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Our History

National Women In Agriculture Association (TIWAEA) was founded and established February 2008 , by Ms. Tammy Gray-Steele, who is the Executive Director. The organization is headquartered in Oklahoma City, OK. NWIAA has given birth to Nigeria, Africa chapter called Tammy's International Women in Agriculture Empowerment Association (TIWAEA) an agriculture outreach, fueled by sisterhood and diversity. NWIAA/TIWAEA believe rural minority women/youths are often been neglected. As a result, the lack of resources has stagnated rural development. NWIAA is the first minority woman owned and operated organization in USA that spread to world with the African Chapter called TIWAEA registered in Nigeria.

that provides innovative outreach education that attracts and sustains current and future generations with its innovative, spiritual and USDA certified education techniques.

Mission Statement

To empower socially disadvantaged women in rural and urban America to gain available, local, and federal resources. Utilizing the bonds that emerge from sisterhood, our purpose is to educate, develop, and provide networking opportunities for all women.

Vision Statement

Provide vital opportunities for rural and urban communities to equip for tomorrow while engaging in today, and make investments in society (state, region and beyond), which will move the United States of America toward an authentic, sustainable future.

The following are NWIAA's main objectives:

1. To develop locally grown food security systems in underserved communities (food deserts).
2. To guide young members of society to sustain healthy lifestyles and provide future generations with well-rounded role models.
3. To help instill the discipline and motivation needed to pursue post-secondary education.
4. To help increase the number of minority participants in the agriculture and farming industries.
5. To promote character, health, and income from the ground up!

NWIAA's Formula

Some key reasons TIWAEA has become the first and fastest growing, non-profit professional agriculture minority organization in America include:

- ❖ **Embracing** a spiritual foundation;
- ❖ **Investing** our best in the socially disadvantaged to help them develop and accomplish their goals in and through agriculture, and
- ❖ **Engaging** corporate business women who embody professionalism with a spiritual focus as we move forward.

The integration of ideas and strategies gained in corporate America with the abilities and potential of women in rural and urban communities will significantly impact essential growth by assisting through sustainable agricultural development and equitable allocation of resources. NWIAA headquarters team is experienced innovative college graduate certified USDA next generation educators.

Core Values

TIWAEA's core values are the overriding and operational philosophies and principles that serve as the cornerstone for the organization's internal and external infrastructure governing employee, consumer, and community relations and rights.

These Core Values maintain a high moral atmosphere for positive and uplifting attitudes, behaviors, and belief systems that protects and recognizes the rights and privileges of all stakeholders.

RESPECT

Be tolerant and considerate of the feeling of others. Treat people as you would want to be treated.

INTEGRITY

Uprightness in honesty, character, and soundness in commitment, diligence, and compromise.

STEWARDSHIP

Being entrusted with managing, safekeeping, and serving the affairs and conditions of others.

PERSONAL COMMITMENT

Possess an unwavering commitment and obligation to do whatever is necessary, and going above and beyond normal expectations and standards to achieve a predetermined objective.

DUTY

Moral or legal obligation to perform a specific service or function with a high level of integrity and professionalism.

LOYALTY

Possessing allegiance, devotion, and faithfulness that denotes trust and confidence to a designated authority or governing body.

ETHICAL BEHAVIOR

Basic principles of proper action, behavior, or conduct in reference to a particular person or profession with an emphasis on right and wrong.

LEADERSHIP

Being in an exalted position to direct or guide the attitudes, behaviors, and actions of others; positively influence decisions to achieve and accomplish favorable means or outcomes.

EXCELLENCE

Having or being in a position of excelling or in a position of superiority in actions, behavior, and conduct which produces a condition of greatness or exceeding that which is ordinary and one that maximizes potential and/or performance.

RESPONSIBILITY

Doing what you are supposed to do with self-control and self-discipline as well as with a high degree of accountability.

FAIRNESS

Being considerate and mindful of others, and not taking advantage of, deceiving, or misleading them to achieve a personal gain or selfish motive by breaking or bending the rules of conduct or service.

CARING

Being kind and compassionate with the capacity and willingness to express care and concern for others who may or may not be in need.

CITIZENSHIP

Quality of civic and social duty, obligation, and involvement in community and local affairs to protect and obey community laws and norms that endorse and promote respect of authority as well as protection of environments and natural habitats.

TRUSTWORTHINESS

Being honest, reliable, and having the ability and courage of doing the right thing by keeping your word, doing what you say, and making a reputation of good report.

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FOR REVISED ORGANIZATION CHART**

National a/k/a OK Women In Ag. Association ("NWIAA")
Chapter Bylaws

1. Name of organization and purpose is National Women In Ag. Association ("NWIAA")

a. The name of this chapter of National Women In Ag. Association shall be:

NWIAA _____ Chapter

b. The purpose of this organization shall be to operate exclusively for charitable, religious, agriculture educational and scientific purposes, and the Chapter's purpose is to engage in any lawful act or activity that is not inconsistent with these purposes. Without limiting the foregoing, the Corporation is formed for charitable, religious, educational, and scientific purposes associated with promoting the advancement of women in agriculture.

c. Administration of organization

These By-Laws shall constitute the basic operation of this organization etc. The NWIAA _____ Chapter will operate as a non-profit organization notwithstanding any other provision of the Bylaws of the National Women In Ag. Association. The Chapter will not carry on any activities not permitted to be carried on (a) by NWIAA corporation exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code (the "Code"), or the corresponding section of any future federal tax code, or (b) by a corporation, contributions to which are deductible under section 170(c)(2) of the Code, or the corresponding section of any future federal tax code. Upon the dissolution of the Corporation, assets will be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Code, or the corresponding section of any future federal tax code, or will be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of will be disposed of by a court of competent jurisdiction of the county in which the principal office of the Corporation is then located, exclusively for such purposes or to such organization or organizations, as said court determines which are organized and operated exclusively for such purposes.

2. NWIAA _____ Chapter Officers and duties:

a. Chairwoman Responsibilities:

- i. A confidentiality agreement must be signed in order to officially become a chairwoman. An agreement must also be signed by anyone who is responsible for any paperwork assisting the chairwoman.
 - ii. Headquarters must receive a copy of ALL membership forms for the chapter area. All new membership acquired should be sent to headquarters when received.
 - iii. Chairwomen are responsible for getting resources (grants, fundraiser, foundations and donations).
 - iv. Headquarters needs a report every quarter (four (4) times a year) that includes funds distributed in or out on behalf of NWIAA and bank statements
- b. President-The President shall preside at all meetings. She will maintain contact with the National Women In Agriculture Association providing reports as requested. She will serve as a co-signer for all accounts and appoint committees as needed and will serve as an ex-officio member of all committees. She will serve as the designated representative of the organization.
 - c. Vice President-The Vice President will preside at meetings if the President is absent or unable to act.
 - d. Treasurer- the Treasurer will maintain all financial records. She will work with the President to insure that all outstanding liabilities are paid in a timely manner. She will serve as co-signer for all accounts. She will collect all monies due the organization and keep a correct account of the same. She will prepare and present a Treasurer's report at each meeting and to the President yearly.
 - e. Secretary- the Secretary shall conduct the correspondence of the organization and keep an account of all transactions. She will keep the minutes of all meetings and distribute to members prior to the next meeting. She will issue notices of all meetings.
 - f. Chaplain-The Chaplain will lead the prayer at all meetings.
 - g. Reporter—the reporter will serve as editor for a quarterly newsletter for the NWIAA _____ Chapter Women in Agriculture Association. If a website is maintained, she will work with the website manager. She will prepare and distribute press releases.

- h. All officer vacancies will be appointed by the President. This means if there is no one to run for the position, the President will appoint someone to fill the position.
 - i. Term of offices will be for one year and officers will be elected at the January monthly meeting.
3. Membership
 - a. Any woman or man, who is interested in agriculture, and who resides near _____ Chapter may become a member of NWIAA. NWIAA does not discriminate by sex, race, color, age, disability, religion, or national origin.
 - b. An individual member who deliberately violates the provisions of the By Laws of this organization can be expelled by a vote of the membership.
 - c. An individual member who wishes to resign may do so with a letter of resignation to the President.
 - d. Members should be 18 years old and have paid their dues to the NWIAA in order to vote.
4. Meetings

Meetings will be once a quarter (four (4) meetings per year) at a designated time set by the Chairwoman or President and all members will be notified by the President. Robert's Rules of Order will be upheld for meetings.

 - a. The President has the authority to call special meetings.
 - b. Five or more members of the chapter will be required to have a quorum.
5. Committees will consist of a Membership Committee, Finance or Fund Development Committee, a Public Relations Committee, and NWIAA's Educational Leadership Committee who is responsible for the overall operation, educating and development community sharing.
6. Attire: When representing NWIAA with the shirt, logo, and/or colors there is to be no unethical behavior, foul language or any behavior that may be inappropriate. We expect you to represent
7. Dues will be \$25.00 a year due in January at the general meeting and the election of officers beginning January, _____. Dues must be paid for a member to vote.
8. Elections will take place in January of each year at the general meeting. The Secretary will send out notices to all paid members. Officers will be determined by election of the five members or more.

9. Finances will be raised with projects designed by the Finance and Fund Development Committee. A vote of the membership will decide how funds will be used. All expenditures will be signed by both the President and the Treasurer.

10. Monetary Funds

a. All NWIAA chapter affiliates agree to return ten (10) percent of all monetary resources above the sum of \$50,000 to NWIAA headquarters.

Any fund requests that are initiated by headquarters for a chapter shall return 20% of the funds to headquarters.

b. All NWIAA chapter affiliates agree to return ten (10) percent of any sum below \$50,000 to NWIAA headquarters.

c. Percentage of monetary resources shall be calculated on a per donation basis.

d. Monetary resources include, but are not limited to: donations, grants, gifts, endowments, bequests, or any other charitable contributions.

11. Any and all correspondence and communications on behalf of any of NWIAA chapters will be transmitted through NWIAA headquarters.

12. Any unethical behavior or activity that is done under NWIAA's name will result in immediate dismissal from the organization.

National a/k/a OK Women In Ag. Association ("NWIAA")
Business Ethics and Code of Conduct

Objective

To define the policies concerning members/employees responsibility for maintaining high standards of honesty, ethics, integrity, and confidentiality at all times and to ensure that all business transactions are conducted professionally and in the best interest of the organization, its members, its customers, and its shareholders at all times.

As used in this policy, the term "member" refers to an active member as defined within this Manual under Rules, Policies, and Procedures. The term "organization" includes National Women In Ag. Association, its chapters, its companies, its subsidiaries, parent, and all related projects and companies/organizations; and the term "confidential information" means all business information not generally available to the public concerning the organization. "Insider" information refers to the term used in the context of federal securities laws.

Policy

It is the policy of National Women In Ag. Association that all members observe and uphold the highest standards of ethics, honesty, and integrity at all times. Employees/Members must not have any personal interest that conflicts in any way with the interest of the organization, its members, its customers or its shareholders. Members must not act to cause conflicts for others with whom the organization does business and must obey all applicable laws.

Not every instance of a violation of this high standard can be anticipated. Listed below are specific examples. When in doubt about whether a particular matter violates this standard, seek guidance from the general counsel, the chief financial officer, your manager or supervisor.

- To give or receive gifts in connection with organization business relationships. This is not intended to restrict gifts of token value or routine business meals and entertainment that do not exceed \$25.
- To have, directly or indirectly, any financial interest in suppliers, vendors or customers business including loans, stock, contracts, joint ventures, and the like.
- To derive personal gain, directly or indirectly, from the purchases or use of organization assets, or sales made by the organization, other transactions to which the organization is a party, use of organization facilities, use of organization confidential information, use of organization opportunities, or use of organization personnel.
- To borrow money from or lend money to a supplier, customer, organization employee, or competitor. Normal personal and mortgage loans from banks and other financial institutions are permitted.
- To be a director, officer, employee, contractor, or consultant of a supplier, customer, or competitor or to receive income from these sources. Outside directorships may be permitted in limited circumstances, but only with the written approval of the president of the organization.

- To indicate, directly or indirectly, that any supplier or customer must purchase anything from or give anything to the organization or any organization employee in order to remain a supplier or customer.
- To violate applicable law pursuant to the instructions or direction of any one, including a organization employee.
- To accept outside compensation for work that is already being paid for by the organization, or to accept outside employment that interferes in any way with the employee's position with the organization.
- To sell, utilize, or disclose confidential information of the organization except in the pursuit of the best interests of the organization.
- To compete with the organization.
- To enter into option agreements with respect to commodities, supplies, or products the same as the organization's.
- To use "insider" information to buy or sell anything.
- To violate any applicable federal or state security or stock law.

Serious problems can be caused for the organization and the employee by unauthorized disclosure of internal information about the organization. Organization members should not discuss internal matters with anyone outside the organization, except as required in the performance of regular duties.

This prohibition applies specifically (but not exclusively) to inquiries about the organization that may be made by the media, the financial press, investment analysts, or others in the financial community. It is important that all such communications on behalf of the organization be through the appropriate designated officer under carefully controlled circumstances.

Unless the employee is expressly authorized to the contrary, if any employee receives any inquiries of this nature, every employee should decline comment and refer the inquirer to the appropriate National Women In Ag. Association official.

Because of the size and complexity of the organization, it is impossible to list every circumstance in which the interests of members and the interest of the organization may conflict.

Members are required to observe the spirit as well as the letter of this policy and to report in writing any situation that you believe may cause a conflict, however minor, to the chief financial officer, the general counsel, president, supervisor or manager. This obligation extends not only to the potential conflicts personal to the employee but also to all conflicts known or suspected by him or her. No exceptions or modifications to the conflict of interest policy will be made unless approved in writing by the general counsel.

Whenever an employee leaves the organization, the organization expects the employee to continue to comply with those obligations that should continue, such as the duty of loyalty and the duty not to divulge organization information.

The organization expects the strictest compliance with these procedures by all personnel at every level. Failure to observe them may result in serious legal difficulties for the employee, as well as for

the organization. A failure to follow the letter and spirit of this policy will be considered a matter of extreme seriousness and will result in immediate termination of employment.

Members are expected to report to the general counsel, chief financial officer, chief executive officer, supervisor or manager any violations of this policy that come to their attention.

Retaliation against members who report suspected violations will not be tolerated. Members who believe they have been retaliated against for reporting suspected violations are to notify either the general counsel, chief financial officer, chief executive officer, supervisor or manager.

Members are also expected to cooperate fully in any investigation of a violation of this policy. Failure to report any violations, providing false information in an investigation, or a failure to cooperate fully in any investigation will lead to disciplinary action including immediate termination.

This policy will be interpreted and applied in accordance with all applicable laws.

Conflict of Interest and Business Ethics

Exactly what constitutes a conflict of interest or an unethical business practice is both a moral and a legal question. The organization recognizes and respects the individual employee's right to engage in activities outside of employment, which are private in nature and do not in any way conflict with or reflect poorly on the organization. Management reserves the right, however, to determine when an employee's activities represent a conflict with the organization's interests or reflect poorly on it and to take whatever action is necessary to resolve the situation—including terminating the employee.

It is not possible to define all the circumstances and relationships that are “unethical.” The list below suggests some of the types of activity that indicate improper behavior, unacceptable personal integrity, or unacceptable ethics:

1. Simultaneous employment with another firm.
2. Conducting organization business with a firm in which the employee, or a close relative of the employee, has a substantial ownership or interest.
3. Holding a substantial interest in, or participating in the management of, a firm to which the organization makes sales or from which it makes purchases.
4. Borrowing money from customers or firms, other than recognized loan institutions, from which our organization buys services, materials, equipment, or supplies.
5. Accepting substantial gifts or excessive entertainment from an outside organization or agency.
6. Speculating or dealing in materials, equipment, supplies, services, or property purchased by the organization.
7. Participating in civic or professional organization activities in a manner that divulges confidential organization information.

8. Misusing privileged information or revealing confidential data to competitors or any other interest or person.
9. Using one's position in the organization or knowledge of its affairs for personal gains.
10. Engaging in practices or procedures that violate antitrust laws, commercial bribery laws, copyright laws, discrimination laws, campaign contribution laws or other laws regulating the conduct of organization business.

Note: Employment by the organization carries with it a responsibility to be constantly aware of the importance of ethical conduct. Members must refrain from taking part in, or exerting influence in, any transaction in which their own interests may conflict with the best interests of the organization.

CODE OF CONDUCT

The organization prides itself on the high standards of excellence embodied by our operating principles. We expect our members to personify these ideals in their dealing with persons both inside and outside the organization. The following code of conduct is intended to provide guidelines for the professional, ethical, legal, and socially responsible behavior we expect of our members.

It is impossible for this code to cover every situation that may arise. When you have a question, ask your supervisor or the ethics officer. In circumstances where you are unable to consult with an appropriate person in the organization, use your common sense and good judgment.

Professional Integrity

Consistent with our operating principles, members should strive to conduct all business dealings and relationships with integrity, honesty, and respect for others. Members should loyally and faithfully serve and adhere to our principles and always deal fairly and honestly with customers and others with whom we do business. No employee should knowingly permit any transaction to occur that is not fair to our principals and customers alike.

Relationships with customers, manufacturers, suppliers, competitors, and members are to be based on fair dealing, on fair competition in quality, price, and service, and on compliance with applicable laws and regulations.

Accurate and Complete Accounting

1. Members should use funds and other organization assets solely for the benefit of the organization. All disbursements must be lawful and consistent with instructions provided by National Women In Ag. Association.
2. No unrecorded fund, reserve, asset, or special account shall be set up or maintained for any purpose. No false or fictitious entries shall be made in books, records, accounts, or in organization communications for any reason. No payment or transfer of funds or assets (tangible and intangible) shall be made for any purpose other than that described by the supporting documents and specifically as authorized.
3. Members are responsible for accurate and timely record keeping for all organization assets, liabilities, revenues, and expenses. Compliance with accepted accounting rules and controls

is required. All books, records, and documents must accurately and completely describe the transactions they represent.

Bribes and Kickbacks

1. The organization does not permit or condone bribes, kickbacks, or any other illegal, secret, or improper payments, transfers, or receipts. This prohibition applies both to the giving and the receiving of payments or gifts.
2. All payments and transfers of funds and other items of value to members of other business entities shall be made in an open manner.
3. No employee shall offer, give, or transfer any money or anything else of value for the personal benefit of any employee or agent of another business entity for the purpose of:
 - Obtaining or retaining any business that the business entity itself would not otherwise provide;
 - Receiving any kind of favored treatment that the business entity itself would not otherwise provide; and/or
 - Inducing or assisting such employee or agent to violate any duty to his employer or to violate any law.
4. No employee shall assist in the misuse organization funds, including, without limitation, the misappropriation of such funds for the personal benefit of employee, the organization, or customers.
5. No outside agent of any kind shall be used to circumvent the prohibition against bribes, kickbacks, and other illegal, secret, or improper payments. Fees, commissions, and expenses paid to outside agents must be based upon proper billings, accurate record keeping, and reasonable standards for services rendered.

Gifts and Entertainment

1. Except in connection with and specifically pursuant to programs officially authorized by our principals, members may not accept, directly or indirectly, any money, objects of value, or premiums from any person or organization that has or is doing or seeking business with the organization. All members must disclose authorized transactions of this nature to the ethics officer. Providing excessive gifts or entertainment to others who may represent potential business is prohibited.
2. Members may accept only business-related meals, entertainment, gifts, or favors when authorized by management and when the value involved is not significant and clearly will not create an obligation to the donor.
3. Any payments or transactions must be accurately recorded in the organization's books and records and must be consistent with applicable law and accepted practice in the community.

Conflicts of Interest

1. No employee should use his or her position with the organization or information acquired during employment in a manner that may create a conflict, or the appearance of a conflict, between the employee's personal interest and those of the organization.
2. All activities conducted, as an employee of the organization should always place the lawful and legitimate interests of the organization over personal gain.
3. Absent written authorization by the organization, no employee shall be affiliated with any buyer, purchasing agent, or provider of goods or services to the organization. Such affiliation generally is inconsistent with the employee's capacity to deal equitably with all buyers, to fairly and honestly service principals, and to discharge his or her responsibility to the organization.
4. If an employee has any reason to believe there may be a conflict of interest, he or she should immediately disclose the matter to an immediate supervisor or the ethics officer.

Diverting

Diverting is "a process in which a product is sold by a manufacturer to a specific customer in a designated market, who subsequently transfers product ownership, distribution and retail control to a different customer and/or marketing area." It is a process that is prohibited either by policy or in contracts with the organization.

Members shall not knowingly assist or otherwise be involved with the diverting of any products.

Confidentiality

1. Except as properly authorized by the organization, it is the responsibility of all members to maintain the confidentiality of:
 - Proprietary information of the organization
 - Information entrusted to the organization by principals or customers that is otherwise not readily available to the public
2. Members should refrain from discussing confidential organization business with outsiders and with anyone else who does not have a legitimate need to know the information. Members should refer outside inquiries regarding the organization to the persons in the organization authorized to respond to the particular inquiry.

Political and Charitable Contributions

Although members are encouraged to be socially responsible and politically active, members may not contribute the organization's or any principal's funds or assets to any political candidates, party, charity, or similar organizations, unless such contribution is expressly permitted by law and has been pre-approved by the appropriate, authorized representative of both the organization and the principal.

Administration of Code

1. All members who suspect violations of the letter or spirit of this code have an obligation to report their concerns to the organization’s designated ethics officer. Matters of concern include pressure exerted by manufacturers, customers, organization personnel, or others to utilize accounts in an unauthorized manner or to take or enable other actions inconsistent with authorized organization procedures and policies or this code. Members may also relate their concerns or specific incidents to either the general counsel, a member of the board of directors, supervisor or manager.
2. All allegations of improper or illegal behavior will be investigated promptly and thoroughly. The investigation shall remain as confidential as practicable and those conducting the investigation shall respect the privacy of all persons involved.
3. No adverse action shall be taken or permitted against anyone for communicating legitimate concerns to the appropriate persons. An investigation will be facilitated if the employee identifies him or herself. The organization will also initiate an investigation when concerns are submitted anonymously.
4. Violations of this policy will lead to disciplinary action which may include immediate termination of employment.
5. This code is subject to amendment and may be reviewed and updated periodically. It will be applied in accordance with all applicable laws. All members must certify annually their compliance with it.
6. Acts of hospitality toward public officials should be of such a scale and nature as to avoid compromising the integrity or impugning the reputation of the public official or the organization.

Rules, Policies and Procedures: Members

LIFETIME SISTERHOOD BOND FOR ITS “NEW GENERATION MOVEMENT”

In order to reap benefits from National Women in Ag. Association

(JUST SO YOU UNDERSTAND, NWIAA WILL HELP YOU PULL YOURSELF UP IF YOU DESIRE TO BECOME ACTIVE AND/OR CONNECTED IN THE INDUSTRY OF AGRICULTURE AND FARMING. WE HAVE THE INTEGRITY, SUSTAINABLE TRACK RECORD AND CREDITABILITY TO ASSIST. NWIAA IS NOT A WELFARE SERVICE AND DOES NOT BELIEVE IN NOR TOLERATE SELFISHNESS, LAZINESS, DISHONESTY, SILLY HEAD GAMES OR JUST A LOT OF TALK AND NO TANGIBLE BACK UP! NWIAA IS LITERALLY SOMETHING UNIQUE AND BENEFICIAL FOR THIS AND FUTURE GENERATIONS!

1. Be an Active Member. What is an active member?
 - a. Attend 3 out of 4 scheduled meetings (or attend as many meetings as the chairwoman respectively “timely” schedules).
 - b. Participate in 60% of Projects –Farmers market; help keep community garden nice; help with Agribusiness projects; and just help get the word out!
 - c. Be active on at least one committee
2. Improper behavior is not welcomed. National Women In Ag. Association is a unique urban and rural organization striving toward one GOAL/MISSION - - - to make all of our lives and those after us Better. There is no place for Deceitfulness, Malicious and Negativity in this organization.
3. PROTECT & RESPECT THIS ORGANIZATION & EACH MEMBER! Remember, Fruits of the Spirit. [Galatians 5:22](#): “*But the **fruit** of the **Spirit** is love, joy, peace, longsuffering, gentleness, goodness, faith...*”
4. Class and integrity is the ultimate for all groups of women, men, and children.
5. Business Ethics: No Competitiveness. National Women In Ag. Association works on one accord. Remember, we are an organization with ONE common goal, flourishing together.

Remember there are two classes of People:

1. Those for you and 2. Those against you!

REMEMBER!

NWIAA’s principles and guidelines; and NWIAA encourages and assist you to keep reaching for the top, because it’s too crowded on the bottom!

Eight (8) NWIAA's principles to be Sustainable

People who set goals accomplish much more than people of equal education and ability that don't. With that in mind, build these eight principles into your life.

- (1) **Decide what you want!** But first consult God. "Many are the plans of man's heart, but it is the Lord's purpose that prevails" (Pr 19:21 NIV).
- (2) **Think on paper.** Writing your goals down gives them a sense of permanency, plus it energizes you. "Good planning and insight bring you honor and respect." Wishy-washy objectives won't get you where you want to go.
- (3) **Establish a deadline.** Without a definite beginning and ending it's easy to procrastinate and get nowhere.
- (4) **Make a list of what you need to do to.** Keep it before you at all times; it'll give you a track to run on.
- (5) **Convert your list to a plan.** Decide what you need to do first and what you can do later. An organized plan is always better than trying to carry stuff around in your head.
- (6) **Act immediately.** "Be very careful, then, how you live - not as unwise but as wise, making the most of every opportunity" (Eph 5:15-16 NIV). Do something! A mediocre plan that's implemented beats a brilliant one that's not.
- (7) **Do something every day to move you forward.** Build it into your schedule. For example, read systematically through your Bible, call a specific number of clients, or engage in physical activity for a given time.
- (8) **Have a goal you're willing to devote your life to.** And keep your eye on that goal at all times. "Teach us to number our days aright, that we may gain a heart of wisdom." (Ps 90:12 NIV).

National a/k/a OK Women In Ag. Association ("NWIAA")
Confidentiality Agreement

It is understood and agreed to that the Discloser and the Recipient would like to exchange certain information that may be considered confidential. To ensure the protection of such WIAA's information and in consideration of the agreement to exchange paid information, the parties agree as follows:

1. The confidential information to be disclosed by Discloser under this Agreement ("confidential Information,") can be described as and includes:
Grants, letters, emails, photographs, technical and business information relating to Discloser's proprietary ideas, patentable ideas copyrights and/or trade secrets, existing and/or contemplated products and services, software, schematics, research and development, production, costs, profit and margin information, finances and financial projections, customers, clients, marketing, and current or future business plans and models, regardless of whether such information is designated as "Confidential Information" at the time of its disclosure.

In addition to the above, Confidential Information shall also include, and the Recipient shall have a duty to protect, other confidential and/or sensitive information which is (a) disclosed by Discloser in writing and marked as confidential (or with other similar designation) at the time of disclosure; and/or (b) disclosed by Discloser in any other manner and identified as confidential at the time of disclosure and is also summarized and designated as confidential in a written memorandum delivered to Recipient within ten (10) days of the disclosure.

2. Recipient shall use the Confidential Information only for the purpose of evaluating potential business and investment relationships with Discloser.
3. Recipient shall limit disclosure of Confidential Information within its own organization to its directors, officers, partners, members and/or employees having a need to know and shall not disclose Confidential Information to any third party (whether an individual' corporation, or other entity) without the prior written consent of Discloser. Recipient shall have satisfied its obligations under this paragraph if it takes affirmative measures to ensure compliance with these confidentiality obligations by its employees, agents, consultants and others who are permitted access to or use of the Confidential Information.
4. This Agreement imposes no obligation upon Recipient with respect to any Confidential Information (a) that was in Recipient's possession before receipt from Discloser; (b) is or becomes a matter of public knowledge through no fault of Recipient; (c) is rightfully received by Recipient from a third party not owing a duty of confidentiality to the Discloser; (d) is disclosed without a duty of confidentiality to a third party by, or with the authorization of, Discloser; or (e) is independently developed by Recipient.
5. Discloser warrants that he/she has the right to make the disclosures under this Agreement.
6. This Agreement shall not be construed as creating, transferring, granting or conveying upon the Recipient any rights, license or authority in or to the information exchanged, except the

limited right to use Confidential Information specified in paragraph 2. Furthermore and specifically, no license or conveyance of any intellectual property rights is granted or implied by this Agreement.

7. Neither party has an obligation under this Agreement to purchase any service, goods, or intangibles from the other party- Discloser may, at its sole discretion, using its own information, offer such products and/or services for sale and modify them or discontinue sale at any time. Furthermore, both parties acknowledge and agree that the exchange of information under this Agreement shall not commit or bind either party to any present or future contractual relationship (except as specifically stated herein), nor shall the exchange of information be construed as an inducement to act or not to act in any given manner.
8. Neither party shall be liable to the other in any manner whatsoever for any decisions, obligations, costs or expenses incurred, changes in business practices, plans, organization, products, services, or otherwise, based on either party's decision to use or rely on any information exchanged under this Agreement.
9. If there is a breach or threatened breach of any provision of this Agreement, it is agreed and understood that Discloser shall have no adequate remedy in money or other damages and accordingly shall be entitled to injunctive relief; provided however, no specification in this Agreement of any particular remedy shall be construed as a waiver or prohibition of any other remedies in the event of a breach or threatened breach of this Agreement.
10. This Agreement states the entire agreement between the parties concerning the disclosure of Confidential Information and supersedes any prior agreements, understandings, or representations with respect thereto. Any addition or modification to this Agreement must be made in writing and signed by authorized representatives of both parties. This Agreement is made under and shall be construed according to the laws of the State of Oklahoma, U.S.A. In the event that this agreement is breached, any and all disputes must be settled in a court of competent jurisdiction in the State of Oklahoma, U.S.A.
11. If any of the provisions of this Agreement are found to be unenforceable, the remainder shall be enforced as fully as possible and the unenforceable provision(s) shall be deemed modified to the limited extent required to permit enforcement of the Agreement as a whole. **Any and all correspondence or business transactions on behalf of NWIAA will be transmitted and communicated in writing to the Executive Director and the Regional Manager.**

WHEREFORE, the parties acknowledge that they have read and understand this Agreement and voluntarily accept the duties and obligations set forth herein.

National Women In Ag. Association Chapter Outreach Meeting Guidelines

1. Six Weeks From Date
 - a. Contact Headquarters with set date, place and time
2. One Month from date
 - a. Make sure the flyer for the meeting is correct and headquarters has proofed and sent out.
 - b. Send flyer out to members
 - c. Contact all USDA agents and officials in your area and send flyer
 - i. State Department of Agriculture
 - ii. Natural Resource Conservation Service (NRCS)
 - iii. Farm Service Agency (FSA)
 - iv. Rural Development
 - v. Forestry Department
 - vi. Risk Management Agency
 - d. Contact any 1890 or 1862 institution-these are the colleges and universities that have a prominent agriculture program. Send flyer to respective individuals
 - e. Publicize on Facebook, Twitter or any other social media
 - f. Make sure the local newspaper is aware of the meeting
3. 3 weeks from date
 - a. Make sure that all members have been contacted via email or phone about the meeting.

- b. Confirm that agents and college (1890 and 1862) officials will be present.

NWIAA Chapter Chairwoman Agreement

I, _____, as Chairwoman for the NWIAA _____ Chapter, hereby promise and agree to perform all duties and responsibilities listed within the Chapter Bylaws, as provided to me from the headquarter team of the NWIAA.

In addition to the responsibilities listed in the Chapter Bylaws, I acknowledge the NWIAA Outreach Meeting Guidelines and agree to perform all duties listed therein as well as promptly follow all listed deadlines.

In signing this agreement, I affirm that I will uphold all Chapter Bylaws and Guidelines to the best of my ability and understand and agree that failing to do so could result in the loss of my position as chairwoman for the NWIAA.

Signature

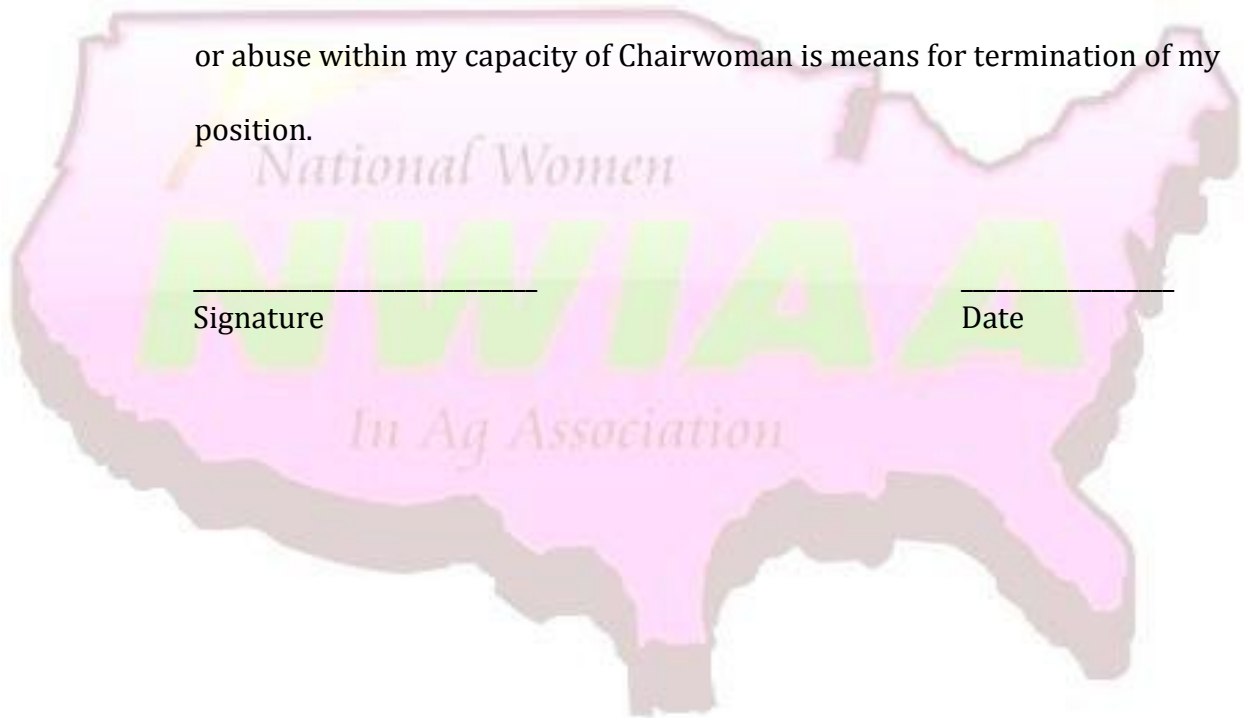
Date

Drug Free Pledge

I, _____, as Chairwoman for the NWIAA _____ Chapter, hereby affirm and promise that I am currently living a Drug-Free life and will continue to do so. I understand that, as a Chairwoman for the NWIAA I am expected to maintain a Drug-Free work environment and agree that drug use or abuse within my capacity of Chairwoman is means for termination of my position.

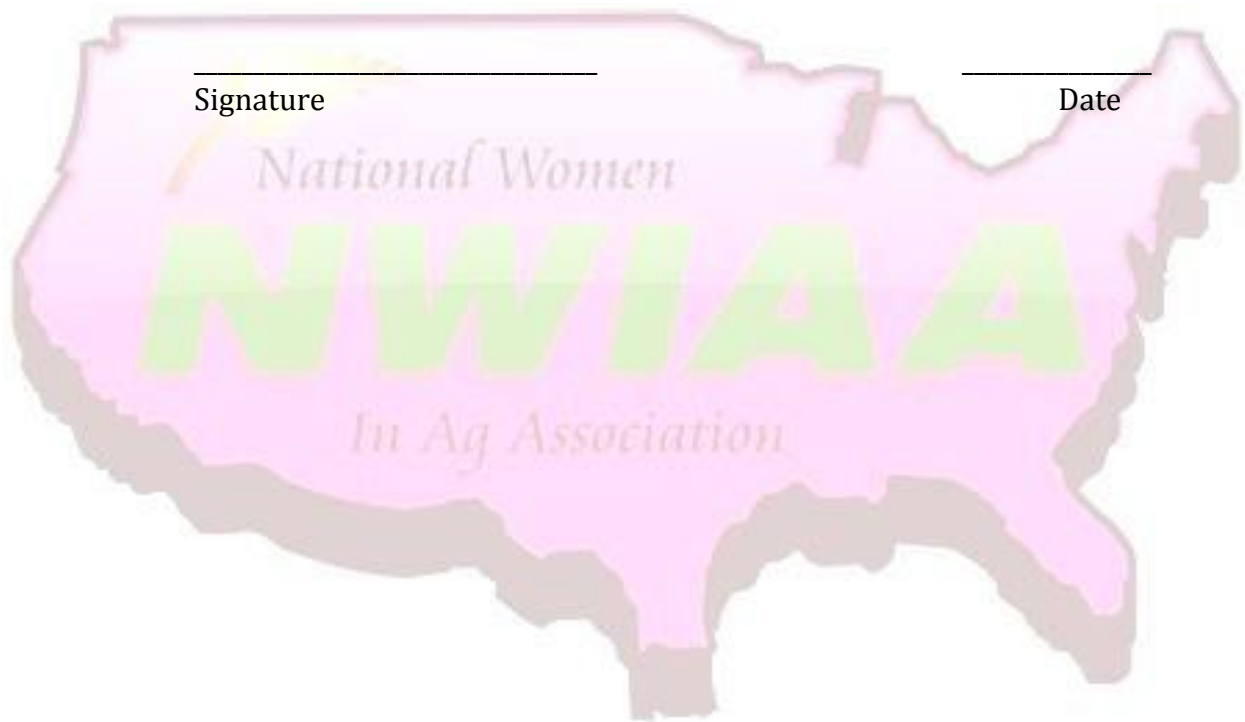
Signature

Date



Liability Waiver

It is hereby understood that the National Women in Ag. Association (NWIAA) will not be held liable for any injury, illness or any other accident that may occur during any NWIAA Chapter meetings, workshops or NWIAA Chapter sponsored events.



Manual Acknowledgement

I, _____, hereby affirm that I have read and understand all sections within the National Women In Ag. Association Chapter Manual. By signing this form, I am pledging my commitment to uphold the responsibilities listed within the Chapter Manual and to also abide by the terms set out in the in the Chairwoman Agreement and Drug Free Pledge.

