



**POLICIES AND PROCEDURES OF AAUW WASATCH BRANCH OF SALT LAKE COUNTY**  
**Revised April, 2016**  
**POLICIES**

**1. DUES:**

a. **AAUW Members.** The annual dues of branch members, which include a subscription to the AAUW publication, shall be as follows AAUW dues \$49.00; State dues \$13.00; and Branch dues \$13.50; total is \$75.50.

b. **Half Year Dues.** Half year dues apply from January 1 to March 15. The half year dues are: AAUW - \$24.50; State - \$6.50; and Branch - \$6.75; total is \$37.75.

c. **Paid Life Members.** The annual dues for paid life members shall be State dues of \$13.00; plus Branch dues of \$13.50; for a total of \$26.50.

d. **Fifty-Year-Honorary Members.** Fifty-Year Honorary Members are exempt from payment of AAUW, 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 AAUW and State dues in another branch and who wants to become a member in Wasatch Branch of Salt Lake County may do so by paying only Wasatch Branch dues.

**2. DUTIES OF ELECTED OFFICERS:**

There may be more than one officer for each elected and/or appointed position.

a. **President.** The president of the branch shall:

- 1) be the official representative of the branch in activities of the AAUW on all levels;
- 2) submit a list of the incoming and continuing branch officers and chairs to the president of the state and to AAUW no later than June 1;
- 3) submit an annual report of the branch to the persons designated on forms provided by AAUW no later than June 1;
- 4) be responsible for bringing the branch bylaws into conformity with the state bylaws and with the AAUW Charter and Bylaws after each AAUW biennial Convention and each state convention; plus, for electronically submitting amended bylaws to AAUW at [connect@aauw.org](mailto:connect@aauw.org) by the date designated by AAUW;
- 5) perform the following duties:
  - a) preside at all meetings of the branch, the board of directors, and the executive committee;
  - b) serve as ex-officio member of all committees;
  - c) call special meetings of the branch in accordance with the provisions of the branch bylaws;
  - d) appoint, with the approval of the executive committee, the chairs of committees except those provided for by election, and any additional officers authorized by the branch bylaws;

- e) write a monthly president's message to go in the branch newsletter.
- 6) serve on the board of directors for the year following the elected term.

**b. President-elect.** The president-elect shall:

- 1) preside at meetings in the absence of the president and act in the absence or disability of the president;
- 2) serve on the budget committee;
- 3) serve on the program committee;
- 4) serve on the membership committee;
- 5) act as branch parliamentarian;
- 6) perform such other duties as are requested by the president or by the board of directors.

**c. Vice Presidents.** There shall be at least two vice presidents of the branch. One vice president shall serve as chair of the committee for program development and one shall serve as chair of the committee on membership.

- 1) **Program Vice President.** The program vice president shall serve as chair of the committee for program development and shall also perform the following duties:
  - a) preside at meetings in the absence of the president and president-elect and act in the absence or disability of the president and president-elect;
  - b) arrange menu and locations for the December holiday brunch and the May installation dinner;
  - c) plan programs for the general meetings and arrange for speakers;
  - d) write an article advertising each program for the branch newsletter;
  - e) arrange for a member to take notes from the speaker's presentation to go in the next branch newsletter;
  - f) serve as chair for the branch Funds & Grants Development Committee;
  - g) perform such other duties as are requested by the president or by the board of directors.

- 2) **Membership Vice President.** The membership vice president shall serve as the chair of the Membership Development Committee and shall also perform the following duties:
  - a) preside at meetings in the absence of the president, president-elect, and program vice president;
  - b) make every effort to increase the number of branch members;
  - c) contact active members who miss more than 3 consecutive meetings;
  - d) maintain name tags and an attendance roster for the branch general meetings;
  - e) work with the treasurer and yearbook chair to create a roster (yearbook) of all paid members;
  - f) serve as chair of the Membership Development Committee;
  - g) perform such other duties as are requested by the president or by the board of directors.

**d. Secretary.** The secretary shall:

- 1) record and keep in custody the minutes of all meetings of the branch and board of directors and preserve them in a binder containing all previous minutes to pass on to the next secretary;
- 2) arrange to have the minutes read and corrected by two volunteers who attended the meeting and after changes are made, email the minutes to all board members;
- 3) send a copy of the board meeting minutes to the newsletter editor to publish actions taken;
- 4) have available for reference at all meetings a copy of the branch bylaws and a list of

its officers, committee chairs and members;

- 5) have charge of such correspondence of the branch as is delegated by the president or by the board of directors;
- 6) keep on file all communications received and copies of all letters sent;
- 7) perform such other duties as are requested by the president or by the board of directors.

e. **Treasurer.** The treasurer, with an assistant if necessary, shall:

- 1) be responsible for collecting all annual dues;
- 2) forward all dues collected for AAUW members to the AAUW treasurer, and all state dues to the state treasurer; dues of continuing members shall be postmarked no later than July 31;
- 3) transmit to the AAUW treasurer all new applications, with dues, made to the branch by graduates who qualify for membership in AAUW under the AAUW Charter and Bylaws;
- 4) keep the membership vice president informed of new members and those who have not renewed;
- 5) perform the following duties:
  - a) receive all monies due the branch;
  - b) pay all bills provided for in the budget or verified by the president;
  - c) keep a proper set of books;
  - d) render a financial report at the annual meeting of the branch, and at such other times as is requested by the board of directors;
  - e) serve on the budget committee;
  - f) present the books for an annual financial review.

f. **Immediate Past President.** Shall serve on the board of directors as an advisor.

### 3. APPOINTED OFFICERS:

a. Appointed officers shall include: AAUW Funds & Grants (Educational Opportunities (EO)) Chair; Funds & Grants (Legal Advocacy Fund (LAF)) Chair; Public Policy Chair; Newsletter Editor; Bylaws Chair; Public Information/Communications Chair; and may include Hospitality Chair; Sunshine Chair; Distinguished Woman Chair; Historian; Photographer; Publicity Chair; Yearbook Chair and any others deemed necessary by the Board of Directors. [Note: Those in blue are not included in the Bylaws. The order of the appointed officers now conforms with the Bylaws to the extent the officers are included therein.]

b. More than one person may be an appointed officer in order to have co-chairs where needed.

c. Retiring appointed branch officers shall transfer a detailed list of their specific duties to their equivalent successor by July 1.

### 4. DUTIES OF APPOINTED OFFICERS:

a. **AAUW Funds & Grants (EO) and (LAF) Chairs** shall hold fund raising projects to meet the goals of the branch and provide members with information about the funds.

b. **The Public Policy Chair** shall attend meetings of the Utah Women's Legislative Council and keep members aware of local and national politics. The chair shall also write a monthly column for the branch newsletter concerning public policy issues.

c. **The Newsletter Editor** shall prepare and issue a newsletter for the branch approximately two weeks prior to the branch meeting. The deadline for the submission of articles and information for each issue is the day after the board meeting on the fourth Monday of each month. For the combined November/December newsletter the deadline is the day after the November board meeting.

d. **The Bylaws Chair** shall make sure the bylaws and policies and procedures of the branch are current and comply with AAUW bylaws.

The chair is responsible for issuing current bylaws to the members of the Board of Directors, plus have a copy available at all meetings.

A bylaws training session for incoming officers may be held in August.

e. **The Public Information/Communications Chair** is responsible for informing members of meetings, sending out the branch newsletter, and contacting branch members via a phone tree and/or email for special actions. The chair shall maintain a current list of branch email addresses.

f. **The Hospitality Chair** shall provide refreshments for regular branch meetings and shall recruit volunteers from the branch to help with said refreshments and set up and clean up.

g. **The Sunshine Chair** will be responsible for sending branch sympathies to members who are ill or having other difficulties.

h. **The Distinguished Woman Chair** shall notify members of the nominations and election of the Woman as listed in these Policies and preside over the elections at the February or March meeting.

i. **The Branch Historian** shall keep an accurate scrapbook of branch meetings which shall include photos, special events, and a copy of the branch newsletter; and make such records available at all general branch functions.

j. **The Branch Photographer** shall take pictures of branch activities and provide those photos to the historian for inclusion in the branch scrapbook; and to the branch publicity chair if needed.

k. **The Branch Publicity Chair** shall be responsible for any and all publicity to promote the visibility of the branch and its activities.

l. **The Yearbook Chair** is responsible for including names and information about branch members in an annual yearbook.

- 1) The chair shall also prepare a billing sheet to be distributed each May for dues for the following year. It shall also be a way for members to update their directory information.
- 2) The chair shall solicit advertisements to help cover yearbook costs.
- 3) The chair will work closely with the branch treasurer and membership vice president to compose the yearbook.

## 5. COMMITTEES:

a. The committee for **AAUW Funds and Grants** shall be responsible for implementing programs on fellowships, Research and Projects, and such others as may be established by AAUW. 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 AAUW 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 AAUW, and for supervising yearbook production.

d. The committee for **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 AAUW, provide policy guidance for the continuing program concerns of the branch, consider future AAUW program issues and conduct the annual membership program survey.

e. The **Board Development Committee** shall be a three-member committee appointed by the board of directors to:

- 1) be responsible for a slate of officers to be presented to the general membership one month before the April General Meeting or in writing to each member at least two weeks before the election.
- 2) be a strategic planning committee to make sure the Board is compatible with future requirements of AAUW and the branch.

Continuity of Committee. One member of the Board Development Committee will continue to serve as committee chair the succeeding year.

## 6. STANDING AND SPECIAL COMMITTEES:

- a. **Standing Committees.** There shall be standing committees concerned with the work of AAUW such as audit, budget, newsletter mailing, 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, technology, convention hosting, plus branch projects like a branch fund raising project.
- c. **Chairs.** Except those provided for by election, the chairs of all committees 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.
- d. Branch members may hold more than one concurrent position on any given committee.

## 7. 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 per member.
  - 1) The travel fund shall be used for the president or the president's delegated representatives to attend Regional conferences or AAUW conventions.
  - 2) The budget should also reflect how the monies received from branch fundraisers will be used.

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

## **8. MEETING TIMES:**

a. Monthly branch meetings shall be held the second Monday evening of the month, beginning at 7:30 pm, September through April, unless otherwise determined by the board of directors.

b. Board of directors meetings shall be held on the fourth Monday evening of the month, beginning at 7:00 pm, unless otherwise scheduled by the board of directors.

c. Dinner meetings such as the May Installation and Awards Dinner and September soup & salad, shall begin at 6:00 p.m. for a social hour and 6:30 p.m. for dinner, unless otherwise scheduled by the board of directors.

## **9. ANNUAL BRANCH DISTINGUISHED WOMAN:**

a. **Criteria.** The nominee:

- 1) Shall have a minimum of an associate degree;
- 2) Need not be a member of AAUW;
- 3) Shall be a bona fide resident of the state of Utah;
- 4) Shall have made contributions to society on a local, state, and national level;
- 5) Shall support the purpose of AAUW;
- 6) The Distinguished Woman shall be a non-partisan person.

b. **Nomination**

- 1) Any member may submit a one page summary of the nominee's involvement and accomplishments to the DW chair. The summary should include her vital information and activities, and should list her commitment to women's equity and advancement, her commitment to education, her volunteer contributions, her professional achievements, and her contributions to AAUW's areas of interest.
- 2) Nominating summaries with a picture will be published in the Wasatch Watch if summaries are received prior to the newsletter deadline.
- 3) Nominations are acceptable up to the meeting designated for voting.
- 4) Voting for the Distinguished Woman may be held at either the February or March meetings.
- 5) The woman selected will speak at the branch May Installation dinner and will be invited to a Spring State Convention, usually held in May.

c. The Distinguished Woman and her guest, shall be the guests of the branch at the May installation dinner and the state convention luncheon. These fees shall be included in the branch budget.

## **10. MEMBERSHIP ASSISTANCE:**

a. A fund shall be established to assist college graduates by paying some or all of the dues to become an AAUW, 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 donations which will be collected voluntarily from branch members as the need arises.
- d. A recipient's name will be obtained from a branch member or an individual request. Confidentiality will be respected.

## **11. BRANCH PROCEDURES**

- a. A branch past president's pin is purchased, and will 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 \$40.00. A silver pin is now available for \$65. The outgoing president may choose to receive a silver pin by paying the difference of \$25.
- b. It is customary for the branch board of directors to also present the outgoing president with a thank you gift not to exceed \$35.00 with monies voluntarily collected.
- c. It is customary for the board of directors to provide food for the September soup and salad supper that begins the new year of general meetings.
- d. Prices of advertisements for the branch yearbook will be determined by the branch board. For the 2014-15 year they are: Full page for non-members \$20; full page for members \$15; business card size ad \$10; back cover ad \$30.
- e. At the May Installation and Awards dinner, Named Gifts for each \$500 donated to AAUW Funds and Grants, are given to branch members and other deserving individuals chosen by the Board of Directors.
- f. The branch pays for the public policy chair plus one other member delegate to be members of the Utah State Women's Legislative Council for a two-year term. This fee is included in the annual budget.
- g. Fees collected by interest groups should be donated to AAUW Funds and Grants, either to Educational Opportunities or Legal Advocacy Fund.
- h. There is no board meeting held in December, and a joint December/January newsletter is distributed early in December.
- i. After AAUW Funds and Grants goals are reached, monies earned at additional fundraisers may be used at the discretion of the Board of Directors with approval from branch members for such items as branch operating funds, other charitable donations or additional travel funds. This must comply with the budget requirements in the Bylaws.

**12. 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 two weeks prior to the meeting.

Adopted 1992. Revised April 1993, March 2000, May 2004, April 2012, March 2015, April 2016.