

**AMERICAN ASSOCIATION OF UNIVERSITY WOMEN
AAUW OF UTAH
HANDBOOK OF POLICIES AND PROCEDURES**

Revised March 2007

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

**AMERICAN ASSOCIATION OF UNIVERSITY WOMEN
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HANDBOOK OF POLICIES AND PROCEDURES**

ARTICLE I. DUTIES OF STATE OFFICERS AND CHAIRS

1. The state president shall visit each branch each biennium. During the alternate year, the state president shall designate a member or members of the state board to visit each branch. The travel expenses of these officers shall be paid from state funds as far as feasible. (See Article XIII)
2. The state president shall inform college/university members of each state convention, and remind them of the privilege of voting representation.
3. The state president shall inform all special committee members of their appointment and duties.
4. The state president shall be responsible for notifying each branch president at least fifty (50) days prior to the state convention of the number of voting delegates to which the branch is entitled and for providing official delegate roster forms to each branch.
5. The president-elect shall serve as a member of the finance and membership committee and shall assist the bulletin editor in the preparation of state publications.
6. Each state officer and committee chair in letters to branch counterparts shall instruct the branch officer to inform the branch president at once of the message or material received from the state officer.
7. Retiring state officers and chairs shall turn over to their successors or incoming president no later than June 30 their files containing:
 - a. a copy of the Association and state bylaws and Handbook of Policies and Procedures;
 - b. material on specific assignment for at least four years;
 - c. state and branch reports for the past two years;
 - d. such correspondence as might be essential for projects in the areas; and
 - e. an outline of duties, goals, and accomplishments.

At the end of each Association program issue cycle, all state issue task force chairs shall turn over their files to the state president no later than June 30 of odd numbered years or whenever the state terminates its work on a particular issue.

8. Signatures of both the state president and state treasurer shall be on all bank control cards for each bank account (checking, savings, time certificates, etc.) maintained by the state.
9. Each state officer and committee chair shall:
 - a. Be aware of money allotted in the current budget and plan the year's activities accordingly.
 - b. Submit a report at the end of the fiscal year on any in-kind donations so the state has an idea of actual operating costs.
10. Utah State Delegates to other organizations: All delegates representing AAUW of Utah to other organizations shall be appointed by the state president.
 - a. The three delegates to the Women's State Legislative Council of Utah (WSLC) shall serve for a biennium, and preference should be given to the incumbent state public policy chair and state president.
 - b. The appropriate state officer shall be given preference in representing the state on any boards, councils, or coalitions that AAUW of Utah may join.

Article 1. Duties of State Officers and Chairs, continued

11. The money maintained in the savings account shall be called a "contingency fund" and shall contain those monies which are earmarked in the approved state budget as accrued items plus any surplus funds not needed in the checking account.
12. The secretary shall send each member of the state board of directors a copy of the minutes (or resume' of those minutes) for each board meeting within 30 days after the meeting.

The WSLC biennium runs from July of odd-numbered to June of the next odd-numbered year.

Article II. MEMBERSHIP

1. There is no honorary membership in AAUW. Women, such as exchange teachers and eligible students, may be guests of a branch for a short period of time.
2. No membership list shall be given to any business or organization for solicitation or advertising purposes.
3. The state may hold membership in, and pay dues to, other organizations whose activities are in accord with the Association program. No contribution other than dues shall be made.
4. Annual recognition of greatest percentage of increase in membership: the Membership Vice President shall recognize the top three branches at the annual convention. Recognition may be in the form of a certificate, monetary award (\$10.00 first place, \$5.00 each second and third places), or some other appropriate means of recognition.
5. Annual recognition of greatest percentage of membership retention: the Membership Vice President shall recognize the top three branches at the annual convention. Recognition may be in the form of a certificate, monetary award (\$10.00 first place, \$5.00 each second and third places), some other appropriate means of recognition.
6. Amount of annual dues.
 - a. Branch member dues shall be \$8.00, effective 1 July 1999.
 - b. Members-at large dues shall be \$8.00, effective 1 July 1999.
 - c. College/university members are Association members and pay no state dues.
 - d. Paid life member dues shall be \$8.00. effective 1 July 1999.
 - 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. DUTIES OF BRANCH PRESIDENTS

1. Each branch president shall send a copy of the Association Branch Officer form to the state president, postmarked by the date stated on the form.
2. In addition, each branch president shall bring two copies of the branch yearbook and addresses of members plus supplementary lists of names and addresses of new members for the state president and state historian no later than November 1.
3. Each branch president shall be responsible for bringing branch bylaws into conformity:
 - a. with mandated Association requirements after each Association convention; and
 - b. with state bylaws after each state convention, and
 - c. if branch bylaws are not approved by February 1, the privilege of voting on any and all matters at state conventions and/or state board of directors meetings shall be suspended. Voting privileges shall be reinstated upon approval of branch bylaws.

Article III Duties of Branch President, continued

4. Each branch president shall report promptly any changes in personnel of the branch board of directors to the state president and to the AAUW Educational Center.
5. Each branch president shall send copies of all newspaper clippings pertaining to branch activities and branch members to the state public information director.
6. Each branch president shall 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.
7. Each branch president, in the annual report, shall related briefly what the branch has done locally to effectuate the state resolutions of the preceding year.
8. Although the branch president may delegate some of the aforementioned duties, the branch president is responsible for their fulfillment.

ARTICLE IV. STATE NOMINATING COMMITTEE

1. The state board of directors at the summer board meeting shall elect a nominating committee of members from five different branches. Membership of the nominating committee shall consist of equitable representation from large and small branches. It is recommended the immediate past president serve as nominating chair. In the event the immediate past president is no longer a paid member of AAUW of Utah, the board of directors shall designate a member from the previous year's nominating committee as chair.

It is recommended that this committee be composed of state board members or former state board members who are well acquitted with branch personnel.

2. The chair of the state nominating committee shall have the responsibility to:
 - a. Send copies of the established vita form no later than January 5 to all branches with the letter requesting the branches to submit names of nominees for state office.
 - b. Turn over the file of 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.
3. The state nominating committee 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.
 - b. Meet face-to-face, if possible, to discuss and decide on the slate of nominees to be presented to the branches. If members come from distant branches, a conference call may be used.
4. The state bylaws state: "The nominating committee shall present a list of the names of one or more nominees for each office to be filled to each branch at least one month prior to the state convention. The committee shall obtain the consent of the nominees concerned." (Article IX, Sec. 2b)
5. 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 the Association and AAUW of Utah. The following qualifications, in terms of AAUW experience, for the various positions should be guidelines for the committee during its deliberations:
 - a. For the office of state president, it is suggested that the candidate
 - (1) has served on the state board of directors in a capacity other than branch president;
 - (2) has been elected officer of a branch (preferably president);

(3) has a working knowledge of the Association and state.

Article IV. Nominating committee, continued

- b. For the office of president-elect, it is suggested that the candidate have the same qualifications as for president.
- c. For the office of state program vice president (the program development chair), it is suggested that the candidate;
 - (1) Has served as branch program development chair or branch board member;
 - (2) has attended state and convention workshops;
 - (3) is familiar with Association and state programs and policies.
- d. For the office of state membership vice president (membership chair, it is suggested that the candidate:
 - (1) has served as branch membership chair or on a branch membership committee;
 - (2) is familiar with Association membership policies.
- e. For the office of state secretary, it is suggested that the candidate
 - (1) Has served on a branch board of directors;
 - (2) Is able to type (shorthand ability is desirable, but not necessary);
 - (3) Is familiar with state programs and policies
- f. For the office of state treasurer, it is suggested that the candidate
 - (1) Has served as a branch treasurer or on a branch board of directors;
 - (2) Is systematic and prompt in handling accounts;
 - (3) is familiar with state programs and policies.

ARTICLE V. MEETINGS OF THE STATE

1. The state program planning committee shall be composed of all elected and appointed officers, and chairs of standing and special committees and issues task forces. The program vice president shall serve as chair.
2. The state program planning committee, in consultation with the branch workshop chair and president, shall arrange for an annual workshop for the discussion of branch and state problems and the planning of a program for the current year. The annual workshop may be held in conjunction with the annual convention or at a different time.
3. The state program planning committee, in consultation with the branch convention chair and president, shall plan for the program and arrange for the state convention.
4. 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 state convention and/or workshop. Such fee shall pay for all convention and workshop expenses of participants except meals and lodging.

Article V. Meetings of the State, continued

- a. To help branches with initial expenses, advance funds will be available to the host branch for the annual convention and/or workshop (\$200.00 for convention, \$100.00 for workshop). This money is to be fully repaid after the event.
 - b. The registration fee for state convention and workshop shall be used to pay for meals and convention or workshop materials for official state guests, i.e., Association Travel Program visitors, director from the Rocky Mountain Region, invited speakers and their spouses, recipient of the Distinguished Woman Award, etc.
 - c. The registration fee for state convention and workshop shall also be used to pay in-state transportation of invited speakers and their spouses and the recipient of the Distinguished Woman Award.
 - d. After repayment of advanced funds, the remaining money shall be given to the state treasurer and shall be accredited to state funds. These funds shall be earmarked as "State Meeting Funds" and allowed to accrue to a maximum of \$500.00 for future use when expenses for state meetings exceed income from registration fees. The funds exceeding the maximum of \$500.00 shall be retained in the reserve account to help defray operating expenses.
 - e. 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 convention. Such statements shall be placed on file for future reference.
5. The host branch for state meetings shall make all physical arrangements for such meetings.
6. Each branch president shall be responsible for making reservations to all state meetings for the branch members, including state officers.
7. AAUW Legislative Day. By winter board meeting, either the executive committee or state board 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 state 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.
8. At least one year in advance the state board of directors shall determine the date and site of the state convention and workshop. The state president shall consult with the director from the region on suitable dates prior to the state board's determination of convention and workshop dates.
9. The AAUW Utah branch which hosts the annual spring convention shall be allowed to sponsor one fund-raiser at the convention and retain monies earned from that fund-raiser; that said, host (Local Arrangements Committee) branch shall inform the State Board of their specific fund-raiser plans; and that the title of said fund-raiser be published in convention advertising 60 days prior to convention.

ARTICLE VI. STATE PUBLIC POLICY AND RESOLUTIONS

1. The state 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 a chair. Other state officers and chairs may participate at the invitation of the committee chair.

Article VI. State Public Policy and Resolutions

2. The procedure to submit items for the state public policy and resolutions shall be:
 - 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 possible deletion.
 - d. The proposed state public policy and resolutions shall be sent to the branches no later than March 15 for study and consideration by state convention delegates.
 - e. The proposed state public policy and resolutions shall be submitted to the state convention and acted upon by accredited delegates. A majority vote shall be necessary for adoption.

Items may be presented from convention floor provided the secretary and presiding officer are given copies of the proposed items in writing prior to presentation.

- f. The state public policy chair shall provide the proper number of copies of the approved public policy and resolutions to each branch president for use by branch officers no later than June 1 following the convention at which these items were adopted.
3. Modifications of the state public policy and resolutions and additional public policy items or resolutions may be submitted 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 made by any member of the state. Such proposals shall be submitted to the state public policy chair no later than February 15 of even-numbered years.
 - b. The state committee on public policy shall present such proposals to the state board of directors for review.
 - c. The proposed modification or addition shall be sent the branches no later than March 15 for study and consideration by state convention delegates.
 - d. The proposed modification or addition shall be submitted to the state convention and acted upon by accredited delegates. A majority vote shall be necessary for adoption.
 - e. The state public policy chair shall provide the proper number of copies of the revised public policy and resolutions to each branch president for use by branch officers no later than June 1 following the state convention 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 state to
 - a. state board of directors;
 - b. state convention delegates; or
 - c. at a state workshop.

Article VII Adoption of State Projects, continued

If possible, 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 its ramifications.

2. A state project may be adopted
 - a. at a state board of directors meeting, provided three-fourths of the branches are represented and a majority of the board members attending the meeting approve;
 - b. at a state convention, 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 three-fourths of those attending approve.
3. The state president shall designate a project chair who shall notify within one month each branch president of the approved state project.

ARTICLE VIII. UTAH WOMEN ARTISTS EXHIBITION

The Utah Women Artists Exhibition was originally adopted as a one-year project by delegates at the 1981 state convention in Logan. The first Exhibition was held in Salt Lake City in 1982.

In addition, Traveling Exhibitions of selected works have been hosted by Utah state branches following the Exhibitions. Utah Arts Council has undertaken coordination of the Traveling Exhibition.

To provide contributors the opportunity to make tax-deductible donations in support of the Exhibition, the "Trust Fund for the Utah Women Artists Exhibition" was established in 1983 by Genevieve Lawrence, Salt Lake Branch.

1. 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.
2. Committee on Utah Women Artists Exhibition (CUWAE)
 - a. Composition and Duties. The standing committee on the Utah Women Artists Exhibition (CWAE) shall be composed of the chair, a treasurer, a representative 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.
 - (1) The chair shall be selected by the president and confirmed by the executive committee. The chair shall serve for a term of two years and shall not be eligible to serve more than two consecutive terms as chair. The chair, in accordance with the State Bylaws, Article XII Section 4 a, shall:
 - (a) call meetings of the committee,
 - (b) prepare the schedule of deadlines;
 - (c) maintain contact with the Exhibition institution;

- (d) report progress to the state board;
- (e) monitor progress of committee assignments; and
- (f) make an annual report to the membership

Article VIII. Utah Women Artists Exhibition, continued.

- (2) The treasurer shall be appointed by the CUWAE chair with approval of the president. The treasurer shall serve for a term of two years and shall not be eligible to serve more than two consecutive terms as treasurer. 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 time.
- (3) The representative of the branch presidents (RBP) shall be appointed upon consultation with the branch presidents and state president. The RBP shall serve as liaison between the branches and the CUWAE.
- (4) Committee members shall be appointed by the chair with approval of the president. They shall serve for a term of two years and shall not be eligible to serve more than two consecutive terms in the same position.
- (5) Only Association members may be selected for membership of the CUWAE. No member of the AAUW of Utah shall be eligible to serve for more than ten consecutive years on the CUWAE.
- (6) Suggested qualifications for appointment of the committee chair and members are:
 - (a) The CUWAE chair has previously worked on the Exhibition, and/or is particularly dedicated to the success of the Exhibition.
 - (b) Committee members have been 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.
- (7) 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.

b. Functions. The CUWAE shall:

- (1) prepare a working budget for necessary expenses for the Exhibition, including awards, catalog costs, juror fees and travel, printing and postage. 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 state board of directors and the Trust Fund trustees at least nine (9) months prior to the exhibition;
- (2) request payment of Exhibition expenses from the Exhibition treasurer on the appropriate expense form with receipts or other documentation attached;
- (3) solicit tax-deductible donations for operating expenses, grants and award monies, and shall forward them to the Trust Fund for the UWAE. It shall set and collect entrance fees and retain these fees to help defray expenses;

- (4) select the Exhibition site and make written contractual arrangements with the host institution;
- (5) select the Exhibition juror after consultation with the host institution;

Article VIII. Utah Women Artists Exhibition, continued.

- (6) determine the biennial/triennial calendar for the Exhibition;
 - (7) invite Utah women artists to participate in the Exhibition;
 - (8) recommend to the state board of directors the arrangements for the Traveling Exhibition during each biennium / triennium. The responsibility of the Traveling Exhibition may be assigned to an outside organization such as the Utah Arts Council;
 - (9) prepare and distribute media releases;
 - (10) prepare and print the catalog for the Exhibition;
 - (11) contact appropriate educational institutions to secure scholarship awards for the exhibitors;
 - (12) compile the mailing lists, prepare, copy, print, address, and mail invitations to the reception, in cooperation with the host institution, immediately preceding the opening of the Exhibition;
 - (13) assign in rotation a host branch/branches for the opening reception, and assist with arrangements as necessary; and
 - (14) appoint subcommittees such as advertising, scholarship awards, catalog, grant applications, invitations, publicity, Traveling Exhibition, and liaison with branch representatives as needed.
3. Major Exhibition Responsibilities of Branches. The responsibilities of all branches of the state for the major Exhibition shall be to:
 - a. Provide the CUWAE with names and addresses of community leaders and others to be sent reception invitations; and
 - b. Contribute funds and/or in-kind services for the Exhibition reception to supplement such donations and services.
 4. The state and its branches shall underwrite the costs of the Utah Women Artists Exhibition if donations, in-kind services/contributions and/or the Exhibition budget funds are insufficient.
 5. Reports. The CUWAE chair shall submit an annual written report, including Financial statements/summaries as may be appropriate, to the president and/or membership and the Trustees of the Trust Fund for UWAE before the end of each fiscal year. The chair shall also submit progress reports as requested by the president and/or membership. The chair shall prepare and submit 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.
 6. 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. Current awards that may be funded from interest earned on various donations to the Trust Fund are:

- a. AAUW Best of Show;
- b. Awards of Merit/Honorary Merit Awards;
- c. Helen W. Allen Traditional Artwork Award;

Article X. Utah Women Artists Exhibition, continued

- d. Marie Eccles Caine Foundation Award of Merit;
- e. Beatrice Carroll Award of Merit;
- f. Genevieve Lawrence Family Award of Merit;
- g. Florence E. Ware Award of Merit;
- h. Juror's Choice, honor Award;
- i. Alice M. Home Portrait Award;
- j. Ruth E. Turner Award, best watercolor depicting the beauty of nature;
- k. Past State Presidents' Mature Amateur Award; and
- l. Other awards, presented in past years and not necessarily funded through the Trust Fund, including a purchase award made by the host Exhibition. Institution; a popular choice award based on ballots of those attending the Exhibition; a director's award given by the host institution; and a contemporary artwork award.

Article IX. DISTINGUISHED WOMEN AWARDS

1. The AAUW of Utah will honor a Distinguished Woman from each branch. 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.
- c. A Distinguished Woman must be living in the state of Utah and meet the criteria listed below. Branches are encouraged to consider local women.
- d. Each branch should have the consent of the nominee and a Summary of Involvement and Accomplishments shall be submitted.
- e. The branch president shall mail the Distinguished Woman's Summary of Involvement and Accomplishments to:
 - i. the Program Vice President
 - ii. Sego Lily editor

3. Criteria for Distinguished Women

The Distinguished Woman

- a. Shall have a minimum of a baccalaureate 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 please remember the Distinguished Woman shall be a nonpartisan person.

Article IX. Distinguished Women Awards, continued

4. The Summary of Involvement and Accomplishments (one page)

- a. Shall contain her vital information and activities
- b. List of commitment to women's equity and advancement
- c. List of commitment to education
- d. List of volunteer contributions
- e. List of professional achievements
- f. List of contributions to AAUW's areas of interest

5. The Award

- a. Each branch Distinguished Woman shall receive an award (possibly an item from the AAUW store) and a certificate.
- b. The budget for the Distinguished Women awards shall be established at the beginning of each fiscal year. The current costs of the awards, certificates and postage shall be considered by the finance committee when preparing the annual state budget.
- c. The acknowledgement of each Distinguished Woman shall be made at the annual state convention accompanied by the appropriate branch and state publicity.

6. Procedures

- a. The Program Vice President shall appoint an individual to print the certificates and purchase the awards.
- b. Each branch president shall present their Distinguished Woman at the state convention and give her the certificate and award.

ARTICLE X. NAMED GIFTS TO THE AAUW EDUCATIONAL FOUNDATION

1. Pooling of Branch Funds.

- a. Each branch chair for the educational Foundation shall forward the branch annual contribution to the state chair for the Educational Foundation in accordance with Association instructions.
- b. The state chair shall pool all funds which have not been used to honor someone. If these funds total \$500.00 in any given year, they shall be designated as a named Gift to honor a past president of AAUW of Utah. If funds in any given year are sufficient for more than one Named Gift, additional past presidents shall be honored. If all past presidents have been honored, or funds are sufficient for more than one honoree, the state chair shall follow procedures for honoring an AAUW of Utah member.

c. Procedure.

(1) The Educational Foundation chair shall request each branch to submit the name of one nominee or a Named Gift.

Article X. Named Gifts to the AAUW Educational Foundation, continued

(2) The nominee shall be a current member or recently deceased member of AAUW of Utah. The branch nominee may be a member of another branch.

(3) The Educational Foundation chair shall present the names of all nominees to the board of directors meeting immediately preceding the state convention. The board of directors may also submit a nominee, and shall give strong consideration to branch nominees. Selection shall be made by plurality vote.

2. Sequence in which to honor Past Presidents.

- a. In each odd-numbered year, the immediate past president shall be honored, and the name shall be added to the list in 2.b.
- b. Names of Past Presidents so honored, and their term:

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	Kathy Horvat	2002-04
Virginia Cutler	1972-74	Dawn DeWitt	2004-06

3. Designation of Fund/Program to which Named Gift is to be Assigned

The specific fund or program with the AAUW Educational Foundation to which The Named Gift shall be contributed shall be:

- a. Each year, one \$500.00 Named Gift shall be designated for the Educational Foundation fund or program where the greatest need exists, preference to be given to the American Fellowships Program. The specific Educational Foundation fund or program to which the first \$500.00 Named Gift is assigned shall be decided by vote of convention delegates upon recommendation of the chair of the State Committee on the Educational Foundation (EF) after consultation with the branch EF chairs.
- b. If additional Named Gifts are funded within a given year, the fund or program shall be designated by vote of convention delegates.

ARTICLE XI. MEETINGS OF THE ASSOCIATION

1. The state shall be entitled to a maximum of seventeen delegates, who shall be outgoing, continuing, or incoming members of the state board of directors. [Association Bylaws, Article XVIII, Sec. 3 a.]

- a. The board of directors shall designate the state delegates at a meeting well in advance of the deadline for submission of Association convention registration.
- b. In designating the seventeen state delegates, preference shall be given to the

- (1)
- (2)

Article XI. Meetings of the Association, continued

- (1) president, incoming president-elect, incoming program vice-president, membership vice president, outgoing program vice-president, incoming treasurer, and continuing recording secretary.
- (2) other board members who may include the immediate past president, appointed officers/chairs for the Educational Foundation, college/university relations, public policy, bylaws, Legal Advocacy Fund, issues, bulletin editor, communications corresponding secretary and historian;
- (3) members of the board of directors who are members or chairs of Association committees who do not have status as Association delegates.

2. The state president shall serve as chair of the delegation to the Association convention. If the state president is unable to attend the Association convention as delegation chair, an alternate shall be chosen in the following order: the president-elect shall become the delegation chair, followed by the incoming program vice president or the membership vice president. If none of these officers is able to attend the convention, the executive committee of the board of directors shall select the delegation chair.

3. The annual state budget shall include an allotment of at least \$150.00 to provide transportation, official program meals, and registration fees for the state delegation chair to the Association convention.

4. Reimbursement of expenses of the official state delegation chair shall be:

- a. Round trip air coach fare from Salt Lake City to the site of the Association Convention, the registration fee, and the official program meals (state presidents' meeting luncheon, regional meeting and concluding banquet).
- b. The remainder of the biennial allotment shall be earmarked by the state treasurer and allowed to accrue to be used for future Association conventions.

5. The annual state budget shall include an allotment of at least \$75.00 to provide for lodging and meals of the state president-elect during the biennial Conference of State Presidents held in Washington, D.C.

If the state president-elect is unable to attend the Conference of State Presidents, the program vice president shall attend the conference as Utah's representative. [See Association Bylaws Article on Conference of State Presidents]

ARTICLE XII. PUBLICATIONS

1. There shall be a minimum of four publications a year:

- a. a directory which shall include the names and addresses of state board members, the state calendar of events for the year, the rosters of all branch officers and chairs, and the auditor's report for the previous fiscal year. The secretary of the state shall prepare for the directory;
- b. a fall bulletin;

- c. a winter bulletin;
- d. a spring bulletin, which shall include the state convention program;
- e. The volume number assigned to the publications of AAUW of Utah shall be changed at the beginning of each fiscal year and shall be in sequence. The directory shall be number 1, the fall bulletin shall be number 2, the winter bulletin shall be number 3, and the spring bulletin shall be number 4.

2.

Article XII. Publications, continued

2. The mailing list for the state directory shall be state hoard members, the director from the region, and the AAUW Educational Center.
3. The mailing list for the state fall and winter bulletins shall be all members, the director from the region, the AAUW Educational Center, and the presidents of all other states.
4. The mailing list for the spring bulletin shall be all paid members of the state, the director from the region, the AAUW Educational Center and presidents of all other states.

ARTICLE XIII. REIMBURSEMENT OF EXPENSES

1. Expenses incurred during the conduct of official state business shall be reimbursed upon submission of a reimbursement form and appropriate receipts to the state president.
2. The reimbursement forms may be obtained from the state treasurer and shall be approved by the state president before the treasurer shall prepare the check.
3. State chairs, officers, and board of directors members shall submit reimbursement forms for routine expenses by June 1.
4. Approval of the state president shall be obtained before any indebtedness exceeding \$10.00 is incurred for a specific project by any state chair, officer, or board member.
5. Mileage of ten (10) cents per mile round-trip shall be paid to state chairs, officers and board members who make official state visits to branches, provided the state president has been notified prior to the visit and sufficient funds are available.
6. The state shall reimburse each branch for the round-trip of ten (10) cents per mile so branch members may attend either the state workshop or state convention during a given fiscal year. Mileage shall be submitted for only one car from each branch. The branch president shall submit the reimbursement form to request funds to pay for the trip of the greatest distance from the branch to the site of either the sate workshop or state convention.
7. The state shall reimburse each branch for the round-trip mileage of ten (10) cents per mile for board members to attend state board meetings. The branch president shall submit the reimbursement form to request funds. In the event state funds are inadequate to cover full reimbursement, available funds shall be pro-rated.

ARTICLE XIV. AMENDMENT OF POLICIES AND PROCEDURES

Provisions of these policies and procedures may be amended at any meeting of the board of directors of AAUW of Utah by a majority vote of those attending, provided notice of the proposed amendments shall have been sent to each branch president of the state and all state officers, chairs, and other board of directors member at least thirty (30) days prior to the meeting at which such amendments is to be acted upon, or if previous notice has not been given, then by unanimous vote of those attending.

Utah State Policies and Procedures
Revision, March 2007

Any amendment to these policies and procedures shall be ratified by delegates at the first state convention following the adoption of the amendment.

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.

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