

AMERICAN ASSOCIATION OF UNIVERSITY WOMEN

BYLAWS OF THE STATE OF UTAH

October 2005

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AMERICAN ASSOCIATION OF UNIVERSITY WOMEN

BYLAWS OF THE STATE OF UTAH

October 2005

ARTICLE I. NAME

The name of this organization shall be the American Association of University Women of the state of Utah, hereinafter called AAUW of Utah.

ARTICLE II. GOVERNMENT

The Charter and Bylaws of the American Association of University Women, hereinafter called the Association, shall govern AAUW of Utah in all its practices. The bylaws of this state shall in no way conflict with the Charter and Bylaws of the Association. Every amendment to the Bylaws of the Association shall become effective and binding on this state.

ARTICLE III. PURPOSE

The purpose of the American Association of University Women is to promote equity for women and girls, lifelong education and positive societal change. The purpose of AAUW of Utah shall be to further the Association purposes and policies within Utah. The AAUW of Utah shall organize new branches of the Association within the state, promote, encourage and coordinate the work of the branches throughout the state, and cooperate in AAUW and regional work.

ARTICLE IV. USE OF NAME

Section 1. The policies and program of the Association and the state shall be binding on all members, branches and states and no member, branch or state, shall use the name of the Association or the state to oppose such policies or program. Established channels may be used to change a policy or program.

Section 2. The freedom of speech of the individual member to speak a personal opinion in the member's own name is not abridged.

Section 3. Reference to membership in the Association by an individual shall be interpreted as use of name in application of Section 1.

Section 4. On any national matter on which the Association has no policy the only action which may be taken by a member, branch or state in the name of the Association is to use the established channels to effect the formulation of a policy.

Article IV. Use of Name, continued

Section 5. On any state-wide matter on which the state has no policy the only action which may be taken by a member or branch in the name of the state is to use the established channels to effect the formulation of a policy.

Section 6. Violation of the use of the Association's name shall result in:

- a. a member's suspension for one year or expulsion from membership, or
- b. loss of recognition of a branch

ARTICLE V. MEMBERSHIP

Section 1. Branch. All branches of the Association within the state shall be members of this state.

Section 2. Individuals who meet the criteria for membership as described in the Association Charter and Bylaws, Article IV., Section 3. a. (1), (2), and (3), are eligible to be admitted to membership in this state. The provisions set forth in this section are the sole requirements of eligibility and admissibility for membership. Refusal to admit an eligible graduate to state membership shall result in loss of recognition of a state. The state member shall be entitled to vote, hold office, and participate in all state activities and programs and receive the publications distributed to all members.

Eligibility. Individuals eligible to be admitted to membership are those holding an associate or equivalent, baccalaureate or higher degree from a qualified educational institution, a degree from a foreign institution recognized by the International Federation of University Women (IFUW), or a foreign degree acceptable as a basis for admission by graduate schools at regionally accredited universities of the U.S.A. shall be eligible to receive admission to AAUW membership; such membership shall be granted upon payment of dues to the AAUW finance vice president or to a branch treasurer. Any graduate who claims qualification for membership in the Association and who has been refused admission to membership by an officer of a branch or of the Association may present credentials to the AAUW Board of Directors for review. The decision of the Board of Directors shall be final. No individual member shall lose membership due to any change in the status of the educational institution upon which qualification for membership was based.

Section 3. Members-at-Large. A member-at-large of the Association residing within the state may become a member-at-large of the state upon payment of state dues.

Section 4. College/University. A college or university within the state which is a college/university member of the Association shall also be a college/university member of the state and shall be entitled to representation at all state meetings. College/university members are Association members and currently pay no state dues.

Article V. Membership, continued

Section 5. Life Membership.

a. Paid Life Members. Any member of the Association may become a life member of the Association upon a one-time payment of twenty years' dues, based on the amount of Association dues the year that member elects to become a life member. Thereafter, the life member shall be exempt from payment of Association dues. Paid life members who are members of branches continue to pay annual state and branch dues.

b. Fifty-Year Members. Any branch member who has paid Association dues for fifty (50) years shall become a Fifty Year Honor Life Member and shall thereafter be exempt from payment of Association and state dues.

Section 6. Student Affiliates. An undergraduate student enrolled in a regionally accredited educational institution shall be eligible for student affiliation. Student affiliates shall be entitled to attend branch, state, and Association meetings and receive the publication distributed to all members of the Association. Affiliates may not vote nor hold office. Fees for student affiliates shall be established by the Association Board of Directors. State fees shall be established by the state board of directors. Branch fees shall be established by the branch board of directors.

Section 7. A member whose dues remain unpaid after July 31 shall be dropped from membership.

ARTICLE VI. FINANCIAL ADMINISTRATION

Section 1. Fiscal Year. The fiscal year of the state shall correspond with that of the Association and shall begin on July 1.

Section 2. Dues.

a. Each branch shall pay annual state dues for each member belonging to the branch. This amount shall include a subscription to the state publications. Such dues are payable to the state treasurer on or before July 1 and shall be considered in arrears unless forwarded by the branch treasurer, postmarked no later than August 10.

b. Dues of new members may be paid at any time. A new member joining a branch between January 1 and March 15 shall pay one-half the amount of the annual state and Association dues. This amount shall include a subscription to the state publications. The branch treasurer shall forward new members' dues to the state treasurer within ten days of receipt of such dues.

Article VI. Financial Administration, continued

- c. Reciprocity. All states shall have a reciprocal membership policy: Payment of any additional dues shall be waived for a transferring member whose current dues have been paid to another state.
- d. College/university members shall pay no state dues.
- e. A member-at-large belonging to the state shall pay annual dues which includes an annual subscription to the state publications. Dues are payable on or before July 1 and shall be considered in arrears unless paid to the state treasurer, postmarked no later than July 31.
- f. A branch recognized by the Association between December 1 and June 30 shall pay state dues for each member at half the annual amount.
- g. A member of one of the national organizations of the federations of IFUW, whose current dues have been paid and who is spending a period of a year or less in the USA, may attend state meetings without a vote.

Section 3. Budget. The annual budget for the state shall be prepared by the finance committee and approved by the board of directors no later than the first board meeting following state convention. The board of directors shall have the authority to revise the budget within available income.

Section 4. Audit. The elected officers of the state shall provide for such audit and control of funds as are necessary to assure their safe-keeping, consistent with generally accepted accounting principles and federal, state, and local laws.

ARTICLE VII. OFFICERS

Section 1. There shall be officers to fulfill the functions of administration, program, membership, public policy, finance, Educational Foundation, and communications.

Section 2. Elected Officers. The elected officers of this state shall include a president, president-elect, two vice presidents, a secretary, and a treasurer, chosen with due regard for geographical representation.

Section 3. Appointed Officers. The appointed officers of this state shall be a bulletin editor, a communications chair, parliamentarian, public policy, Educational Foundation, and such other officers as the board of directors from time to time shall authorize. They shall be appointed by the president and confirmed by the executive committee.

Article VII. Officers, continued

Section. 4. Qualifications for Office. The above mentioned elected and appointed officers shall be members of the Association.

Section 5. Terms of Office. The term of each officer shall begin on July 1; however, the incoming or continuing president may call meetings of the incoming executive committee and board of directors prior to July 1 for the purpose of approving appointments and making plans for the coming year. Officers shall serve for a term of two (2) years or until their successors have been elected or appointed and have assumed office, with the exception of the president-elect who shall serve one (1) year only as president-elect at the end of which year the president-elect shall automatically become president. No member shall hold the same office for more than two consecutive terms.

Section 6. Vacancies.

- a. A vacancy in the office of president shall be filled for the unexpired term by the following procedure: in the first year of presidency, the program vice-president shall become president; in the second year, the president-elect shall become president.
- b. A vacancy in any office other than president shall be filled for the unexpired term by the board of directors.

ARTICLE VIII. DUTIES OF OFFICERS

Section 1. Duties of Elected Officers. Officers shall perform the duties prescribed by these bylaws and by Robert's Rules of Order Newly Revised.

- a. President.
  - (1) As the executive officer, the president shall:
    - (a) file the names and addresses of incoming and continuing officers and chairs with the Regional Director and with the Educational Center records office no later than June 1;
    - (b) preside at all meetings of the state, the board of directors, and the executive committee;

Article VIII. Duties of Officers, continued

- (c) preside at all meetings of the state, the board of directors, and the executive committee;
  - (d) serve as an ex-officio member of all task forces and committees except the nominating and distinguished woman award committees;
  - (e) appoint, with the confirmation of the executive committee, all appointed officers and chairs of all task forces and committees except the nominating committee and those otherwise provided for in these bylaws;
  - (f) approve members of standing and special committees, which includes task forces, in consultation with the respective chairs;
  - (g) perform all other duties usually pertaining to the office.
- (2) As the official representative of the state in the activities of the Association on all levels, the president shall:
- (a) visit a petitioning group desiring to form a branch and discuss with it the program of the Association and the desirability of organizing a branch. The president may designate an official representative to act in the president's stead. After advising the existing branch or branches in the area from which the petitioning group may draw membership, the state president shall make a recommendation to the state board of directors.
    - ((1)) When state board approval is given, the state president shall notify the Membership Office at the Educational Center and direct the state membership chair to continue organizing activities with the petitioning group, including the preparation of the bylaws.
    - ((2)) In the event the state board of directors fails to give approval to the petitioning group of graduates qualified to organize a branch, the state president shall send a written report to the AAUW Board of Directors.

Article VIII. Duties of Officers, continued

(b) notify a branch which appears to have forfeited the right to continue as a branch and request it to present its view in writing to the state board of directors within a designated period of time of reasonable length.

(3) As the official representative of the state, the president or the president's designated representative shall represent the state in all work with other organizations and at all meetings and conferences.

b. President-Elect. The president-elect shall be an active aid to the president, become acquainted with the office of president so that the president-elect may efficiently discharge the duties of the office upon succeeding thereto. The president-elect shall assume the duties of the president in the president's absence or inability to serve.

c. Vice Presidents. There shall be at least two vice presidents of the state; a vice president to serve as chair of the committee on program development and a vice president to serve as chair of the committee on membership.

(1) Program Vice President. The program vice president shall:

- (a) serve as chair of the committee on program development;
- (b) assume the duties of the president in the president's or president-elect's absence or inability to serve;
- (c) become president if a vacancy in that office occurs;
- (d) assist branch program development chairs in general program planning.

(2) Membership Vice President. The membership vice president shall:

- (a) serve as chair of the committee on membership;
- (b) continue organizing activities with a petitioning group, including preparation of bylaws at the direction of the state president;
- (c) act as the presiding officer in the absence of the president, president-elect, and program vice president;
- (d) perform such other duties incident to the office.

Article VIII. Duties of Officers, continued

d. Secretary. The secretary shall record and keep the minutes of the business meetings of the state, board of directors, and executive committee, and shall perform the following duties:

- (1) file all written reports presented at state meetings;
- (2) have available at all meetings a copy of the current AAUW Charter and Bylaws, the state Bylaws, state Policies and Procedures, and a list of state Officers, committees and task forces;
- (3) assume responsibility for correspondence of the state and the executive committee as the president or executive committee shall delegate;
- (4) notify the branches and members of the state board of directors of all meetings of the state;
- (5) notify committee and task force members of their appointments;
- (6) maintain a roster of the branches, including branch officers, committee and task force chairs, and a list of all state members-at-large;
- (7) perform such other duties as shall be assigned by the president.

e. Treasurer. The treasurer shall:

- (1) assume responsibility for the collection of all state dues and other money due the state unless otherwise authorized by the AAUW Board of Directors;
- (2) serve as custodian of all funds, securities, and business papers;
- (3) keep an itemized account of all receipts and disbursements;
- (4) present a detailed financial report to the executive committee and board of directors at each meeting and upon the request of the president at other times;
- (5) submit an annual written financial report to the state;
- (6) submit the records for audit at the close of the fiscal year;
- (7) disburse money only as directed by the president or executive committee;
- (8) be chair of the finance committee.

Article VIII. Duties of Officers, continued

Section 2. Duties of Appointed Officers. The duties of appointed officers shall be such as are assigned by the president and approved by the board of directors.

- a. The bulletin editor shall be accountable for preparation and distribution of all state publications.
- b. The communications chair shall:
  - (1) be responsible for all publicity of the state; and
  - (2) keep a scrapbook of all state and Association activities and material pertaining to members.
- c. The parliamentarian shall interpret the governing rules of the state and advise how they are to be carried out.

Section 3. Reports. All officers shall submit annual reports of their work to the state president and/or the membership

ARTICLE IX. NOMINATIONS AND ELECTIONS

Section 1. Nominating Committee.

- a. There shall be a nominating committee of five members elected by the board of directors at the first board meeting of the fiscal year.
- b. At the same meeting the chair of the nominating committee shall be elected by the board of directors from the five committee members.
- c. Members shall serve for one (1) year for a maximum of three (3) years consecutively.

Section 2. Nominations.

- a. Suggestions from the branches or any member thereof for nominees shall be submitted in writing to the chair of the nominating committee at least two months prior to the state convention. The chair shall report to the members of the committee all names received.

Article IX. Nominations and Elections, continued

- b. 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.
- c. Nominations may be made from the floor at the time of the election, provided the written consent of the nominee has been obtained.

Section 3. Elections.

- a. The elected officers shall be elected at a state convention of duly accredited delegates.
- b. Elections shall be by ballot except when there is only one candidate for an office in which case the election shall be by voice vote.
- c. A majority of the votes cast shall be necessary for election.
- d. The membership vice president and secretary shall be elected in even-numbered years, and the president-elect, program vice president and treasurer shall be elected in odd-numbered years.

ARTICLE X. BOARD OF DIRECTORS

Section 1. Composition. The board of directors shall include the elected and appointed officers, the chairs of the committees on college/university relations, task forces and bylaws; the immediate past president; the president of each branch; and the members of the Association board of directors or Association committees. The immediate past president shall serve on the board of directors for a period of one-year following completion of the term of office. The Regional Director shall be an ex-officio member.

Section 2. Powers and Duties.

- a. State Administration. In accordance with the bylaws and convention action, the board of directors shall have the general power to administer the affairs of the state and to initiate and carry out its program and policies. It shall act for the state between conventions. The board shall establish policies and procedures consistent with generally accepted accounting principles and federal, state and local laws to control the financial records of the state, and may adopt rules to govern its proceedings. It also shall:

Article X. Board of Directors, continued

- (1) approve the budget prepared by the finance committee and accept the auditor's report;
- (2) elect the nominating committee for elected officers of the state and name the chair;
- (3) select the time and place of the state convention;
- (4) select the time and place of the state workshop;
- (5) approve the programs for state meetings;
- (6) fill any vacancy in office except that of president; and
- (7) establish such additional standing committees as may be deemed necessary.

b. Branch Supervision.

- (1) the board shall recommend to the Association action to be taken in regard to new branches, admittance or discontinuance of present branches.
- (2) Formation. Upon recommendation of state president, the state board of directors shall approve in writing the application of any group of graduates qualified to form a branch within the state, under the AAUW Chapter and Bylaws.
- (3) Forfeiture. The state board of directors shall review the findings of any branch which shall appear to have forfeited its right to continue as a branch under the AAUW Charter and Bylaws and recommend action to be taken. A branch shall be deemed to have forfeited its right to continue as a branch for any of the following reasons:
  - (a) has had fewer than fifteen members for twenty-four consecutive months;
  - (b) has not submitted the required dues to the AAUW finance vice president in accordance with Article VI. Section 2. a. of these bylaws for a period of two years;
  - (c) has violated the purpose of the Association or provisions of its Bylaws;

Article X. Board of Directors, continued

(d) has maintained branch bylaws and practices in conflict with the AAUW Charter and Bylaws;

(e) has exceeded the twenty percent (20%) limitation on associate members.

If there is no branch contact, the state may initiate the process of discontinuance of the branch.

Section 3. Meetings and Quorum.

- a. Regular Meetings. Regular meetings of the board of directors shall be held at least twice a year at the call of the president. One of those meetings shall be held in conjunction with the annual workshop and the other in conjunction with the annual convention.
- b. Special Meetings. Special meetings of the board of directors may be called at any time by the president and shall be called upon written request of five (5) members of the board or thirty (30) percent of the branches of the state, provided that at least ten (10) days notice of such meeting and its agenda shall have been given to the members of the board.
- c. Quorum. The quorum for a meeting of the board of directors shall be one-third of the members.

Section 4. Written Vote. Between meetings of the state board of directors, a written vote may be taken at the request of the president on any question submitted in writing, conference call, or any electronic means, to all members of the board. Voting shall close seven (7) days after the question has been submitted. If a majority shall vote on a question sent to the members of the board of directors, the vote shall be counted and shall have the same effect as if cast at a meeting of the board of directors. The board shall be immediately notified of the result.

ARTICLE XI. EXECUTIVE COMMITTEE

Section 1. Composition. The executive committee shall be composed of the elected officers of the state.

Section 2. Powers and Duties. The executive committee shall:

- a. between meetings of the board, transact any business of the state except that specified in Article X, Section 2 b (1) and 2 b (2);

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Article XI. Executive Committee, continued

- b. perform such duties as may be assigned by the board of directors;
- c. determine the special committees necessary for the work of the state;
- d. confirm the appointments of chairs of committees and task forces, and appointed officers;
- e. provide for an audit and the proper control of funds;
- f. appoint four members of the finance committee;
- g. make recommendations to the board of directors;
- h. report its activities and actions to the board of directors;
- i. give advice and counsel to the president.

Section 3. Meetings and Quorum.

- a. Meetings. The executive committee shall meet at the call of the president; and at other times at the written request of three (3) members of the executive committee.
- b. Quorum. The quorum shall be a majority of the members of the executive committee.

Section 4. Written Vote. Between meetings of the executive committee, a written, conference call or electronic vote may be taken at the request of the president on any question submitted in writing or by the previously mentioned means to all members of the executive committee. Voting shall close seven (7) days after the question has been submitted. If a majority shall vote on a question sent to the members of the executive committee, the vote shall be counted and shall have the same effect as if cast at a meeting of the executive committee.

ARTICLE XII. COMMITTEES

Section 1. Standing Committees.

- a. There shall be standing committees on, or persons concerned with, the work of appropriate Association standing committees, including bylaws, college/university relations, Educational Foundation, finance, public policy, membership, communications, and program development.

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Article XII. Committees, continued

- b. There shall be such other standing committees as shall be deemed necessary by the board of directors.

Section 2. Special Committees and Task Forces.

- a. There may be established such special committees as shall be deemed necessary by the executive committee.
- b. There shall be task forces of the state as considered necessary by the board of directors.

Section 3. Qualifications and Terms of Chairs and Members.

- a. Committee chairs shall be members of the Association.
- b. Chairs of standing committees except those otherwise provided for in these bylaws shall be selected by the president and confirmed by the executive committee.
- c. Committee chairs shall serve for a term of two years. No chair shall serve more than two consecutive terms in the same position.
- d. Members of standing committees shall be appointed by the president in consultation with the respective chairs. Only Association members may be selected for the personnel of standing committees.
- e. Chairs and members of special committees and task forces shall be appointed by the president with the consent of the executive committee.
- f. Members of standing and special committees shall be chosen for their experience and work in the AAUW and/or their special aptitude for the work of the committee with due regard for geographical representation and rotation in membership.

Section 4. Composition and Duties of Committees.

- a. Standing Committees. Each standing committee shall formulate a program for the state in its particular field. The approval of the board of directors shall be necessary before such program shall be carried into effect. Each standing committee shall cooperate with the appropriate Association committee and committees in the branches to initiate and promote projects of a state-wide and national scope.

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Article XII. Committees, continued

- (1) The committee on bylaws shall receive and review the biennial amendments to all branch bylaws by December 1 following the Association convention to ensure they conform with the current AAUW Charter and Bylaws. The chair shall forward all reviewed branch bylaws to the regional member of the AAUW Committee and Bylaws.
- (2) The committee on college/university relations shall be responsible for planning and developing a mutually supportive relationship between institutions of higher education and AAUW of Utah.
- (3) The committee on Educational Foundation shall implement the Foundation programs on Fellowships, Research and Projects, and such others as may be established by the Association and/or Foundation.
- (4) The committee on public policy shall formulate and implement a state public policy program in compliance with Association policy. It shall be composed of the chair and a member from each issues task force. This committee shall also receive the resolutions for presentation to the membership at state convention.
- (5) The committee on membership shall assist branch membership chairs in problems of qualifications for membership and in the development of membership orientation programs. The program development and the college/university relations chairs shall be ex-officio members. The membership vice president shall serve as chair.
- (6) The committee on program development shall be responsible for providing policy guidance for program direction in the program areas and Issues of the Association and for the continuing program concerns of the state. It shall consider future Association program Issues. The program vice president shall serve as chair. The committee shall include other members as deemed necessary.
- (7) The committee on finance shall consist of the treasurer, who shall be chair, and four members of the board of directors. These four shall be appointed by the executive committee. The finance committee shall prepare the annual budget which shall be presented for approval at the first state board meeting following the state convention.

Article XII. Committees, continued

b. Special Committees and Task Forces.

- (1) Special committees shall perform such duties as are assigned by the president or executive committee
- (2) Task forces shall implement the current program issues of the Association.

Section 5. Reports. The chair of each committee shall submit an annual report to the state president and/or the membership and, when required, to the appropriate staff member at the Educational Center.

ARTICLE XIII. MEETINGS OF THE STATE

Section 1. Time, Place, and Notification.

- a. The state shall hold at least two regular meetings each year to be known as the state convention and the state workshop. The state convention shall be to conduct the business of the state, including but not limited to electing officers, establishing dues, amending bylaws, and receiving reports of officers and committee chairs.
- b. The exact date, time and place shall be determined by the board of directors with the advice and consent of the Regional Director.
- c. Special meetings may be called by the president, or shall be called by the president on the written request of five (5) members of the board of directors or thirty (30) percent of the branches in the state.
- d. Notice of meetings shall be sent to all branches, members of the state board of directors, the Regional Director, the Educational Center, college/university members, and state members-at-large at least 30 days prior to the meeting.
- e. All state meetings, including meetings of the board of directors, shall be open and may be attended by any member of the state. Only members of the board of directors shall be entitled to offer motions, debate or vote at a meeting of the state board of directors.
- f. If circumstances prevent the holding of a state meeting, the elected officers of the board of directors shall provide for the conduct of necessary business.

Section 2. Representation.

- a. Voting Body. The voting body of any meeting of the state shall be composed of:

Article XIII. Meetings of the State, continued

- (1) State Representatives, including the following:
  - (a) elected and appointed officers;
  - (b) chairs of all standing committees, special committees and taskforces;
  - (c) past presidents of the state provided they are paid members of the Association.
  - (e) presidents of the branches.
- (2) Branch and Other Delegates, including the following;
  - (a) one delegate for each ten (10) members of each branch or major fraction thereof, provided that each branch shall have at least two delegates;
  - (b) one delegate appointed by the president for each ten (10) paid members-at-large of the state; and
  - (c) one delegate for each college/university member of the state.

b. Each delegate shall be a member of the Association.

c. Voting. A member of the voting body shall cast no more than one vote.

d. Quorum. A quorum shall be a majority of the voting body registered as attending, provided that a majority of the branches are represented.

ARTICLE XIV. PROPERTY

Section 1. The title for all property, funds and assets of the state, whether incorporated or not, shall at all times be vested in the state for the joint use of members and no member or group of members shall have any severable right to all or any part of such property. The state shall have complete control over the acquisition, administration and disposition of its property without consent of the Association, except that such property shall not be used for any purposes contrary to those of the Association.

Section 2. In the event of the dissolution of the state or a branch within that state, all assets shall be transferred and delivered to an AAUW entity.

Article XV. Parliamentary Authority

ARTICLE XV. PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern this state in all instances in which they are applicable and in which they are not inconsistent with these bylaws.

ARTICLE XVI. AMENDMENTS TO THE BYLAWS

Section 1. Provisions of these bylaws not governed by the AAUW Charter and Bylaws may be amended at any state convention by a two-thirds vote of those present and voting thereon, provided notice of the proposed amendment shall have been sent to each branch in the state at least thirty (30) days prior to the meeting at which such amendment is to be acted upon; or, if previous notice has not been given, by unanimous vote of the convention, or a majority vote of the convention, ratified by three-fourths of the branches of AAUW of Utah.

Any amendment to the bylaws of the state shall become effective and binding on all branches within the state.

Section 2. Prior to being voted on, proposed changes to the state bylaws shall be sent to the Association bylaws chair for concurrence.

Section 3. Amendments required by the Association to bring state bylaws into conformity shall not require a vote of the members, except that an incorporated state shall take the necessary steps required by that state bylaws or their articles of incorporation.

Dates amended:    November    1983  
                          May                1984  
                          November    1985  
                          November    1987  
                          April            1993  
                          April            1994  
                          June            1998

Modified to conform with Association changes                    September 2004  
Modified to conform with Association changes                    October 2005