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Short Form Return of Organization Exempt From Income Tax

2012

Open to Public Inspection

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code
(except black lung benefit trust or private foundation)
▶ Sponsoring organizations of donor advised funds, organizations that operate one or more hospital facilities, and certain controlling organizations as defined in section 512(b)(13) must file Form 990 (see instructions).
All other organizations with gross receipts less than \$200,000 and total assets less than \$500,000 at the end of the year may use this form.
▶ The organization may have to use a copy of this return to satisfy state reporting requirements.

Department of the Treasury
Internal Revenue Service

A For the 2012 calendar year, or tax year beginning <u>6/1/2012</u> and ending <u>5/31/2013</u>																
B Check if applicable: <input checked="" type="checkbox"/> Address change <input type="checkbox"/> Name change <input type="checkbox"/> Initial return <input type="checkbox"/> Terminated <input type="checkbox"/> Amended return <input type="checkbox"/> Application pending	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">C Name of organization CONSTRUCTION WRITERS ASSOCIATION</td> <td>D Employer identification number 52-1757208</td> </tr> <tr> <td colspan="2">Number and street (or P O box, if mail is not delivered to street address)</td> <td>Room/suite</td> </tr> <tr> <td colspan="2">111 W. JACKSON ST.</td> <td>1700</td> </tr> <tr> <td>City or town</td> <td>state or country</td> <td>ZIP + 4</td> </tr> <tr> <td>CHICAGO</td> <td>IL</td> <td>60604</td> </tr> </table>	C Name of organization CONSTRUCTION WRITERS ASSOCIATION		D Employer identification number 52-1757208	Number and street (or P O box, if mail is not delivered to street address)		Room/suite	111 W. JACKSON ST.		1700	City or town	state or country	ZIP + 4	CHICAGO	IL	60604
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Number and street (or P O box, if mail is not delivered to street address)		Room/suite														
111 W. JACKSON ST.		1700														
City or town	state or country	ZIP + 4														
CHICAGO	IL	60604														
G Accounting Method. <input checked="" type="checkbox"/> Cash <input type="checkbox"/> Accrual Other (specify) _____		E Telephone number														
Website: _____		F Group Exemption Number ▶														
J Tax-exempt status (check only one) — <input checked="" type="checkbox"/> 501(c)(3) <input type="checkbox"/> 501(c)() ◀ (insert no) <input type="checkbox"/> 4947(a)(1) or <input type="checkbox"/> 527		H Check <input type="checkbox"/> if the organization is not required to attach Schedule B (Form 990, 990-EZ, or 990-PF).														

K Check if the organization is not a section 509(a)(3) supporting organization or a section 527 organization and its gross receipts are normally not more than \$50,000. A Form 990-EZ or Form 990 return is not required though Form 990-N (e-postcard) may be required (see instructions) But if the organization chooses to file a return, be sure to file a complete return

L Add lines 5b, 6c, and 7b, to line 9 to determine gross receipts. If gross receipts are \$200,000 or more, or if total assets (Part II, line 25, column (B) below) are \$500,000 or more, file Form 990 instead of Form 990-EZ. ▶ \$ **56,331**

Part I Revenue, Expenses, and Changes in Net Assets or Fund Balances (see the instructions for Part I)
Check if the organization used Schedule O to respond to any question in this Part I

	1 Contributions, gifts, grants, and similar amounts received			
	2 Program service revenue including government fees and contracts	2		40,256
	3 Membership dues and assessments	3		16,069
	4 Investment income	4		6
	5a Gross amount from sale of assets other than inventory	5a		
	b Less: cost or other basis and sales expenses	5b		
	c Gain or (loss) from sale of assets other than inventory (Subtract line 5b from line 5a)	5c		0
	6 Gaming and fundraising events			
	a Gross income from gaming (attach Schedule G if greater than \$15,000)	6a		
	b Gross income from fundraising events (not including \$ _____ of contributions from fundraising events reported on line 1) (attach Schedule G if the sum of such gross income and contributions exceeds \$15,000)	6b		
	c Less: direct expenses from gaming and fundraising events	6c		
	d Net income or (loss) from gaming and fundraising events (add lines 6a and 6b and subtract line 6c)	6d		0
	7a Gross sales of inventory, less returns and allowances	7a		
	b Less: cost of goods sold	7b		
	c Gross profit or (loss) from sales of inventory (Subtract line 7b from line 7a)	7c		0
	8 Other revenue (describe in Schedule O)	8		
	9 Total revenue. Add lines 1, 2, 3, 4, 5c, 6d, 7c, and 8.	9		56,331
	10 Grants and similar amounts paid (list in Schedule O)	10		
	11 Benefits paid to or for members	11		
	12 Salaries, other compensation, and employee benefits	12		
	13 Professional fees and other payments to independent contractors	13		22,995
	14 Occupancy, rent, utilities, and maintenance	14		
	15 Printing, publications, postage, and shipping	15		
	16 Other expenses (describe in Schedule O)	16		31,270
	17 Total expenses. Add lines 10 through 16	17		54,265
	18 Excess or (deficit) for the year (Subtract line 17 from line 9)	18		2,066
	19 Net assets or fund balances at beginning of year (from line 27, column (A)) (must agree with end-of-year figure reported on prior year's return)	19		29,469
	20 Other changes in net assets or fund balances (explain in Schedule O)	20		
	21 Net assets or fund balances at end of year. Combine lines 18 through 20	21		31,535

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Part V Other Information (Note the Schedule A and personal benefit contract statement requirements in the instructions for Part V) Check if the organization used Schedule O to respond to any question in this Part V .

33 Did the organization engage in any significant activity not previously reported to the IRS? If "Yes," provide a detailed description of each activity in Schedule O.
34 Were any significant changes made to the organizing or governing documents? If "Yes," attach a conformed copy of the amended documents if they reflect a change to the organization's name.
35 a Did the organization have unrelated business gross income of \$1,000 or more during the year from business activities...
36 Did the organization undergo a liquidation, dissolution, termination, or significant disposition of net assets during the year?
37 a Enter amount of political expenditures, direct or indirect, as described in the instructions
38 a Did the organization borrow from, or make any loans to, any officer, director, trustee, or key employee...
39 a Initiation fees and capital contributions included on line 9
40 a Section 501(c)(3) organizations Enter amount of tax imposed on the organization during the year under section 4911...
41 List the states with which a copy of this return is filed
42 a The organization's books are in care of DEBORAH HODGES Telephone no...
43 Section 4947(a)(1) nonexempt charitable trusts filing Form 990-EZ in lieu of Form 1041...
44 a Did the organization maintain any donor advised funds during the year?
45 a Did the organization have a controlled entity within the meaning of section 512(b)(13)?

Table with columns 'Yes' and 'No' for questions 33 through 45b. Marked 'X' in 'No' column for questions 33, 34, 35a, 35b, 35c, 36, 37b, 38a, 40b, 40c, 40e, 42b, 42c, 44a, 44b, 44c, 44d, 45a, 45b.

Did the organization engage, directly or indirectly, in political campaign activities on behalf of or in opposition to candidates for public office? If "Yes," complete Schedule C, Part I.

Table with Yes/No columns. 46 Yes, X No

Part VI Section 501(c)(3) organizations only

All section 501(c)(3) organizations must answer questions 47-49b and 52, and complete the tables for lines 50 and 51.

Check if the organization used Schedule O to respond to any question in this Part VI

Did the organization engage in lobbying activities or have a section 501(h) election in effect during the tax year? If "Yes," complete Schedule C, Part II.

Table with Yes/No columns. 47 Yes, X No

Is the organization a school as described in section 170(b)(1)(A)(ii)? If "Yes," complete Schedule E.

Table with Yes/No columns. 48 Yes, X No

a Did the organization make any transfers to an exempt non-charitable related organization?

Table with Yes/No columns. 49a Yes, X No

b If "Yes," was the related organization a section 527 organization?

Table with Yes/No columns. 49b Yes, X No

Complete this table for the organization's five highest compensated employees (other than officers, directors, trustees and key employees) who each received more than \$100,000 of compensation from the organization. If there is none, enter "None."

Table with 5 columns: (a) Name and title of each employee paid more than \$100,000, (b) Average hours per week devoted to position, (c) Reportable compensation, (d) Health benefits, (e) Estimated amount of other compensation. All entries are 'None'.

f Total number of other employees paid over \$100,000

Complete this table for the organization's five highest compensated independent contractors who each received more than \$100,000 of compensation from the organization. If there is none, enter "None."

Table with 3 columns: (a) Name and address of each independent contractor paid more than \$100,000, (b) Type of service, (c) Compensation. All entries are 'None'.

d Total number of other independent contractors each receiving over \$100,000

Did the organization complete Schedule A? Note: All section 501(c)(3) organizations and 4947(a)(1) nonexempt charitable trusts must attach a completed Schedule A.

Yes No (X)

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Signature of officer: Deborah J. Hodges, Executive Director. Date: 1/15/2012.

Preparer information: GARY LANGE, RONALD M. ARNOLD TAX & ACCOUNTING, 575 W. EXCHANGE ST., CRETE, IL 60417. Date: 1/14/2014. PTIN: P00391355.

Did the IRS discuss this return with the preparer shown above? See instructions. Yes No

SCHEDULE O
(Form 990 or 990-EZ)

Supplemental Information to Form 990 or 990-EZ

OMB No 1545-0047

2012

Open to Public Inspection

Department of the Treasury
Internal Revenue Service

Complete to provide information for responses to specific questions on
Form 990 or 990-EZ or to provide any additional information.
▶ Attach to Form 990 or 990-EZ.

Name of the organization

Employer identification number

CONSTRUCTION WRITERS ASSOCIATION

52-1757208

Form 990-EZ, Part I, Line 16, Other Expenses: **WORLD OF CONCRETE: 2,493**

Form 990-EZ, Part I, Line 16, Other Expenses: **ANNUAL MEETING 13,429**

Form 990-EZ, Part I, Line 16, Other Expenses: **COMMUNICATIONS EXPENSE. 3,045**

Form 990-EZ, Part I, Line 16, Other Expenses: **WEBSITE MAINTENANCE: 2,476**

Form 990-EZ, Part I, Line 16, Other Expenses: **ADMINISTRATIVE EXPENSE 1,018**

Form 990-EZ, Part I, Line 16, Other Expenses: **ADVERTISING 600**

Form 990-EZ, Part I, Line 16, Other Expenses: **PRINTING & POSTAGE: 1,815**

Form 990-EZ, Part I, Line 16, Other Expenses: **DESIGN SERVICE: 1,075**

Form 990-EZ, Part I, Line 16, Other Expenses: **CONFERENCES. 1,833**

Form 990-EZ, Part I, Line 16, Other Expenses: **TRAVEL. 640**

Form 990-EZ, Part I, Line 16, Other Expenses: **LEGAL & PROFESSIONAL. 150**

Form 990-EZ, Part I, Line 16, Other Expenses: **BANK & CREDIT CARD CHARGES: 1,144**

Form 990-EZ, Part I, Line 16, Other Expenses: **INSURANCE 1,552**

**Construction Writers Association
2012-2013 Form 990-EZ Return of Organization Exempt from Income Tax
Additional Information-Page 1**

Part III –Statement of Program Service Accomplishments

Primary Purpose- The Construction Writers Association (CWA) is a non-profit, non-partisan, international organization that provides a forum for communications professionals in all segments of the construction industry to connect with other professionals and enhance skills through education. An annual conference, networking forums, and continuing education are available to its members.

Part III-Line #30- Statement of Program Service Accomplishments – Other Program Services

We have highlighted ten initiatives for the period of 2012-2013, they are:

1) Awards Programs–Enhanced marketing of the association's eight awards programs was implemented to recognize industry professionals, increase participation in CWA, and increase awareness to the general public. Designer e-marketing emails were sent regularly to members to inform them of the awards programs available to them as a members benefit and to provide additional recognition of their industry contributions. Over 30 awards winners were honored and presented their awards for their various and diverse articles, communications, and other news at awards dinner gathering with guests and attendees from the conference.

Special honor - Silver Hard Hat Award Winner- Jonathan Antevy, chief executive officer and founder of e-Builder, Inc. was honored as the Silver Hard Hat Award Winner.

2) Meetings and Events – CWA held two events during the year. On October 22-23, 2012, the annual conference, CONNECTED, was held at the DoubleTree Hotel in Crystal City, near Washington, DC. CONNECTED topics and sessions focused on industry trends, construction projects, professional development, and education with 14 speakers and nearly 60 attendees with speakers, attendees, and guests. The conference also conducted a construction tour at the City Center, in DC, a mixed –use development on the site of the former Convention Center to complement our attendees interests in construction projects. On the first evening, a welcome networking reception was held at the National Building Museum in Washington D.C. During the evening awards dinner on the final day of the conference, CWA recognized journalists, public relations, marketing, photography, and communications professionals and/or their organizations within the construction writing industry with its numerous awards. The other event was a networking reception noted below.

3) Networking Event- CWA hosted a networking event on Jan. 25, 2013 at the World of Concrete (WOC) Conference for members and recruiting members in Las Vegas, Nev. in the press room. CWA recognizes journalists, public relations, marketing, photography, and communications professionals and/or their organizations within the construction writing industry and provides opportunities for networking. Approximately, 50 people attended the 90-minute event at the convention center.

4) Integrated Marketing Communications Program- CWA continued to fully integrate its marketing communications plan offering a more current and professional appearance, integrated its offerings, identify and differentiate itself, and recruit members to its association through press releases, email blasts, on-line news, surveys, quarterly e-zine, and other communications are sent electronically to a broader market to build the association and offer greater value to its members. Social media was used for increasing its brand and identity. There was more emphasis on social media and communicating its conference updates to the group by creating a conference group page.

5) Career Center-JobTarget- An on-line career center continues to offer a full on-line management program that offers employers the ability to post jobs, search on-line resumes and purchase them, and manage their company accounts. Members can set-up job alerts to have job opportunities sent directly to them, post their resumes, and search for jobs posted to the website. Users can set-up a member account to manage information and tailor it to their needs. All members' resumes are highlighted with a CWA member logo to identify their membership and assist in their career search. Members may post their resume for no-charge. Employers can post their job opening for a fee.

6) E-Learning Series- CWA launched its e-learning webinar series to offer members and nonmembers professional development opportunities in addition to its annual conference. The overall program offered four webinars and more are in development. They are at a discounted rate to members at that time.

7) CWA eXchange-CWA provided an on-line quarterly e-zine, *CWA eXchange*, to provide news, information on its members, its activities, and industry events. The e-zine permits greater communication with its members, offers feature stories by its members, and it is available on the website. A mailing list feature is provided to refer to prospective members and to share communication with industry colleagues. This is a no cost member benefit

Construction Writers Association
2012-2013 Form 990-EZ Return of Organization Exempt from Income Tax
Additional Information-Page 2

8) Website- CWA maintained its website, www.constructionwriters.org and its resources to its members regarding current industry news about the construction industry. More electronic communications, press releases, the on-line career center, Job Target, and an e-zine provide robust information to the association's members and website. Marketwire, on-line press service, provides a continuous news feed on CWA's website which is fully accessible benefit at no charge to visitors to the CWA website

9) Industry Listings-Members are offered a free listing, if selected, on the industry pages as a freelance writer, company, publication, association, or government agency as part of their membership. This helps promoting networking in the industry..

10) Strategic Plan-Vision 2014- Activities to support the strategic plan, Vision 2014, continued to advance the association's mission and continue its success of over 50 years. Over 20 committees focused on supporting the key initiatives of membership, leadership, resources, credibility, and stability. A formal brochure of the new strategic plan is sent to each new member when joining the association with their new membership package.

Part IV – List of Officers, Directors, Trustees, and Key Employees

A)Name	(B) Title/Average Hours per week	(C) Compensation	(D) Contributions (If not paid, enter -0-)	(E) Expense Account & Allowances
Deborah Hodges, Executive Director	(16-20 hours) per week)	\$22,995 yr	0	0
Board of Directors				
Marc Ramsey	President- 2 hrs/wk	0	0	0
Tina Grady Barbaccia	1 st VP-1 hr/wk	0	0	0
Patti Flesher	2 nd VP-1 hr/wk	0	0	0
Bill Wilson	Immed Past President 1hr/m	0	0	0
Larry Flynn	Director 1 hr/wk	0	0	0
Christina Schave	Director 1 hr/wk	0	0	0
Tim Gregorski	Director 1 hr/wk	0	0	0
Matthew Jeanneret	Director 1 hr/wk	0	0	0
Jeri Lamerton	Director 1 hr/wk	0	0	0
Nathan Petrillo	Director 1 hr/wk	0	0	0
Kim Phelan	Director 1 hr/wk	0	0	0
Mark Shaw	Director-1hr./wk	0	0	0
Amber Thomas	Director-1 hr/wk	0	0	0
Kimberly Kayler	Director 1 hr/wk	0	0	0

Business address for the board of directors and its operations is CWA P O. Box 14784 Chicago, IL 60614, or 111 West Jackson Blvd. , #1700,Chicago, IL 60604.

Application for Extension of Time To File an Exempt Organization Return

OMB No 1545-1709

▶ File a separate application for each return.

- If you are filing for an **Automatic 3-Month Extension**, complete only **Part I** and check this box
 - If you are filing for an **Additional (Not Automatic) 3-Month Extension**, complete only **Part II** (on page 2 of this form).
- Do not complete Part II unless** you have already been granted an automatic 3-month extension on a previously filed Form 8868.

Electronic filing (e-file). You can electronically file Form 8868 if you need a 3-month automatic extension of time to file (6 months for a corporation required to file Form 990-T), or an additional (not automatic) 3-month extension of time. You can electronically file Form 8868 to request an extension of time to file any of the forms listed in Part I or Part II with the exception of Form 8870, Information Return for Transfers Associated With Certain Personal Benefit Contracts, which must be sent to the IRS in paper format (see instructions). For more details on the electronic filing of this form, visit www.irs.gov/efile and click on *e-file for Charities & Nonprofits*.

Part I Automatic 3-Month Extension of Time. Only submit original (no copies needed).
 A corporation required to file Form 990-T and requesting an automatic 6-month extension—check this box and complete Part I only

All other corporations (including 1120-C filers), partnerships, REMICs, and trusts must use Form 7004 to request an extension of time to file income tax returns.

Enter filer's identifying number, see instructions

Type or print <small>File by the due date for filing your return. See instructions.</small>	Name of exempt organization or other filer, see instructions. CONSTRUCTION WRITERS ASSOCIATION	Employer identification number (EIN) or 52-1757208
	Number, street, and room or suite no. If a P.O. box, see instructions. 111 W. JACKSON ST., Room 1700	Social security number (SSN)
	City, town or post office, state, and ZIP code. For a foreign address, see instructions. CHICAGO IL 60604	

Enter the Return code for the return that this application is for (file a separate application for each return)

Application Is For	Return Code	Application Is For	Return Code
Form 990 or Form 990-EZ	01	Form 990-T (corporation)	07
Form 990-BL	02	Form 1041-A	08
Form 4720 (individual)	03	Form 4720	09
Form 990-PF	04	Form 5227	10
Form 990-T (sec. 401(a) or 408(a) trust)	05	Form 6069	11
Form 990-T (trust other than above)	06	Form 8870	12

- The books are in the care of ▶ DEBORAH HODGES

Telephone No. ▶ _____ FAX No. ▶ _____

- If the organization does not have an office or place of business in the United States, check this box
- If this is for a Group Return, enter the organization's four digit Group Exemption Number (GEN) _____ . If this is for the whole group, check this box . If it is for part of the group, check this box and attach a list with the names and EINs of all members the extension is for.

1 I request an automatic 3-month (6 months for a corporation required to file Form 990-T) extension of time until 1/15/2014, to file the exempt organization return for the organization named above. The extension is for the organization's return for:
 ▶ calendar year _____ or

▶ tax year beginning 6/1/2012, and ending 5/31/2013

2 If the tax year entered in line 1 is for less than 12 months, check reason: Initial return Final return
 Change in accounting period

3a If this application is for Form 990-BL, 990-PF, 990-T, 4720, or 6069, enter the tentative tax, less any nonrefundable credits. See instructions.	3a	\$	0
b If this application is for Form 990-PF, 990-T, 4720, or 6069, enter any refundable credits and estimated tax payments made. Include any prior year overpayment allowed as a credit.	3b	\$	0
c Balance due. Subtract line 3b from line 3a. Include your payment with this form, if required, by using EFTPS (Electronic Federal Tax Payment System). See instructions.	3c	\$	0

Caution. If you are going to make an electronic fund withdrawal with this Form 8868, see Form 8453-EO and Form 8879-EO for payment instructions.

For Privacy Act and Paperwork Reduction Act Notice, see instructions.