

Glossary and Style Guide



Member An organization that pays dues to NC Women United. Membership is based on the calendar year. Dues are normally collected from Oct. 1 to March 31. There is no pro-rating of dues paid Apr. 1 – Sept. 30.

Supporter An individual who supports the goals of NC Women United and joins in our work. A supporter may be a donor or a volunteer with NCWU or a staff member, volunteer, or donor of one of the *member* organizations.

Friend of NCWU

A donor to NCWU whose annual gift to NCWU is at least \$35 (\$15 for students/limited income). All friends are *supporters*.

Representative

A person named by a *member* organization to carry its vote at the member meetings.

Alternate A person named by a *member* organization to carry its vote at the member meetings if the *representative* is not available.

Women’s Agenda Assembly

A local (usually county-based) meeting of women between August of even years and February of odd years; uses the *Draft Women’s Agenda* as a key document

Women’s Advocacy Day

An annual event to rally and present issues of the *Women’s Agenda* to the legislators

Draft Women’s Agenda

The collection of position papers that forms the basis of the discussions at the *Women’s Agenda Assemblies*

Women’s Agenda

The one-page document that forms the basis for *Women’s Advocacy Day*

NCWU Legislative Report Card

A document released at the end of the Legislative Session that reports on the progress of the issues of the *Women’s Agenda* from the previous *Women’s Advocacy Day*

Policy Council

The president of NCWU and four specific members of the board elected as “directors for policy.” The intent of the bylaws was that the directors for policy would, collectively, have a good grasp of the policy issues of concern to the member organizations.

Governance Committee

A committee of five NCWU *supporters*, elected by the members. It serves as the nominating committee for the next slate of board members and the next governance committee, and is also responsible for the “health of the board.”

Style issues

1. You may drop “Women’s” from Women’s Agenda Assembly, Advocacy Day, Draft Agenda, and Agenda if the context is clear. *We will present the Agenda at Advocacy Day.* Never do this when writing formally, say in a press release.
2. Never refer to a person as a *member*. The “*members*” of NCWU are organizations, not people.
3. You may refer to a *supporter* of NCWU as an “individual supporter” to distinguish her or him from a *representative* or an *alternate*. All *supporters* are individuals.
4. In formal writing, be sure to use “NC Women United” before using the abbreviation “NCWU”.
5. The abbreviation is “NCWU”, not “NC WU” or “N.C.W.U.”
6. Be sure that every document released to the public has the address www.ncwu.org. If possible, include 866-518-7657 and PO Box 10013, Raleigh, NC 27605.
7. Since 2002, the color most associated with NC Women United has been green. Web safe color is #096. RGB is (0, 153, 102). We have not standardized on a Pantone color.
8. The NCWU logo is the one on this document (NC followed by Women United). The square “NC|WU” may be used in special cases. Take care when using the NCWU logo for print media – be sure to use a high enough resolution and do not skew the shape if you enlarge or reduce it. The secretary and web manager can provide copies of the logos and letterhead.