



AMERICAN ASSOCIATION OF UNIVERSITY WOMEN  
**AAUW OF UTAH**  
HANDBOOK OF POLICIES AND PROCEDURES  
Revised March 2015  
Amended February 27, and April 29, 2016

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The Policies and Procedures of the American Association of University Women of Utah shall at all times be in accordance with, and subordinate to the AAUW Charter and Bylaws and the AAUW of Utah Bylaws. They shall be supplemented by the AAUW State Leaders' handbook, a publication of AAUW.

**AMERICAN ASSOCIATION OF UNIVERSITY WOMEN  
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Amended and Revised April 2016**

**ARTICLE I. RESPONSIBILITIES OF STATE OFFICERS AND CHAIRS**

**1. THE BOARD OF DIRECTORS AND OFFICERS OF AAUW OF UTAH:**

- a. The members of the board are:
  - 1) the elected officers of president, secretary and treasurer,
  - 2) the appointed officers of program chair and membership chair, who are appointed by the president and approved by the board,
  - 3) the branch presidents.
- b. Other appointed board members may include but are not limited to chairs for public policy, AAUW funds, STEM, Utah Women Artists Exhibition (UWAE), parliamentarian and bylaws, communications/website, historian and college/university relations, and the responsibilities of these offices as described below may be combined if necessary.
- c. The immediate past president shall serve for one year.
- d. There may be more than one officer for each elected or appointed position.
- e. Each officer is responsible for maintaining records and files of their office, for transferring those files to their successor, and for transferring older materials to the historian.

**2. ELECTED OFFICERS:**

- a. **PRESIDENT:** The president shall:
  - 1) be the official representative of AAUW of Utah;
  - 2) submit a list of incoming and continuing officers to AAUW;
  - 3) submit an annual report of AAUW of Utah to the annual meeting;
  - 4) be responsible for bringing the bylaws into conformity with AAUW bylaws after each biennial convention and for electronically submitting amended bylaws to AAUW to [connect@aauw.org](mailto:connect@aauw.org) by the date designated by AAUW;
  - 5) call meetings of AAUW of Utah, prepare an agenda for and preside at all meetings including, board meetings, the annual meeting, planning workshops, and special meetings;
  - 6) serve as a member of the finance committee and membership committees;
  - 7) appoint a finance committee to prepare a budget for each fiscal year which shall use input from the treasurer, other officers and committee chairs;
  - 8) approve all non-budgeted expenditures under \$50. Expenditures over \$50 must have the approval of the Board of Directors.
  - 9) serve as ex-officio member of all other committees, with the exception of the nominations committee;
  - 10) appoint officers, chairs of standing committees, and chairs of special committees;
  - 11) assist in the preparation of all state publications;
  - 12) visit each branch each biennium, or appoint a designee to visit. Travel expenses for these visits shall be paid from state funds as far as is feasible;
  - 13) inform college/university partners of each state convention;
  - 14) notify each branch president at least fifty (50) days prior to the state convention of the number of voting delegates to which each branch is entitled, and provide official delegate roster forms to each branch;
  - 15) transfer records/files to successor and transfer older materials to the historian at the summer planning meeting.
- b. **SECRETARY:** The secretary shall:
  - 1) record and keep in custody the minutes of all meetings of the board of directors and of the annual meeting;

- 2) arrange to have the minutes read by two volunteers (the reading committee) who attended the meeting;
- 3) after changes are made and reviewed by the president, email the minutes to the board members and all appointed officers, ensuring that the historian receives copies for the archives;
- 4) prepare an executive summary of the meeting and arrange for the summary to be posted on the website, along with other pertinent materials from the meeting;
- 5) have available for reference at all meetings a copy of the AAUW of Utah bylaws, policies and procedures, and a list of its officers and committee chairs;
- 6) have charge of correspondence of AAUW of Utah as is directed by the president or by the board of directors;
- 7) keep on file all communications received and copies of all letters sent;
- 8) perform such other duties as are requested by the president or the board of directors;
- 9) transfer records/files to successor and transfer older materials to the historian at the summer planning meeting.

d. **TREASURER:** The treasurer shall:

- 1) receive and record all annual dues from the branches;
- 2) receive all monies due the state;
- 3) pay all bills provided for in the budget or approved by the president;
- 4) present all requests for expenditures that are not listed in the budget to the board of directors for approval;
- 5) keep a proper set of books;
- 6) render a financial report at each board meeting, at the annual meeting, at fiscal yearend (June 30<sup>th</sup>), and at such other times as requested by the president or the board of directors;
- 7) serve on the finance committee;
- 8) make the books available for financial review when requested;
- 9) transfer records/files to successor.

e. **BANK ACCOUNTS and SIGNATORIES:**

- 1) Signatures of both the state president and state treasurer and other board members as appropriate, such as the CUWAE treasurer, shall be on bank control records for each bank account (checking, savings, time certificates, etc.) maintained by the state.
- 2) The money maintained in the savings account shall contain those monies which are designated in the approved state budget as accrued items, plus any surplus funds not needed in the checking account. Additional funds not needed for the current operating year may be maintained in higher interest term financial instruments such as a CD.

f. **The IMMEDIATE PAST PRESIDENT shall:**

- 1) serve on the board of directors as an advisor and voting member;
- 2) serve as the chair of the nominating committee;
- 3) perform other duties as assigned by the president;
- 4) transfer records/files to her successor and transfer older materials to the historian at the summer planning meeting.

3. **APPOINTED OFFICERS:** Appointed officers shall be voting members of the board. More than one person may be appointed to an office in order to have co-officers where needed. The officers may establish committees as needed. Retiring appointed officers shall transfer a detailed list of their specific duties and files to their successor by June 30th.

a. **PROGRAM CHAIR shall:**

- 1) be appointed by the president and approved by the board;
- 2) preside at meetings in the absence of the president and act in the absence or disability of the president.

- 3) assist state officers and branches in advocating for women and girls through the development and implementation of programs and other projects that promote education and equity;
- 4) assemble and convene a state program committee to plan and implement AAUW programs or other state education and equity programs and projects;
- 5) develop a program or project action plan for the state which incorporates the program priorities of AAUW and of AAUW of Utah;
- 6) work with other state officers and committees to integrate program goals with other state priorities, including membership, diversity, public policy, voter education, the AAUW Legal Advocacy Fund, fellowships and grants, leadership, and visibility.
- 7) participate in coalitions that will help promote AAUW's program and agenda;
- 8) establish a communications schedule with branch program chairs and share successful programs among branches;
- 9) disseminate program information received from AAUW to the state board, branches, and community.
- 10) keep the national office informed about branch and state programs and activities;
- 11) assign a committee member to take the lead in planning the state convention;
- 12) develop and oversee the program and convention budgets for the state;
- 13) maintain a file of activities and resources for the term of office;
- 14) transfer records/files to her successor and transfer older materials to the historian at the summer planning meeting.

b. MEMBERSHIP CHAIR shall:

- 1) be appointed by the president and approved by the board;
- 2) preside at meetings in the absence of the president and the program chair;
- 3) establish a committee as needed to assist with membership improvement efforts and serve as its chair;
- 4) develop a state membership action plan with measurable goals and objectives, which supports branch and state recruitment efforts and recognizes branches for growth, retention, diversity, and significant anniversaries;
- 5) maintain regular contact with branch membership chair, communicate state membership goals to the branches and support their membership development efforts;
- 6) seek out opportunities to promote membership, sponsor membership events, and facilitate membership recruitment at community activities;
- 7) work with other state officers and committees to integrate membership with other state priorities, including diversity, public policy and voter education, the AAUW Legal Advocacy Fund, fellowships and grants, leadership programs, and visibility;
- 8) promote the formation or revitalization of branches in the state, and serve as a key resource for branch and student organizers, and for branches that are reorganizing, disbanding, or merging.
- 9) establish contact with Members-at-Large ( MALs) to encourage branch membership;
- 10) compile and maintain state membership reports;
- 11) transfer records/files to her successor and transfer older materials to the branch historian at the summer planning meeting.

c. PUBLIC POLICY CHAIR shall:

- 1) advocate for and represent AAUW's public policy priorities to policy makers, elected and appointed officials, AAUW members, the public, and the media, coordinate AAUW voter education and turnout campaign among branches in the state;
- 2) advocate for AAUW's position on federal legislation to the state's U.S. senators and representatives through letters and meetings.
- 3) coordinate with branch public policy chairs to improve awareness of branch members and to encourage them to read AAUW informational emails, and advocate for AAUW positions;
- 4) spearhead and join statewide coalitions to work on AAUW public policy priorities.

- 5) coordinate with branches to plan events that will bring attention to newsworthy events such as AAUW Legislative Day, Pay Equity Day, public appearances of advocates for issues of AAUW National Public Policy;
- 6) keep members updated on public policy efforts through contributing to branch newsletters and writing public policy articles for publication electronically or in print using the appropriate medium for the article;
- 7) coordinate with public policy chairs of other states to bring Utah fresh approaches to AAUW issues and policies;
- 8) coordinate with the AAUW Public Policy Government Relations Department grassroots advocacy staff;
- 9) transfer records/files to her successor and transfer older materials to the historian at the summer planning meeting.

d. AAUW FUNDS CHAIR shall:

- 1) educate the state membership and the public about the various programs under the umbrella of the AAUW Funds;
- 2) work with college/university partners to apply for AAUW grants and funds for their students;
- 3) work with college/university partners to encourage and support student attendance at the National Collegiate Conference for Women Student Leaders (NCCWSL);
- 4) assist in obtaining and implementing programs such as \$start \$mart, Elect Her, Tech Trek, Tech Savvy, STEM programs etc., in conjunction with college/university partners, and branches;
- 5) transfer records/files to her successor and transfer older materials to the historian at the summer planning meeting.

e. STEM CHAIR shall:

- 1) develop an action plan for STEM education outreach and events that includes specific measurable goals and includes stem outreach and education events in the state budget;
- 2) encourage AAUW branch and state leaders to carry out STEM programs by applying for national Tech Trek and Tech Savvy pilot program grants or grant opportunities at the state and local levels.
- 3) Encourage volunteers to assist at AAUW branch STEM events and national Tech Trek and Tech Savvy events held in Utah.
- 4) raise awareness of STEM training opportunities by attending local STEM conferences, distributing information about AAUW programs and research, network with local stem-focused groups, and explore other opportunities to collaborate at the local level;
- 5) speak to community groups about AAUW research and STEM programs;
- 6) encourage branch and state organizations to promote local STEM events on national social media outlets such as the AAUW STEM Facebook page and Twitter feed, and other appropriate venues;
- 7) assist the branches to identify opportunities to expand STEM education for women and girls;
- 8) coordinate with the C/U chair and act as liaison with college/university partners to bring or expand STEM training on their campuses;
- 9) Look for other areas of collaboration to expand STEM training in Utah;
- 10) Notify AAUW national staff and the STEM Task Force of STEM programs conducted at either the local or state level;
- 11) transfer records/files to her successor and transfer older materials to the historian at the summer planning meeting.

f. UTAH WOMEN ARTISTS EXHIBITION (UWAE) CHAIR: The responsibilities of the UWAE Chair are clearly defined in ARTICLE VIII of this document.

g. COLLEGE/UNIVERSITY (C/U) RELATIONS CHAIR: The college/university (C/U) relations chair serves as the link between AAUW and the higher education community to recruit and retain AAUW C/U partner members and to increase AAUW's visibility on campuses and shall:

- 1) develop an annual action plan and budget that includes specific, measurable goals as well as C/U partner member recruitment and engagement priorities;
- 2) work with other state officers and committees to integrate C/U relationships with other state priorities, including diversity, membership and state conventions;
- 3) report to state and national AAUW on state membership statistics and trends and branch best practices (three state board meetings, convention/annual meeting, and two yearly outreach calls from the national C/U committee);
- 4) disseminate C/U partner member program information and updates to the state board of directors, branches and the broader community;
- 5) coordinate plans with other state officers to help transition e-student affiliates and student affiliates into other membership categories, including branches and Younger Women's Task force (YWTF) chapters;
- 6) encourage the appointments of branch C/U chairs who will advise on recruiting strategies;
- 7) maintain regular communication with branch C/U chairs and support their C/U outreach efforts through motivation, encouragement, technical assistance, resource sharing, and strategy development. In the absence of a branch C/U chair, maintain contact with the membership vice president and/or president;
- 8) encourage the exchange of ideas and effective tactics among branch C/U chairs in the state;
- 9) transfer records/files to her successor, and older materials to the historian at the summer planning meeting.

h. COMMUNICATIONS/WEBSITE CHAIR shall:

- 1) work with the president and secretary, the board of AAUW of Utah, and the branches to create a minimum of three communications per year on the state website, and in other appropriate media;
- 2) keep up to date the information on the website including names and email addresses of all state board members, the state calendar of events for the year, and the rosters of all branch officers and chairs;
- 3) keep up to date the branch websites that are maintained with the AAUW of Utah website, including the calendar of events, branch bylaws and policies and procedures, branch newsletters, special events (currently Wasatch branch, Salt Lake City branch, Brigham City branch and Ogden branch);
- 4) post other items as requested by the president or the board;
- 5) post other items of interest that further the mission of AAUW and AAUW of Utah.
- 6) turn over instructions for website maintenance to her successor;
- 7) transfer hard copies to the historian at the summer planning meeting.

h. PARLIAMENTARIAN AND BYLAWS CHAIR shall:

- 1) attend board and annual meetings to assist the president and other officers, committees and members on matters of parliamentary procedure according to the AAUW of Utah governing documents and the current edition of Robert's Rules of Order Newly Revised;
- 2) assist the president to ensure the bylaws and policies and procedures of AAUW of Utah are current and conform with AAUW bylaws;
- 3) have a current hard copy of bylaws and policies and procedures available at all meetings;
- 4) ensure that the current bylaws and policies and procedures are posted on the state website in PDF format where they can be accessed by all members;
- 5) provide in electronic form current bylaws and policies and procedures to the board of directors and to members as needed;
- 6) lead a session on AAUW of Utah Bylaws, policies and procedures, and parliamentary procedure for incoming officers at a summer retreat, or as designated by the president;
- 7) pass on records/files to her successor and transfer older materials to the historian at the summer planning meeting.

i. SPECIAL PROJECTS CHAIR shall:

- 1) coordinate any special projects as requested by the president;

- 2) coordinate with the STEM chair and the AAUW Funds Chair on projects as needed;
- 3) assist as needed those applying for or receiving grants from AAUW, such as Elect Her, Tech Savvy, e-SMART;
- 4) assist colleges and universities applying for licensing of programs such as \$tart \$mart, Wage \$mart, from AAUW;
- 5) assist those applying for facilitator training for the various AAUW programs such as \$tart \$mart;
- 6) pass on records/files to her successor and transfer older materials to the historian at the summer planning meeting.

j. HISTORIAN shall:

- 1) collect records of meetings and activities from the officers, including photos;
- 2) collect a copy of the materials prepared for the annual meeting/convention;
- 3) each year, in cooperation with the membership chair, obtain a hard copy record of the membership of each of the Utah branches and the Members at Large within the state of Utah for placement in the archives;
- 4) make such records available as needed at meetings;
- 5) each year collect hard copies of branch yearbooks/directories;
- 6) periodically deposit the accumulated records of the AAUW of Utah to the archives at the University of Utah Marriott Library.
- 7) pass on records/files to her successor;

4. OTHER RESPONSIBILITIES OF OFFICERS:

a. Each state officer and committee chair shall:

- 1) be active in preparing a budget for their area, be aware of money allotted in the current budget and plan the year's activities accordingly;
- 2) submit a report at the end of the fiscal year on any in-kind donations so the state has an estimate of actual operating costs.
- 3) Each state officer and committee chair shall communicate with their branch counterparts, electronically, by phone or face to face. Branch presidents should receive a copy or be notified of the communication.

b. Retiring state officers and chairs shall turn over their files to their successors, or incoming president by June 30. Files should include:

- 1) a copy of the AAUW and the AAUW of Utah bylaws, and Handbook of Policies and Procedures;
- 2) material on specific assignments for at least four years;
- 3) state and branch reports for the past two years;
- 4) such correspondence as might be essential in their area of responsibility;
- 5) an outline of responsibilities, goals, and accomplishments;
- 6) a copy of the annual report presented at the annual meeting.

c. At the end of each AAUW program issues cycle, all state issues task force chairs shall turn over their files to the state president no later than June 30 of odd-numbered years.

5. UTAH STATE DELEGATES TO OTHER ORGANIZATIONS: All delegates representing AAUW of Utah to other organizations shall be appointed by the state president.

- a. A delegate to the Women's State Legislative Council of Utah (WSLC) may be appointed and shall serve for a biennium. The WSLC biennium runs from July of odd-numbered years to June of the next odd-numbered year.
- b. A state officer or member may be appointed to represent AAUW of Utah on any other boards, councils or coalitions that it might join. AAUW of Utah is currently a member and one of the sponsors of the Real Women Run (RWR) coalition.

## **ARTICLE II. MEMBERSHIP IN AAUW OF UTAH**

1. There is no honorary membership in AAUW.
2. No membership list shall be given to any business or organization for solicitation or advertising purposes. The state may hold membership in, and pay dues to, other organizations whose activities are in accord with AAUW's mission and purpose.
3. Amount of annual dues:
  - a. Branch member dues shall be \$13 effective 1 July 2016;
  - b. Members-at large dues shall be \$13 effective 1 July 2016;
  - c. College/university partner members are AAUW members and pay no state dues;
  - d. Paid life member dues shall be \$13 effective 1 July 2016;
  - e. Fifty-Year Members pay no state dues;
  - f. Student Affiliate dues shall be \$6.00;
  - g. A new member joining a branch between January 1 and March 15 shall pay one-half the amount of the annual dues.

## **ARTICLE III. RESPONSIBILITIES OF BRANCH PRESIDENTS**

1. Each branch president shall:
  - a. assure that state dues for each branch member are collected and submitted to the state treasurer.
  - b. enter branch officer information into the AAUW Member Services Database by July 1 and promptly make any changes that occur during the year;
  - c. send one copy of the branch yearbook (or a hard copy of the electronic directory) to the state president, the state secretary and the state historian no later than November 1;
  - d. be responsible for bringing branch bylaws into conformity:
    - 1) with mandated AAUW requirements after each AAUW convention;
    - 2) with AAUW of Utah bylaws after each annual meeting where changes are made;
    - 3) submit amended bylaws to AAUW by May 15 of each year following the AAUW convention, according to AAUW requirements;
    - 4) submit amended bylaws electronically to the president of AAUW of Utah.
  - e. report promptly changes in personnel of the branch board of directors to the state president, secretary, and webmaster;
  - f. send links of all newspaper articles pertaining to branch activities and branch members to the state president, webmaster and historian;
  - g. contact the local newspaper concerning news releases on state activities whenever the branch participates in a state meeting or project. It is suggested the role of the branch be stressed in the state activity;
  - h. shall cause the branch electronic newsletter to be distributed to the state president and the board of directors;
  - i. shall prepare a report for each regularly scheduled board meeting and the annual meeting that relates briefly what the branch has done to further the mission and purpose of AAUW and AAUW of Utah;
  - j. shall distribute communications to branch members when requested by the state president, secretary, or appropriate board members.
2. Although the branch president may delegate some of the aforementioned, the branch president is responsible for their fulfillment.



#### **ARTICLE IV. AAUW OF UTAH NOMINATING COMMITTEE**

1. The president shall appoint a nominating committee of members from different branches at the first board meeting of year. It is recommended that the immediate past president serve as nominating committee chair. In the event the immediate past president is unable to serve the president shall designate a member from the previous year's nominating committee as chair.
2. It is recommended that this committee be composed of the branch presidents or their designee, or former state board members who are well acquainted with branch personnel.
3. The chair of the AAUW of Utah nominating committee shall have the responsibility to:
  - a. Contact the nominating committee no later than January 5 to establish a plan for obtaining nominees;
  - b. Send copies of the established vita form no later than January 5 to all branch presidents requesting that names of nominees for state office be submitted within 30 days;
  - c. Turn over the material on the state nominating committee to the state president within 30 days after the election or after the successor is named by the state board of directors. This information will be transferred to the incoming state president.
4. The nominating committee of AAUW of Utah shall have the responsibility to:
  - a. Seek out qualified candidates for state office other than those suggested by the branches and/or members of the state board.
  - b. Meet face-to-face, if possible, to discuss and decide on the slate of nominees, but a conference call or electronic meeting may be used.
5. As stated in the 2014 state bylaws, Article V. Nominations and Elections. Section 1. Nominations. f: "The names of the nominees for elected office shall be published and sent to every member at least 30 days prior to the annual meeting."
6. The state nominating committee shall consider carefully all names submitted to it as nominees for state office. All candidates for office shall be members of AAUW and AAUW of Utah. Deliberation guidelines for AAUW experience for the offices are:
  - a. For the office of president (or co-president) it is suggest that the candidate:
    - 1) has served on the state board of directors;
    - 2) has served as an elect3ed branch officer (preferably president);
    - 3) has a working knowledge of AAUW and AAUW of Utah.
  - b. For the office of secretary it is suggested that the candidate:
    - 1) has served on a branch board of directors;
    - 2) has word-processing and computer skills to record minutes and transmit documents electronically;
    - 3) be prompt in completing tasks;
    - 4) is familiar with AAUW of Utah programs and policies.
  - c. For the office of state treasurer it is suggest that the candidate:
    - 1) has served as a branch treasurer or served on a branch board of directors;
    - 2) is systematic and prompt in handling accounts;
    - 3) has spreadsheet skills;
    - 4) is familiar with AAUW and AAUW of Utah programs and policies.
  - d. For the office of program chair it is suggested that the candidate or appointee:
    - 1) has served as branch program chair or branch board member;
    - 2) has attended state and convention workshops;
    - 3) is familiar with the programs of AAUW and AAUW of Utah programs and policies.

- e. For the office of membership chair it is suggested that the candidate or appointee:
  - 1) has served as a branch membership chair or on the branch membership committee;
  - 2) is familiar with AAUW and AAUW of Utah programs and policies and membership guidelines.

## **ARTICLE V. MEETINGS OF AAUW OF UTAH**

1. Meetings of AAUW of Utah shall include: planning meetings or workshop(s), board meetings to conduct business; an annual meeting to conduct business and elect officers; and a convention with a representative from AAUW, and speakers/programs of special interest to further the mission of AAUW and AAUW of Utah. These meetings can be combined as appropriate.
2. The president of AAUW of Utah and the program chair shall be responsible for calling and planning these meetings. It is preferable that the meeting schedule for the year be created at a planning meeting at the beginning of the fiscal year or at the latest at the first board meeting.
3. The program chair shall serve as chair of the AAUW of Utah program planning committee, which shall be composed of all elected and appointed officers, and chairs of standing and special committees and issues task forces.
4. A workshop chair shall be appointed by the president and program chair. The state program planning committee, in consultation with the branch presidents and program vice-presidents shall arrange for an annual workshop for the discussion of branch and state concerns and the planning of programs for the coming or current year. The annual workshop may be held in conjunction with the annual meeting, the state convention or at a different time.
5. Board meetings shall be called by the president according to the schedule established at the planning meeting, or in consultation with the board for meeting times and locations.
6. An annual meeting shall be called by the president according to the schedule established at the planning meeting. The annual meeting is held to conduct the business of AAUW of Utah, including the election of officers, and may be held in conjunction with the AAUW of Utah convention.
7. A convention of AAUW of Utah may be held in conjunction with the annual meeting, and shall include a representative from AAUW, and speakers and programs of special interest to further the mission of AAUW and AAUW of Utah. The state program planning committee, in consultation with the state president shall plan for the program and arrange for the convention. A local arrangement committee (LAC) shall be formed.
8. Registration fee and expenses. A registration fee set by the state program planning committee shall be charged each delegate and member of AAUW of Utah attending the annual meeting, convention, or workshop. Such fee shall pay for all meeting, convention and workshop expenses of participants except meals and lodging.
  - a. To help the host branch with initial expenses, advance funds will be available for the annual meeting/convention and/or workshop (\$200.00 for annual meeting/convention, \$100.00 for workshop). This money is to be fully repaid to AAUW of Utah after the event.
  - b. The registration fee for AAUW of Utah annual meeting/convention and workshop shall be used to pay for:
    - 1) meeting facilities;
    - 2) meals and attendee materials for official state guests, i.e., AAUW representative, and invited speakers;
    - 3) in-state transportation of invited speakers and their spouses;
    - 4) expenses of recipients of the Distinguished Woman Award if those expenses are not paid by the respective branches.

- c. Funds remaining after the convention shall be returned to the treasurer, and shall first be credited to repay the advanced funds from the state. The balance shall be credited to state funds, categorized as “State Meeting Funds” and allowed to accrue to a maximum of \$500 for future use when the expenses of a state meeting exceeds income from the registration fees. Funds exceeding this amount shall be retained in the reserve account to defray general operating expenses.
  - d. The host branch shall submit an itemized statement of expenses to the state president and state treasurer within sixty (60) days of the state workshop or annual meeting/convention. This statement shall be placed on file for future reference.
9. The host branch for meetings of AAUW of Utah shall make all physical arrangements for the meetings.
10. AAUW Legislative Day. By winter board meeting the AAUW of Utah board of directors shall decide whether there will be an AAUW Legislative Day, or whether the state will join with another group such as League of Women Voters or Utah Women’s Lobby to co-sponsor a similar event. If there is an AAUW Legislative Day, the following will apply:
- a. The state public policy chair, in consultation with the state committee on public policy, shall make arrangements for the meeting.
  - b. All members of the AAUW of Utah board of directors, all branch public policy chairs, and any branch officers and chairs who can be accommodated, shall be invited to attend the AAUW Legislative Day.
11. AAUW of Utah annual meeting/convention and workshop. At least one year in advance, the AAUW of Utah board of directors shall determine the date and site of the state annual meeting/convention and workshop. So as to find suitable dates prior to the board’s determination of convention and workshop dates, the president shall consult with the host state from the Rocky Mountain Region so as not to conflict with the regional conference in even-numbered years.
12. The Utah branch which hosts the annual meeting/convention shall be allowed to sponsor one fundraiser and retain monies earned from that fundraiser. The branch Local Arrangements Committee (LAC) shall inform the state board of their specific fund-raiser plans. Sixty days prior to the event, the title and description of the fundraiser shall be published in annual meeting/convention advertising on the state website, in newsletters and in branch communications to members.

## **ARTICLE VI. AAUW OF UTAH PUBLIC POLICY AND RESOLUTIONS**

1. The AAUW of Utah committee on public policy shall include the public policy chair and a member from each issues task force. The state public policy chair shall serve as chair. Other state officers and chairs may participate at the invitation of the committee chair.
2. The procedure to submit items for the AAUW of Utah public policy and resolutions shall be as follows:
  - a. The state public policy and state resolutions shall be effective for a biennium and shall be acted upon by state convention delegates in odd-numbered years.
  - b. No later than January 5, the state public policy chair shall request all branches to submit public policy items and resolutions to the state committee on public policy by February 15. The committee shall consolidate the suggested public policy items and resolutions and put them in proper form for presentation to the state board of directors.
  - c. The state committee on public policy shall present all proposed public policy items and resolutions to the state board of directors for review and selection.
  - d. The proposed state public policy and resolutions shall be sent to the branch members for study and consideration no later than 30 days prior to the annual meeting.

- e. The proposed state public policy and resolutions shall be submitted to the annual meeting and acted upon by accredited delegates. A majority vote shall be necessary for adoption.
  - f. Items may be presented from the meeting floor provided the secretary and presiding officer are given copies of the proposed items electronically or in writing prior to presentation.
  - g. The state public policy chair shall provide electronically the approved public policy and resolutions to each branch president for use by branch officers no later than June 1, following the annual meeting at which these items were adopted.
3. Modifications may be made to the state public policy and resolutions, and additional public policy items or resolutions may be submitted for consideration to the public policy chair during the second year of the biennium. No item may be dropped from the approved public policy or resolutions during the second year.
- a. Modification and additions to the existing public policy and resolutions may be submitted for consideration at least 60 days prior to the annual meeting in even numbered years.
  - b. Any member of the state may submit a proposal to the state public policy chair.
  - c. The state committee on public policy shall present such proposals to the state board of directors for review and recommendation.
  - d. The proposed modification or addition shall be sent to the branches at least 30 days prior to the annual meeting for study and consideration by annual meeting delegates.
  - e. The proposed modification or addition shall be submitted to the annual meeting and acted upon by accredited delegates. A majority vote shall be necessary for adoption.
  - f. The state public policy chair shall provide electronically the revised public policy and resolutions to each branch president for use by branch officers no later than June 1 following the annual meeting at which action had been taken.

## **ARTICLE VII. ADOPTION OF STATE PROJECTS**

1. The recommendation of a state project may be made by any member of the AAUW of Utah:
  - a. to the AAUW of Utah board of directors;
  - b. to the annual meeting delegates;
  - c. at a state workshop.
2. All state officers and chairs, as well as branch presidents should be notified prior to presentation of a motion to adopt a state project so they may study and discuss it.
3. A state project may be adopted:
  - a. at a state board of directors meeting, provided two-thirds of the branches are represented and a majority of the board members attending the meeting approve;
  - b. at an annual meeting, provided a majority of the branches are represented and a majority of the delegates approve;
  - c. at a state workshop, provided a majority of the branches are represented and two-thirds of those members attending approve.
4. The president of AAUW of Utah shall designate a project chair who shall notify each branch president of the approved state project within one month.

## **ARTICLE VIII. UTAH WOMEN ARTISTS EXHIBITION (UWAE)**

### **1. THE COMMITTEE FOR THE UTAH WOMEN ARTISTS EXHIBITION (CUWAE):**

- a. The Utah Women Artists Exhibition (UWAE) shall be sponsored by AAUW of Utah. It is anticipated that some or all of the Exhibition expenses shall be paid or reimbursed to AAUW of Utah by the Trust Fund for the Utah Women Artists Exhibition.
- b. Committee on Utah Women Artists Exhibition (CUWAE). The standing committee on the Utah Women Artists Exhibition (CUWAE) shall be composed of the chair, a treasurer, a representative of each of the branch presidents (RBP), and as many members as necessary to carry out the committee's responsibilities. The state president shall be an ex-officio member.
- c. The chair shall be selected by the president of AAUW of Utah and confirmed by the AAUW of Utah board of directors. Suggested qualifications for appointment of the committee chair and members are: That the CUWAE chair has previously worked on the Exhibition, and/or is particularly dedicated to the success of the Exhibition. She shall:
  - 1) call meetings of the committee;
  - 2) prepare the schedule of deadlines;
  - 3) maintain contact with the Exhibition venue;
  - 4) report progress to the board of AAUW of Utah;
  - 5) monitor progress of committee assignments;
  - 6) make an annual report to the membership
- d. The treasurer of CUWAE shall be appointed by the CUWAE chair with approval of the president of AAUW of Utah. The treasurer shall serve for the period of the exhibition, and shall be eligible to serve for additional exhibitions. The treasurer shall maintain the CUWAE bank account, receive entry fees, submit reports to the committee and the state treasurer, and maintain a balance in the bank account sufficient to keep the account active at all times.
- e. Committee members shall be appointed by the chair with approval of the state president. Only AAUW members may be selected for membership of the CUWAE.
- f. Committee members should be selected for their AAUW experience, and/or special aptitudes for the work of the committee with due regard for geographical representation and rotation in membership.
- g. Subcommittees of CUWAE. There shall be such subcommittees of the CUWAE as are necessary to carry out the committee's responsibilities. The chair of each subcommittee shall be a member of the CUWAE. Subcommittee members shall be appointed by the CUWAE chair in consultation with the subcommittee chairs.

### **2. RESPONSIBILITIES.**

- a. The CUWAE shall:
  - 1) determine the biennial/triennial calendar for the Exhibition;
  - 2) prepare a working budget for necessary expenses for the Exhibition, including awards, juror fees and travel, catalog costs, printing, postage, and reception costs. The budget will be prepared after consultation with the Trustees of the Trust Fund regarding available funds. The budget shall be submitted to both the AAUW of Utah board of directors and the Trust Fund trustees at least six (6) months prior to the exhibition;
  - 3) request payment of Exhibition expenses from the Exhibition treasurer on the appropriate expense form with receipts or other documentation attached;
  - 4) assist the trustees in soliciting tax-deductible donations for operating expenses, grants and award monies. All funds collected shall be written to the trust and forwarded to the Trust Fund for the UWAE.

- 5) select the Exhibition site and make contractual arrangements with the host venue;
- 6) select the Exhibition juror after consultation with the host venue;
- 7) set and collect artist entrance fees and retain these fees to help defray Exhibition expenses;
- 8) prepare a mailing of invitations to Utah women artists with appropriate information regarding the format for entries, the amount of the entry fee and deadlines for submission;
- 9) prepare and print the catalog for the Exhibition;
- 10) work with the venue to prepare and print advertising materials that coordinate with the catalog;
- 11) prepare and distribute media releases, working with local media contacts to obtain maximum attention;
- 12) plan the EXHIBITION OPENING RECEPTION in conjunction with the host venue;
- 13) with the help of the branches, compile mailing lists for invitations to the opening reception where the donors and artists are honored and awards are given to the selected winning artists;
- 14) form subcommittees such as catalog, advertising, invitations, publicity, exhibition reception planning as needed;
- 15) work with branch representatives to fill these positions and to obtain their input and support with the Exhibition.

b. MAJOR RESPONSIBILITIES OF THE BRANCHES: The responsibilities for the Exhibition of all AAUW branches in the state shall be to:

- 1) provide the CUWAE with names and addresses of community leaders and others to be sent reception invitations;
- 2) encourage branch members to provide financial support for the exhibition through donations to the Trust for UWAE.

c. COST UNDERWRITING: AAUW of Utah and all Utah branches may be asked to underwrite the costs of the UWAE if donations, in-kind services/contributions and/or the Exhibition budget funds are insufficient.

d. REPORTS: The CUWAE chair shall submit to the AAUW of Utah President, the CUWAE committee and the Trustees of the Trust Fund for UWAE:

- 1) progress reports as requested by the AAUW of Utah president, the CUWAE committee or the Trustees;
- 2) a written report within 90 days of the close of the Exhibition including financial statements;
- 3) a written summary report covering all CUWAE activities for the period from the close of the prior Exhibition to the close of the current Exhibition.

3. AWARDS: Awards are based on endowments and other donations to the Trust Fund to honor individuals. Additional categories of awards may be presented, as deemed appropriate by AAUW of Utah and UWAE. Awards as of September 2013 that may be funded from interest earned on various donations to the Trust Fund are:

Best of Show Eccles Foundation Award	AAUW Award for the Vitality of Women
Juror's Choice Award	Helen W. Allen Traditional Artwork Award
Ruth E. Turner Award for Best Watercolor Depicting the Beauty of Nature	
AAUW Past Presidents' Mature Amateur Award	
Florence E. Ware Award	Beatrice Carroll Award of Merit
Genevieve Lawrence Family Award of Merit	Merit Awards
Marie Eccles Caine Student Award	Student Merit Award

## **ARTICLE IX. DISTINGUISHED WOMEN AWARDS**

1. The AAUW of Utah will recognize a Distinguished Woman selected by each branch. At the AAUW of Utah annual meeting/convention each Distinguished Woman will be honored for her outstanding personal qualifications and her contributions to society.
2. Selections. Each branch will select its Distinguished Woman.
  - a. The branch president may ask the branch members, branch board of directors or a special branch committee to determine who shall be the branch's Distinguished Woman.
  - b. Each branch shall have only one Distinguished Woman to be honored by AAUW of Utah. A Distinguished Woman must be living in the state of Utah and meet the criteria listed below. Branches are encouraged to consider local women.
  - c. Each branch should prepare a one-page Summary of Involvement and Accomplishments to be submitted to AAUW of Utah along with a current picture, and a written consent of the nominee to use the materials on the website and in publications.
  - d. The branch president shall submit the Distinguished Woman's Summary of Involvement and Accomplishments to the program chair, and the communications chair for placement on the website and in other appropriate communications.
3. Criteria for Distinguished Women. The Distinguished Woman:
  - a. Shall have a minimum of an associate's degree;
  - b. Need not be a member of AAUW
  - c. Shall be a bona fide resident of the state of Utah
  - d. Shall have made contributions to society on a local, state, or national level.
  - e. In keeping with AAUW's public policy, the Distinguished Woman shall be a nonpartisan person.
4. The ONE PAGE Summary of and Involvement and Accomplishments of the Distinguished Woman shall include her:
  - a. vital information and activities;
  - b. commitment to women's equity and advancement;
  - c. commitment to education;
  - d. volunteer activities;
  - e. professional achievements;
  - f. contributions to AAUW's areas of interest;
  - g. current photo
5. Recognition from the BRANCH
  - a. Each Distinguished Woman shall receive an award and a certificate from the branch.
  - b. The budget for the Distinguished Women award shall be included in each branch's proposed budget.
6. Recognition from AAUW of Utah
  - a. Each branch president shall introduce their distinguished woman at the annual meeting/state convention, where she will be presented with a certificate of honor from AAUW of Utah.
  - b. The state program chair shall cause the preparation of certificates of honor from AAUW to be given to each Distinguished Woman.
  - c. This honor shall be acknowledged by appropriate publicity from the branch and from AAUW of Utah.

**ARTICLE X. HONORING PAST PRESIDENTS OF AAUW OF UTAH**

History: AAUW of Utah historically honored the outgoing president with a \$500 named gift donation to the Educational Foundation. The \$500 came from pooled funds from the branches that had not previously been designated to honor a branch member. The status of the Educational Foundation changed with the reorganization of AAUW, and the practice was discontinued in 2008. A list of honorees and subsequent presidents is provided for historical purposes.

Presidents so honored, and their term years are listed below.

Marjorie Parmalee	1942-46	Helen Camp	1974-76
Rachel Morris	1946-48	Margaret Baker	1976-78
Elizabeth Sauls	1948-50	Genevieve Lawrence	1978-80
Ruth Wahlquist	1950-52	Anita Gander	1980-82
Carmen Fredrickson	1952-54	Neila Seshachari	1982-84
Beatrice Carroll	1954-56	Delphine Hunt	1984-86
Julia Cane	1956-58	Mary Perry	1986-90
Gladys Harrison	1958-60	Karen Elkington	1990-92
Harriet Brewster	1960-62	Connee Gates	1992-94
Valora Treshow	1962-64	Jeanette Misaka	1994-96
Shirley Olmstead	1964-66	Suzanne Nissen	1996-98
Olivia McHugh	1966-68	Carol Stinner	1998-00
Vera Nielson	1968-70	Nancy Mitchell	2000-02
Kitty Mason	1970-72	Kathryn Horvat	2002-04
Virginia Cutler	1972-74	Dawn DeWitt	2004-06

Subsequent Presidents of AAUW of Utah:

Janet Bunger	2006-08
Hillarie Orman	2008-10
Janet Bunger	2010-12
Marti Weber	2012-14
Co-Presidents:	
Marilyn Shearer	2013-15
Pam Wootten	2014-16
Claire J. Turner	2015-17
Stephanie Bagnell	2016-18

**ARTICLE XI. MEETINGS OF AAUW: BIENNIAL CONVENTION, CONFERENCE OF PRESIDENTS AND ELECTIONS OF AAUW.**

1. AAUW adopted One Member, One Vote in 2007 to offer all members input on AAUW governance and agenda decisions. At that year’s convention, AAUW voted to open the next national convention to every member and their guests. June 2011, marked the first One Member, One Vote election, in which AAUW members voted in a popular election—rather than through a delegate system—to elect national officers and approve bylaws amendments, and amendments to the Public Policy Program. More than 10,000 ballots were cast online and by mail, meeting the required quorum and far exceeding the delegate votes cast at the previous convention [extracted from the AAUW website.]

2. With One Member, One Vote, the system for choosing delegates to the AAUW Convention, which was embodied in the 2007 amended version of the AAUW of Utah Policies and Procedures was no longer applicable.

3. AAUW of Utah encourages all members to vote in each AAUW election.



4. The AAUW Convention is held in June in odd-numbered years. AAUW of Utah encourages members to attend the biennial convention.
5. The official representatives of AAUW of Utah to the AAUW biennial convention shall be the senior co-president, and the junior co-president.
6. The annual budget of AAUW of Utah shall include an allotment of \$750 to defray the costs of the senior and junior co-presidents, and may be used toward transportation (including round trip coach fare), official program meals, and convention registration fees.
7. The annual state budget shall include an allotment of at least \$100 to defray the cost of lodging and meals of the co-president elect to attend the biennial Conference of State Presidents, usually held in conjunction with the AAUW convention.
8. If the state co-president elect is unable to attend the Conference of State Presidents, the program chair shall attend and be entitled to the allotment.

## **ARTICLE XII. COMMUNICATIONS**

1. There shall be a minimum of three communications a year on the state website.
2. The state website shall include the names and email addresses of state board members, the state calendar of events for the year, the rosters of all branch officers and chairs. The responsibility for preparing this information shall be under the direction of the state president and the state secretary.
3. The financial report shall be sent to members electronically through the respective branch presidents.
4. If needed, mailing lists or email lists of branch members can be obtained by contacting the president of AAUW of Utah, or the president of each branch, all who have access to the AAUW Member Services Database (MSD).

## **ARTICLE XIII. PAYMENT AND REIMBURSEMENT OF EXPENSES**

1. Fixed expenses in the yearly budget may be paid directly by the treasurer, such as the donation to Real Women Run or the yearly cost of website maintenance by AAUW site resources. Documentation for the payment will be maintained in the treasurer's record.
2. Variable budgeted expenses incurred conducting official business of AAUW of Utah shall be reimbursed upon submission of appropriate receipts with supporting documentation.
3. State chairs, officers, and members of the board of directors shall submit reimbursement requests for routine expenses within ~~30~~ 60 days of incurring the expense.
4. Approval of the state president shall be obtained before any non-budgeted expense exceeding \$50.00 is incurred for a specific project by any state chair, officer, or board member. Expenses in excess of \$50 require the approval of the board of directors.
5. Mileage may be reimbursed at the rate accepted by the IRS (2014 rate is 14 cents per mile for use of car for charitable purposes). The following shall be considered for reimbursement by AAUW of Utah if funds are available, and if the expenditure is approved by the state president.
  - a. Official visits to branches by state officers, board members, and chairs, provided the state president has been given prior notice of the visit, and has given approval for the expense.

- b. Mileage for one car per branch so that branch members may attend a state workshop, or state convention, or a regional conference during a fiscal year. The branch president may submit a reimbursement request with supporting documentation for round-trip travel from the greatest distance from the branch to the site.
- c. Board members' attendance at state board meetings. In the event state funds are inadequate to cover full reimbursement, available funds shall be pro-rated.

#### **ARTICLE XIV. AMENDMENT OF POLICIES AND PROCEDURES**

These Policies and Procedures may be amended at any meeting of the board of directors of AAUW of Utah:

- 1. By a majority vote of a quorum of board members, provided notice of the proposed amendment (s) shall have been sent to all board members at least 30 days prior to the meeting.
- 2. Without prior notification a quorum of the board may adopt a proposed amendment with two-thirds vote of those attending
- 3. Between meetings of the board a written or electronic vote of the board may be taken at the request of the president on a proposed amendment(s) provided that every member of the board shall have the opportunity to vote upon the amendment(s) submitted. If a majority shall vote on the amendment(s) the vote shall be counted and shall have the same effect as if at a board meeting. The result of the vote shall be in the minutes of the next board meeting.

Date revised: April 23, 1993; effective May 1, 1993.

Date amended: April 30, 1994; effective 1994-95 dues.

Date amended: May 6, 1995.

Date amended: June 11, 1998; effective 1999-2000 dues.

Date amended: May 2004; effective June 1, 2004.

Date amended: March 2007

Date revised: March 17, 2015, effective April 25, 2015

Date amended: February 27, 2016, effective April 2016 dues

Date amended: April 29, 2016