



National Association of
WATCH & CLOCK
Collectors, Inc.

**NATIONAL ASSOCIATION OF WATCH
AND CLOCK COLLECTORS, INC.
CHAPTER HANDBOOK**

The Chapter Handbook has been prepared with oversight by the Chapter Relations Committee (CRC).
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TABLE OF CONTENTS

1.0 Introduction.....	6
2.0 WHAT IS AN NAWCC CHAPTER?	6
2.1 A Geographic Chapter	7
2.2 A Non-Geographic Chapter (Special Interest Chapter).....	7
3.0 WHAT IS A CHAPTER CHARTER?.....	7
3.1 Chapter Charter Structure and Incorporation.....	7
4.0 HOW IS AN NAWCC CHAPTER FORMED?	7
4.1 U.S.-Based Chapters.....	7
4.2 International-Based Chapters.....	8
4.3 Special Interest Chapters	8
4.4 Conflict Resolution.....	8
4.5 Dissolving an NAWCC Chapter	8
5.0 SETTING UP LEGAL & FINANCIAL STRUCTURE FOR A CHAPTER.....	8
5.1 The Difference between “Non-Profit” and “Tax-Exempt”	8
5.2 Tax-Exempt 501(c)(3) Status (U.S. Chapters Only)	8
5.3 Registering for Tax-Exempt Status (International Chapters Only)	9
5.4 Obtaining a Federal Tax Number (EIN)	9
5.5 Opening a Bank Account	9
5.6 Collecting and Paying Sales and Federal Tax	9
6.0 CHAPTER OFFICERS AND BOARD OF DIRECTORS	10
6.1 Officers’ Duties and Responsibilities	10
6.2 Compensation Policy	10
7.0 CHAPTER COMMITTEES	10
8.0 CHAPTER MEMBERSHIP	11
8.1 NAWCC National Membership Requirement	11
8.2 Recruiting and Mentoring New Members.....	11
8.3 Annual Chapter Awards	12
9.0 CHAPTER MEETINGS	12
9.1 Meetings and Meeting Notification	12
9.2 Name Badges	12

9.3	Guests	12
9.4	Suggestions for Chapter Meeting Programs	12
9.5	Educational Programs	13
9.6	Exhibits and Displays	13
9.7	Conducting a Mart during a Chapter Meeting.....	13
9.8	Satellite Meetings	13
10.0	COMMUNICATING VIA NEWSLETTER, EMAIL, AND WEBSITE.....	14
11.0	SPECIAL CHAPTER PROJECTS.....	14
11.1	Junior Horologists.....	14
12.0	OTHER RESOURCES.....	15
12.1	Field Suitcase Workshops	15
12.2	Exhibit Support Materials	15
12.2.1	Availability and Cost	15
12.3	Time Travel Trunk Programs	15
12.3.1	Availability and Cost	15
13.0	CHAPTER LIBRARY.....	15
14.0	CHAPTER PUBLICITY & RELATIONSHIPS WITH NEWS MEDIA.....	16
15.0	REGIONAL MEETINGS	16
15.1	Guests, Visitors, and General Public.....	16
15.2	Host Chapter Regional Reports.....	16
16.0	CHAPTER RESPONSIBILITIES RELATED TO NAWCC NATIONAL	16
16.1	Creating and Filing Governing Documents.....	16
16.2	Maintaining Membership and Membership Roster/Database	16
16.3	Managing Chapter Assets	17
16.4	Handling Chapter Finances and Dues	17
16.5	Annual Report/Chapter Survey.....	18
16.6	Reporting to Government Entities	18
17.0	CHAPTER PRIVILEGES	18
17.1	Use of NAWCC Name, Acronym, and Logo	18
17.2	Use of Membership Information	18
18.0	SERVICES FROM NAWCC NATIONAL	18

18.1 Insurance 18

18.2 Services Available at No Charge 19

18.3 Services Provided for a Nominal Fee 19

19.0 NAWCC NATIONAL STAFF, BOARD, & COMMITTEE CONTACTS..... 19

APPENDIX..... 20

A. Definitions of Guests, Members, Visitors, and General Public 20

B. Chapter Constitution Template 22

C. Chapter Bylaws Template 24

D. Financial Statement Templates..... 28

E. Sample Chapter Charter 32

1.0 INTRODUCTION WELCOME!

Members in the National Watch and Clock Association (NAWCC) gain many benefits and opportunities. Among the most treasured are the friendships established while networking with other members. Those opportunities and friendships expand through membership in a Chapter. The members and staff of NAWCC welcome you to the world of Chapters and hope this Handbook will help you and your Chapter.

Chapters are the lifeblood of the NAWCC. Historically, we know that members who belong to Chapters stay with the Association longer than those who do not. This Chapter Handbook is intended to help Chapters thrive, thus benefiting their members and strengthening the NAWCC. Fewer than half of our members belong to Chapters, and we hope this information will increase that number.

The Chapter Handbook was created by the Chapter Relations Committee and National staff and approved by the Board of Directors. See the BULLETIN for committee members. Members of this committee are a resource for guidance in Chapter and membership issues. They welcome your comments, suggestions, and questions. Periodically, the committee may contact Chapter officers to gather data (e.g., success stories) to share with other Chapters.

This Handbook is a guide based on the experiences of many successful Chapters. It includes information to define structures, outline responsibilities, and enumerate privileges.

2.0 WHAT IS AN NAWCC CHAPTER?

An NAWCC Chapter is a group of NAWCC members in good standing who choose to join together to pursue their common horological interests under the auspices of the NAWCC. NAWCC Bylaws provide for Chapters, which may be formed on the basis of geographic region, shared interest, or other non-geographic association.

Chapters exist for the same purpose as the NAWCC, but they provide a greater degree of networking, intimacy, volunteerism, and camaraderie than at the national level. The mission of Chapters is to encourage and stimulate interest in the art and science of horology, thereby benefiting Chapter members and the public in the following ways:

- Promote and provide education in the art and science of horology.
- Provide regular meetings or interaction for social and educational exchanges.
- Sponsor regionals, conventions, symposiums, and other events of horological interest on a case by case basis.
- Provide horological research opportunities through the collection and presentation of horological material.
- Promote and provide the public display of horological artifacts and offer related education and research.
- Promote and provide opportunities for volunteerism and camaraderie.
- Cooperate with individuals, other Chapters, other institutions, and the public to stimulate genuine interest in the collection, conservation, interpretation, and exhibition of timepieces and other horological items.
- Support the NAWCC.
- Financially support specific NAWCC programs on a case by case basis.

Chapters should focus on these purposes and have fun doing so.

2.1 A Geographic Chapter

Geographic Chapters are organized, as the name suggests, within a geographic area that is defined by postal zip codes or other natural or man-made boundaries. Although most geographic Chapters are located in the United States, a subset of the geographic Chapter category is an International Chapter—one or more located in a country other than the United States. Any NAWCC member may choose to join any geographic Chapter. There is no requirement that a member must live within the geographic boundary.

2.2 A Non-Geographic Chapter (Special Interest Chapter)

Chapters may also be organized around a common interest, such as tower clocks, horological tools, travel, and even years of service with the NAWCC, or it can be of general interest appropriate to the NAWCC's mission. There are no geographic boundaries for non-geographic Chapters. Any NAWCC member may choose to join any non-geographic Chapter. These Chapters are encouraged to use the Internet and other electronic communications to conduct Chapter business and provide member communications.

3.0 WHAT IS A CHAPTER CHARTER?

3.1 Chapter Charter Structure and Incorporation

A Chapter Charter is a written agreement between NAWCC National and the individual Chapter with horological interests who want to join together to pursue their horological interests under the auspices of the NAWCC. A clearly written Chapter Charter will not only better educate members about the NAWCC's core purposes but will also provide the Chapter with a basic resource for improved support, assistance, and communication.

All Chapters are considered independent entities, and each Chapter's structure is determined by each Chapter's members. A Chapter may be a group of members with no particular legal structure, or a Chapter may incorporate itself. In either case, *every Chapter must state that its purpose is to be a not-for-profit organization.* Although Chapter incorporation is strongly suggested, it is not required.

Incorporation helps to protect the officers, directors, and members from personal liability should a problem arise that perhaps results in a lawsuit (e.g., an accident resulting in bodily injury or damage to a displayed item during a Chapter meeting). Obviously, it is hoped that such incidents will never occur, but the possibility remains that individuals might be sued under certain circumstances. Without incorporation, every member of the Chapter is individually and severally liable for all financial claims. With incorporation, only the Chapter is liable, to the extent of its assets, if any.

In most cases, the cost to incorporate in most U.S. states can be minimal.

Applying for U.S. 501(c)(3) tax-exempt status incurs additional costs and separate legal steps.

4.0 HOW IS AN NAWCC CHAPTER FORMED?

4.1 U.S.-Based Chapters

Chapters are formed by a group of NAWCC members in good standing who are resident in the U.S. and present a petition (written or electronic) to the NAWCC Chapter Relations Committee (CRC). The CRC reviews all the preliminary work to ensure that the documents are in order, including verification of the required minimum of 25 members' names on the petition, and that there are no conflicts with nearby Chapters. A conflict could occur if the petition is for a geographical area already served by an existing Chapter. A petitioning Chapter must present as part of its request: (1) Chapter Constitution, (2) a set of Chapter Bylaws and (3) if planned to incorporate, a copy of the proposed Articles of Incorporation and any other legal documents. Bylaws and other documents must be consistent with the Constitution, Bylaws, and Standing Rules of the NAWCC. **Refer to Appendices B and C for templates of a Chapter Constitution and Chapter Bylaws.**

The Chapter Relations Committee reviews all requests for a new Chapter and sends a report recommending approval or disapproval to the Board of Directors. The Board makes the final decisions on new Chapter formation.

For document samples and further details on Charters and Tax-Exempt status, see Chapter Charter Application Packet.

4.2 International-Based Chapters

International Chapters are formed by a group of NAWCC members in good standing, who are resident in a country or countries other than the U.S. and present a petition to the NAWCC Chapter Relations Committee (CRC). The CRC reviews all the preliminary work to ensure that the documents are in order, including verification of the required minimum of 25 members' names on the petition, and that there are no geographic conflicts with nearby Chapters. The requirements for Chapter governing documents are the same as for a U.S.-based Chapter.

4.3 Special Interest Chapters

Special Interest Chapters are non-geographic in nature and formed by a group of NAWCC members in good standing who present a petition to the NAWCC Chapter Relations Committee (CRC). These members, who may be from any location worldwide, have a common interest in a specific horological topic or theme and carry out their activities by way of newsletters or Internet means rather than physical meetings; however such meetings are encouraged to occur at Regional Meetings or National Conventions. The CRC reviews all preliminary work to ensure that the documents are in order, including verification of the required minimum of 25 members' names on the petition, and that there is no material conflict with the interest of other Special Interest Chapters. The requirements for Chapter governing documents are the same as for a U.S.-based Chapter.

4.4 Conflict Resolution

All conflicts associated with the establishment of a new chapter shall be brought to the attention of the Chapter Relations Committee (CRC), in writing, identifying all issues applicable to the conflict. The CRC shall provide its decision, in writing, within a reasonable period of time to all the parties. Should any of the parties find that the decision of the CRC is unacceptable, then those parties shall have the right to appeal the decision by filing a Request for Appeal with the CRC with ALL NEW DATA to be considered. If some documents are not available, the CRC could support the organizing chapter in generation and preparation of the document(s). The CRC shall present its appeal findings and recommendations to the Board of Directors in writing for a final decision. The decision of the Board of Directors shall be final.

4.5 Dissolving an NAWCC Chapter

Upon dissolution of a Chapter, the Chapter's assets must be transferred to a qualified not-for-profit entity or as may otherwise be required by local laws and regulations. The transfer of Chapter assets shall be accomplished in accordance with the will of the members of the dissolving Chapter. Typically, this has been the NAWCC, but any museum, library, other not-for-profit organization, or another non-profit Chapter could be appropriate. Request to relinquish a charter should be directed to the Chapter Relations Committee and if possible include a resolution approved by the remaining board members and/or officers.

5.0 SETTING UP LEGAL & FINANCIAL STRUCTURE FOR A CHAPTER

5.1 The Difference between "Non-Profit" and "Tax-Exempt"

Non-profit status is a state law concept. Non-profit status may make an organization eligible for certain benefits, such as state sales, property, and income tax exemptions. Although most federal tax-exempt organizations are non-profit organizations, organizing as a non-profit organization at the state level does not automatically grant the organization exemption from federal income tax. To qualify as exempt from federal income taxes, an organization must meet requirements set forth in the Internal Revenue Code.

5.2 Tax-Exempt 501(c)(3) Status (U.S. Chapters Only)

Beginning 2008, subject to a 3-year grace period, all tax-exempt organizations are required to comply with United States Internal Revenue Service filing regulations. Each organization also may have to file for a Determination at some point. Because of the complexity of this new requirement it is beyond the scope of this document and will be addressed by National in a separate communication.

Note that the NAWCC and its Chapters are autonomous—The status of one organization does not affect the other.

5.3 Registering for Tax-Exempt Status (International Chapters Only)

International Chapters should contact their respective authorities to determine the legality and process for obtaining a tax-exempt status, registration of the Chapter name, incorporation, etc.

5.4 Obtaining a Federal Tax Number (EIN)

(An EIN pertains to U.S. Chapters only. International Chapters should follow requirements of the country in which they are located.)

An EIN (Employer Identification Number) is a permanent number that can be used immediately for most business needs, including opening a bank account; applying for business licenses; and filing a tax return by mail. However, no matter how you apply (phone, fax, mail, or online), it will take up to two weeks before your EIN becomes part of the IRS's permanent records. You must wait until this occurs before you can file an electronic return, make an electronic payment, or pass an IRS Taxpayer Identification Number matching program.

The EIN application can be completed online or by using Form SS-4 (Application for Employer Identification Number).

ONLINE: To view this form, see www.irs.gov/pub/irs-pdf/fss4.pdf. To download instructions for this form, see www.irs.gov/pub/irs-pdf/iss4.pdf.

Important: If you receive an EIN using the online EIN Assistant, do not complete a Form SS-4 for the same organization. Complete Form SS-4 only if you decide to mail or fax an application for an EIN.

If you have questions about obtaining an EIN number for your Chapter, this link can provide additional information:

ONLINE: www.irs.gov/businesses/small/article/0,,id=98350,00.html

Use the following link to check whether you also need a state number or charter.

ONLINE: www.irs.gov/businesses/small/article/0,,id=99021,00.html

5.5 Opening a Bank Account

In selecting a bank, consider those that offer non-profit-friendly assistance and helpful policies or tools such as free checking and low or no monthly charges. Institutions that have a location(s) convenient for the treasurer will obviously save time. Inform the bank that you wish to open a checking account for a non-profit organization. The bank will provide you with forms to be signed by the Chapter officers.

In advance, apply for a Federal Tax Number (Employer Identification Number [EIN]) for tax-reporting purposes. You will need the Chapter EIN to complete the W9 form for the bank. See "Obtaining a Federal Tax Number (EIN)," above.

It is recommended that the account be set up to require two authorized signatures (president and treasurer are most common) on the checks.

5.6 Collecting and Paying Sales and Federal Tax

Members are, and always have been, responsible for collecting and paying state and local sales tax on sales and purchases of horological goods at Chapter marts and auctions. Some states have not enforced this at Chapter meetings and Regional events, because either those states are unaware that the events are occurring or the event's size makes the effort unfeasible. In any case, it is important to understand that members are obligated to pay state and local sales tax; neither the Chapter nor NAWCC will support efforts to avoid paying such taxes. In addition, federal taxes may be due on profits from sales at Chapter and Regional marts, especially if the seller owns a business. Membership in the NAWCC and its Chapters does not remove any personal tax liability. It is suggested that each Chapter contact a local professional advisor for guidance in this area.

6.0 CHAPTER OFFICERS AND BOARD OF DIRECTORS

It is recommended that each Chapter have four officers: a president or chair, vice president or vice chair, a secretary, and a treasurer, however, the offices of treasurer and secretary may be combined under one officer. Other officer positions may be created by the Chapter. A Board of Directors is recommended but should be consistent with the Chapter Bylaws as to the number and makeup. Every Chapter is required to have a set of Bylaws that detail its organizational structure. Their election or appointment, duties, and authority should be clearly defined in the Bylaws. (Refer to the Sample Chapter Bylaws in the Appendix C.) The names and addresses of Chapter officers shall be provided to National as soon as possible after all elections or appointments or any other change of officers.

Chapter Officers should encourage members to serve on Chapter committees to gain experience with Chapter activities and prepare to serve as future officers.

6.1 Officers' Duties and Responsibilities

The duties and responsibilities of the officers shall be detailed in the Chapter's Bylaws and usually are the following:

Officer	Responsibilities
President (or Chair)	Presides over meetings, facilitates important decision making, and appoints committee chairs; when new presidents take office, they need to compare actual practices for compliance with NAWCC and the Chapter's Bylaws.
Vice-President (or Vice-Chair)	Supports the President in specific activities/tasks so as to enable the President to concentrate upon the operation of the Chapter. In the absence of the President, presides over meetings, facilitates important decision making, and appoints committee chairs; when new presidents take office, they need to compare actual practices for compliance with NAWCC and the Chapter's Bylaws.
Secretary or other Officer	Records and reports the minutes of all meetings and maintains the Chapter Roster unless a separate Membership Secretary is appointed.
Treasurer	Maintains and reports the Chapter's financial records.

Chapter Officers should inform members about upcoming elections of National Directors, communicate candidate information, and emphasize the importance of voting in each election.

6.2 Compensation Policy

To avoid possible conflict of interest and to comply with generally accepted non-profit fiduciary requirements, no Chapter may compensate its members or their family members for services normally associated with running a Chapter. For example, members may NOT be paid a salary or other form of compensation for publishing a newsletter, keeping the books, working on a Regional, etc. However, members and family members are entitled to be reimbursed for out-of-pocket expenses.

7.0 CHAPTER COMMITTEES

The following are potential committees for a Chapter. (Note that some committees may consist of one person, whereas others may require many people.)

Committee Name	Purpose
Hospitality	Arranges for food and beverages at meetings and regionals
Exhibit	Arranges for educational exhibits
Program	Arranges for lectures, workshops, and Chapter programs
Education	Arranges Field Suitcase courses, workshops, and seminars
Photography	Records significant events, programs, and exhibits on suitable media for archiving and publication

Historian	Keeps records of significant events, usually in scrapbook form
Publicity	Contacts media with info about Chapter events and activities
Nominations/Elections	Selects candidates to run for elected officer positions
Mart	Arranges for setup, teardown, and orderly proceedings in the mart room
Greeter/Welcoming/Sunshine	Greets and makes new members and guests feel welcome and reports on illness or death of members
Special Projects	Arranges and oversees projects such as antique road shows and public clock restoration
Regional	Arranges everything necessary to conduct a successful Regional event
Auction	Arranges for silent and live auctions
Librarian	Manages the Chapter's lending library
Newsletter Editor/Publisher	Composes and publishes a periodic Chapter newsletter including the submission of Chapter Highlights to National
Webmaster	Manages the Chapter's website
NAWCC News Reporter	Reports to Chapter the latest news from NAWCC National on NAWCC News at www.nawcc.org .
Security	Responsible for mart security at Chapter and Regional meetings
New Member Mentor	Ensures that new members and guests are sufficiently welcomed to improve retention and recruitment

Chapter officers and/or Chapter committees should meet at regular intervals—before or after regularly scheduled Chapter meetings or at separate meetings—to plan and organize Chapter activities to effectively manage the Chapter. Formal committees are not necessary as long as the necessary function/purpose is accomplished. The Chapter President may call on fellow officers to serve a necessary function should a volunteer fail to be available.

8.0 CHAPTER MEMBERSHIP

8.1 NAWCC National Membership Requirement

A potential Chapter member may be admitted to membership of the Chapter if he or she is: (1) a member in good standing of the NAWCC and (2) has paid current dues as specified by the Chapter. Membership shall be denied or revoked as defined in the Bylaws of the Chapter. All revoked memberships should be reported to National.

8.2 Recruiting and Mentoring New Members

Recruiting and retaining new members is essential to the NAWCC and its Chapters. Chapters should encourage members to bring friends and family as guests to Chapter meetings to interest them in becoming members. Every two (2) months, National sends each geographic Chapter a list of new members in their area (as has been defined by the zip code). A Chapter officer or designated member(s) should contact the new members in their area, tell them about Chapter activities, and invite them to upcoming Chapter meetings. Many new members have email addresses, and adding their name to the Chapter's meeting email reminder notice improves the likelihood they will attend Chapter meetings. Chapters should identify several members who would volunteer to mentor new members.

Surveys have shown that new members have a lower dropout rate if they are involved in Chapter activities and are learning about their new horological hobby. Mentoring—assigning an experienced member to contact a new member and extend a friendly hand, provide information, etc.—is a great way to “grow” enthusiasm and membership satisfaction as the new member becomes familiar with the Chapter and its activities. Continued contacts and follow-up by the mentor should take place for six months to a year. This is an important step to improve membership retention and to keep a Chapter thriving.

8.3 Annual Chapter Awards

Chapters should annually review and identify Chapter members who have contributed to various Chapter activities and recognize these contributions through awards. Annually, the NAWCC Awards Committee accepts from each Chapter nominations for individuals that the Chapter recommends for awards. These awards have many levels: National Certificate of Appreciation, Gold Certificate, Fellow Award, etc. Presenting these awards publicly at a picnic, banquet, or holiday gathering acknowledges a member's contributions and helps foster other members' participation.

9.0 CHAPTER MEETINGS

9.1 Meetings and Meeting Notification

Geographic Chapters should meet regularly at a place easily accessible to its members. Chapters usually meet monthly, every two months, quarterly, or another agreed upon schedule. Special Interest and Non-Geographic Chapters usually meet at Regionals and at the NAWCC National Convention or through their Website Message Boards or other Internet venues.

The Geographic Chapter meeting location should be chosen on the basis of the expected attendance; desired meeting time; and the cost and extent of facilities needed, such as tables, kitchen etc. The ability to carry clocks and boxes into the meeting room also is important; first-floor rooms without steps are preferable. Small Chapters often meet in members' homes, churches, or restaurants. Larger Chapters meet in hotel or convention facilities, VFW halls, municipal recreation centers, etc. Chapter officers need to examine what is available and determine what fits the Chapter's needs and finances. Investigating potential meeting locations should be an ongoing effort as conditions change (e.g., the economy, Chapter size, and the suitability of the current meeting facility). Senior citizen, community, fraternal, or religious organizations often provide rental rooms for minimal fees, especially if a member belongs to the organization.

Occasional multi-Chapter meetings are encouraged to promote interaction and cooperation between Chapters, share horological interests, and enhance fellowship.

Members should be informed about Chapter meetings and activities (place, time, date, and driving instructions) with sufficient lead time to promote good membership attendance and participation. Meeting notices can take various formats: postcard, newsletter, or email.

9.2 Name Badges

Members are encouraged to bring guests to Chapter meetings. For that reason, members should be issued badges or name tags at each meeting, and guests should receive special name tags denoting non-member status.

9.3 Guests

Guests (non-members), including Friends and Family of Members as well as members of the general public, may be present at any NAWCC activity subject to the conditions stated in Appendix A.

9.4 Suggestions for Chapter Meeting Programs

A typical Chapter meeting should include the following activities:

- A formal meeting to discuss the Chapter's business, including finances, activity planning, etc.
- One or more educational programs, including workshops, lectures, and other presentations.

A recent survey showed that members were most interested in repair and restoration, so workshops on those topics (especially the type that includes some hands-on activities) work well. For meetings when no live program is presented, various media presentations may be borrowed from the NAWCC Lending Library.

Chapter meetings also may include the following activities:

- A Mart where members may buy and sell; items for purchase or sale must be "horologically related" (e.g., barometers, music boxes, jewelry depicting or made from horological items, or

items with clockwork mechanisms such as roasting jacks, clockwork toys, or dolls) in addition to traditional clocks, pocket watches, wristwatches, sundials, etc.

- Live and/or silent auctions.
- A meal and/or refreshments.
- A lending library where members may borrow books, videotapes, DVDs, etc.
- An exhibit or "Show and Tell" of members' horological treasures.
- An annual picnic, banquet, or holiday gathering, which promotes fellowship among Chapter members and their families.

9.5 Educational Programs

Chapters should provide a wide variety of educational programs to its members. The following are program suggestions:

- Have a guest speaker or a Chapter member, another NAWCC member (use the NAWCC's Speakers Bureau for a list of speakers throughout the country and their topics), or someone who works in the watch or clock industry.
- Borrow a slide/tape program, a video, or a DVD program from the NAWCC Lending Library (see website for up-to-date list of available programs).
- Hold a Field Suitcase Workshop or have a Chapter member teach a workshop on a topic that interests your members.
- Have a Chapter member demonstrate how to repair common watch or clock problems.
- Hold a youth event to encourage interest in horology among students (e.g., a Grandparents Day memory clock for kids and grandparents to work together to make a simple clock). Contact the NAWCC Education Department for further information. Host an "antiques road show" event for community members to learn more about their timepieces and the Chapter and NAWCC.

9.6 Exhibits and Displays

Exhibits of clocks, watches, tools, and other horological items are an important part of each Chapter meeting. Members should be encouraged to display items from their collections.

9.7 Conducting a Mart during a Chapter Meeting

The opening of the Mart at any Chapter meeting is governed by one of two systems:

1. A time prior to the opening of the Mart to membership is set aside for unloading and setting up of Mart tables.
2. No setup time is allowed and the Mart is opened, at the previously announced time, to all members.

Items of a non-horological nature should not be displayed or offered for sale or trade in a Mart room. It is the responsibility of Chapter officers and all NAWCC members to adhere to this rule.

The Mart should be closed for the business meeting and programs. However, the decision about the Mart remaining open or closed during minor talks, workshop demonstrations, or similar activities will remain with the Chapter.

Any person who enters a Mart room shall be governed by this rule of Mart conduct: Mart participants, on both sides of the table, are expected to conduct themselves in an ethical and responsible manner at all times. Boorish, vulgar, racial, and offensive conduct or language shall not be condoned at any time.

NAWCC shall maintain the position that participation in a Mart is entirely voluntary, and neither NAWCC, Chapters, nor Officers and Members thereof assume any responsibility for damages, losses, or misunderstandings arising from the operation of a Mart.

9.8 Satellite Meetings

From time to time your Chapter may choose to hold a special Satellite meeting at a different time and place to stimulate new member interest. Many chapters hold weekend meetings in a major city near the center of the Chapter's area. Having a Satellite meeting on a weekday evening at another location may

encourage new members to participate. Once these new members discover how enjoyable a Chapter meeting is, they may attend regular Chapter meetings.

10.0 COMMUNICATING VIA NEWSLETTER, EMAIL, AND WEBSITE

Chapters are encouraged to publish a Newsletter, in printed or electronic format, to provide detailed information to members about Chapter activities and other horological news. For Special Interest Chapters this may be the primary means of communication, and articles about common interests are encouraged. In all types of Chapters this communication will promote an informed membership and greater member interest and involvement.

Chapters should routinely contact all NAWCC members within their geographic areas regarding Chapter activities. A geographic member list is available from National.

A Chapter website is an inexpensive route to provide members with an updated schedule of Chapter activities as well as a means of online communications and information exchange via a message board. Email lists are also available from National for regular communications. Chapter websites will be linked to www.nawcc.org on the Chapter Info pages, making it easier for potential new members to locate Chapters. Websites may also be hosted on the NAWCC's servers.

11.0 SPECIAL CHAPTER PROJECTS

Special programs or projects promote member involvement and public awareness of NAWCC and the local Chapter. Providing interesting activities and educational opportunities is one of the most important things a Chapter does. The following are some examples:

- Restore a public clock.
- Display horological items at a local library or historical society.
- Hold a horological lecture at another organization's meeting.
- Advertise and offer a public watch or clock exhibit, which may include but is not limited to demonstrations, repairs, and estimated values; "Horological Antiques Road Show" is the name used by some Chapters.
- Set up a display and distribute information at local antiques shows or historical group meetings.
- Sponsor multi-Chapter Regional Meetings with mart, exhibit, workshops or seminars, or separate horological seminar with multiple workshops or presentations.
- Sponsor a regularly scheduled educational or repair class outside of Chapter meetings.
- Arrange a Field Suitcase Workshop course through National; Field Suitcase Workshop courses are a tremendous recruiting tool for new members.
- Plan a Chapter road trip to a related museum, exhibit, etc.

11.1 JUNIOR HOROLOGISTS

The National Watch and Clock Museum developed a Junior Horologist Club for children aged 7-15. The Club's purpose is to excite children about the field of horology. Members in the Club receive quarterly newsletters with timekeeping activities to try and information about how different timepieces work, an official Junior Horologist T-shirt, membership card, and the opportunity to visit over 250 science centers for free through the ASTC program. Junior Horologists live throughout the country and are encouraged to contact local NAWCC Chapters for information about Chapter activities and educational opportunities. Chapters may host their own Junior Horologist Club for youth in their area to promote the NAWCC's mission of education and to encourage future NAWCC members. Contact the NAWCC Education Department for more information.

12.0 OTHER RESOURCES

12.1 Field Suitcase Workshops

The Field Suitcase Workshop (FSW) program was developed by the NAWCC AD Hoc Education Committee and approved by the Board:

- To provide technical repair and restoration training to those collectors who do not have access to the School of Horology in Columbia, PA.
- To encourage members' efforts to maintain and upgrade their collection by offering technical repair and restoration training at an affordable cost and within a reasonable distance from their homes.

The FSW currently offers clock repair, lathe, and pocket watch courses. Local Chapters generally organize Field Suitcase Workshop classes (usually 4 days). The local coordinator enrolls the students, collects the tuition, locates an appropriate classroom, pays the classroom rental, and schedules the class with the Field Suitcase Workshop Administrator. The Administrator confirms the date and assigns an instructor. The instructor travels to the class site and conducts the course. The Chapter or coordinator is responsible for providing free or low-cost classrooms. The NAWCC Education Committee uses revenue from the courses to purchase tools and supplies, to pay the instructors' travel expenses, and to train and certify instructors. There are a limited number of scholarships available for this program. Contact the Education Committee for scholarship information.

12.2 Exhibit Support Materials

Whether hosting an exhibit at a local Chapter meeting, Regional, or area museum/library, the National Watch and Clock Museum has available interpretive display panels from several past special exhibits to enhance your exhibit. Topics will be added as exhibits are created; a sampling of current exhibit subjects follows:

- Parts of a Tallcase Clock
- American Watchmaking
- Pillar & Scroll Clocks
- Anniversary or 400-Day Clocks
- Clocks of Delaware

These panels were made in-house and by outside vendors and are in excellent, ready-to-exhibit condition. The panels include history of the manufacture of the related timepieces, timepiece identification, and many other subjects.

12.2.1 Availability and Cost: A complete list of all exhibit topics and accompanying panels can be obtained by contacting the NAWCC Education Department. There is no charge to borrow exhibit panels, but the Chapter will be billed for the UPS shipping costs.

12.3 Time Travel Trunk Programs

The Time Travel Trunk Program enables your Chapter to bring to your local area some of the resources that the National Watch and Clock Museum offers to schools and educational groups in south central Pennsylvania. Each trunk focuses on a different theme of timekeeping and is intended for use with groups of children from preschool to middle school. Each trunk includes user guidelines, theme-related activities and lessons, props, artifacts, and other related materials. Visit the NAWCC website www.nawcc.org to discover the current trunks available

12.3.1 Availability and Cost: Time Travel Trunks can be checked out for two weeks at a time, with reservations needed at least one week in advance. Trunks can either be picked up at the Museum during regular hours or shipped to your local Chapter. (Your Chapter will be billed for the shipping charges.)

13.0 CHAPTER LIBRARY

A Chapter may have a library where books and periodicals may be read or checked out. Such an effort requires a librarian and strict control to prevent losses. A Chapter library is a great place for members to donate copies of horological magazines.

14.0 CHAPTER PUBLICITY & RELATIONSHIPS WITH NEWS MEDIA

An important function of publicity is to inform your members and others of your Chapter's activities. Three ways to do this are through Chapter newsletters, photo albums, and the "Chapter Highlights" section of the BULLETIN. Procedures for submitting Chapter Highlights are in guidelines distributed to Chapter secretaries and are available upon request from the NAWCC BULLETIN editor. The success of these three methods is enhanced by quality photographs. Chapter newsletters may be separate or combined with meeting notification. Whichever method(s) the Chapter uses, it is important to let members know about NAWCC activities and how much fun they can be, which will attract new members. Representatives of the press, radio, TV, etc. should be encouraged to visit exhibits, workshops, lectures, and events with proper security arrangements. Special programs or projects provide an opportunity to publicize the Chapter and the NAWCC. Local Cable TV Public Access Programs give individuals or groups visibility. Feature stories on members and their collections are popular. National can assist Chapters with guidelines and sample news releases.

15.0 REGIONAL MEETINGS

Participation in any Mart and/or Auction activity occurring at Regional and National Conventions shall be governed by the following:

Members, and/or immediate Family members, shall be permitted to be present at such activities on payment of appropriate fees, if any, established by each Convention.

15.1 Guests, Visitors, and General Public:

Guests (non-members), including Friends and Family of Members as well as members of the general public, may be present at any NAWCC activity subject to the conditions stated in Appendix A.

15.2 Host Chapter Regional Reports

If a Chapter is the primary host for a Regional, a report shall be submitted to the Convention Committee, as required in the Convention Handbook. The details associated with this report are provided in the Convention Handbook

16.0 CHAPTER RESPONSIBILITIES RELATED TO NAWCC NATIONAL

16.1 Creating and Filing Governing Documents

Each Chapter should have sufficient governing documents that give procedures to ensure smooth operation, to select officers, and to set up its financial procedures. Typically, these documents include Bylaws and may also include Articles of Incorporation, a Constitution, and other similar documents.

Chapter Bylaws can be as simple or complex as the Chapter chooses; however, Chapter Bylaws and regulations may not be in conflict with the Articles of Incorporation, Bylaws, and Standing Rules of the NAWCC. If a Chapter's Bylaws are silent on a subject or open to interpretation, NAWCC's Bylaws will govern.

From time to time Chapter documents should be reviewed and updated as needed. All revisions to Chapter-governing documents need to be submitted to National for review and placement in the Chapter file.

Chapters should designate a member to attend the annual business meeting when one or more of their members plan to attend the National Convention.

16.2 Maintaining Membership and Membership Roster/Database

All NAWCC Lifetime, Regular, Business, and Associate members are eligible for Chapter membership. Chapter members may attend Chapter activities, become officers, or accept appointments in the Chapter. An individual NAWCC member may belong to more than one Chapter. Members, guests, and family members must abide by the Constitution, Bylaws, and Standing Rules of NAWCC and the Bylaws of the Chapter.

Maintenance of a Membership Roster is vital so that the Chapter has this information to send membership renewal reminders and other notifications as appropriate. In addition, knowing how many of our members belong to Chapters allows National to plan programs for members who are not Chapter members.

The Chapter Roster can be created and easily maintained on the completely secure and confidential NAWCC database. When both Chapter officers and National know who the Chapter members are, National staff can help find new members and provide information to all members in your area. It will also enable National staff to notify a Chapter if a Chapter member has not renewed NAWCC membership.

Every two months, Chapters will be notified by National staff through a Membership Activity Report of members who have ceased membership in the NAWCC and, thus, the local Chapter. This report also provides changes to addresses and other contact data.

By March 31 each year, a Chapter Roster should be reviewed, corrected, and submitted to National. The Chapter Roster should include NAWCC membership numbers and officer or committee positions held for all current members.

16.3 Managing Chapter Assets

Some Chapters have few assets and need only simple controls to manage them. A regularly updated inventory list and a statement of where Chapter assets are located, including financial assets and who is authorized to manage the assets are needed.

Other Chapters have considerable property and equipment that require more extensive oversight by Chapter officers and members.

Protection of copyrights and intellectual property does not apply to every Chapter, but it will apply to those who have published original educational material or who manage extensive material on the Internet. For assistance, contact National.

16.4 Handling Chapter Finances and Dues

Chapter meetings will naturally incur expenses (e.g., rental of room and/or tables; food; and purchase of equipment, supplies, and speaker), and the Chapter needs to determine how to finance those operations. Typically, Chapter activities are funded through one or more of the following methods:

1. Members are charged an annual Chapter membership fee.
2. Members and guests are charged a nominal entrance (registration) fee and mart table(s) fee (if offered).
3. The Chapter co-hosts a Regional event or other event and uses the surplus to finance operations throughout the year.

Chapters will also incur ongoing operating expenses (office supplies, postage, telephone expenses, newsletter publication, website fees, etc.). These expenses need to be factored in when preparing an annual budget and establishing Chapter meeting or membership fees.

Usually, there is an initial adjustment period for the Chapter to find the right rates to charge for fees, based on attendance revenues and Chapter expenses.

Chapters will keep a written record of their ongoing operating expenses and income. Simple computer programs to maintain these records and prepare reports are available, although a simple ledger will be sufficient.

The Chapter Treasurer will prepare and publish an annual financial report, which shall be available to the Chapter members, upon request. This report is necessary and should be reviewed with the Chapter officers prior to release. A short presentation at a Chapter meeting and a simple report on Chapter financial status in the newsletter are helpful. A review of the treasurer's report by a Chapter Officer or a designated alternate shall be conducted prior to the release of the report and whenever a treasurer change occurs. A copy of the annual financial report should also be submitted to National for the Chapter file as part of the Chapter survey. A typical financial report should include both a Balance Sheet (statement of assets and liabilities) and an Income Statement, or an Operating Statement only. The specific form or forms to use can be determined by the Chapter consistent with the nature of its activities. A brief narrative may also be

appropriate to highlight significant happenings and appropriate information. Refer to Appendix D for sample operating, balance, and income statements.

If a Chapter's Charter is recalled and/or the Chapter is dissolved, all remaining funds and assets must be transferred to NAWCC or a similar not-for-profit organization as defined in Article 5.1 above. No individual member is at any time entitled to funds or assets of a Chapter except for the reimbursement of legitimate expenses.

16.5 Annual Report/Chapter Survey

Annually, each Chapter President and Secretary will receive from National staff an "Annual Chapter Report/Chapter Survey" to learn of the Chapter successes, concerns, problems, and creative ideas for programs and events. It is necessary to provide the requested information for the most recent fiscal year and returned to the NAWCC Chapter Relations Committee by March 31. Survey findings will be provided to all Chapters to strengthen the Chapter network and promote stronger Chapters. It is important that all Chapters comply with this procedure to ensure resolution of issues and promote the growth of the overall organization. Appendix D provides sample templates that can be used to provide financial information.

16.6 Reporting to Government Entities

Chapters are required to complete any reports, registrations, or forms that may be required by their respective national, state or province, or local governments.

17.0 CHAPTER PRIVILEGES

17.1 Use of NAWCC Name, Acronym, and Logo

The NAWCC Name, Acronym, and Logo are owned by the National Association of Watch and Clock Collectors, consistent with applicable U.S. laws and regulations, and may only be used by the Chapter, with limited license, in the furtherance of the NAWCC's objectives and goals. Copies of all usage shall be provided to National for information purposes. Chapters may create and use their specific logo without any NAWCC restriction/approval.

17.2 Use of Membership Information

The NAWCC and the Chapter shall be joint owners of the list of names, mailing addresses, email addresses, and phone numbers of individuals who are members of both the NAWCC and a Chapter. Neither the Chapter nor the NAWCC will use membership information for personal solicitation or provide membership information to any third party to solicit, license, offer, or advertise the products or services to NAWCC members. A Chapter has the right to use this list of NAWCC Chapter member names and addresses only for the internal purposes of the Chapter, which does not include providing membership information to any third party to solicit, license, offer, or advertise the products or services to NAWCC members. The NAWCC is the exclusive owner of the names, mailing addresses, email addresses, and telephone numbers of members who do not belong to a Chapter.

18.0 SERVICES FROM NAWCC NATIONAL

One of the primary functions of the National is to assist the Chapters in carrying out their mission. The National not only provides lists of members in a given geographic area and other information about the formation of a new Chapter but also stands ready, once the Chapter is chartered, to assist the new Chapter in maintaining and increasing its membership. The following list of services is current as of publication, but changes may occur in available services and fees charged.

18.1 Insurance

The NAWCC annually negotiates a group policy that is available to individual Chapters at the group rate. In most cases this reduces the cost of insurance to the Chapter. Contact the Controller at National for further information. Insurance is not required, but it does provide additional protection to Chapter officers and members.

18.2 Services Available at No Charge

1. Providing, to a designated Chapter officer, bimonthly computer printouts (Membership Activity Report) of names and mailing addresses of new members and members who have moved into the Chapter's area; members dropped from membership due to death, nonpayment of dues, and moving to or from the Chapter's area.
2. Maintenance of a Chapter's membership file.
3. Providing, through the National staff, publications, electronic newsletters, and website as a forum for sharing ideas with other Chapters, the NAWCC Standing Committee Chairperson, and NAWCC National.
4. Providing, during scheduled working hours, assistance from National staff by telephone. The number is (717) 684-8261.
5. Publications Department: the publication of current Chapter Highlights, as received, in every issue of the BULLETIN. Guidelines and fill-in report forms that can be emailed are available upon request. Email: chaphi@nawcc.org or call 717-684-8261 ext. 228.
6. Publications Department: a current list of Chapter officers (presidents and secretaries) in the April, August, and December BULLETINS.
7. Publications Department: NAWCC Chapter Events are listed, as received, at no cost in every issue of the MART, under "NAWCC Chapter Events" in the MART Magazine section.

18.3 Services Provided for a Nominal Fee

1. Providing, at cost, mailing labels for Chapters to mail their newsletters and/or meeting notices. Such labels can be based on the Chapter's input or contain all NAWCC members in the Chapter's geographic area (by zip code).
2. Publication and distribution of online Chapter eNewsletters.
3. Publication, printing, and mailing of hard copy newsletters to accepted distribution lists.
4. Printing and mailing of Chapter letters and notices to accepted distribution lists.
5. Providing, at return cost only, audiovisual programs for Chapter use.

A nominal fee is defined as the approximate cost to produce and supply the service. National tries to keep fees as reasonable as possible but needs to cover the supplies, labor, and other direct costs for services that are provided upon request

19.0 NAWCC NATIONAL STAFF, BOARD, AND COMMITTEE CONTACTS

Up-to-date contact information for the NAWCC Board of Directors, Committees, and staff is available on the www.nawcc.org website. The National offices main phone number is 717-684-8261 and the fax number is 717-684-0878.

APPENDIX

- A. Definitions of Guests, Members, Visitors, and General Public
- B. Chapter Constitution
- C. Chapter Bylaws
- D. Financial Statement Templates
- E. Sample Chapter Charter

APPENDIX A

DEFINITIONS OF GUESTS, MEMBERS, VISITORS, AND GENERAL PUBLIC

Guests

1.0 Guests (non-members), including Friends and Family of Members as well as members of the general public, may be present at any NAWCC activity subject to the conditions stated herein. They shall have such privileges as granted herein but not those that are limited exclusively to Members and immediate Family.

Definitions:

Regular members are those who pay the standard membership fee and receive all the standard benefits.

Associate/Family members pay a reduced fee as set by the Board and have all the rights and privileges of regular members except they do not receive publications because of the reduced rate and the requirement that they reside in the same household as a regular member.

Contributory members are regular members who make an additional contribution as part of their membership and receive additional benefits.

Life members are regular members who have paid a one-time (prepaid) membership fee as set by the Board for lifetime membership.

Business members are memberships for businesses, which include one regular individual membership plus additional benefits such as online business listing, the use of an NAWCC business logo, etc.

Immediate Family shall include a spouse (or "significant other") and children under the age of 18, all who reside in the same household as the Regular, Associate, or Lifetime Member.

Friends are non-members known personally to the inviting Member, who are not Family.

Family includes relatives of the inviting Member, who are not part of his immediate Family.

The General Public includes any non-member not known to an inviting Member or part of any Family as defined herein.

(a) Exclusion: No person who has been removed from membership under Article IX of the Bylaws shall be permitted to be a guest at any NAWCC function or activity, including those sponsored by Chapters.

**(b) Chapter Meetings, Marts, and Auctions **

1) Friends and Family

At the discretion of the Chapter, guests (non-members) at Chapter meetings who are Friends and Family of Members may be invited to participate in all activities conducted at those meetings, including the Mart and Auction if held, on payment of the usual and appropriate fee (if any) charged by the Chapter.

2) Other Guests

i) Visiting NAWCC Members: NAWCC Members who are not Chapter members shall have all privileges of any NAWCC Member, including participation in the Mart and Auction on payment of the usual and appropriate entrance fee charged by the Chapter. The Chapter may set a limit on the number of visits made before the visiting NAWCC Member is required to join the Chapter, not to exceed that required for non-member guests.

ii) The General Public: Guests (non-members) who are members of the general public and do not fall within the definition of Friends and Family may be present in the Mart or Auction room if and only if the educational program, meetings, or banquet facilities are located in the same room and division by a physical barrier is impractical. Such guests are not permitted to participate in Mart or Auction activities.

3) Registration and Identification: All guests must be registered, clearly marked with special badges, and accompanied by a responsible Chapter member while at the meeting. Chapter officers shall be responsible for enforcing this rule.

4) Limitation on Visits: All Guests (non-members), whether Friends and Family or the general public, may attend no more than three (3) Chapter meetings without joining NAWCC. Chapters may set a lower number of visits if desired.

(c) Regional and National Convention Marts and Auctions:

Participation in any Mart and/or Auction activity occurring at Regional and National Conventions shall be governed by the following:

1) Members, including immediate Family who qualify for such privileges, shall be permitted to be present at such activities on payment of appropriate fees established by each Convention, if any.

2) Sponsored Visitors to include extended family, friends, and other non-members individually known to and sponsored by Members, shall be permitted to be present at such activities and participate in all respects except they may not be tableholders or be able to place goods for sale at the Auctions, on payment of a fee to be set by the Board (currently \$35.00), plus other fees as established by each Convention if any, all as defined in the Sponsored Visitors Policy approved by the Board to be included in the Operations Manual and incorporated by reference in the Standing Rules. Each adult Sponsored Visitor joining NAWCC at an event or within 30 days following may apply the Board-established fee to the cost of his membership as provided in the Policy.

APPENDIX B

CHAPTER CONSTITUTION TEMPLATE

Article 1: Name

The name of the organization shall be the _____ Chapter of the National Association of Watch and Clock Collectors, Inc. and designated Chapter _____.

Article 2: Purpose

The Chapter shall operate and exist for the purpose of encouraging and stimulating interest in the art and science of horology for the benefit of the public and its members, by taking active measures to:

- Foster a genuine interest in collecting timepieces, literature, data, and tools all related to the field of horology,
- Cooperate with individuals, other Chapters, other institutions, and the public to stimulate genuine interest in the collection, conservation, interpretation, and exhibition of timepieces and other horological items,
- Promote and provide opportunities for volunteerism and camaraderie in interests related to horology,
- Promote and provide education and research in the art and science of horology,
- Provide Chapter members the opportunities to buy, sell, trade, evaluate, and/or exhibit horological items and materials,
- Participate in and support the purposes, activities, and programs of the National Association of Watch and Clock Collectors, Inc.

Article 3: Non-Profit

The Chapter shall be a non-profit organization.

Article 4: Membership

Any person or institution who is a member in good standing of the National Association is eligible for membership in this Chapter upon paying an annual membership fee to be specified by the Board of Directors.

Article 5: Officers and Board of Directors:

The governing authorities of the Chapter shall consist of the following:

- a) The Chapter officers shall consist of a President, Vice-President, Secretary, and Treasurer. The Secretary and Treasurer positions may be combined into one position.

- b) The Immediate Past-President shall be a member of the Board of Directors (Board) of the Chapter.
- c) The Directors are appointed by the Board. The number of Directors shall be as determined in the Bylaws.
- d) The Chapter officers, together with the Immediate Past-President and the Directors, shall constitute the Board of Directors (Board) of the Chapter. The Board shall have full authority in all matters as defined in this Constitution or the Bylaws and shall manage and control the business and property of the Chapter.
- e) The Chapter officers shall constitute an Executive Committee for the purpose of conducting business of the Chapter between meetings of the Board.

Article 6: Bylaws

The Chapter shall, by the enactment of suitable Bylaws, provide for the election of officers, the length of term, the conduct of meetings, the determination of dues, and any other matters as may be necessary.

Article 7: Amendments

Amendments of the Constitution may be proposed and adopted by the following manner:

- a. By proposal for an amendment at a regular Board meeting.
- b. By proposal for an amendment at a regular Chapter meeting by any member.

Ratification and adoption of the amendment shall be by a two-thirds majority vote of the full Board, a quorum being present at a Board meeting designated for that purpose. If a proposal for an amendment is made and adopted in accordance with this Article 7, the same shall be published and made known to all Chapter members through the Chapter newsletter.

Article 8: Fiscal Year

The Fiscal year for the Chapter shall begin _____.

APPENDIX C
CHAPTER BYLAWS TEMPLATE

Article 1: Officers, Directors, and Chairs

Section 1: Officers

The duties of the officers shall be the usual duties pertaining to these offices. The officers shall constitute the Executive Committee of the Chapter, which shall have authority to carry out the business of the Chapter between meetings of the Board. They shall also perform such other duties as may be assigned to them by a majority vote of the full Board. General duties of the officers shall include but not be limited to the following:

President:

The President shall provide active and responsible leadership to the Chapter. The President shall conduct regular meetings of the Board and the membership. He/she shall coordinate activities of the other officers and Directors and appoint members to Regular or Special Committees. The President shall be the chair of the Executive Committee and an ex-officio member of all committees except the Nominating Committee.

Vice-President:

The Vice-President shall serve as Program Chair and make all necessary arrangements for programs of membership meetings. The Vice-President shall serve in the capacity of President in the absence of the President.

Secretary:

The Secretary shall record the minutes of the Chapter Board and membership meetings. The Secretary shall maintain all previous Chapter minutes and incorporation documents. Secretary shall oversee the Chapter's correspondence including Chapter Highlights to NAWCC BULLETIN.

Treasurer:

The Treasurer shall be responsible for all Chapter funds, maintaining checking and saving accounts as directed by the Board. The Treasurer shall pay all normal operating expenses and other necessary expenses as directed by the Board. The Treasurer shall make regular reports to the Board and an annual report to the members. Treasurer shall collect entrance fees at membership meetings.

Section 2: Immediate Past-President

The Immediate Past-President shall be a voting member of the Board and chair the Nominating Committee. In addition to his other duties the Immediate Past-President shall conduct an audit of the Treasurer's Report.

Section 3: Directors

Directors are appointed by the Board and shall include but not be limited to the positions described in this Section 3. The duties of the Directors shall be determined at the beginning of each administration as agreed upon by the Board. These duties may include, but are not limited to:

Mart Director

The Mart Director shall supervise and conduct all activities of the Mart. The Mart Director shall ensure all activities are confined to horological items.

Membership Director

The Membership Director shall be charged with conducting all membership activities, including solicitation of members, the welcome of new local members and guests, the collection of dues, and the maintenance of membership records. The Membership Director shall also prepare labels for monthly newsletter.

Publicity Director

The Publicity Director shall be charged with providing general information and publicity concerning the Chapter, its members, and their collections to newspapers, magazines, and radio and television. The Publicity Director shall act as Chapter Photographer or arrange for a photographer and provide photographs of Chapter activities to the Secretary for NAWCC BULLETIN.

Section 4: Chairs

The President may appoint specific chairs at any time as may be required for the welfare of the Chapter. These chairs may serve as advisory members of the Board, but they are not voting members. The chairs may include but are not limited to:

- Door Prize Chair
- Exhibit Chair
- Hospitality Chair
- Mart Chair
- Program Chair
- Regional Chair
- Security Chair
- Webmaster Chair
- Workshop Chair

Section 5: Compensation

No officer, Director, or other member of this Chapter shall receive any compensation for his/her services to the Chapter.

Reimbursement of expenses for purchases made at the request of the Chapter or to conduct Chapter business as authorized by these Bylaws or by the Board may be obtained by submitting an expense statement with all receipts submitted to the Treasurer. Expenses incurred by the Treasurer may be reimbursed on approval by the President.

Section 6: Term of Office

The term of office for Officers and Directors shall be two years. No member shall serve more than six consecutive years (three terms) in any one office. Any Director position is considered an office. Officers and Board members shall commence their duties after adjournment of the meeting at which they are installed.

Article 2: Board of Directors

Section 1: Composition

The Board of Directors (Board) of the Chapter shall consist of the Officers, Directors, and the immediate Past-President

Section 2: Duties

The Board shall be the governing authority of this Chapter. The Board may delegate to the elected officers any special duties and assignments. The Board shall have final decisions in all disputed matters, subject to ratification by membership. The Board shall be the custodian of any and all property of the Chapter. The Board shall have full and final authority to determine all questions of policy not otherwise provided for in the Constitution and Bylaws.

Article 3: Meetings and Elections

Section 1: Time and Place

Membership meetings shall be held at regular intervals as established by the Board. The Board may also designate special meetings as needed. Members shall be sent notices of all membership meetings in sufficient time to encourage good attendance. The Board shall hold separate meetings to plan and organize Chapter activities in order to effectively manage the Chapter. These meetings should be open to interested Chapter members and should be posted in the newsletter.

Annual elections shall be held on a designated month, and installation of officers shall be done at the next regular Chapter meeting.

Section 2: Nominations

A nominating committee of three members appointed by the Board and chaired by the immediate Past-President shall place in nomination the names of candidates proposed for each vacant office at a designated membership meeting. Other nominations may be made by any member from the floor. Whenever possible, at least two candidates shall be nominated for each vacant office, subject to the limitation of willingness to serve.

Section 3: Elections

An election ballot shall be published in the designated newsletter. The vote shall be taken by secret ballot. Ballots may be delivered to the Nominating Committee at any time prior to the designated date. Ballots must contain the voter's NAWCC number. Each member is entitled to one vote. The candidate receiving the majority of votes shall be declared to that office.

Section 4: Vacancies

Should a vacancy occur in any office, the Board shall appoint a successor to fill the unexpired term.

Article 4: Quorum

Section 1: Membership Requirement

At any meeting of the Chapter, ten members shall constitute a quorum for the transaction of business.

Section 2: Board Requirement

A majority of the full Board shall constitute a quorum for the transaction of business.

Article 5: Membership and Guests

Section 1: Membership

A Candidate may be admitted to membership of the Chapter provided (1) he/she is a member in good standing of NAWCC and (2) has paid current dues as specified from time to time by the Board. Dues are payable on January 1 of each year. Members who are delinquent after April 1 shall be dropped from active membership and will no longer receive the Chapter newsletter. Membership shall be denied or revoked only upon a two-thirds majority vote of the full Board. Such decisions may be appealed to general membership at any Chapter meeting; a majority of votes cast (quorum applies) will be sufficient to restore membership.

Section 2: Guests

Guests are welcome to any meeting of the Chapter except special meetings for which the Council has directed otherwise and members have been advised in writing in advance of the meeting. Guests, including NAWCC members from other Chapters and spousal mates or significant others, are permitted to participate in the Mart in accordance with the NAWCC National Friends and Family Policy, when adopted by the Chapter. An individual may be limited to guest status on three occasions only.

Section 3: Honoree Lifetime Membership

An Honoree Lifetime Membership may be granted by a majority vote of the full Board to individuals who, in the opinion of the Board, have advanced the goals of the Chapter in an exemplary manner, and further provided the individual understands that he/she must maintain his/her membership in the NAWCC to retain the Honoree Lifetime Membership in the Chapter. The Honoree Lifetime Membership has all the benefits and privileges of Chapter membership at no cost to the honoree.

Article 6: Amendments

Amendments of these Bylaws may be proposed in the following manner:

- a. By proposal for an amendment at a regular Board meeting.
- b. By proposal for an amendment at a regular Chapter meeting by any member.

Ratification and adoption of the amendment shall be by a two-thirds majority vote of the full Board, a quorum being present at a Board meeting designated for that purpose. If a proposal for an amendment is made and adopted in accordance with this Article 6, the same shall be published and made known to all Chapter members through the Chapter newsletter.

APPENDIX D

FINANCIAL STATEMENT TEMPLATES

To meet the requirements of Section 16.4. *Chapter Survey and Member Reporting* three simple financial templates are provided below for consideration and use. Chapters may modify these templates or use other formats to suit their own conditions.

Operating Statement (Attachment A):

The Operating Statement template is for Chapters with 1) one asset, consisting of cash, and 2) no need to file a tax return. A majority of Chapters will be able to use this simple one-statement approach.

Balance Sheet and Income Statement (Attachment B):

The Balance Sheet template provides the method to record a statement of financial condition as of any given date, or a statement of assets and liabilities.

The Income Statement template provides the method to record a statement of financial results of operation for any given period.

Statements can be prepared from Chapter accounting "books," such as a checkbook or a spreadsheet. They can be prepared either on a cash basis, which is the result of cash income and expenditures, or an accrual basis, which follows more generally accepted rules of accounting. Most, if not all, Chapters will use the simpler cash basis, which is acceptable for tax purposes. If a Chapter acquires assets that they wish to capitalize, or if there is a need for accrual accounting due to timing and the need for proper accounting of payment, then it is recommended that someone with accounting experience be engaged either from within or outside of the Chapter.

These templates are readily adaptable to spreadsheets done by hand or computer using computerized accounting programs such as Quicken. The templates are available in MS Excel or Open Office file formats, and assistance is available through the Chapter Relations Committee.

ATTACHMENT A TO APPENDIX D

OPERATING STATEMENT TEMPLATE FOR CHAPTERS WITH ONLY ONE ASSET

CHAPTER
NAME
OPERATING REPORT

Cash Beginning of Period (state period)	<u>XXXXX</u>
<u>INCOME</u>	
Income (list as required)	XXXXX
Total Income	<u>XXXXX</u>
<u>EXPENSES</u>	
Expense (list as required)	XXXXX
Total Expense	<u>XXXXX</u>
Excess of Income over Expense	<u>XXXXX</u>
Cash End of Period (state period)	<u>XXXXX</u>

BALANCE SHEET TEMPLATE

CHAPTER NAME
BALANCE SHEET
DATE
PERIOD COVERED (Example, Year Ended
12/31/2008)

ASSETS

Cash	XXXXXX	
Other Assets (List as required)	<u>XXXXXX</u>	
Total Assets		<u>XXXXXX</u>

LIABILITIES AND NET WORTH

Liabilities (List as required)	<u>XXXXXX</u>	
Total Liabilities		<u>XXXXXX</u>
<u>Net Worth</u>		
Net Worth Beginning of Period	XXXXXX	
Net Income	<u>XXXXXX</u>	
Net Worth End of Period		<u>XXXXXX</u>
Total Liabilities & Net Worth		<u>XXXXXX</u>

INCOME STATEMENT TEMPLATE

CHAPTER NAME
INCOME STATEMENT
PERIOD COVERED (Example,
Year Ended 12/31/2008)

	<u>Current</u> <u>Year</u>	<u>Last Year</u> <u>(if</u> <u>desirable)</u>
<u>Revenues</u>		
Income (List as necessary)	<u>XXXXXX</u>	<u>XXXXXX</u>
Total Revenues	<u>XXXXXX</u>	<u>XXXXXX</u>
<u>Expenses</u>		
Expense (List as required)	<u>XXXXXX</u>	<u>XXXXXX</u>
Total Expenses	<u>XXXXXX</u>	<u>XXXXXX</u>
Net Income	<u>XXXXXX</u>	<u>XXXXXX</u>

APPENDIX E

NATIONAL ASSOCIATION OF WATCH AND CLOCK COLLECTORS, INC.

SAMPLE CHAPTER CHARTER

(CHAPTER NAME AND NUMBER)

Having met the requirements to become a Chapter of the National Association of Watch and Clock Collectors, Inc., (hereinafter NAWCC) in accordance with Article VIII of the NAWCC Bylaws, the NAWCC Board of Directors herewith grant this Charter to Chapter ###, NAWCC, Inc., also known as the *(CHAPTER NAME)* Chapter ###, NAWCC, Inc. to be effective upon acceptance by the Chapter and a signed copy returned to the NAWCC.

PREAMBLE

The NAWCC, a 501(c)(3) not-for-profit educational organization, encourages the development of affiliated chapters to provide a means for furthering its horological and educational purposes as defined in the NAWCC Articles of Incorporation, Bylaws, and Standing Rules. Each chapter is an individual entity and has responsibilities for its programs and the development of individual chapter interests within the field of horology, under the umbrella of the NAWCC's core purposes. The NAWCC, as the chartering authority, has a responsibility to support its chapters. This charter provides evidence of that support and further establishes an agreed basis for chapter operations in support of NAWCC purposes while protecting the interests of the NAWCC, the chapter, and chapter members.

GENERAL AGREEMENT

The NAWCC and the Chapter, by this Charter, agree that:

- 1) The membership of the Chapter will be composed of NAWCC members in good standing.
- 2) The Chapter will not take any action that violates the NAWCC Articles of Incorporation, Bylaws, or Standing Rules. These may be found at <http://www.nawcc.org/> under Member's Documents.
- 3) The Chapter shall operate as a not-for-profit entity whether or not incorporated or officially holding not-for-profit status.
- 4) The NAWCC will not interfere, control, or otherwise involve itself in the governance or operations of the Chapter unless so requested by the Chapter, or after due process it is determined that the Chapter is in violation of Item 2 and suitable corrective action is not being taken.
- 5) The Chapter will provide meetings, programs, and other functions that further the horological interest of members of the Chapter and the general public. The NAWCC will provide program services that are available to further the Chapter's interests.
- 6) The Chapter will maintain a positive working relationship within the chapter, with other Chapters, and with the NAWCC.
- 7) All Chapter assets belong solely to the Chapter and will remain under the control of Chapter members while Chartered. Should the Chapter be dissolved, remaining assets are to be distributed to a qualified not-for-profit entity such as the NAWCC, or as may otherwise be required by local laws and regulations.

- 8) A written financial report showing all assets, revenues, and expenditures shall be provided to Chapter members at least annually, in a format suitable to the Chapter's individual status and local requirements, if any. The NAWCC may request this information for purposes of the annual chapter survey and archival in the Chapter's permanent file.
- 9) No part of Chapter assets may be paid as compensation to any Chapter member, or certain others as defined in Article VIII of the NAWCC Bylaws. However, reimbursement of expenses incurred on Chapter business is permitted.
- 10) The NAWCC will provide all available membership information of interest to the Chapter upon request. Should the Chapter maintain its membership interactively on the NAWCC electronic database, NAWCC will provide, at no charge, the capability to download valuable information. Chapters not maintaining membership data on the NAWCC database will have limited access to membership data; to assist the NAWCC's support of membership and chapter services the Chapter will provide the NAWCC annually a copy of their membership roster including the name and NAWCC number of each member.
- 11) The Chapter will promptly notify the NAWCC in writing of all changes in chapter officers, bylaws, incorporation status, and not-for-profit status.
- 12) The Chapter shall not have the power to act for or on behalf of NAWCC in any way.

CHAPTER HANDBOOK

The NAWCC will maintain a Chapter Handbook for the benefit of the Chapters:

The Chapter Handbook will provide current information regarding NAWCC operations and support of its Chapters, and many additional items that will help Chapters to know of the services available from NAWCC. It will also provide information relative to topics that Chapters will find useful in its ongoing operations and carrying out its purposes. This information is subject to change and is therefore appropriately contained in the Chapter Handbook to enable prompt modification and distribution. The information contained in the handbook will include such topics as:

- 1) Chapter organization and operations, including officers and committees, meeting formats, program ideas, and general subjects of interest.
- 2) Maintaining the Chapter membership database and information contained in the NAWCC membership database.
- 3) Chapter incorporation advantages and disadvantages.
- 4) The meaning of "not-for-profit" status, how it is obtained if desired, and how it relates to Chapter operations.
- 5) Insurance available from NAWCC for normal Chapter operations and hosted Regional meetings.
- 6) Services available to Chapters from NAWCC and any associated costs.
- 7) Chapter bylaws, if desired by Chapter, including sample documents.
- 8) Suggestions for financial management including sample formats for financial and asset reporting, and definitions of Chapter income sources and allowable disbursements.

*Authorized by NAWCC Chair, Executive Director
Accepted by Chapter President and Secretary*

