. That and one payment to include both conference registration and \$60 would be given to Conference committee. Conference committee would forward the member application and \$60 to Executive Director. Executive Director would send chapter dues to the respective chapter (adopted *month/year*).

Conference Chair Responsibilities

- Overall conference planning and operations;
- Fiduciary accountability;
- Reporting responsibility to the executive committee and the host(s) chapter chair(s); and
- Ensure the executive committee reviews conference hotel contract before signing.

The International Executive Committee may authorize the conference chair to negotiate and sign conference hotel and other conference-related contracts according to defined processes.

Note: Conference chair will present conference hotel contract to executive committee for review before

International WiNUP Guidelines

executing agreement with hotel.

Committee Guidelines and Responsibilities

The following guidelines and committee responsibilities will assist host chapters in planning a successful international conference (see conference objective guidelines).

Arrangements Committee

Major Responsibility: To handle the physical arrangements of the conference, including hotel rooms for registrants, meeting and banquet rooms, meal planning, props and extra furnishings, and special tours.

1. Obtain a copy of hotel contract from conference chairman.
2. Notify hotel of meeting room needs when conference schedule is established.
3. Obtain cost estimate for meals, breaks and extras to be used for budgeting for the conference and in soliciting sponsors for various segments of the conference. (Work with meals chairman)
4. Appoint committee to plan special evening tour and/or other events, including guides, entertainment, transportation, etc.
5. Work with hospitality committee to arrange for hospitality room and necessary furnishings.
6. Obtain hotel registration cards and send to registration committee.
7. Supply other hotel information that should be included in advance registration information; i.e., hotel services, parking, restrictions, etc.
8. Obtain information from conference chairman about any special luncheons or meetings to be held in addition to the standard conference events.
9. Work with meals chairman to ensure that physical arrangement needs will be met.
10. Work with printing committee to ensure correct room assignments appear on all printed programs, schedules, meal tickets, etc.
11. Obtain information from program committee regarding special arrangements or equipment necessary for each speaker. Arrange for these with hotel.
12. Inform hotel of approximate number of registrants when pre-registration is concluded.
13. Consider having an arrangements committee person available on Tuesday evening and Wednesday when most registrants are checking into the hotel to answer any questions and troubleshoot any problems.
14. During the conference, maintain contact with hotel maintenance personnel so that last minute adjustments can be made easily.
15. After the conference: Submit bills to finance chairman
16. Submit report to conference chairman.

Business Liaison or Sponsor Committee

Major Responsibility: Establish communication between business and associations for participation in or sponsoring of program/and or program components.

1. Correspond with professional associations, businesses and corporations to determine if any interest exists in participation in program or sponsorship of events of speakers. Work with program committee on establishing needs, interest, etc. Use previous year's sponsors as guideline basis; add any local or regional appropriate businesses.
2. Work with conference chairman on coordinating business contacts.
3. Submit final report to conference chairman.

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Decorations

Major Responsibility: To plan, obtain, place and distribute decorations for conference.

1. Plan types of decorations needed for each event and meal.
2. Consult arrangements committee regarding table arrangements, room sizes, room decor, etc.
3. Purchase or arrange to borrow decorations.
4. Supervise placement of decorations.
5. Supervise moving decorations as needed throughout the conference.
6. Supervise distribution or return of decorations after conference session ends.
7. After the conference: Submit bills to finance chairman and conference chairman.

Evaluation

Major responsibility: To assemble evaluation questionnaire for inclusion in program packet.

1. Obtain information from program committee on program outline, functions, etc.
2. Consult with all other committees to determine if they want any information included on evaluation form.
3. Write evaluation form, give to printing chairman for printing.
4. Establish collection procedure for form during conference.
5. Summarize evaluation forms and submit report to conference chairman.

Finance Committee

Conference Finance Committee handles all budgets, revenue and expenses. The Conference Finance Committee may assign these duties to the conference treasurer named by the conference chair.

Major responsibility: To plan the budget for the conference; be responsible for establishing the conference account; receiving and depositing sponsorship funds; handling reimbursement requests; paying conference bills as required; and preparing and submitting final conference accounting report and appropriate proceeds to international executive director.

1. Obtain estimates of expected expenses from all committee chairs.
2. Prepare a budget and advise the conference planning committee of appropriate registration fees to be charged.
3. Accept reimbursement requests from various committee chairs, determine if they are appropriate and in line with budget proposals, and issue reimbursement checks as appropriate.
4. Confer with conference chair about any non-budgeted items submitted by committee chair.
5. Submit report to conference chair for review.
6. Prepare final conference accounting report and submit report, advanced seed money and international's share of conference proceeds to international executive director no later than Dec. 15.

NOTE: Conference proceeds are included in international's operating budget for the current year. The Dec. 15 deadline allows for on-time year-end closing of WiNUP's financial books.

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Hospitality

Major Responsibility: To plan and operate a “hospitality suite” during specified hours prior to and during the conference and to provide helpful information to conference attendees.

1. Plan “logistics” of hospitality suite. Determine refreshment needs (coffee, snacks, napkins, etc.) Check with meals chair on cost.
2. Consult arrangements committee regarding hotel personnel and room assignment and necessary furnishings (tables, etc.)
3. Establish schedule for hours of operation in accordance with conference schedule.
4. Organize a committee of chapter members to be in charge during all “open hours.”
5. Determine proposed budget needs and submit to finance chairman.
6. Collect information for distribution to conference attendees in the hospitality suite, including maps, brochures, city guides, etc.
7. Arrange for a “message board” for use throughout the conference.
8. Consider using a bulletin board to inform hospitality suite visitors of entertainment, shopping, etc., available during the time of the conference.
9. After conference submit all bills to finance chairman and report to conference chair.

Hostess

Major Responsibility: Greet speakers and assist in their registration, special equipment needs and room assignment. Assist in providing hostess at each program or meal function.

1. Greet speakers when they arrive and assist in obtaining their designated package of registration material. (Registration packet should contain nametag, copy of program, meal tickets, information brochure and fliers. It should not contain any registration forms or fees.) Work with program co-chairmen on assignment of speakers.
2. Make arrangements to escort speakers to the room where they are to speak.
3. Inform all interested parties of arrangements for the banquet and help coordinate events on that evening.

Meals

Major Responsibility: To coordinate planning and arrangements for all meals and breaks.

1. Contact international president to find out what plans the international board is making to honor past national/international presidents. Help in coordination and planning of these events if held during a meal function.
2. Work with arrangements, program and decoration committees to coordinate planning of the meals, including receptions and banquet.
3. Check with president for the seating arrangements for the head table (place cards) and other special tables for the banquet.
4. Inform all interested parties of arrangements for the banquet and help coordinate events on that evening.

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Packet

Major Responsibility: To assemble all material for packet or notebook that will be distributed to conference attendees.

1. Obtain copies of program from printing chairman. (Work with printing chairman.)
2. Obtain nametags from registration chairman.
3. Obtain meal tickets and specific function tickets.
4. Consult with tours chairman on information to include in packet.
5. Assemble packets prior to conference; make arrangements with registration chairman for transmittal.
6. After conference: Submit all bills to finance chairman and report to conference chairman.

Printing

Major Responsibility: Arrange for printing all necessary conference materials and for distributing materials to appropriate committees.

Items to be Printed:

1st publicity mailing – include in newsletter

1st mailing w/schedule and program

Meal Tickets

Conference Program

Special Event Information

Work with:

Publicity, conference chairmen

Program, arrangements, conference chairmen

Arrangements and registration chairmen

Program, publicity, arrangements, conference chairmen

Tours chairman

1. Consult appropriate committee chairman to determine final copy of each item printed and to determine details for dispersion of materials after printing.
2. After Conference: Submit all bills to finance chairman and report to conference chair.

Program

Major Responsibility: To develop the conference program securing speakers for various portions of the schedule.

1. Help establish the conference theme and schedule with the rest of the conference committee.
2. Contact and secure speakers for conference. Approval of conference committee and chairman should be sought before final arrangements are made.
3. Act as liaison in helping make travel and lodging arrangements for speakers. (Arrangements committee will make reservations after you supply the information.)
4. Obtain biographical information about speakers and information regarding their presentations. This information should be sent to publicity chairman and/or program/printing chairman (for program) as soon as possible.
5. Obtain information from speakers regarding any audio-visual equipment, screens, bulletin boards or other props. Relay this information to the arrangements committee as soon as possible.
6. Inform speakers of all pertinent information about the conference and keep them apprised of any changes that take place in planning.
7. Make sure that speakers are met at the airport and/or hotel.
8. Assign one individual to act as hostess to each speaker throughout his or her stay at the conference. (Work with hostess chair on this.)
9. After the conference submit all bills to finance committee and report to conference chair.

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Publicity

Major Responsibility: To prepare and coordinate the dissemination of publicity about the conference.

1. Prepare and submit news releases and other publicity to International WiNUP newsletter editor.
2. Work with the International WiNUP publicity chairman to submit releases to international publications.
3. Prepare publicity information to be sent as first mailing; including tentative program information, conference schedule, city publicity and entertainment schedules.
4. Prepare news releases for local newspapers and area newspapers, trade newsletters, and organization newsletter to publicize the conference and inform readers of where to obtain registration information.
5. Submit releases to local newspapers immediately following the conference.
6. After the conference, submit all bills to finance committee and report to conference chairman.

Registration

Major Responsibility: To prepare registration packets and to plan and operate the registration booth.

1. Work with executive office on registration form and other information to be sent in registration packet.
2. Nametags should be prepared prior to the conference.
3. Establish schedule and procedure for handling registration during the conference.
4. Obtain hotel registration cards from arrangements committee.
5. If registration forms and checks are not sent to conference registration chair, establish system with executive office for being informed on number who registered, names, etc.
6. Obtain final conference programs, meal tickets, conference badges, etc., from printing chairman and packet committee chairman.
7. Obtain any hotel or tourist information available from arrangements committee and/or hospitality committee.
8. Consult arrangements committee for location of and set-up for the registration booth.
9. Establish a schedule and organize a committee of members to work at registration booth.
10. Maintain the master list of registrants throughout registration period and check off names as each person registers.
11. After the conference submit all bills to finance chairman and report to conference chairman.

Tours

Major Responsibility: To work with program committee to establish tour offerings prior to, following and during conference.

1. Obtain information, including costs, from local tour companies on tour possibilities within the conference area. Share information with program committee.
2. Obtain information on tours that could be offered prior to the conference (weekend, one or two days) or immediately following the conference.
3. Obtain our brochures and other descriptive information for registration chairman. Write a descriptive summary of tours to be offered for publicity chairman.
4. Coordinate tour arrangements with registrants and tour company.
5. Make arrangements with other members to handle tour groups, etc.
6. Submit final report to conference chair.

International WiNUP Guidelines

Timetable for Preparing for Annual Conference

ONE AND ONE-HALF years before the annual conference is to be held the following should be done by the committee indicated.

Program

1. Get bids on hotel. After decision is made based upon rates, service, etc., secure contract and send to Executive director to be signed.
2. Determine conference theme and prepare rough draft of program; then send to conference chairman, international president and executive office.
3. Develop program speaker list. Work with business liaison on possible program ideas. Talk with international president-elect on conference agenda.
4. Contact others for program ideas.

Finance

1. Process and record reimbursement requests, as they are needed.

Business

1. Work with program committee to determine what businesses could be contacted for involvement in the program.

Packet

1. Determine design and format of registration materials.

Tours

1. Solicit ideas for pre- and post-conference tours and estimate of costs.

ONE YEAR before the annual conference is to be held the following should be done by the committee indicated.

Tours

1. Determine cost of tours.

Meals

1. Determine menus for all meals and breaks at the hotel. Obtain price commitment, if possible. Work with hospitality and program chairmen on needs.

Hospitality

1. Work with packet committee for determining need concerning restaurant and shopping suggestions for conference attendees. Develop a list to be included in packet.
2. Work with meals chairman to obtain price quote for hospitality suite.

Arrangements

1. Confirm hotel prices. Notify Executive director.

Decorations

1. Prepare preliminary list of ideas for decorations needed at the conference. Consult with meals and program chairmen.

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Tours

1. Solicit ideas for evening activities during the conference, with price estimates.

Program

1. Initial contacts made with speakers.

Business

1. Initial contacts made with businesses.

All Committees

1. Prepare proposed budget and send to finance chairman.

Meals

1. Prepare price list of meals and breaks. Send proposed budget to finance chairman.

Finance

1. Collect proposed budget plans from all committees.

Packet

1. Determine what type of material will be distributed at annual conference that is held one year prior to your conference. Obtain material, assemble and send to conference chair.

11 MONTHS before the annual conference is to be held the following should be done by the committee indicated.

Finance

1. Prepare preliminary budget.

Printing

1. Submit preliminary conference logo design for program cover.

Hospitality

1. Survey hospitality suite at hotel and determine set-up.

Meals

1. Contact international president to find out her/his conference needs.

Program

1. Contact chapters on members program exchange if used.

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10 MONTHS before the annual conference is to be held the following should be done by the committee indicated.

Hospitality

1. Determine hospitality hours and communicate to program chair.

Program

1. Contact speakers to reconfirm date and time.

Meals

1. Prepare updated report of meals cost.

Publicity

1. Send publicity article to in-state contacts.

Evaluation

1. Prepare preliminary evaluation form.

9 MONTHS before the annual conference is to be held the following should be done by the committee indicated.

Business

1. Obtain final commitment on involvement from businesses.

Hospitality

1. Determine needs of hostesses.

Publicity

1. Secure names of trade magazines, etc.

Meals

1. Decide on meal ticket collection procedure.

Tours

1. Finalize pre- and post-conference tour options.

Arrangements

1. Obtain hotel set-up from:
 - Program
 - Meals
 - Hospitality
 - Tours
 - Registration
 - Publicity (send to newsletter chair for January and April issues)

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7 MONTHS before the annual conference is to be held the following should be done by the committee indicated.

Finance

1. Prepare updated budget for summer international executive committee meeting.

Printing

1. Obtain program information from committee.

Meals

1. Work with decorations chairman on coordinating needs for functions.

6 MONTHS before the annual conference is to be held the following should be done by the committee indicated.

Arrangements

1. Place order for hotel room reservation cards.

Decorations

1. Determine exact needs.

5 MONTHS before the annual conference is to be held the following should be done by the committee indicated.

Program

1. Send list of equipment and other needs to arrangements chairman.

Arrangements

1. Reconfirm hotel set-up needs.

Tours

1. Prepare information flyers.

Registration

1. Assemble mailing lists.

Packet

1. Order packet materials.

Arrangements

1. Check availability of easels, signs, etc., with hotel.

Printing

1. Work with publicity on initial mailer.

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4 MONTHS before the annual conference is to be held the following should be done by the committee indicated.

Publicity

1. Send publicity to trade magazines and international newsletter chairman.

3 MONTHS before the annual conference is to be held the following should be done by the committee indicated.

Arrangements

1. Prepare master chart for conference functions.

Hospitality/Hostess

1. Prepare master chart of hostess assignments.

2 MONTHS before the annual conference is to be held the following should be done by the committee indicated.

Registration

1. Work with Convention Bureau to determine conference needs.

Meals

1. Work with program committee and international president for that conference year on seating arrangements at meal functions.

Hospitality/Hostess

1. Make arrangements for meeting speakers.

1-2 MONTHS before the annual conference is to be held the following should be done by the committee indicated.

Tours

1. Coordinate pre- and post-conference tour reservations.

Printing

1. Complete printing of program.

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1 MONTH before the annual conference is to be held the following should be done by the committee indicated.

Publicity

1. Make local media contacts.

Business

1. Make follow-up contact with businesses.

Meals

1. Reconfirm meals with arrangements chairman.

Program

1. Prepare master speakers chart.
2. Re-contact speakers
3. Give original biographies to hostess chairman.

Registration

1. Obtain packet material from packet chairman.

Arrangements

1. Meet with hotel personnel.

2-3 WEEKS before the annual conference is to be held the following should be done by the committee indicated.

Arrangements

1. Re-check with hotel on arrangements.

Hostesses

1. Purchase needed supplies.

2 WEEKS before the annual conference is to be held the following should be done by the committee indicated.

Meals

1. Verify with hotel meals and other food functions.

Tours

1. Notify tour companies of final count.

Evaluation

1. Determine method of collection forms at conference.

Packet

1. Assemble packets.

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1 WEEK before the annual conference is to be held the following should be done by the committee indicated.

Packet

1. Send packets to registration chairman.

DURING the annual conference the following should be done by the committee indicated.

Registration

1. Assist in registration.

Meals

1. Greet speakers.

Arrangements

1. Coordinate all general arrangements.

Hospitality

1. Coordinate functions for hospitality suite.

Publicity

1. Arrange photographer to take pictures.
2. Coordinate media efforts.

Decorations

1. Coordinate placement and disposal of decorations.

Tours

1. Coordinate tours.

POST CONFERENCE the following should be done by the committee indicated.

All Committees

1. Submit final bills to finance committee.

Program

1. Send thank you notes.

Evaluation

1. Compile evaluation results.

Finance

1. Prepare final expense account for conference and submit to conference chair.
2. Prepare final report for executive committee. Repay seed funds and distribute profits.

International WiNUP Guidelines

International Officer Installation

This installation was planned and presented for the first time for the 1991-92 EWRT national officers installation in Pittsburgh at the national board of directors meeting in June 1991.

Opening:

As the year draws to a close, we pause to reflect on the accomplishments we have achieved.

Will the members of the international executive committee and board of directors please stand?

The members of the Women's International Network of Utility Professionals sincerely appreciate your commitment and vision during the past year. Under your capable leadership WiNUP has continued to offer opportunities for professional development while providing networking and mentorship, and providing recognition and visibility for members and business partners. You have given us leadership and opportunities. Let us show you our gratitude with our applause.

You may be seated.

Today our vision is directed toward the future...a future we are entrusting to people who are willing to accept the continued challenge of leadership, which will enable WiNUP to excel in its endeavors.

Will the international officers for the year 20__ please come to the front and step forward when your office is called.

Treasurer: (Full name) _____

- As treasurer, you will check all financial reports provided by the Executive director and inform the president of any discrepancies or concerns.
- You will solicit corporate contributions including support for international awards.
- You will send a letter of introduction to all chapter treasurers.
- You will send the international executive officers and the Executive director copies of all correspondence.
- You will perform such other duties pertaining to the office of treasurer as may be assigned to you.

(First name) _____, if you understand the duties and the importance of your office please say, "I do."

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Secretary: (Full name) _____

- As secretary, you will record accurate minutes of all transactions at the executive committee, international board of directors and annual business meeting and, if requested, the chapter chairman's meeting. Please bring a copy of all minutes from the previous two years to every meeting for reference.
- You will mail a "draft" of the minutes of all international committee and board and business meetings to the international executive committee, board of directors and international committee chairs. Once "approved," minutes will be filed in the secretary's book permanently.
- You will keep permanent records as a history of the group in a designated secretary's book.
- You will be prepared to highlight "key" points from executive committee/board of directors meetings to the membership during the annual meeting, as well as review "key" points from prior annual meeting minutes for approval by the membership during the annual meeting.
- You will perform such other duties pertaining to the office of secretary as may be assigned to you.

(First name) _____, if you understand the duties and the importance of your office please say, "I do."

President-elect/vice president: (Full name) _____

- As president-elect/vice president, you will preside in the absence of the president.
- You will organize the chapter chairs meeting to be held in conjunction with the International conference.
- You will write a summary of chapter chairs meeting and distribute to that group.
- You will coordinate with president on leadership training.
- You will look for potential committee chairs and discuss their names with your incoming executive committee.
- You will send copies of all correspondence to international executive committee.
- You will write articles for newsletter.
- You will perform such other duties pertaining to the office of president-elect/vice president as may be assigned to you.

(First name) _____, if you understand the duties and the importance of your office please say, "I do."

President: (Full name) _____

- As president, you have reached the pinnacle of leadership in the international organization. You will set the date, location and prepare an agenda, as well as preside at the executive committee, board of directors and international business meetings. You will be the chief executive officer of Women's International Network of Utility Professionals.
- You will coordinate all activities of the executive committee and the board of directors. You will be available in an advisory capacity to committee chairmen.
- You will provide executive committee, board and committee chairs a calendar of activities for the upcoming year.
- You will appoint international committees to assist you, as you may deem necessary.
- You will be a journalist as you strive to perform and motivate the members of WiNUP with your president's message in the international newsletter.
- Your signature will be necessary on documents of awards you will present at the international conference.

(First name) _____, if you understand the duties and the importance of your office please signify your acceptance of these responsibilities by saying "I do."

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Group:

Will all members of the Women's International Network of Utility Professionals please stand? You represent the strength in members that an organization needs to withstand the test of time.

If you are willing to accept the responsibility of helping these officers build for the future by cooperating with members and sharing the benefit and excitement of membership of WiNUP with other qualified individuals, please say "I will."

You may be seated.

Closing:

It has been an honor to install the officers of the Women's International Network of Utility Professionals for the year 20__. These officers have accepted the challenge. It is my privilege to declare the officers of WiNUP duly installed. Congratulations and best wishes for an exciting and excellent year.

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Parliamentary Procedure

DEFINITION: Parliamentary procedure is a series of rules that were formulated to facilitate the transaction of business and to promote harmony and cooperation within an assembly.

Question: Do I need to bother with parliamentary procedure?

Answer: No, there's no more need to bother with that than to bother with using your vacuum cleaner, toaster, washing machine or electric mixer.

Question: Just where is the comparison?

Answer: Electrical appliances help you discharge home duties more easily and parliamentary procedure helps you conduct your meetings more easily.

Question: What is the underlying principle of parliamentary procedure?

Answer: There are three, and do try to always remember them.

- a. Courtesy
- b. Justice
- c. Smoothness

These reasons in themselves should make you realize what help parliamentary procedure will be to you. To save time and to help participants organize their discussion there should be a definite order for the conduct of business. The usual pattern is as follows:

1. Call to order
2. Reading of minutes of previous meeting
3. Treasurer's report
4. Introduction of guests
5. Reports of permanent committees
6. Reports of special committees
7. Unfinished or old business
8. New business
9. Program
10. Announcement
11. Adjournment

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Parliamentary Procedure (*Continued*)

Some general questions and comments regarding items listed are:

Question: Must I stand when presiding?

Answer: Yes, don't you think that is a courtesy you owe the members?

Question: What is the proper way to call the business meeting to order?

Answer: The (month) _____ meeting of the (name) will please come to order.

Question: Will you give me some points on business procedure?

Answer: **The first order of business is the reading of the minutes**, stated thus:

"The secretary will please read the minutes of the previous meeting." Secretary reads in a clear voice that all may hear. Minutes should be written in a permanent book written in permanent ink or typed and collected in a permanent book. After the minutes are read, you, the president, ask, "Are there any corrections?" Then pause, "If not, the minutes stand approved as read." Then pause again and say, "They are approved." If there is a correction, the president asks the secretary to make the necessary correction, and then, "Are there any further corrections? The minutes stand approved as corrected." Correction is made in the margin of the book. Secretary initials minutes in left-hand corner, showing association has approved them as of certain date.

Second order of business: Treasurer's statement. This statement includes itemized receipts and expenditures. President may ask if there are any questions, but no corrections. Statement is approximately correct, but not audited as to its correctness.

Reports of committee chairmen: It is uninteresting and monotonous always to call on all chairmen for reports, just to hear them say "no report." Better just to call on those who have progress to report. You, as president, should check with them and decide upon whom you shall call.

Unfinished business: Even though you feel there is no unfinished business that has not been disposed of by recommendations from the executive committee, be sure to ask if there is any unfinished business or you may call it "old business." This gives the members a chance to think and speak.

New business: It applies as above.

Recommendations are taken up under new business. The person who gave the report moves to accept the recommendations, one at a time, it is seconded, stated by the chair, open for discussion, then, after discussion is over, the vote is taken. Recommendation is for the association to accept or reject.

It is during the unfinished and new business portions that most of the confusion comes. Consequently, parliamentary procedures provide for proposing action through motions.

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Parliamentary Procedure (*Continued*)

A better understanding of the types of motions and how to present them can be extremely helpful. Members discuss the motions.

- Floor must be obtained just as if a new motion is being offered.
- Chairman offers no opinions, but may supply needed information on the subject not otherwise available.
- Discussion is confined to the motion before the group.
- The person who made the motion is given first opportunity to discuss it.
- The member who has spoken once on a motion is not allowed to speak again until members who desire to express themselves for the first time have done so.
- No member may speak more than twice on any one motion. No member may speak longer than 10 minutes at a time.

The chair determines that discussion is finished. When members stop rising to claim the floor to discuss the motion, the chairman asks, “Is there any further discussion?”

The chair restates the motion: “If there is no further discussion, we are ready to vote. The question is on the motion to...”

The members vote on the motion.

- Voice vote: “Those in favor of the motions “Aye.” Those opposed say “No.” The “ayes” have it, and the motion is carried,” or “The “no’s” have it, and the motion is lost.”
- Hand vote: “Those in favor of the motion will raise their right hands. (Count the hands and say “down.”) Thirty, down. Those opposed will raise their right hand. Seven, down. The affirmative has it, and the motion is carried; or, the negative has it, and the motion is lost.”
- Ballot: Members vote by marking slips of paper. The chairman may not ask the group to vote in this way unless the constitution requires that they do so or they vote to do so. “Those in favor will vote “yes,” those opposed will vote “no.”
 - Tie vote: “There being a “tie,” the motion is lost.” Chairman may not vote except to create a tie or break a tie.
 - Majority vote: One more than half the votes cast.
 - Two-thirds majority vote: “There being a two-thirds vote in favor of the motion, the affirmative has it and the motion is carried; or, there not being a two-thirds vote in favor of the motion, the negative has it and the motion is lost.”
- The effective of the vote: “We will therefore... (Stating the action, which the motion requires the organization to take).”
- The next immediately pending business: “Is there any further business to come before us?”

International WiNUP Guidelines

Parliamentary Procedure (*Continued*)

Amendment to change motions

After a main motion has been made and seconded....

1. "I move to amend the motion by..."

Inserting or adding a word, phrase or sentence.

Striking out a word, phrase or sentence.

Striking out and inserting a word or phrase or substituting a sentence or paragraph.

Amendment is acted on first.

2. "I second the motion to amend."

3. "It has been proposed to amend the motion to read as follows:"

Chair states the main motion and the amendment, so the group will understand how the amendment changes the motion. Amendment is handled in the same way as a main motion, with...

4. Discussion: "Is there any discussion?"

5. Question: "If there is no further discussion, the amendment is (state amendment.)"

6. Vote: "All in favor of the amendment to..."

Chair announces: "The amendment is carried (or defeated.)"

The outcome: "The motion now before the house is... (motion plus the amendment, if carried.)"

"I move to amend the amendment."

Amendment to main motion may be amended in the same manner that the first amendment was handled.

Motion to change, add, or omit words in first amendment may be made and seconded.

Presiding officer calls for discussion and voting on the amendment to amend.

It will be voted on before the first amendment and majority vote will carry. Chair then returns to first amendment and, after it is disposed of, returns to main motion for adoption or rejection.

No more than two amendments to a single motion may be pending at the same time. Instead, a member may say that if amendment or an amendment is voted down, then such and such will be offered.

International WiNUP Guidelines

Parliamentary Procedure (*Continued*)

President

Calls meeting to order – “**the meeting will please come to order.**” Stresses objectivity of position by referring to it as “**the chair.**” The chair will not vote on voice vote or show of hand – unless the vote is needed to break a tie.

THE CHAIR SHOULD NOT DEBATE a question, unless the president asks another officer to preside while the chair expresses an opinion.

Suggested Order of Business

1. President calls for secretary to read minutes of preceding meeting. Minutes may be approved as read or approved with additions or corrections.
2. Treasurer makes statement on current status of organization’s finances. The chair states the report is “received as read and filed.”
3. President calls for reports from all standing committees.
4. President calls for reports from all special committees.
5. Unfinished business is next in order.
6. New business is taken up – preferably from an agenda prepared in advance.
7. Program of the day is in order. President continues to preside. Program chairman reports and may introduce participant in the program.

The gavel

Symbol of the presiding officer’s authority. One rap of gavel during debate indicates presiding officer wishes meeting returned to the chair. Officer may wish to raise some point of procedure. Repeated rapping – firmly and deliberately – is the method of restoring order.

“I move.”

When a member has risen and been recognized, member may propose a motion. Presiding officer restates the motion and asks that it be seconded. After motion made and seconded, presiding officer asks, “**Are there any remarks?**” This opens debate on motion. Meeting is not at liberty to consider any other business until motion is disposed of, except that a subsidiary motion to limit debate takes precedence over debatable motion.

This subsidiary motion to limit debate is not in itself debatable. Requires a two-thirds vote for adoption.

International WiNUP Guidelines

Parliamentary Procedure (*Continued*)

“I move to amend the motion.”

Amendments may be offered to a motion under consideration. To amend is to change, add, or omit words in the original or main motion. Amendment is acted on first.

Chair states the main motion and the amendment and calls for any discussion on the amendment.

Amendment must relate to main motion – and cannot raise a new question. When there is no further discussion, amendment is voted on.

Chair announces the outcome and restates the main motion before the house, which is either the original motion or the motion as amended if the amendment has been carried.

“I move to amend the amendment.”

Amendment to main motion may be amended in the same manner that the first amendment was handled.

Motion to change, add or omit words in first amendment may be made and seconded.

Presiding officer calls for discussion and voting on the amendment to amend.

It will be noted on before the first amendment and majority vote will carry. Chair then returns to first amendment and after it is disposed of returns to main motion for adoption or rejection.

No more than two amendments to a single motion may be pending at same time. Instead, a member may say that if amendment of an amendment is voted down, an offer of another secondary amendment – which is then indicated – will be made in its place.

“I move to substitute a motion.”

If motion and two amendments become involved and confusing – yet there seems to be substantial agreement within group – a substitute motion may be offered. (*Usually incorporates all ideas into fresh or more complete wording.) Substitute motion cannot be moved unless the entire motion and amendments have been considered.

“I move to commit.”

If it seems wise to investigate a question more thoroughly – or if the debate has bogged down – a motion to commit the matter to a small group or committee for further consideration may be made.

Such a motion is debatable and may be amended.

Generally includes specific time and place where report back to whole group is to be made.

If no committee exists, motion to refer should include size of committee and method of selecting members.

International WiNUP Guidelines

Parliamentary Procedure (*Continued*)

“I move to lay on the table.”

If member desires to postpone or end debate on an issue, the member may make a motion to TABLE.

Such a motion is not debatable and if it is seconded must be put to an immediate vote by the CHAIR – majority vote carries.

At a future meeting, a motion to take from the table will be in order if any member wishes to reopen question.

“I move to postpone.”

If a member desires to postpone to a “day certain,” it may be done at any time while a motion is under debate – majority vote carries.

SUCH MOTION MUST be taken up when appointed day arrives.

“I move to postpone indefinitely.”

Motion to postpone indefinitely is generally used to dispose of a hasty, ill-advised or embarrassing motion without a direct vote on it. Majority carries.

If motion passed, the question is dead for that session.

If motion lost, main question is still pending.

“I move to reconsider.”

Motion to reconsider a question that has passed is in order, if made on the same day or at a next regular business meeting – but must be made by a member who voted with the prevailing side.

Only one motion to reconsider is in order.

Motion is debatable – majority carries.

To reconsider requires two votes:

1. Vote on whether motion should be reconsidered
2. Vote on original motion

“I move the previous question.”

If debate is long and repetitious, a member may want to move the previous question. Chair then asks, “Shall debate be closed and the question now put?” This question must be adopted by a two-thirds vote to close debate. Meeting then votes on main question.

International WiNUP Guidelines

Parliamentary Procedure (*Continued*)

“I rise to point of order.”

If any member disagrees with any of the rulings of presiding officer, or believes that debate has strayed from the question, the member may rise to a point of order.

Presiding officer is then required to rule on point raised.

Chair answers, “Your point of order is sustained” or “your point of order is denied.”

“I appeal the ruling of the chair.”

If any member is dissatisfied with ruling of presiding officer then the decision of the chair may be appealed.

Presiding officer then asks assembly, “Shall the decision of the chair be sustained?”

This is debatable and carries the majority.

Presiding officer may discuss it without leaving chair.

“I rise to point of information.”

Any member who wishes the motion more clearly explained may rise to a point of information.

After recognition by chair, the member asks for information or for explanation on specific point. May be at almost any time during meeting.

If information is desired of another member who has the floor, chair asks if member speaking is willing to be interrupted, and if consent given chair directs the inquirer to proceed. Inquirer asks question through chair – thus, “Madam Chairman/Mr. Chairman, I should like to ask the speaker.” The reply is made in the same way.

“I move to adjourn.”

Motion to adjourn is in order any time and is not debatable – unless meeting is midway through an action.

Cannot be made when a speaker has the floor, when vote is being taken, or when meeting is in the midst of business that cannot be abruptly halted.

International WiNUP Guidelines

It is suggested local chapter officers, international officers, board members and committee chairs be given a copy of these guidelines. A copy of the Guidelines and Bylaws may be found on the organization website at www.winup.org under the Members Only section.

If additional copies are needed, please contact:

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