

**POLICIES AND PROCEDURES OF WASATCH BRANCH OF SALT LAKE COUNTY
AMERICAN ASSOCIATION OF UNIVERSITY WOMEN
Revised Spring of 2004**

1. DUES.

a. Association Members. The annual dues of branch members, which includes a subscription to the Association publication, shall be as follows: Association dues \$41.00; State dues \$8.00; and Branch dues \$13.50; total is \$62.50. Association dues shall increase \$2.00 each year for the next ten years beginning in the Spring of 2004.

b. Half Year Dues. Half year dues apply from January 1 to March 15. The half year dues are Association - \$20.50, State - \$4.00, and Branch \$6.75 as of January 2005 with Association dues increasing \$1.00 each year.

c. Paid Life Members. The annual dues for paid life members shall be State dues of \$8.00; plus branch dues of \$13.50; total is \$21.50.

d. Fifty-Year Honor Members. Fifty-Year Honor Members are exempt from payment of Association, State and Branch dues.

e. Student Affiliates. The annual branch dues for student affiliates shall be \$6.75.

f. Dual Members. a member who has paid Association and State dues in another branch and who wishes to become a member in Wasatch Branch of Salt Lake County may do so by paying only Wasatch Branch dues.

2. DUTIES OF APPOINTED OFFICERS AND COMMITTEES.

a. The committee on Educational Foundation shall be responsible for implementing the Foundation programs on fellowships, Research and Projects, and such others as may be established by the Foundation and/or Association. The chair shall be a member of the program development committee.

b. The committee on public policy shall be responsible for the public policy in the branch and shall keep the membership informed on the issues. The chair shall be a member of the program development committee. The chair shall continually monitor branch compliance with the Association non-partisan policy.

c. The committee on membership shall be chaired by the membership vice president, shall be responsible for branch membership recruitment, orientation to the purpose and program of the Association, and supervise yearbook production.

d. The committee on program development shall be chaired by the program vice president and shall include such other members as necessary. The committee shall consider the program issues of the Association, provide policy guidance for the continuing program concerns of the branch, consider future Association program issues and conduct the annual membership program survey.

3. STANDING AND SPECIAL COMMITTEES:

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a. Standing Committees. There shall be branch standing committees concerned with the work of the Association, such as audit, budget, historian, hospitality, legislative, newsletter mailing, sunshine, telephone/e-mail, yearbook, web site, and others as needed by the branch upon recommendation of the board of directors.

b. Special Committees. There shall be such special committees as deemed necessary by the board of directors such as state projects like the art show and technology and branch projects like the EF Rummage Sale.

c. Chairs. The chairs of all committees, except the nominating and those provided for by election, shall be appointed by the president with the approval of the executive committee. Chairs shall select the members of their committees in consultation with the president. Chairs shall serve as channels of communication in their respective fields.

4. ANNUAL BUDGET:

a. The annual budget shall include contributions to the Educational Foundation of \$1.00 per member, Travel fund of \$1.00 per member, Utah Women Artists Exhibition of \$1.00 per member, and The Legal Advocacy Fund of \$1.00.

1) The travel fund shall be used for the president or the president's delegated representatives to attend Regional conferences or Association conventions

2). The budget should also reflect how the monies received from branch fund raisers will be used.

b. The annual budget shall be approved by vote of the branch membership with the recommendation of the Branch Board.

5. MEETING TIMES.

a. Monthly branch meetings shall be held the second Monday evening of the month, September through May, unless otherwise determined by the board of directors.

b. Board of directors meetings shall be held on the fourth Monday evening of the month, unless otherwise scheduled by the board of directors.

c. Meetings shall begin at 7:00 p.m., unless otherwise announced. Dinner meetings shall begin at 6:30 p.m.

6. MEMBERSHIP ASSISTANCE.

a. A fund shall be established to assist college graduates by paying some or all of the dues to become an Association, State and Branch member.

b. The committee for membership assistance shall consist of the membership vice president, the treasurer and a third person selected by the board of directors.

c. The board of directors will maintain the funds which will be collected from donations of the branch members as the need arises.

d. Recipients' names will be obtained through nomination by a branch member or an individual request. Confidentiality will be respected.

7. BRANCH PROCEDURES.

a. A branch past president's pin is purchased to be presented to the outgoing president at the May Installation dinner. It is ordered from: AAUW Past Presidents; P.O. Box 60; Napa, CA 94559. It is in pewter and currently costs \$35.00.

b. It is customary for the branch board of directors to also present the outgoing president with a thank you gift not to exceed \$30.00 with monies voluntarily collected.

c. Advertisements for the branch yearbook currently costs \$15.00 per 5" X 7" page.

d. Educational Foundation Named Gifts for each \$500 donated are given to branch members and other deserving individual as voted on at the April Annual Branch Meeting.

e. The branch pays for the public policy chair plus one other member delegate to be a members of the Utah State Women's Legislative Council for a two year term. This fee is included in the annual budget.

f. Fees collected by interest groups should be donated to either EF or LAF.

g. There is no board meeting held in December, and a joint December/January newsletter is distributed early in December.

h. After EF and LAF quotas are reached, monies earned at additional fund raisers may be used at the discretion of the membership for such items as charitable donations or additional travel funds. This must comply with the budget requirements in the Bylaws.

8. AMENDMENTS TO BRANCH POLICIES. These policies may be amended by a two-thirds vote of those members present and voting at any regular or annual meeting of the branch, provided notice of the proposed amendments shall have been given at the previous regular meeting or in writing to every member prior to the meeting.

Adopted 1992.

Revised dues information April 1993.

Revised Nominating Committee Information March 2000

Revised May 2004.