



# CHAPTER OFFICERS NEWSLETTER

PUBLISHED BY THE NAWCC CHAPTER RELATIONS COMMITTEE  
*Dedicated to Serving the Needs of our Chapters in the NAWCC*

## Chapter Relations Committee

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### **Who we are, our aim, and our purpose:**

The Chapter Relations Committee (CRC) was formed in October of 2008 to focus on the relationship between the Chapters and the National Organization. Its primary objective is to strengthen the NAWCC chapters, establish confidence, trust and accountability between all the parties through timely and open communications and give guidance and support to the Chapters.

### US CHAPTER GROUP TAX EXEMPTION

In early January, we received a letter dated 12/28/2012 from the US Internal Revenue Service (IRS) approving the NAWCC's group exemption application that had been applied for in December 2009. The original application had over forty US chapters listed but some withdrew or could not meet some of the documentation requests in the timely manner required by the IRS.

The 21 chapters that have carried through over the past three years in this long and drawn out process are now granted exemption as 501(c)(7) non-profit entities. This designation is for social and recreational clubs. This is less restrictive as to activities than the designation for charitable organizations but does not allow gifts to chapters to be deductible for US income taxes. The 21 chapters approved in the application are 2, 11, 13, 19, 21, 24, 26, 37, 57, 58, 61, 62, 109, 140, 141, 142, 148, 158, 167, 168 and 193.

Annually we have to file a report with the IRS concerning the group exemption. This requires us to notify them of any changes in the names, addresses or contacts for the chapters. We also have the ability to add additional chapters who meet the IRS requirements. You can find a list of requirements at [this link](#) for applying to be added to the NAWCC Group Exemption.

All US chapters whether in the group or not continue to be responsible for filing IRS Form 990-N if their normal gross receipts are less than \$50,000 and IRS Form 990-EZ or 990 if normal gross receipts are over \$50,000. I am registered with the IRS and can file the 990-N electronic postcard on behalf of your chapter if you do not want to do it yourself. All returns are due by the 15th day of the fifth month after the end of your fiscal year. There are daily fines for failure to file the 990-EZ and 990. It is not yet clear what the penalties may be for failing to file the 990-N. Entities that do not file a return for three years lose their exempt status.

### CHAPTER INSURANCE FOR US CHAPTERS

We highly recommend that chapters consider obtaining liability insurance if you are not already covered by a policy. The NAWCC has negotiated with AHP to provide coverage to our chapters. Annual policy cost start at \$357 (for most states east of the Mississippi with states out of this zone being \$500). The insurance covers chapter facilities and activities including regionals. You can contact AHP for NAWCC chapter insurance by calling (888) 450-3040, emailing [help@associationpros.com](mailto:help@associationpros.com) or going to <http://www.associationpros.com/assoc/nawcc>.

#### Policy features include:

##### Product Features

- General liability
- Personal & bodily injury coverage
- Property coverage
- Loss of income
- Equipment breakdown
- Money and securities coverage

#### Limits Available

- Maximum property value of \$3,000,000
- Liability limits up to \$1,000,000/\$2,000,000

#### Additional Advantages

- A.M. Best rated A++ carrier
- Quick turnaround time on submissions
- Superior policy issuance
- Low minimum premium
- Policy is not subject to annual audits

A second alternative are policies starting at \$450 which are available through: Chris Fantaski, Horst Insurance, 320 Granite Run Drive, PO Box 3320, Lancaster, PA 17604, Phone: 717-581-9894, Email: [cfantaski@horstgroup.com](mailto:cfantaski@horstgroup.com)

Another way to limit liability for a chapter is to incorporate which limits the liability of officers and members. In some states this can be done easily and at little cost whereas other states make it difficult and expensive. Information on incorporation can usually be found on state websites.

## NAWCC AWARDS

Ever wonder how an NAWCC member earns an award? Any member or chapter (yes, chapters too) who has received an award had to be nominated by someone. The time and commitment it takes to nominate a member for an award recognizes the hard work done on behalf of members and chapters by the recipient.

NAWCC Awards include:

- Chapter of the Year Award

A certificate for Chapter of the Year will be given to a Chapter selected by vote of the Board that has provided outstanding service in support of the purposes of the NAWCC.

- James W. Gibbs Literary Award

An award for horological literary excellence, to be awarded annually if there is a candidate recommended by the Awards Committee. A plaque will be presented to the recipient at **the National Convention and the recipient's name inscribed on a master plaque** located in the Columbia facility.

- Henry B. Fried Watch Award

An award for excellence in the field of watch-making, to be awarded annually if there is a candidate recommended by the Awards Committee. A plaque will be presented to the recipient at the National Convention and the **recipient's name inscribed on a master plaque** located in the Columbia facility.

- Dana J. Blackwell Clock Award

An award for excellence in the field of clock-making, to be awarded annually if there is a candidate recommended by the Awards Committee. A plaque will be presented to the recipient at the National Convention and the **recipient's name inscribed on a master plaque** located in the Columbia facility.

- Fellow Award

An award to recognize outstanding and meritorious achievement and service in support of the NAWCC and its purposes. This award will be administered by the Awards Committee and presented to the recipient at an appropriate Regional or National Convention when possible.

- Silver Star Fellow Award

An award to recognize exceptional and meritorious achievement and service in support of the NAWCC and its purposes. It may be awarded only to Members who have already achieved Fellow Award status. This award will be presented to the recipient at the National Convention.

There are many other awards given by the organization or different parts of the organization. To find out about all the awards, visit:

<http://www.nawcc.org/index.php/awards>

## CHALLENGE TO ALL MEMBERS AND CHAPTERS

In April, a small chapter in NW Indiana with a meager 33+ members, NAWCC Peace Pipe chapter 83, was worried about the state of our National Organization. Despite their small treasury, this chapter voted unanimously to send \$500.00 to NAWCC headquarters, along with a Challenge to all other Chapter and members. Word got around and then the neighboring Chicagoland Chapter 3 **decided to answer that challenge and voted to "double down" and send \$1000.00 to NAWCC**, then issued yet another challenge to other chapters to do the same. Since then, there several other chapters have joined in: Ventura and Santa Barbara Chapter 190, Ozark Chapter 57, George E. Lee—Michiana Chapter 26, and Western Michigan Chapter 101. Many other NAWCC Chapters donate to the National Organization on a regular basis. **If your chapter doesn't donate regularly, why not start now by supporting our great organization?**

[Click HERE to make a donation!](#)

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## AWARDS, INFORMATION AND MEMBER SERVICES FOR CHAPTERS OFFERED BY NAWCC

### YEARLY DATA AND BIMONTHLY ACTIVITY REPORT

Member Services provides the geographical chapters with an alphabetical membership list each **calendar year of all current members in a chapter's assigned area designated by an officer of each chapter**. Only those members that wish to not have their information given to chapters are not included. Bimonthly, an activity report is provided showing new and reinstated members, inactive members due to death, resignation and non-payment of dues, and members who relocate. The information is provided in email or printable format to one chapter representative, usually the secretary, unless specified differently. They have permission to distribute to any other chapter officer or rep as they see fit.

Changes to the assigned chapter area as well as recipient of this data can be updated at any time by notifying Pam Lindenberger, Member Services Manager, at [plindenberger@nawcc.org](mailto:plindenberger@nawcc.org) or 717-684-.8261 x210.

### THE GOLDEN CIRCLE AWARD

The Golden Circle Award is an award to recognize the achievement of 50 years of NAWCC membership. It is granted automatically to those members achieving 50 years continuous membership. It is recognized by a certificate and a Golden Circle pin. Member Services staff provides the data to the Awards Committee at the end of each fiscal year. The award is presented to qualifying members at **each year's national convention awards banquet. Officers and committee members of chapters and regionals are encouraged to provide free or discounted entry to events to members achieving the Golden Circle Award.**

### YEARS OF MEMBERSHIP RECOGNITION PROGRAM

The Board of Directors passed a motion at their December 2009 meeting to begin offering Recognition pins in ten year increments to those members that have reached 10, 20 30 and 40 year milestones. Member Services staff compiles a list at the end of the year of the eligible members. Those members are sent a thank you for their years of service and are offered a pin. Since many members do not have an interest in a pin, only those members responding are mailed a pin. Any member questioning their years of membership can contact Member Services for research.

Fifty year members receive the Golden Circle Award that was established in 2001.

## CHAPTER ORGANIZATION AND CHANGE OF OFFICERS

The National Association of Watch and Clock Collectors has a horological museum, a library (probably the largest collection of horological literature in the world), and a watch and clock school (even though diploma classes have had to be suspended). These, along with a beautiful headquarters building located in Columbia, Pennsylvania, constitute the physical assets of the Association.

The glue that holds all this together is the membership and particularly those members who belong to local chapters around the world. Many of you use the library research function or look up information from past Bulletins on line (did you know that all Bulletins are on line going back to the first one). Some visit the museum and examine the exhibits or take advantage of the ASTC pass on the back of your membership card to receive free admission to other museums. A few may even go to a class taught at Columbia.

**However I'm sure that all or at least nearly all have attended a Regional or National convention. Some may even have signed up for one of the Field Suitcase courses that are offered around the country. Do you know that those who sponsor and work all of these are volunteers from local chapters? In fact, none of these would be available if the chapters didn't finance and furnish the workers.**

Chapters are therefore the life blood of the NAWCC. Even though the National Association of Watch & Clock Collectors is incorporated in Pennsylvania as a 501-c3 (a non-profit charitable organization) and it charters the chapters, their non-exempt status does not automatically cover the chapters. We know that no one option fits all chapters. We have almost 160 active Chapters, some as small as just twenty or so members and some with well over two or three hundred members on their roster. It is up to the officers and membership of each to determine just how it is to be run. They must also determine if they want to file papers in their home state to incorporate and under which form they wish to take, that of a public charity, a 501-c3, or as a not for profit social club, a 501-c7, or just function as a social group with no legal status.

It is very easy for a chapter to fall into the habit of keeping the same person in office year after year. This can be the death of innovation and if allowed to continue over a long time period it can be the death of the chapter. Term limits should be stated in the Bylaws and vigorously adhered to that the offices of President, Vice-President, Secretary and Directors to have a limit on the time they may serve. As for the Treasurer this position requires more continuity (not that it is more important than other positions). This position is responsible for keeping financial records and history. They also file papers with the state and federal agencies, make deposits, write checks and keep accurate records.

It is not a good idea to become an informal group. One of the obstacles is there is no way to open a bank account in the Chapters name unless one of the officers lend their personal tax ID. This of course means that they have complete control over the club finances which is never a good situation. If an officer should pass away there is no way to retrieve the funds. Always have multiple signatures on the account because you never know when something will happen unexpectedly.

Upon a change of office the outgoing officer and the incoming officer should definitely have a face to face meeting and all duties discussed in detail. Too often the job is just handed over and has to be learned anew. With this approach it is easy to lose much history and detail. International chapters have a totally different set of circumstances to deal with.

To aid in the transition the current officer should start a list of their duties with instructions on how they perform them. Keep this list, updating and adding to it as new situations or ideas occur to you. That way when the time comes to give up the office things will tend not to be forgotten.

If it is decided that it is just too costly or too much trouble to incorporate there is this to consider. Without the protection of a corporate shield it may be more difficult to find members who are willing to be officers. They may feel that without the protection of a corporate shield their personal assets are at risk in case of a liability. It is possible to obtain a Federal TIN (Taxpayer Identification Number) from the IRS without incorporation but to keep the number active someone must file a return each year.

They also have liability insurance to cover accidents. In most states it is required that a form be filed with the Secretary of State every year and a tax form to the IRS each year. None of these takes a great deal of time and most can be filed on line. This however must be done if the Chapter is to remain protected and the corporation not goes into suspension.

In summation, it is recommended that each Chapter membership considers incorporation, have a set of by-laws, and rotate officers on a regular interval. Get a TIN number which can be easily obtained on line. The act of incorporation will vary state by state and it is probably best if an attorney is consulted as to the exact process.

## Did you know that you ALREADY belong to The Association of Science and Technology Centers?

ASTC is part of your NAWCC membership. Look at the back of your NAWCC membership card. Take advantage of this whenever you can. Did you know that you can easily pay for your NAWCC membership for the year, by saving the admission fee visiting a couple of the Museums listed?

Look for the ASTC logo on the bottom of the NAWCC Member Central page Click on the ASTC logo and you will find this:

Visit Over 250 Science Centers and Museums FREE as a Benefit of Your NAWCC Membership!

The National Watch and Clock Museum® is a member of ASTC, the Association of Science-Technology Centers, Inc. As a member of the National Watch and Clock Museum® of the National Association of Watch and Clock Collectors, Inc., ASTC offers the Passport Program, an opportunity to visit hundreds of Science and Technology Centers and Museums in this country and around the world, at no charge.

Be sure to acquaint yourself with the admittance policies of participating Passport Program sites prior to your visit. Most sites also provide free admission to family members. New museums/science centers are continually added to this program. Announcements of new additions will be routinely published in the MART. The Passport Program entitles visitors to free general admission. It does not include free admission to planetarium and larger-screen theatre presentations, nor does it include store discounts and other discounts associated with museum memberships, unless stated otherwise. Present your NAWCC membership card for admittance at participating institutions.

### Passport Program

You and your family can receive free admission to over 250 science centers and museums around the world. Museums that do not charge regular admission offer alternative benefits such as store discounts or free parking. Some restrictions apply.

For more information visit [www.astc.org](http://www.astc.org)

## WHAT IS THE COMMUNITY CENTER?

It's a whole separate area of our website, packed with a fantastic array of new communication options for NAWCC chapters.

If you're an NAWCC member you already have a member account waiting for you. And you're listed in our master directory. All you need to do is activate your account (if you haven't already), log onto the Community, set up your profile (so people can see who you are), and start sending messages and making contact with your friends and fellow members.

It's easy. Best of all, YOU control everything.

Click on MY NETWORK and select Profile. This opens your personal control panel; it's also your personal electronic business card. It shows your fellow members who you are... your name, your interests, your affiliations. Even your picture, if you feel like sharing it. But YOU decide what can be seen, and who else can see it.

Log on, go to DIRECTORY, and choose the menu option Find A Member to look up a fellow member, then send them a message. Your message will land in their email inbox. It's as simple as that.

### NOTICE:

The NAWCC COMMUNITY CENTER provides many useful facilities for **NAWCC chapters... however, since** the Community website is built around the NAWCC member roster, it is important that each chapter regularly provide the NAWCC with a current roster so that chapter members can be correctly identified and given access to their various chapter applications. Otherwise some members might not have access to their chapter facilities.

## DONATE TO THE NAWCC

There is now a quick and easy way for NAWCC members to donate or give a gift to the NAWCC— through PayPal!

**You don't need a PayPal account to use the facility; all that's needed is a credit card. Use our new secure online donations application to donate any amount you want, whenever you want.**

**It's easy and it's completely safe. The link to our online donation application can be found here:**

[DONATE ONLINE](#)

## MARKETING MATERIALS

Chapters requiring flyers, posters, and various marketing materials to better advertise themselves can contact Kim Craven at [kcraven@nawcc.org](mailto:kcraven@nawcc.org) to request a marketing pack.

Posters and flyers can also be downloaded and printed directly from the internet in assorted sizes. Interested chapters can download those flyers here:

**JOIN THE NAWCC 8.5" x 10"**

**JOIN THE NAWCC 11" x 14"**

**JOIN THE NAWCC 16" x 20"**

**CHAPTER MEETING 8.5" x 14"**

## THE CHAPTER REPRESENTATIVES RECEPTION AT THE 2013 NATIONAL CONVENTION

The Chapter Relations Committee will be hosting The Chapter Representatives Reception at the 2013 National Convention in Dayton, Ohio. The dates of the National are July 3-6, 2013. The Chapter Representatives Reception will be on Wednesday July 3, 2012 at 5:00-6:30 PM prior to the Keynote Speaker. Both will take place on the 3rd floor Lobby of the Convention Center. There will be a light fare and a cash bar.

Come and meet Steve Humphrey and other Directors along with some members of the Chapter Relations Committee. You will have an opportunity to learn what is happening with the NAWCC and be able to voice your concerns about your Chapter. Also you can converse with other Chapter Officers and members to compare ideas and suggestions. If you cannot attend please send a representative from your Chapter. You will be able to register on line or by mail when you sign up for the Convention, there will be an entry for the Chapter Representatives Reception.

Best Regards,

Mrs. Lu Sadowski  
Chapter Relations Committee, Chair  
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Maspeth, NY 11378-2613  
718-429-6251 p  
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Did you miss the last issue of our Chapter Relations Committee Newsletter?

[Click HERE](#) to download CRC Newsletter #1 (Spring 2012)

## CHAPTER PARTICIPATION NEEDED!

Chapter members now have a new opportunity to keep informed of NAWCC Board of Director activities and to influence the Board with their recommendations, concerns and opinions. At the Board meeting in June 2012, a motion was made and passed that now requires all Board Motions and Motion discussion to be put on an open forum for members to read. Non Board members may NOT participate in the discussion on this Motion Discussion forum, but can and should participate in a special forum which allows members to voice their opinions. This forum will also be open to Board members and will therefore provide and allow direct discussions between the membership and the Board on any of the Board Motions up for discussion.

Why should you participate in the Motion Discussion Forum? NAWCC is YOUR organization and you have elected/appointed 12 Directors to govern the organization; however, in some areas of operation the Board may not be current with the desires of the membership. As you read the Board Motions and Motion Discussion you should feel responsible and take action to let the Board know if you support, disagree, or feel some other option is a better solution. You can and should influence the Board to guide the organization for the benefit of all members. With very tight limits on income and increasing cost of services, you need to voice your feelings and there is no better way or place to do so than on the Members Motion Forum Discussion.

NAWCC has a very large silent majority and we need to encourage all members to become a loud voice as we increase the vocal minority to a vocal majority. Participating in the Members Discussion Forum is the way to be heard, make your wishes known, and help keep our great organization on the best possible path for future growth.

## NAWCC CHAPTER NEWSLETTERS

The NAWCC has created a service whereby chapters can send their newsletters to the Marketing department and have them printed and mailed for a reasonable fee. This enables our chapters to take advantage of our lower bulk mailing rates for mailings of over 200 pieces.

If you are interested in learning more, contact Kim Craven at [kcraven@nawcc.org](mailto:kcraven@nawcc.org).

## SHARE YOUR CHAPTER'S EVENTS, ACTIVITIES, AND ACHIEVEMENTS WITH THE REST OF THE ASSOCIATION IN THE PAGES OF OUR **NAWCC PUBLICATIONS**



### CHAPTER EVENTS

*lights*

in the *Mart & High-*

Chapter Events is a non-advertising, no-cost feature in the Mart & Highlights for promoting chapter events. Send in your chapter events by no later than the advertising due date for the next issue (The first working day of the month preceding the issue – December 1 for the January issue, February 1 for the March issue, etc.).

Events to report include classes, special meeting, community events involving your chapter, upcoming lectures.

Email your Chapter Events to [mart@nawcc.org](mailto:mart@nawcc.org) and include **"For Mart Chapter Events"** in the subject line. Please do not send Regional event advertising for use in Chapter Events.

### CHAPTER HIGHLIGHTS in the *Mart & Highlights*

Chapter Highlights provides members with brief reports on chapter activities throughout the country, internationally, and in special-interest chapters. Many chapter reporters submit the content of interesting chapter talks. Public projects, show and tell, upcoming events, and thanks you are some of many activities recorded in Chapter Highlights. Placing your chapter in Chapter Highlights is a good way to promote your chapter to other NAWCC members.

Please send your reports to Freda Conner at [chaphi@nawcc.org](mailto:chaphi@nawcc.org). See options for report formatting online at [nawcc.org](http://nawcc.org), publications section, Chapter Highlights submission form—right-side menu, under Quick Links.

### MOSAIC in the *Watch & Clock Bulletin*

Mosaic was developed to provide a venue for chapter newsletter content to a larger audience. Many chapter newsletters publish content worthy of publication in the Watch & Clock Bulletin. Publication in Mosaic provides a way to archive newsletter content for the future, in the W&C Bulletin index, and helps to promote chapters.

If your chapter newsletter contains a really interesting article—timepiece research, historical information, a travel report—please send it to the Watch & Clock Bulletin editor, Diana DeLucca, at [ddelucca@nawcc.org](mailto:ddelucca@nawcc.org).