

Event Organiser Pack

NAWIC LDN&SE

07.03.22

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NAWIC LDN &SE EVENT BUSINESS PLAN

Please fill in legibly in capital letters and submit, **at least, 2 months in advance**

Business Plan no (for committee)			
Revision number (for committee)			
EVENT INFORMATION:			
Region			
Proposed event title			
NAWIC LDN&SE Theme			
Event type			
Cost per tickets	Members	Students	Non-members
No. of people expected	Members	Students	Non-members
No. of speakers			
No. of volunteers delivering the event	Organiser		Committee
Proposed dates of event			
Proposed Time			
MEMBER ORGANISING THE EVENT			
First name and Surname			
Email address			
Telephone number			
Signature			
PERSON WE WILL BE REFUNDING/MAKING PAYMENTS TO			
Person 1:			
First name and Surname			
Role in the event			
Person 2:			
First name and Surname			

Role in the event	
EXPECTED COST SCHEDULE	
Venue	
Speaker costs	
Refreshments	
Other	
Sub Total	
Does it require a deposit?	
Which part of it requires a deposit?	
How much deposit?	
When is the deposit due?	
When is the main payment due? (Default would be within 2 weeks after the event)	
EXPECTED INCOME SCHEDULE	
Tickets	
Sponsors	
Sub Total	
COMMITTEE INDIVIDUALS REVIEWING THE BUSINESS PLAN Assigned committee members who will help define the EBP	
Person 1:	
First name and Surname	
NAWIC UK Regional Role	
Person 2:	
First name and Surname	
NAWIC UK Regional Role	
PERSON AUTHORISING THE BUSINESS PLAN Regional Chair or Deputy Chair must authorise having consulted the treasurer	
First name and Surname	
NAWIC UK Regional Role	
Signature	Date

HOW TO FILL THE NAWIC LDN&SE EVENT BUSINESS PLAN

1. **Region:** London and Southeast or National (only the committee can organise the National conference when it is our turn as a region)
2. **Proposed event title:** Should be clear
3. **NAWIC LDN&SE Theme:** The committee members will be able to advise. Typically (Education, Skills, Sustainability and Formalised Networking)
4. **Event type:** Site visit, Workshops, Business breakfasts and Debates
5. **Cost per ticket:** There are three levels: Members, students and non-members. Then within each event type we have an agreed cost per ticket (cost per ticket, plus sponsorships, should cover the costs of running the event)
 - Webinars: free (all)
 - site visits: £5 (all)
 - workshops/skills £20 (members and students) £30 (non members)
 - Business Breakfasts: £12 (members) £15 (non members) breakfasts
 - Debates: £17 (members and students) and £25 (non members)
6. **Number of people expected:** These are our indicative figures
 - Webinars: 15 to 20
 - site visits: 20 (initially split 10 members, 5 non-members and 5 students)
 - workshops/skills 30 (initially split 15 members, 10 non-members and 5 students)
 - Business Breakfasts: 20 to 30 depending on the venue (initially split 10/15 members, 10/15 non-members)
 - Debates: 40 to 50 (initially split 20/25 members, 15/20 non-members and 5 students)

Notes:
The split may be adjusted between the ticket release and the event.
Priority will be given to members tickets and those will be released earlier.
Calculate that at least 10% of people will not show up on the day
7. **Number of speakers:** This will depend on the event requirements but typically
 - Webinar: 1p intro NAWIC, 1p speaker
 - site visits: 1p intro NAWIC, 1 or 2 p from the project team, 1 p H&S
 - workshops/skills 1p intro NAWIC, 1p speaker
 - Business Breakfasts: 1p intro NAWIC, 1p speaker
 - Debates: 1p intro NAWIC and moderator, 3p speakers max.
8. **Number of volunteers delivering the event**
 - Webinar: 1p intro NAWIC, 1p speaker
 - site visits: 1p intro NAWIC, 1p taking photos/social media
 - workshops/skills 1p intro NAWIC/welcoming, 1p taking photos/social media
 - Business Breakfasts: 1p intro NAWIC, 1p taking photos/social media
 - Debates: 1p intro NAWIC and moderator, 1p taking photos/social media

Notes:
In all these numbers, it is expected the organiser to fulfil one of the volunteering roles
Business breakfast: One person can run the event if it takes place at a café. However, it can be helpful to have two in order to live broadcast on social media
9. **Proposed Dates of events:** Propose at least 2
Notes:
The committee team will be able to advise
Be mindful that we need 2 months to get the event from your idea to reality, we have a maximum of 2 events per month and we have a draft calendar we will need to consult.

10. **Proposed time:** We try to organise events at different times to ensure that members can attend

- Webinars: Lunchtime / Mid morning
- site visits: morning
- workshops/skills : evening
- Business Breakfasts: morning
- Debates: Evening

11. **Member organising the event:** Your details

12. **Person we will be refunding/ making payments to:** We need to know in advance who we need to pay to in order to be prepared

Notes:

You will be responsible for requesting the payment on behalf of those people using the Payment request forms but we will be paying them.

If there are multiple people, we will require you to use multiple forms, therefore we need to know in advance what to expect.

13. **Expected cost schedule:**

Venue: We have some names of venues who have kindly hosted for us in the past. Please be mindful before considering paid for venues.

Speaker costs: See below

- Site visits: no speaker costs and the funds we raise are used towards the educational fund
- Workshops: we negotiate a cost per attendee and ensure we have money left for refreshments
- Breakfast: Because the speaker is introducing their skills to the network, we only cover the cost of the breakfast
- Panels: We ask for volunteers but can cover the cost of transport

Refreshments: We calculate £2 per person (supermarket)

Deposit: It is rare to have a requirement for deposits but just in case, this is where you would highlight it.

14. **Expected income:**

Tickets: (Member tickets x No. members) + (non-Member tickets x No non-members) + (Student tickets x No students) = tickets income

Sponsors: Sometimes companies will host in their venue providing refreshments, sometimes they will sponsor instead.

Notes:

NAWIC is a not-for profit organisation run by unpaid volunteers in support of the retention and development of minoritized groups within the industry. This is why we cannot pay volunteers for organising our events or for being part of the committee outside what is established in the NAWIC rules.

The funds we raise are used towards helping us deliver our programme, including but not limited to: sponsoring projects and events by others, part funding our events to provide discounted tickets for members and providing a number of other benefits for our network including free online events and member events.

Considerations when looking for speakers:

Consider the expertise/contribution you require first and then look for the people.

Make sure the panel is balanced

NAWIC LDN&SE PAYMENT REQUEST FORM

Please fill in legibly in capital letters

Region	
Event title	
Date of event	
Date of approved Business Plan	
Business Plan pre-agreed budget	
This request is to be paid from (select one)	
Events Fund:	
Education Regional Fund:	
Other funds (please list):	
TOTAL REQUESTED:	
PERSON REQUESTING PAYMENT	
First name and Surname	
Email address	
Telephone number	
Signature	
INVOICE / RECEIPT (please attach scanned copy)	
Date of the invoice / receipt	
Name and date of the event, or items that the payment relates to	
Payment due by	
Invoicing company	
Bank Account name	
Account number	
Sort code	

PERSON AUTHORISING THE PAYMENT

Regional Chair or Deputy Chair must authorise the payment request
(this section is to be filled in by NAWIC)

First name and Surname

NAWIC UK Regional Role

Signature

HOW TO FILL THE NAWIC LDN&SE PAYMENT REQUEST FORM

1. **Region:** London and Southeast or National (only the committee can organise the National conference when it is our turn as a region)
2. **Event title:** As per the event page
3. **Date of the event:** The day when the event took place (Should the event had to be cancelled and costs were incurred, please say so here and provide background information on your email)
4. **Date of the approved Business Plan:** this is the date when you received the go ahead
5. **Business Plan pre-agreed budget:** This is a reference point for us.
 - Please note that this sometimes could be higher or lower than the final cost. For example, if less people attend, the cost of the refreshments will be proportionally reduced. Or if you have a last-minute emergency (your supplier failed you), you might need to increase the expenditure.
 - It is important that you inform the committee members who have worked with you in the Business Plan of any changes for them to report back to the treasurer.
6. **How to choose the fund the payment will come from:**
 - Events fund: All events except annual large events (organised by the committee) or those related to schools
 - Education Regional Fund: Events with a focus on students and Student sponsorships
 - Other funds (only committee members can use this section): Conferences (national or regional), Christmas, Participation on Expos, Sponsoring of events/projects by other organisations etc
7. **Person requesting the invoice:** This must match the details agreed in the Business plan.
Notes:
You will be responsible for requesting the payment on behalf of someone.
If there are multiple people, we will require you to use multiple forms
8. **Invoice/ receipt:** As well as attaching the copy, you need to fill in the information. (As above, one sheet per person we need to refund to. Not one sheet per invoice, necessarily)
 - It is the responsibility of the organiser to ensure that this information is provided correctly.
 - It is also the responsibility of the organiser to make sure there is no missing information, to enable our treasurer to make the payments swiftly.
 - Payments will be made within 2 weeks of receiving all information

Notes:

NAWIC is a not-for profit organisation run by unpaid volunteers in support of the retention and development of minoritized groups within the industry. This is why we cannot pay volunteers for organising our events or for being part of the committee outside what is established in the NAWIC rules.

The funds we raise are used towards helping us deliver our programme, including but not limited to: sponsoring projects and events by others, part funding our events to provide discounted tickets for members and providing a number of other benefits for our network including free online events and member events.

TIPS FOR SELECTING SPEAKERS:

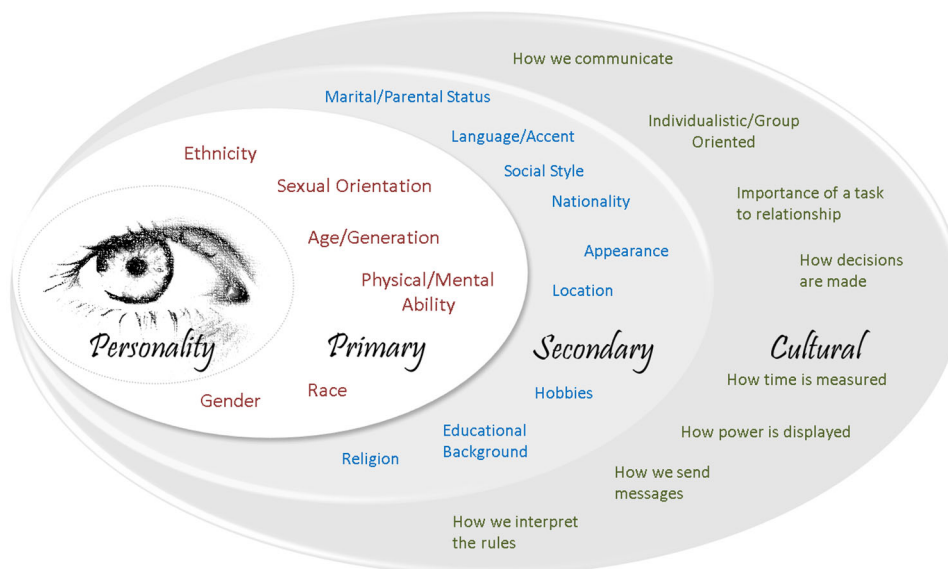
Although NAWIC has women at the heart, we are an inclusive organisation, and our events are open to everyone. Furthermore, the construction industry is rich in knowledge and experience, and we aim to learn from one another.

This is why, when it comes to organising our panels, we aim for diversity in more than one way.

- Firstly, when looking at the topic in the context of the industry, we seek to bring together different types of expertise. This is why at the start of the process we focus on the contributors as experts on a topic only.
- Then, when we are clear about the expertise we require, we make a list of possible speakers from an intersectional point of view.

There are some steps we follow that could be helpful for anyone who does not organise events regularly and would not know how to do this. Here are some tips:

1. Tell potential speakers that the panel will be diverse. Many people will be keen to help by introducing you to others
2. Be open to tweak the event while choosing the panellists.
Find out what is required to ensure they all have a chance to contribute
3. If you have one high profile person in mind, consider whether a panel would be the best set up for them, other panellists and attendees
4. If you need help finding speakers, ask us
5. If someone you have in mind is not available, ask them whether they could suggest someone else.
6. If you have someone in mind but there is something preventing them from saying yes, let us know if we can help.
7. Look beyond your contacts
8. If you approach someone for the first time, be mindful how you make the proposal to ensure they are comfortable. (Certain words can detract certain groups from participating)
9. Remember, the protected characteristics are: Age, Disability, Sex, Sexual orientation, Gender reassignment, Race, Pregnancy and maternity, Religion or belief, Marriage and civil partnership
10. Finally, remember we are all multidimensional (below a simple illustration) and hence when choosing speakers, make sure you are not expecting them to represent an entire group



Gardenswartz and Rowe Chart, "Intersectionality and multiple identities" [LINK#](#)

TIPS FOR FINDING ACCESSIBLE VENUES:

Once of the most challenging things we have encountered when it comes to looking for venues is accessibility. Whereas offices tend to be organised in a manner that makes it easy for visitors to attend, other venues are more challenging.

Hence, we have prepared a list of tips to help you deal with common problems you will encounter. Remember, we are here to help

We have found that making a few calls to potential venues early on can give you time to find an alternative venue if necessary. Some typical problems you will encounter include bad acoustics, lack of accessible facilities and lack of a lift.

Here are some questions you should ask:

Access to	<ul style="list-style-type: none"> Can you get there with public transport? How far is it from the nearest station/stop? Can you park nearby? Is it a ground floor venue?
Access within	<ul style="list-style-type: none"> Does it have clear wayfinding signage? Does it provide step-free access? Is there a lift?
Facilities	<ul style="list-style-type: none"> Does it have an accessible toilet? And gender-neutral ones? Is there a loop system? Do they have visual fire alarms? Can you bring your own food? (To cater for people with allergies) Are there seating facilities? Does the venue serve alcohol?
Environment	<ul style="list-style-type: none"> Can the lighting be adjusted? Can the temperature be adjusted? Is it a noisy venue? Is it well ventilated?
Children	<ul style="list-style-type: none"> Do the toilets have nappy changing facilities? Could we create a child friendly corner if needed? (baby feeding , for example) Is there a locker to store belongings?

EVENT ORGANISING CHECKLISTS

FORMAL NETWORKING EVENT WITH KEYNOTE CHECKLIST

<input type="checkbox"/>	Who (Initials)	action
<input type="checkbox"/>		Choose a theme for the event
<input type="checkbox"/>		Decide the format (keynote + networking, games, questions etc) then who will be attending, whether it requires a speaker etc
<input type="checkbox"/>		Write a brief including the “why” to serve as an anchor and accompany the Business plan (could be the launch of a book-with the author- could be a catching up event, could be an activity (guided tour, a workshop to make something etc)
<input type="checkbox"/>		Fill in the Event Business Plan
<input type="checkbox"/>		Submit the draft to the two designated committee members and discuss how the event fits within the regional calendar. During this time identify the kind of speakers required but also what venue etc
<input type="checkbox"/>		Start contacting potential keynote to discuss and agree in principle: tell them the date and time, explain how they will be contributing and what roles/experiences their counterparts will have
<input type="checkbox"/>		Find a venue (if required-refer to Event Business plan Notes)
<input type="checkbox"/>		Find sponsor (if required-refer to Event Business plan Notes) If required, make sure you describe the event and include the estimated number of attendees as well as type of speakers emphasizing this is in principle (should there be any changes)
<input type="checkbox"/>		Email potential speaker: <ul style="list-style-type: none"> d1 Reminding them of previous discussion (don't take things for granted) e1 Explaining details of their individual contribution f1 Explaining how their contribution fits in the overall plan g1 Asking them to confirm the date h1 Asking them for their bio i1 Giving them an “answer by” date (one week)
<input type="checkbox"/>		Should anyone not be able to make it, and on receipt of all responses only, find new speakers in the same area of expertise and repeat the above.
		Finalise the Event Business Plan (this process could take 2 weeks)
<input type="checkbox"/>		Chair & Treasurer to sign off finalised EBP (this should take a maximum of a week)
<input type="checkbox"/>		Email the text for the event page to the committee This should include the details such as date, time and location but also the bios and event brief. You should also ask that attendees let us know of any requirements related to access and/or allergies
<input type="checkbox"/>		The committee will set up the event page, send newsletters, post on LinkedIn/IG/ twitter

		about event. And let you know when it is ready
<input type="checkbox"/>		Forward a link to the event page to key organisations and companies you want to attend
<input type="checkbox"/>		The committee will keep an eye on the event page and emails and address questions, deal with cancellations etc and will inform you of the progress
<input type="checkbox"/>		Check with the venue that everything is on track (1 week before the event)
<input type="checkbox"/>		Finalise the running order of the event. Remember to allow for sponsor intro and a nawic thank you.
<input type="checkbox"/>		Email the committee to agree who will be supporting you on the day
<input type="checkbox"/>		Buy the refreshments and have them delivered to the venue (agree with the venue in advance whether this is possible or whether you need to bring things on the day)
<input type="checkbox"/>		On the day: print/download list of attendees
<input type="checkbox"/>		Arrive early to brief speakers and set the room up
<input type="checkbox"/>		Welcome people and check against the list. Ask attendees if they want to be kept informed of future events
<input type="checkbox"/>		Committee members will Take photos during the event and use social media to share what is happening.
<input type="checkbox"/>		Direct proceedings supported by the committee
<input type="checkbox"/>		Tidy up
<input type="checkbox"/>		Write a piece for the website and send to the committee.
		Email the speakers to thank them after the event. You could send them the pictures and the text , for example
<input type="checkbox"/>		The committee will post on the website and send in a newsletter to the network
<input type="checkbox"/>		The committee will call you to ask whether, in your experience, there is anything that could be done better next time.

Notes:

Actions by you blue
 Actions by the committee red
 Joint actions Orange

DEBATE / PANEL TYPE EVENT WITH KEYNOTE CHECKLIST

<input type="checkbox"/>	Who (Initials)	action
<input type="checkbox"/>		Choose a topic that fits in the regional strategy and solves a problem (TIP: could be something that may have been addressed by other industries)
<input type="checkbox"/>		Decide the format of the event (panel, keynote +panel, Opposing views debate, a series of presentations followed by Q&A etc)
<input type="checkbox"/>		Choose the type of speaker required focusing on their contribution to the bigger picture/ topic
<input type="checkbox"/>		Write a brief including the “why” to serve as an anchor and accompany the Business plan
<input type="checkbox"/>		Fill in the Event Business Plan
<input type="checkbox"/>		Submit the draft to the two designated committee members and discuss how the event fits within the regional calendar. During this process discuss potential speakers that could fit in your overall plan but also what venue etc
<input type="checkbox"/>		Contacting potential speakers to discuss and pencil the date in. Use this opportunity to share what the panel is looking to achieve and explain both how they will be contributing and what roles/experiences their counterparts will have
<input type="checkbox"/>		Find a potential host (this can be in your proposal but also the committee can help identify some). The earlier the event is organised the easier this will be
<input type="checkbox"/>		Find sponsor (if required-refer to Event Business plan Notes)
<input type="checkbox"/>		Email each speaker: j1 Reminding them of previous discussion (don't take things for granted) k1 Explaining details of their individual contribution l1 Explaining how their contribution fits in the overall plan m1 Asking them to confirm the date n1 Asking them for their bio o1 Giving them an “answer by” date (one week)
<input type="checkbox"/>		Should anyone not be able to make it, and on receipt of all responses only, find new speakers in the same area of expertise and repeat the above. Remember, they may be able to suggest a replacement.
<input type="checkbox"/>		Finalise the Event Business Plan (this process could take 2 weeks)
<input type="checkbox"/>		Chair & Treasurer to sign off finalised EBP (this should take a maximum of a week)
<input type="checkbox"/>		Email the text for the event page to the committee This should include the details such as date, time and location but also the bios and event brief. You should also ask that attendees let us know of any requirements related to access and/or allergies
<input type="checkbox"/>		The committee will set up the event page, send newsletters, post on LinkedIn/IG/ twitter

		about event. And let you know when it is ready
<input type="checkbox"/>		Forward a link to the event page to key organisations and companies you want to attend
<input type="checkbox"/>		The committee will keep an eye on the event page and emails and address questions, deal with cancellations etc and will inform you of the progress
<input type="checkbox"/>		Check with the venue that everything is on track (1 week before the event)
<input type="checkbox"/>		Some people find useful to arrange a zoom call with all the panellists for them to meet each other and agree how they will contribute. This reduces the risk or repetition. Other people prefer calling people individually to do the same.
<input type="checkbox"/>		Finalise the running order of the event. Remember to allow for sponsor intro and a nawic thank you.
<input type="checkbox"/>		Email the committee to agree who will be supporting you on the day
<input type="checkbox"/>		Buy the refreshments and have them delivered to the venue (agree with the venue in advance whether this is possible or whether you need to bring things on the day)
<input type="checkbox"/>		On the day: print/download list of attendees
<input type="checkbox"/>		Arrive early to brief speakers and set the room up
<input type="checkbox"/>		Welcome people and check against the list. Ask attendees if they want to be kept informed of future events
<input type="checkbox"/>		Committee members will Take photos during the event and use social media to share what is happening.
<input type="checkbox"/>		Direct proceedings supported by the committee
<input type="checkbox"/>		Tidy up
<input type="checkbox"/>		Write a piece for the website and send to the committee.
<input type="checkbox"/>		Email the speakers to thank them after the event. You could send them the pictures and the text , for example
<input type="checkbox"/>		The committee will post on the website and send in a newsletter to the network
<input type="checkbox"/>		The committee will call you to ask whether, in your experience, there is anything that could be done better next time.

Notes:

Actions by you blue
 Actions by the committee red
 Joint actions Orange

SITE VISITS CHECKLIST

<input type="checkbox"/>	Who (Initials)	action
<input type="checkbox"/>		Find a site visit opportunity within your company or a project you are working at
<input type="checkbox"/>		Email the contractor to ask whether they would like to host and whether there are any restrictions: H&S: accessibility, expecting mothers, maximum number of visitors, ppe etc Marketing & social media: promotion of the event, use of images on social media etc
		Fill in the Project Data sheet (behind this checklist) with the details of the project
<input type="checkbox"/>		Decide the format of the event (normally people arrive to site, get to a meeting room, nawic thanks the host, the project team does a presentation about the project (design and construction) the H&S officer gives guidance for the visit and the contractor guides guests through the site... but you might prefer a different type of visit) #
<input type="checkbox"/>		Fill in the Event Business Plan #
<input type="checkbox"/>		Submit the draft to the two designated committee members and discuss how the event fits within the regional calendar.
<input type="checkbox"/>		Finalise the Event Business Plan (this process could take 2 weeks)
<input type="checkbox"/>		Chair & Treasurer to sign off finalised EBP (this should take a maximum of a week)
<input type="checkbox"/>		Email the text for the event page to the committee This should include the details such as date, time and location but also the bios and event brief. You should also ask that attendees let us know of any requirements related to access and/or H&S including whether people need to bring their PPE
<input type="checkbox"/>		The committee will set up the event page, send newsletters, post on LinkedIn/IG/ twitter about event. And let you know when it is ready. Some contractors and clients want this to be kept within the network and not publicly available. You will need to check what the rules are on your site
<input type="checkbox"/>		Forward a link to the event page to anyone who might be interested
<input type="checkbox"/>		The committee will keep an eye on the event page and emails and address questions, deal with cancellations etc and will inform you of the progress
<input type="checkbox"/>		Check with the site that everything is on track (1 week before the event) and confirm numbers.
<input type="checkbox"/>		Remind H&S requirements to attendees. Should cancellations occur, email/post an announcement to the network
<input type="checkbox"/>		Discuss with the committee who will be supporting you on the day: agree who will be taking photographs, doing social media (if the contractor agrees) who will be welcoming attendees on behalf of NAWIC etc. Also, if you need to get together somewhere before entering the site agree who will be there and who will stay behind in case anyone gets delayed,
		Welcome attendees

<input type="checkbox"/>		Fdu #rxw#lh#lw#lqg#dnh#krwv#l#ljuhng# lk#Erqwdfrw,
		Wkdqn#krwv
<input type="checkbox"/>		Write a piece for the website and send to the committee.
<input type="checkbox"/>		Email the speakers to thank them after the event. You could send them the pictures and the text, for example
<input type="checkbox"/>		The committee will post on the website and send in a newsletter to the network
<input type="checkbox"/>		The committee will call you to ask whether, in your experience, there is anything that could be done better next time.

Notes:

- Actions by you blue
- Actions by the committee red
- Joint actions Orange

PROJECT FACTSHEET

PROJECT OVERVIEW	
Project name :	
Address :	
Status :	
Construction Start :	
Expected Completion :	
Construction Cost :	
Area :	
Contract Type :	
BRIEF PROJECT DESCRIPTION	
Key Points re Sustainability	1. 2. 3.
Key Points re Technology/ MMC etc	1. 2. 3.
Key points re. CSR & Community involvement	1. 2. 3.
Key points re. the Planning process	1. 2. 3.
Key points re. the Concept / Vision	1. 2. 3.
Key points re. the Future	1. 2. 3.
PROJECT TEAM	
Project Stakeholders	
Client	
Main Contractor	
Architect	
Project Manager	
Local Authority	
Planning Consultants	

Structural Engineers	
Civil Engineers	
Environmental Engineers	
M&E Engineers	
Landscape Architects	
Cost Consultant	
Acoustic	
Traffic Consultant	
Façade Engineers	
Sustainability	
PR Contacts	
Public Consultation	
SITE VISIT	
Health and safety considerations	
PPE requirements	
Relevant social media guidelines	
Relevant event promotion rules	

NAWIC RULES

These Rules were approved and adopted by the Association at its meeting on 19 November 2021.

DEFINITIONS

1. In these Rules:-

- 1.1. "Annual Subscription" means an annual subscription of membership of the Association or such other amount as may be determined by the Committee from time to time;
- 1.2. "The Association" means the unincorporated association of members of the National Association of Women in Construction in the United Kingdom and Ireland and which shall be referred to as "NAWIC";
- 1.3. "Chairperson" means the person appointed to perform the duties of the chairperson;
- 1.4. "Deputy Chairperson" means the person appointed to perform the duties of the deputy chairperson;
- 1.5. "Members" means those people who have paid the appropriate Annual Subscription and have been admitted to the Association as individual members or Student Members from time to time;
- 1.6. "National Committee" means those Members who have been elected and/or appointed to manage the affairs of the Association at a national level. National Committee does not include those Members who have been elected and/or appointed to a Regional Committee.
- 1.7. A "Region" is defined in paragraph 6 below;
- 1.8. "Regional Committee" means those Members who have been elected and/or appointed to manage the affairs of a particular Region and must, as a minimum, comprise of a Chair, Deputy Chair and Treasurer (the latter role may be fulfilled by the Chair or Deputy);
- 1.9. "The Rules" means these rules of the Association;
- 1.10. "Secretary" means the person appointed to perform the duties of the Secretary of the Association, including a joint, assistant or deputy secretary;
- 1.11. A "Student Member" means a person who is enrolled on a course of study relating to construction at a recognised educational institution either on a full time or a part time basis and has paid an Annual Subscription set by the Committee from time to time in respect of student membership for that year;
- 1.12. "Treasurer" means the person appointed to perform the duties of the treasurer, including a joint, assistant or deputy Treasurer.

OBJECTIVES, GOALS, STRATEGIES AND PRINCIPLES

2. The Objectives of the Association are:-

- 2.1. to raise the profile of professional women in the construction industry;
- 2.2. to be a positive instrument for change and improvement in the industry;
- 2.3. to promote and share construction knowledge and best practice; and
- 2.4. to meet, support and network with other women working in construction.

3. The Goals of the Association are:-

- 3.1. to be a recognisable force within construction;
- 3.2. to contribute to industry working groups and taskforces;
- 3.3. to attract a varied and balanced membership;
- 3.4. to hold events that everyone working in the industry is keen to attend;
- 3.5. to ascertain and represent the views in professional matters of the Members of the Association and to take such action as it thinks fit to promote their collective interests particularly with regards to improving diversity in the construction industry; and
- 3.6. to achieve equal rates of pay and opportunities for all people in construction.

4. The Strategies of the Association are:-

- 4.1. to promote construction as a career opportunity to women;
- 4.2. to establish and maintain a visible presence within the industry;
- 4.3. to establish and maintain a "Members directory";
- 4.4. to share knowledge and learning through events, literature, articles and contacts;
- 4.5. to encourage the mentoring of women within the construction industry; and

- 4.6. to promote good relations with other construction associations, both within the United Kingdom & Ireland and abroad.
5. The Principles of the Association are:-
 - 5.1. to be a professional organisation focused on the needs of women within the construction industry;
 - 5.2. to be a positive force for change.

REGIONS

6. The Association is formed of a number of regions for administrative and convenience purposes (“the Regions”).
7. The Regions as at November 2021 are known as East England, Ireland & Northern Ireland, Jersey, London & South East, Midlands, North East, North West, Scotland, South West, Wales and Yorkshire.
8. Neither the number of Regions nor the boundaries for each Region are fixed. Regions may be created and/or removed at the National Committee’s discretion.
9. In order for a Region to receive funds and to arrange events on behalf of the Association, it must appoint a Regional Committee from the Members. The manner in which the Regional Committee is appointed shall be fair and transparent but is otherwise a matter for each Region.
10. Each Regional Committee is required to hold an annual committee meeting to discuss:
 - 10.1. annual aims / strategy;
 - 10.2. committee positions (including holding votes as necessary);
 - 10.3. events;
 - 10.4. finances;
 - 10.5. membership numbers;
 - 10.6. previous year successes, challenges and lessons learnt;
 - 10.7. any other business of the Region.
11. Minutes of each annual Regional Committee meeting will be provided to the Chairperson of the National Committee within 14 days of the date of the meeting.

MEMBERS

12. Membership of the Association is open to any person over the age of 18 years interested in furthering the Objectives, Goals, Strategies and Principles of the Association and who has paid the Annual Subscription in accordance with these Rules.
13. Every person who wishes to become a Member shall deliver to the National Committee an application for membership in such form as the National Committee require and shall agree to abide by the Rules of the Association. Approval of any membership application shall be at the discretion of the National Committee.
14. Each Member may nominate or, in the absence of such nomination, will be assigned membership of a Region for administration purposes. Requests to change the nominated/allocated Region shall be at the discretion of the National Committee.
15. A Member may at any time withdraw from the Association by giving at least 7 days’ notice to the National Committee. Membership shall be not be transferable and shall cease on death.
16. Membership is terminated automatically if any sum due from the Member to the Association is not paid in full within 45 days of it falling due.
17. The National Committee may also at their discretion terminate the membership of any Member but the requirements of natural justice shall be observed and a Member shall be entitled to be heard in their own defence by the Committee or a sub-committee of the Committee.
18. The National Committee may provide for Members to pay a Corporate Subscription fee where a number of people from the same organisation apply for membership in the same region. The National Committee may set the amount due as Corporate Subscription fee annually and impose banding and/or any other limitation on the number of people in each corporate membership. Each Member whose subscription is paid as a Corporate Subscription shall be an individual Member. If a Member leaves the organisation which has paid their Corporate Subscription, their Corporate Membership is transferrable to another person in the same organisation and region, but not returnable. The Member who has left the organisation must pay a further individual (or student) membership fee (unless that person re-joins as a Member under a different Corporate Subscription arrangement).

19. All Members and Student Members of the Association are required to comply with the Rules and to treat all other Members and Student Members with dignity and respect at all times. Any Member or Student Member who fails to act in a way which complies with the Rules and which treats other Members and Student Members with dignity and respect or which amounts to any form of bullying, harassment and/or discrimination will have their membership terminated by the National Committee.

ANNUAL SUBSCRIPTIONS

20. The Annual Subscription is payable in advance and is due:-

- 20.1. in the case of a new Member, upon making their application to become a Member;
- 20.2. in the case of an existing Member, within 30 days of notification from NAWIC of the expiry of the Annual Subscription.

21. Payment of the Annual Subscription will be made to the bank account of the Association. The National Committee shall arrange the transfer of the appropriate share of funds to the bank account set up by the Regional Committee for expenditure by the Regional Committee on events and activities which meet the Objectives, Goals, Strategies and Principles of the Association. The share of funds to be transferred to the Regional Committee accounts shall be determined by the National Committee from time to time.

GENERAL MEETINGS

22. The Association shall in each calendar year hold a general meeting as its annual general meeting in addition to any other meetings in that year and shall specify the meeting as such in the notices calling it; and, save in exceptional circumstances, not more than 24 months shall elapse between the date of one annual general meeting of the Association and that of the next. The annual general meeting in each year shall be held at such time and place as the National Committee shall appoint and all reasonable efforts will be made to ensure there is remote access to the meeting for those unable to attend in person.

23. The National Committee may call general meetings on at least 21 days' notice.

24. Notice of general meetings shall be given to all Members and shall specify the time and place of the meeting and the general nature of the business to be transacted and, in the case of an annual general meeting, shall specify the meeting as such.

25. The annual general meeting of the Association shall:

- 25.1. receive and, if approved, adopt a statement on the Association's accounts to the end of the preceding year;
- 25.2. consider and, if approved, sanction any duly made alterations of the Rules;
- 25.3. appoint the officers and other Members of the National Committee;
- 25.4. remove any Member or Members of the National Committee from office and fill any vacancy or vacancies caused by the removal or;
- 25.5. deal with any special matter which the National Committee and/or Regional Committee desires to bring before the Members and receive suggestions from the Members for consideration by the Committee;
- 25.6. deal with any special matter which the Members requiring the meeting wish to place before the Committee.

26. The accidental omission to give notice of a meeting to, or the non-receipt of notice of a meeting by, any person entitled to receive notice shall not invalidate the proceedings at that meeting.

27. An extraordinary general meeting of the Association may be called by the National Committee at any time, and at least two weeks' written notice thereof shall be sent to each Member. The National Committee may in emergency dispense with such or any written notice, but instead give such notice and in such manner as it thinks fit.

PROCEEDINGS AT GENERAL MEETINGS

28. No business shall be transacted at any meeting unless a quorum is present either in person or by telephone or video conference facility. Four persons entitled to vote upon the business to be transacted, each being a Member, from at least two regions and including at least one member of the National Committee shall be a quorum.

29. If such a quorum is not present within half an hour from the time appointed for the meeting, or if during a meeting such a quorum ceases to be present, the meeting shall stand adjourned to the same day in the next week at the same time and place or to such other time as the National Committee may determine.

30. The Chairperson of the National Committee or, in their absence, some other National Committee Member nominated by the National Committee shall preside as chairperson of the meeting. If neither the Chairperson nor such other National Committee Member (if any) be present within 15 minutes after the time appointed for holding the meeting and willing to act, National Committee Members present shall elect one of their number to be chairperson and, if there is only one National Committee Member present and willing to act, that National Committee Member shall be Chairperson.

31. The Chairperson may, with the consent of a meeting at which a quorum is present (and shall if so directed by the meeting), adjourn the meeting from time to time and from place to place, but no business shall be transacted at an adjourned meeting other than business which might properly have been transacted at the meeting had the adjournment not taken place. When a meeting is adjourned for 14 days or more, at least 7 days' notice shall be given specifying the time and place of the adjourned meeting and the general nature of the business to be transacted. Otherwise it shall not be necessary to give any such notice.

32. A Member may appoint a proxy to attend meetings in their place and to vote on their behalf. The proxy form must be in writing and signed by the Member or by another person under a power of attorney granted by a Member. A proxy need not be a Member.

33. A Member or their proxy may participate in a general meeting through the medium of conference telephone, audio visual communication or similar form of communication equipment notwithstanding that the Members present may not all be meeting in one particular place if all persons participating in the meeting are able to hear and speak to each other throughout the meeting. A person participating in this way is deemed to be present in person at the meeting and is counted in a quorum and entitled to vote. The meeting is deemed to take place where the largest group of those participating is assembled or, if there is no such group, where the Chairperson of the meeting then is. A resolution made by a majority of the Members pursuant to this Rule shall be as valid as it would have been if made by them at a meeting duly convened and held.

VOTING

34. A resolution put to the vote of a meeting shall be decided on a show of hands or other indication of assent if the Member is not present at the place where the meeting is deemed to take place. Every Member shall be entitled to one vote but in the case of an equality of votes, the Chairperson shall be entitled to a casting vote in addition to any other vote the Chairperson may have. In the absence of the Chairperson, the Deputy Chairperson (or any other Committee Member elected to be chairperson of that meeting in accordance with paragraph 30), will have the casting vote.

35. Where a new National Committee Member is being appointed, in the event of an equality of votes, the Chairperson shall be entitled to a casting vote in addition to any other vote the Chairperson may have. Where a new Chairperson is being appointed, in the event of an equality of votes, the outgoing Chairperson shall be entitled to a casting vote.

36. No objection shall be raised to the qualification of any voter except at the meeting or adjourned meeting at which the vote is objected to is tendered and every vote not disallowed at the meeting shall be valid. Any objection made in due time shall be referred to the Chairperson whose decision shall be final and conclusive.

37. A vote given by a proxy for a Member remains valid despite the previous revocation of the proxy unless notice of revocation was received by the Chairperson before the start of the meeting or adjourned meeting in question.

38. A resolution in writing executed or approved in writing by or on behalf of 5% of the Members who would have been entitled to vote upon it if it had been proposed at a general meeting at which they were present (such number must include at least one member of the National Committee) shall be as effectual as if it has been passed at a general meeting duly convened and held and may consist of several instruments in the like form each executed or approved in writing by or on behalf of one of more Members.

THE NATIONAL COMMITTEE

39. Subject to any directions given by resolution to the Members in a general meeting, the business of the Association shall be managed by the National Committee and, where delegated by the National Committee, the Regional Committees. No alteration of the Rules and no such direction shall invalidate any prior act of the National Committee which would have been valid if that alteration had not been made or that direction had not been given. A

meeting of the National Committee at which a quorum is present may exercise all powers exercisable by the National Committee.

40. Unless otherwise determined by resolution of the Members, the number of Members serving on the National Committee shall not be subject to any maximum but shall be no less than four.

41. The National Committee Members must be elected or re-elected at the annual general meeting and, subject to termination of office by resignation upon one months' notice, removal or otherwise, the National Committee Members shall remain in office until their successors are elected at the annual or a specific general meeting following their election.

42. The National Committee may by resolution of the Members of the National Committee appoint a person who is willing to act as a Member of the National Committee either to fill a vacancy or as an additional Member of the National Committee. A Member so appointed shall hold office only until the next following annual general meeting. If not re-appointed at such annual general meeting, the Member shall vacate their office at the conclusion thereof.

43. The National Committee may appoint one of their numbers to be the Chairperson of the Association and that person may resign from this post upon three months' notice.

44. The National Committee may also appoint one of their numbers to be the Deputy Chairperson of the Association and that person may resign from this post upon three months' notice. The Deputy Chairperson must be committed to become the Chairperson should either the Chairperson resign or decide not to remain in office at an annual general meeting.

45. Unless they are unwilling to do so, the Chairperson shall preside at every meeting of the National Committee at which they are present. In the absence of the Chairperson, the National Committee Members present may appoint one of their number to act as Chairperson of the meeting.

46. The Chairperson will hold office for at least 1 year. In the absence of applications from willing successors at the next annual general meeting the Chairperson may either remain in office or the post will automatically transfer to the Deputy Chairperson or if they were to object or resign from the Committee, the post will transfer to another member of the National Committee.

47. The Chairperson or any other Member of the Committee may be removed from office upon a material breach of the objectives, goals, strategies, principles and Rules of the Association which will be decided upon the application of a National Committee Member and majority vote of the National Committee.

48. The National Committee may appoint any person to be the agent of the Association for such purposes and on such conditions as they determine.

49. The National Committee may delegate any of their powers to any sub-committee consisting of one or more National Committee Members or other persons. They may also delegate to any one National Committee Member such of their powers as they consider desirable to be exercised by that National Committee Member. Any such delegation may be made subject to any conditions the National Committee may impose and either collaterally with or to the exclusion of their own powers and may be revoked or altered. Subject to any such conditions, the proceedings of a committee with two or more Members shall be governed by the Rules regulating the proceedings of the National Committee so far as they are capable of applying.

50. A Member of the National Committee may be a party to, or otherwise have an interest in any transaction or arrangement with the Association, but shall declare such interest to the National Committee at the time the Committee considers entering into such transaction. Provided their interest has been declared a National Committee Member may be present at the vote on and form part of a quorum for any Committee meeting at which a resolution regarding a transaction in which the Member is interest is concerned.

ASSOCIATION FUNDS AND EXPENSES OF THE COMMITTEE MEMBERS

51. The expenditure of funds held by and for the Association will be directed at furthering the objectives, goals, strategies and principles of the Association. This will include supporting regional branches of the Association and the apportionment of funds between the regions.

52. In any expenditure or distribution of funds held by and for the Association that exceeds £1,000, at least two members of the National Committee will be required to sanction it in writing and inform the remainder of the National Committee within two working days. If any objections are received in this time, a National Committee meeting will be called and a decision will be made by majority vote.

53. Members of the National Committee upon the production of receipts and/or proof of payment may be paid all

travelling, hotel and other expenses properly incurred by them in connection with their attendance at meetings of the National Committee or general meetings or otherwise in connection with the discharge of their duties at the absolute discretion of the Treasurer.

PROCEEDINGS OF THE COMMITTEE

54. Subject to the provisions of the Rules, the National Committee may regulate its proceedings. A National Committee Member, and the Chairperson at the request of a Committee Member, may call a meeting of the National Committee. Questions arising at a meeting shall be decided by a majority of votes, in accordance with the voting procedures set out at paragraphs 34 to 38 above.

55. Any decision made will be publicised to the remainder of the National Committee within two weeks. If any objections are received in this time a National Committee meeting will be called and a decision will be made by majority vote.

56. A National Committee Member may appoint a proxy or deputy to attend National Committee meetings in their place and to vote on their behalf. The appointment of a deputy or proxy must be in writing and signed by the Member and sent to the Chairperson.

57. A vote given by a proxy or deputy for a Member remains valid despite the previous revocation of the proxy or deputyship unless notice of revocation was received by the Chairperson before the start of the meeting or adjourned meeting in question.

58. All acts done by a meeting of the National Committee, or of a sub-committee of the National Committee, shall, notwithstanding that it be afterwards discovered that there was a defect in the appointment of any National Committee Member or that any of them were disqualified from holding office, or had vacated office, or were not entitled to vote, be as valid as if every person had been duly appointed and was qualified and had continued to be a National Committee Member and have been entitled to vote.

59. A resolution in writing signed or approved in writing by all of the National Committee Members entitled to receive notice of a meeting of the National Committee shall be as valid and effectual as if it had been passed at a meeting of the National Committee duly convened and held and may consist of several documents in the like form each signed by one or more National Committee Members, but a resolution signed by a deputy or proxy for a National Committee Member need not also be signed or approved by their appointer.

60. A National Committee Member may participate in a meeting of the National Committee or of any sub-committee of the National Committee through the medium of conference telephone, audio-visual communication or similar form of communication equipment notwithstanding that the National Committee Members present may not all be meeting in one particular place if all persons participating in the meeting are able to hear and speak to each other throughout the meeting. A person participating in this way is deemed to be present in person at the meeting and is counted in a quorum and entitled to vote. The meeting is deemed to take place where the largest group of those participating is assembled or, if there is no such group, where the chairperson of the meeting then is. A resolution made by a majority of the National Committee Members pursuant to this rule shall be as valid as it would have been if made by them at a meeting duly convened and held.

SECRETARY

61. Subject to the provisions of these Rules, a Secretary may be appointed by the National Committee for such term and upon such conditions as they may think fit; and any Secretary so appointed may be removed by them.

THE TREASURER

62. The Treasurer shall organise and maintain the records of the Annual Subscriptions, income and expenditure of the Association and the expenses of the National Committee. Such records may be kept in electronic format and may be made available for inspection by any Member of the Committee at National Committee Meetings and to any other Member on reasonable notice.

MINUTES

63. The National Committee and the Regional Committees shall each keep a record (which may be kept electronically) of:-

- 63.1. all appointments to the National or Regional Committee as appropriate;
- 63.2. all financial transactions and proceedings at meetings of the Association; and
- 63.3. the decisions made at each meeting convened by the National or Regional Committee and the names of the National Committee Members or Regional Committee Members present at each such meeting.

NOTICES

64. Any notice to be given to or by any person pursuant to the Rules shall be in writing or by e-mail except that a notice calling a meeting of the National Committee need not be in writing.

WINDING UP

65. If upon the winding up or dissolution of the Association there remains, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid or distributed among the Members of the Association, but shall be given or transferred to a charitable body or bodies having objects similar to the objects of the Association and which shall prohibit the distribution of its or their income and property among its or their members to an extent at least as great as is imposed on the Association under or by virtue of the Rules, such body or bodies to be determined by the Members of the Association at or before the time of dissolution, and if so far as effect cannot be given to such provision, then some other charitable body.