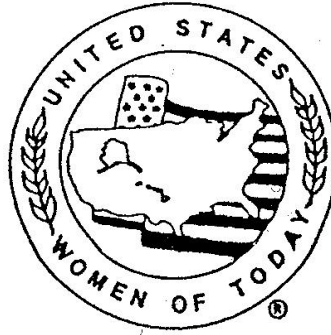


**UNITED STATES  
WOMEN OF TODAY  
BY-LAWS  
AND  
POLICIES**

REVISED JUNE 2006

**MISSION STATEMENT**

The mission of the United States Women of Today is to provide state and local member chapters opportunities in the areas of leadership training, personal growth, community service and work in partnerships with established foundations.



**BY-LAWS  
UNITED STATES WOMEN OF TODAY  
REVISED JUNE 2006**

**ARTICLE I NAME AND ORGANIZATION**

Section 1 The name of this organization shall be the United States Women of Today.

Section 2 The principal office to this organization shall be at the residence of the current U.S. Women of Today President.

Section 3 Until the U.S. Women of Today have permanent headquarters, all permanent records shall be kept at the Minnesota Women of Today Service Center.

Section 4 The U.S. Women of Today were officially established on July 1, 1985.

Section 5 The official logo of the U.S. Women of Today shall be:



Section 6 The official name of the USWT national newsletter shall be "*Today's Leader.*"

**ARTICLE II PURPOSE AND CREED**

Section 1 The purpose of this corporation shall be to encourage, foster and support the growth and establishment of U.S. Women of Today state and local member chapters.

Section 2 This organization shall be non-partisan and non-sectarian. It shall wholly abstain from any political affiliation or endorsement of candidates for political office and be dedicated solely to performing functions affecting the civic,

educational, recreational and social interests of the community, state and nation.

Section 3 The Creed of the U.S. Women of Today adopted June 13, 1987 and revised January 18, 1988 is as follows:

We the United States Women of Today,  
Are dedicated to serving our community and nation,  
Are committed to strengthening our individual talents,  
And stand united by our friendship and belief in the future.

### **ARTICLE III MEMBERSHIP**

Section 1 Classes of membership in this organization shall include three (3) classes as follows:

- A. State Organization Members.
- B. Local Organization Members.
- C. Individual Members.

Section 2 Membership Dues

A. National Dues

- 1. States shall pay \$5 per member annual dues submitted to National Membership Vice President. The dues shall be collected by the State Treasurer and/or Membership Contact.
  - a. States, districts and/or chapters are permitted to charge and collect dues to defray their own expenses.
- 2. Any state with 10 members or less shall pay \$50.00 national dues payable by November 5. At the time membership exceeds 10, additional individual dues must be submitted.
- 3. Any newly chartered state shall pay \$50.00 national dues at the time they charter. At the time membership exceeds 10, additional dues must be submitted.

Section 3 State Organization Members

- A. State Organizations shall be eligible to become a member of the U.S. Women of Today upon compliance with the following affiliation procedures.
  - 1. Written request to formally affiliate shall be sent to the U.S. Women of Today President.
  - 2. Payment of national membership dues.
  - 3. Minimum of one Local Organization formed.
- B. Applying for member affiliation with the U.S. Women of Today organization and/or maintaining affiliation shall constitute a right to the name "Women of Today" and U.S. Women of Today programming materials. These rights shall be waived in the event that the State Organization Member terminates membership in the U.S. Women of Today.
- C. Written notification of intent to withdraw from the U.S. Women of Today, or a written request to terminate State Organization Membership shall be made to the U.S. Women of Today President by the State Organization member, becoming official upon approval of the U.S. Women of Today Executive Committee.
- D. Written notification to the State Organization member of said termination shall be made by the President of the U.S. Women of Today.

Section 4

Local Organization Members

- A. Any local unit organized and operating as a duly qualified member chapter of a State Organization Member is considered to be a Local Organization Member.
- B. Each Local Organization must have a minimum of five (5) Individual Members.
- C. Local Organization Members shall at all times be affiliated with the State Organization member within whose geographic boundaries it is located.

Section 5

Individual Members

- A. Any person at least 18 years of age when they join a State Organization that is affiliated with the U.S. Women of Today shall be considered an Individual Member.
- B. Individual membership shall be in force for one full year from the date of member's payment of dues.
- C. An individual may only be listed on the roster as a member of one chapter.

Section 6

Members in Good Standing

- A. Any State Organization Member, Local Organization Member or Individual Member shall be in good standing unless she/he:
  - 1. Owes debts to the U.S. Women of Today.
  - 2. Acts in a detrimental way to the U.S. Women of Today.
  - 3. Enters into any contract for the U.S. Women of Today without proper clearance of the U.S. Women of Today.
- B. A determination of good standing must be by vote of the Board of Directors following a review of the issue in question.
- C. Any State Organization Member, Local Organization Member or Individual Member found not in good standing:
  - 1. Cannot vote or hold office.
  - 2. Can lose their membership through a two-thirds vote of the United States Women of Today Board of Directors.

**ARTICLE IV GOVERNMENT**

Section 1

The government of this organization shall be vested in the U.S. Women of Today Executive Committee (hereinafter referred to as the Executive Committee), the U.S. Women of Today Board of Directors (hereinafter referred to as the Board of Directors), and the membership through the voting delegates from each state.

Section 2

Executive Committee

- A. The Executive Committee shall consist of the following members:
  - 1. Non-voting members – Parliamentarian
  - 2. Voting members – President, Membership Vice President, Programming Vice President, Secretary, Treasurer and Chairman of the Board.
- B. Meetings
  - 1. The Executive Committee shall meet at least two times annually in conjunction with the Board of Directors meetings.

2. Additional meetings may be called at the request of the President with approval of a majority of the voting members or at the request of a majority of the voting members.
  3. A quorum shall consist of a majority of the voting members of the Executive Committee.
- C. Duties of the Executive Committee
1. The Executive Committee shall have general administrative control of the U.S. Women of Today as defined in each member's officer duties.
  2. The Executive Committee shall make recommendations to the Board of Directors in the matters of programming, membership and bylaws and policies.

### Section 3

#### National Staff

- A. National Staff shall consist of the following members:
1. Non-voting members – Parliamentarian
  2. Voting members – President, Membership Vice President, Programming Vice President, Secretary, Treasurer, Chairman of the Board, Directors and Program Managers.
- B. Meetings
1. National Staff shall meet at least two times annually in conjunction with the Board of Directors.
  2. Additional meetings may be called at the request of the President with approval of a majority of the voting members or at the request of a majority of the voting members with 30 days notification.
  3. A quorum shall consist of a majority of the voting members of the National Staff.
- C. Duties
1. All duties deemed necessary by the President.

### Section 4

#### Board of Directors

- A. The Board of Directors shall consist of the following members:
1. Non-voting members – President, Membership Vice President, Programming Vice President, Secretary, Treasurer, Chairman of the Board, Parliamentarian, Webmaster, Directors and Program Managers.
  2. Voting Members – Presidents of each State Organization member or a designated alternative from their respective state.
- B. Representing the wishes of the members of the respective State Member Organization, the Board of Directors shall have general control of the affairs of the U.S. Women of Today.

### Section 5

#### Membership

- A. The general membership will be represented in its meetings by the voting delegates from each state.
- B. Meetings of the general membership shall occur at the Annual Meeting and will consist of a General Business Meeting and an Elections Meeting.
- C. A quorum shall consist of representatives from a majority of Member States.
- D. Voting delegates will be assigned to states on a proportionate basis according to the membership of each state on record as of April 30 of the current year. The following scale indicates the number of votes states would receive:

<u>State Membership</u>	<u>Number of Votes</u>
1-50	1

51-100	2
101-300	3
301-750	4
751-1500	5
1501 and up	6

## Section 6

### Meetings of the Organization

1. The Board of Directors shall meet at least two (2) times annually.
  - a. Mid-Year Board of Directors Meeting
  - b. Annual Meeting
2. Mid-Year Board of Directors Meeting
  - a. Shall be held the first full weekend, Friday through Sunday in October.
  - b. Bids of the Mid-Year Meeting shall be submitted by a chapter/district/state to the President and Presidential candidate(s) to be received by them no later than June 1<sup>st</sup>. The President will approve final meeting location.
  - c. A National liaison may be appointed by the President to handle the Mid-Year Meeting communications with the hosting chapter/district/state.
  - d. The President shall have final approval of the agenda and schedule of this meeting.
  - e. A quorum shall be one-third (1/3) of the state presidents or their designated alternate from their respective state.
3. Annual Meeting – Shall consist of a Board of Directors meeting, a General Membership Meeting and an Elections Meeting.
  - a. Annual Meeting shall be held the second full weekend, Thursday through Sunday, in June.
  - b. Bids for Annual Meeting shall be presented and voted on at the preceding Annual Meeting of the general membership. If no bids are accepted, the meeting location will be set at the President's discretion.
  - c. The President shall have final approval of the agenda and schedule of this meeting.
  - d. Election of officers shall be held at the Annual Meeting immediately following the Business Meeting.
  - e. Training shall be conducted for State Presidents and National Officers.
  - f. A National liaison may be appointed by the President to handle the Annual Meeting communications with the hosting state.
  - g. A quorum of the Board of Directors shall be a majority of the state presidents or their designated alternates from their respective state.

## ARTICLE V OFFICERS AND THEIR DUTIES

Section 1 The officers of this organization shall consist of the President, Membership Vice President, Programming Vice President, Secretary, Treasurer, Chairman of the Board and Parliamentarian.

Section 2 All officers of this organization shall perform such duties as are normally inherent to each office and other duties as prescribed in these bylaws and policies or as directed by the Board of Directors.

- Section 3           The President shall:
- A. Preside at all meetings of this organization.
  - B. Have general supervision of the affairs of the organization subject to the direction of the Board of Directors.
  - C. Be the official representative of the U.S. Women of Today or appoint a representative.

- Section 4           The Membership Vice President shall:
- A. Assume the duties of the President in her/his absence.
  - B. All duties deemed necessary by the President.

- Section 5           The Programming Vice President shall:
- A. Supervise the Internal and External areas.
  - B. All duties deemed necessary by the President.

- Section 6           The Secretary shall:
- A. Maintain the minutes of all meetings of the organization and provide copies as follows:
    - 1. Executive Meeting to Executive Committee within thirty (30) days.
    - 2. Board of Directors Meeting and Annual Meeting to the President within thirty (30) days and the Board of Directors within forty-five (45) days.
  - B. All duties deemed necessary by the President.

- Section 7           The Treasurer shall:
- A. Oversee all receipts and disbursements of this organization.
  - B. Provide a written financial statement at each meeting of the Board of Directors.
  - C. All duties deemed necessary by the President.

- Section 8           The Chairman of the Board shall:
- A. Act as advisor for the U.S. Women of Today.
  - B. All duties deemed necessary by the President.

- Section 9           The Parliamentarian shall:
- A. Advise the President on matters of parliamentary procedure.
  - B. All duties deemed necessary by the President.

## **ARTICLE VI   NATIONAL PROGRAMS, PROGRAM MANAGERS AND DIRECTORS**

- Section 1           There shall be one (1) three-year External Program.
- A. External program shall be reviewed at the Mid-Year Meeting prior to its expiration. One proposal will be accepted by the voting delegates at the following Annual Meeting to become effective immediately.
  - B. There shall be appropriate Program Managers for External Programs as defined in the policies.

- Section 2 There shall be four (4) Internal Programs: Focus on Women/Chaplain, Personal Enrichment, Project Recognition and S.T.E.P. (Success Through Enthusiastic Participation).
- A. Additional Internal Programs shall be selected by a majority vote of the voting delegates at the Annual Meeting, upon recommendation of the Program Study Committee.
  - B. There shall be appropriate Program Managers for Internal Programs as deemed necessary by the Board of Directors and defined in the policies.

- Section 3 There shall be two directors under the area of membership.
- A. There shall be an Extension Director.
  - B. There shall be a Public Relations Director.

## **ARTICLE VII ELECTIONS AND APPOINTMENTS**

- Section 1 The officers of this corporation shall be elected or appointed for a term of one (1) year which begins immediately following the Elections Meeting at the Annual Meeting. They shall not be eligible for appointment to the same office until a one-year period has elapsed.

- Section 2 Members seeking the office of National President must meet the following qualifications to be eligible for election to office.
- A. Must be a member in good standing of the U.S. Women of Today.
  - B. Must have served on the U.S. Women of Today Board of Directors for two years with one year being elected to an Executive Committee position.

- Section 3 Members seeking the office of Membership Vice President must meet the following qualifications to be eligible for election to office.
- A. Must be a member in good standing of the U.S. Women of Today.
  - B. Must have served as a State Board Member.
  - C. Must have served as a member of the U.S. Women of Today Board of Directors.

- Section 4 Members seeking the office of Programming Vice President must meet the following qualifications to be eligible for election to office.
- A. Must be a member in good standing of the U.S. Women of Today.
  - B. Must have served as a State Board Member.
  - C. Must have served as a member of the U.S. Women of Today Board of Directors.

- Section 5 Members seeking the office of Secretary must meet the following qualifications to be eligible for election to office:
- A. Must be a member in good standing of the U.S. Women of Today.
  - B. Must have served as a State Board Member.

- Section 6 Members seeking the office of Treasurer must meet the following qualifications to be eligible for election to office:

- A. Must be a member in good standing of the U.S. Women of Today.
- B. Must have served as a State Board Member.

Section 7 A member must meet the following qualifications to be eligible for appointment to serve on the U.S. Women of Today Executive Committee:

- A. Must be a member in good standing of the U.S. Women of Today.
- B. Must have served as a State Board Member.

Section 8 The officers of the U.S. Women of Today shall be elected as follows:

- A. The Elections Committee requires the candidates to submit the information as requested in the candidate filing form which is mailed to each state.
- B. Candidates not previously announced by the Election Committee may run for office. They be eligible for nomination from the floor, credentials must be checked by the Chairman of the Elections Committee.
- C. President, Membership Vice President, Programming Vice President, Secretary and Treasurer shall be elected by a simple majority vote of the voting delegates present and voting at the Annual National Convention Election Meeting.
- D. In case of a contested election:
  - 1. Voting will be done by polling the voting delegates. The first state to vote shall be determined by lot; the remaining states shall vote in alphabetical order following the first state.
  - 2. The voting delegates shall cast their votes by secret ballot.
- E. In case there is only one nomination for an office, a voice vote may be taken.
- F. In the event an elected office is not filled, an officer shall be appointed by the President and approved by the Board of Directors.

Section 9 The Parliamentarian shall be appointed by the President with the approval of the Board of Directors.

Section 10 Presidential Assistant(s) may be appointed by the President. Approval of the Executive Committee is required. There shall be a Webmaster appointed by the President and approved by the Executive Committee.

Section 11 The Chairman of the Board shall automatically serve as advisor to the Executive Committee.

## **ARTICLE VIII TERMINATION OF OFFICE**

Section 1 Any U.S. Women of Today Officer, Webmaster, Director or Program Manager may be relieved of her/his position for failure to fulfill the duties as prescribed in these bylaws and policies. Removal will require a 2/3 vote of the Executive Committee. This vote may be taken at a National Meeting or may consist of a mail vote conducted by the U.S. Women of Today President.

Section 2 Said officer must be notified in writing via certified mail fifteen (15) days prior to the date the vote will take place and given an opportunity to show why she/he should not be removed from office.

Section 3 Said officer may appeal the decision of the Executive Committee to the Board of Directors at the Board of Directors Meeting immediately following said Executive vote. A majority of those present and voting at said Board of Directors Meeting may overrule the decision of the Executive Committee and said officer shall remain in office.

#### **ARTICLE IX RESIGNATIONS AND VACANCIES**

Section 1 Any and all resignations shall be dated, signed and submitted in writing to the U.S. Women of Today President with a copy being sent to the U.S. Women of Today Secretary.

Section 2 In the event that the National President is unable to complete her/his term of office, the Membership Vice President shall finish out the year as President. The new President shall appoint replacements to any vacancies subject to the approval of the Board of Directors. If the Membership Vice President is unable to complete the term of office, the Programming Vice President shall succeed the President.

Section 3 In the event that the Membership Vice President, Programming Vice President, Secretary, Treasurer or Parliamentarian is unable to complete her/his term of office, the President (with the approval of the Board of Directors) may appoint an individual to fill the vacancy.

Section 4 In the event that the Presidential Assistant(s) is unable to complete her/his term, the President shall appoint a successor. Approval of the Executive Committee is necessary.

Section 5 In the event a Webmaster, Program Manager or Director is unable to fulfill their duties, the President with the input of the respective supervising officer would appoint an individual to fill the vacancy. Approval of the Executive Committee is necessary.

#### **ARTICLE X FINANCE**

Section 1 The fiscal year of this organization shall be July 1 through June 30.

Section 2 All funds shall be made payable to the U.S. Women of Today.

Section 3 A proposed budget shall be prepared by the Finance Committee for approval by the new Board of Directors at the Annual Meeting.

Section 4 Sponsorships may be solicited, in the name of the U.S. Women of Today, only with the authorization of the President.

Section 5 No member of this organization shall contract for any debt or execute any contract in the name of the U.S. Women of Today without first receiving proper authorization from the Board of Directors.

Section 6 No State, Local Organization or Individual Member shall use the name "U.S. Women of Today," "Women of Today" or the U.S. Women of Today logo for any ways and means purpose without the prior approval of the President,

Chairman of the Board and Treasurer.

- A. Written application for approval for U.S. Women of Today or the name and logo of the U.S. Women of Today must be submitted in writing to the President.
- B. Ten percent (10%) of profit from sale of the U.S. Women of Today or Women of Today articles sold by the State or Local Women of Today Organizations shall be submitted to the U.S. Women of Today Treasurer thirty (30) days prior to the Annual Meeting along with a financial statement showing profit of items sold.
- C. Upon approval, the product may not be rendered without a new written application.

Section 7 All accounts require two signatures. The President, Treasurer and Membership Vice President shall be authorized on the accounts.

Section 8 All expense vouchers submitted for payment must be verified by both the President and Treasurer prior to payment. Budgets shall not be exceeded without the approval of the Board of Directors.

Section 9 All U.S. Women of Today National Store items and prices will be approved by the President and Treasurer.

Section 10 All receipts and vouchers must be in the Treasurer's hands no later than the adjournment of the Annual General Membership Meeting.

Section 11 Books must be balanced and closed by August 1 of each year.

Section 12 Annual Audit

- A. A yearly audit must be completed by October 1 of each year by an outside source.
- B. The audit results must be submitted for approval to the Board of Directors at the Mid-Year Meeting.

## **ARTICLE XI COMMITTEES**

Section 1 The President shall appoint all committees as provided for in bylaws and polices or as created by the Board of Directors.

Section 2 Committee appointments shall be approved by the Executive Committee.

## **ARTICLE XII VOTING PRIVILEGES**

Section 1 Only current State Organization Members in good standing shall be eligible to vote at any meeting of this organization's membership and/or committees.

Section 2 Proxies and absentee ballots will not be in order at any time.

## **ARTICLE XIII DISSOLUTION**

- Section 1 In the event of the dissolution of this organization, the assets of the organization shall, on the decision of the Board of Directors, be donated, in the name of the U.S. Women of Today, to a recognized charitable organization having an Internal Revenue Service determination or ruling of exemption from Federal Income Tax under Section 501c of the Internal Revenue Code of 1954 or comparable provision of Federal Statutes then in effect.
- Section 2 A dissolution of the U.S. Women of Today shall require a majority vote of the general membership and all Individual Members must be notified via US Mail by the President in writing ninety (90) days prior to said meeting where vote will be taken.
- Section 3 Notification of said dissolution shall be mailed by the U.S. Women of Today Secretary, to every Individual Member of the U.S. Women of Today within thirty (30) days of vote being taken.

#### **ARTICLE XIV PARLIAMENTARY AUTHORITY**

- Section 1 The rules contained in the current edition of "Robert's Rules of Order, Newly Revised," shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the organization may adopt.

#### **ARTICLE XV AUTHORITY**

- Section 1 State Organization Members and Local Organization Members shall have no bylaws and policies that are in conflict with those of the U.S. Women of Today.

#### **ARTICLE XVI MAIL OR E-MAIL VOTE**

- Section 1 Matters requiring approval of the Board of Directors may be submitted for vote to the Board of Directors by the President of the U.S. Women of Today.
- Section 2 Each voting member of the Board of Directors shall have one (1) vote on any such matter.
- Section 3 A matter submitted for mail or e-mail vote shall require approval by a majority of the Board of Directors.
- Section 4 All votes must be returned to the President within a designated time period (not less than thirty (30) days). Any vote not returned within the designated time limit shall be considered an abstention.
- Section 5 Results of the mail or e-mail vote will be published by the President. All votes shall be printed and retained for one (1) year.

#### **ARTICLE XVII AMENDMENTS TO BY-LAWS**

- Section 1 These bylaws may be amended by a two-thirds (2/3) vote of the voting delegates at the Annual Meeting of the general

membership. A forty-five (45) day written notice must be given to the Board of Directors.

**POLICIES**  
**UNITED STATES WOMEN OF TODAY**  
**REVISED JUNE 2006**

**POLICY 1 ELECTIONS**

Section 1 Candidate Filing

- A. Candidates for national office must file after February 1.
- B. The Chairman of the Elections Committee shall announce the date on which the candidates may declare at the Mid Year meeting.
- C. Candidates for all elected national positions may announce 90 days prior to Election Day to the membership.
- D. Campaigning may not take place until the Elections Chairman has received all necessary paperwork.
- E. Candidates must declare their intentions to run to the Chairman of the Elections Committee and have credentials checked in order to participate in the candidates' caucus.
- F. A candidate must submit the following: Candidate Filing Form, letter of state support, a budget and a plan of action.
- G. The candidate shall not definitely state her/his intention to seek this office prior to announcement date to anyone other than the Elections Chairman. However, a candidate may approach her/his own state in regard to her/his possible candidacy.
- H. Upon approval of appropriate paperwork by the Chairman of the Board, a candidate's Plan of Action will be made available on the website from April 1<sup>st</sup> through the election at the annual meeting.

Section 2 Budget

- A. A candidate for the office of President may not spend more than \$500.00 including expenses and donations for the purpose of her/his campaign. She/He shall submit one (1) copy of her/his expenses and donations to the Chairman of the Board by 12:00 noon of the day preceding the Annual National Elections Meeting.
- B. Candidates for the offices of Membership Vice President, Programming Vice President, Secretary and Treasurer may not spend more than \$300.00 including expenses and donations for the purpose of her/his campaign. She/He shall submit one (1) copy of her/his expenses and donations to the Chairman of the Board by 12:00 noon of the day preceding the Annual National Elections Meeting.
- C. Candidates are not allowed to travel for campaign purposes.
- D. Items to be included in the expenses of the candidates shall be stated at actual cost and consist of:
  - 1. All general mailings on behalf of the candidates.
    - a. Duplicate materials.
    - b. Postage
    - c. Envelopes
  - 2. All promotional material, such as posters and handouts.

3. A campaign room (headquarters) at the Annual Meeting shall be charged to campaign expenses if it is being used only as headquarters. Any refreshments served for campaign purposes shall be charged to campaign expenses.
- E. Items which shall not be included in the expenses of the candidates shall consist of:
  1. Postage and paper for personal, non-duplicated letters written by the candidate to individual Women of Today.
  2. Phone calls.
  3. Props and/or audiovisual equipment used during the demonstration.

### Section 3

#### Elections Process

- A. The Elections Committee shall arrange and supervise a caucus to be held the day preceding the Annual Elections Meeting. The purpose of the caucus shall be to give all convention delegates an opportunity to hear all candidates for national office express viewpoints. The time allowed for the caucus shall be evenly divided among all candidates for national office, with 20 minutes left at the end for open questions to all candidates. Once the caucus has begun, no one will be allowed to enter or leave the room until each office caucus is concluded.
- B. Nominating, seconding, acceptance speeches and demonstrations at the Annual Elections Meeting shall be limited to a total of 15 minutes for each candidate for President and a total of 10 minutes for each candidate for Membership Vice President, Programming Vice President, Secretary and Treasurer.
- C. A five (5) minute state caucus shall be held after nominations close. During this time the candidates shall not be available.
- D. The following are prohibited from publicly campaigning for any candidate for national office through written endorsement, nominating and seconding speeches or demonstrations: all past National Presidents, current Executive Committee members and any other declared candidate.

### Section 4

Any infraction of the above policies upon review of the Elections Committee may result in the disqualification of the candidate or appropriate penalties levied. The candidate shall be given an opportunity to show cause why she/he should not be disqualified.

## **POLICY 2 PROGRAM MANAGERS AND NATIONAL PROGRAMS**

### Section 1

#### Bid Process

- A. Each external programming area shall have a Program Manager.
- B. The following internal programming areas shall have a Program Manager:
  1. Personal Enrichment
    - a. Effective Writing
    - b. Effective Speaking
    - c. Effective Listening
    - d. Leadership
    - e. Team Building
  2. Success Through Enthusiastic Participation (S.T.E.P.)
  3. Focus on Women/Chaplain

- C. Intent to Bid and plan of action for program manager positions shall be submitted to the Chairman of the Board no later than fourteen (14) days prior to the Annual Meeting. The bids will be presented by the bidder or their representative (excluding Past National Presidents, current National Officers, Program managers and Directors) in a five minute oral presentation at the Annual Meeting to the outgoing Board of Directors. Bids approved by a majority of the entire outgoing Board of Directors (voting and non-voting) will be for a period of one year effective at the Annual Meeting.
  - 1. In the event that any program manager position is not filled at the Annual Meeting, a bid shall be submitted to the President and Programming Vice President postmarked on or before eight (8) days following the close of the Annual Meeting. The President shall fill the vacancy by July 1<sup>st</sup> with the approval of the Executive Committee.
  - 2. In the event no one has bid, the President may fill the vacancy by appointment with the approval of the Executive Committee. A consecutive term may be served by the outgoing program manager with the approval of the Executive Committee.

Section 2                    Vacancy

In the event the position is vacated during the year, the President shall fill the position by appointment with approval of the Executive Committee.

Section 3                    National Program Areas

- A. External programs shall be three (3) years in length.
  - 1. Any foundation wishing to attend any U.S. Women of Today meeting for the purpose of presenting a bid or promoting their organization shall do so at their own expense with prior approval of the President and Programming Vice President.
  - 2. The proposals will be presented to the membership at the Mid-Year Meeting. There will be a maximum 15 minutes allowed for presentation of the proposal. This time will include any audiovisual presentation and the speaker. Following all presentations, 15 minutes will be allowed for questions.
  - 3. Voting to select the External Program will take place at the Annual Meeting and will be decided by a simple majority vote. No questions will be allowed on the floor regarding the foundations at this time. A 30-minute question and answer session will be held prior to the Annual Business Meeting.
  - 4. Guidelines for promotion of the External Program proposals following the bid presentations:
  - 5. Any expenses incurred as a result of the proposal are the sole responsibility of the foundation.
  - 6. The foundation may hold a fundraising event the first year following their adoption with scheduling at the discretion of the President and Programming Vice President.
- B. Internal programs shall be reviewed every three years, on a rotating basis with the third year as follows: Personal Enrichment, 1998-1999; Project Recognition, 1996-1997; S.T.E.P., 1996-1997; Focus on Women, 1997-1998; Public Relations, 1997-1998. Corresponding manuals will be reviewed on the same schedule.
  - 1. Members of the review committee shall include but not be limited to, the immediate past and current Programming Vice President and corresponding Program Managers.
  - 2. Recommendations will be submitted to the Program Study Committee at Mid-Year Meeting with changes effective following the Annual Meeting.
- C. The following program competitions shall be held and corresponding fees charged which are non-transferable and

non-refundable after deadline:

1. At the Mid-Year Meeting:
  - a. Effective Writing \$5.00
  - b. Project Recognition \$5.00
2. At the Annual Convention:
  - a. Effective Speaking \$5.00
  - b. Effective Writing \$5.00
  - c. Project Recognition \$5.00
  - d. S.T.E.P. \$5.00
  - e. Focus on Women Essay \$5.00

D. Emphasis months are set as follows:

July	Extensions, Public Relations
August	Project Recognition, External Programming Area, Team Building Course
September	Membership, Public Relations, Foundation
October	Buckets of Sunshine, Chaplain Area
November	Focus on Women, Leadership Course
December	Extensions, Membership
January	Effective Writing, Effective Speaking
February	Extensions, External Programming Area
March	S.T.E.P., Membership, Foundation
April	Volunteer Recognition, Listening Course
May	Web Development

E. The national emphasis month of the external programming area will also be recognized as a U.S. Women of Today emphasis month.

#### Section 4 Duties of Program Managers

##### A. An External Program Manager

1. Shall promote the External area for which she/he is responsible.
2. Shall promote emphasis month(s).
3. Shall make available materials and resource ideas for chapters and states.
4. Shall coordinate recognition and awards in the area.
5. All duties deemed necessary by the President/Executive Committee.

##### B. An Internal Program Manager

1. Shall promote the Internal area for which she/he is responsible.
2. Shall promote emphasis month(s).
3. Shall make available materials and resource ideas for chapters and states.
4. Shall coordinate any competition, recognition and awards in the area.
5. All duties deemed necessary by the President/ Executive Committee.

### **POLICY 3 DUTIES OF THE UNITED STATES WOMEN OF TODAY OFFICERS**

- Section 1            President
- A. Shall be an ex-officio member of all committees.
  - B. Shall be bonded.
  - C. Shall appoint a Parliamentarian, Presidential Assistant(s) and a Webmaster for the U.S. Women of Today with the approval of the majority of the Board of Directors.
  - D. Shall provide a written "State of the Organization" report at each meeting of the Board of Directors.
  - E. Shall be a member of the Executive Board of the U.S. Women of Today Foundation.
- Section 2            Membership Vice President
- A. Shall be responsible for membership record keeping.
  - B. Shall be bonded.
  - C. Shall oversee the dues billing.
  - D. Shall supervise the Directors.
  - E. Shall be responsible for the promotion of membership.
  - F. Shall be responsible for all manuals in her/his area.
  - G. Shall promote chapter management.
  - H. Shall preside over all meetings in the absence of the President.
  - I. Shall be a member of the Executive Board of the U.S. Women of Today Foundation.
  - J. Shall chair the Membership Committee.
  - K. Shall chair the Dues Billing Contract Committee.
- Section 3            Programming Vice President
- A. Shall be responsible for programming areas.
  - B. Shall supervise the Program Managers.
  - C. Shall preside over all meetings in the absence of the Membership Vice President and the President.
  - D. Shall chair the Program Study Committee and Materials Review Committee.
  - E. Shall oversee External Programming area bids.
  - F. Shall be a member of the Executive Board of the U.S. Women of Today Foundation.
- Section 4            Secretary
- A. Shall certify the voting delegates for all General Membership, Board of Directors and Elections meetings.
  - B. Shall be responsible for National Newsletter.
  - C. Shall be responsible for the National Directory and its distribution.
  - D. Shall keep a record of all meetings and proceedings in a permanent file.
- Section 5            Treasurer
- A. Shall be bonded.
  - B. Shall have financial records audited annually and report results, which would include the opinion and financial statements, to the Board of Directors by October 1<sup>st</sup> of each year. The annual audit shall be the responsibility of the outgoing treasurer.
  - C. Shall have all financial reports available for examination by the Finance Committee and Board of Directors at Mid-

- Year Meeting and Annual Meeting and print summary in the newsletters following each meeting.
- D. Shall be in charge of sponsorships and grants.
- E. Shall file all tax and audit papers.
- F. Shall be responsible for all Ways and Means.
- G. Shall chair the Finance Committee.
- H. Shall be a member of the Executive Board of the U.S. Women of Today Foundation.
- I. Shall be responsible for requesting quarterly donation summaries from each state.

Section 6

Chairman of the Board

- A. Shall be the immediate Past President of the U.S. Women of Today.
- B. Shall be Chairman of the Future Directions Committee.
- C. Shall be Chairman of the Elections Committee and oversee Program Managers and Directors bidding process.
- D. Shall oversee the National Meeting Contract and bidding process.
- E. Shall be the chairman of the Marketing Committee or shall appoint a chairman.

Section 7

Parliamentarian

- A. Shall advise the U.S. Women of Today membership on parliamentary procedure.
- B. Shall review the constitutions, bylaws and policies of each member state.
- C. Shall serve as Chairman of the Bylaw Review Committee.

Section 8

Outgoing Executive Committee, Program Managers and Directors

- A. Shall turn over appropriate files and records to incoming officers no later than July 1<sup>st</sup>.

**POLICY 4 DIRECTORS**

Section 1

Bid Process

- A. Intent to bid and a Plan of Action for the Director position shall be submitted to the Chairman of the Board no later than 14 days prior to the Annual Meeting. The bids will be presented by the bidder or their representative (excluding Past National Presidents, current National Officers, Program Managers and Directors) in a five-minute oral presentation at the Annual Meeting to the outgoing Board of Directors. Bids approved by a majority of the entire outgoing Board of Directors (voting and non-voting) will be for a period of one year effective after the Annual Business Meeting.
  1. In the event that any director position is not filled at the Annual Meeting a bid shall be submitted to the President and Membership Vice President postmarked on or before 8 days following the close of the Annual Meeting. The President shall fill the vacancy by July 1<sup>st</sup> with the approval of the Executive Committee.
  2. In the event no one has bid, the President may fill the vacancy by appointment with the approval of the Executive Committee. A consecutive term may be served by the outgoing director with the approval of the Executive Committee.

Section 2

Vacancy

In the event the position is vacated during the year, the President shall fill the position by appointment with approval of

the Executive Committee.

### Section 3

#### Duties of Directors

##### A. Extensions Director

1. Shall promote chapter extensions in new and current member states.
2. Shall make available training materials for use in extensions.
3. Shall coordinate recognition and awards in this area.

##### B. Public Relations Director

1. Shall promote Public Relations in Member States.
2. Shall promote Founder's Day, Women of Today Week, Volunteer Recognition Week, Buckets of Sunshine and National Convention Buckets of Sunshine project.
3. Shall coordinate the First Timer Program at all meetings.
4. Shall make available materials and resource ideas for chapters and states.
5. Shall coordinate recognition and awards in this area.
6. Shall have approval by Membership Vice President and President before expenditures are incurred in the Public Relations promotions budget.
7. Shall research and develop resource materials such as videos, public service announcements, proclamations and pamphlets.
8. Shall serve as a member of the Marketing Committee.

## **POLICY 5    MANUALS**

Section 1    Operation Manual changes shall be reprinted and distributed to each Local Organization through a state contact at the Annual Meeting.

Section 2    All internal and external programming manuals will be reviewed the same year the programming area is reviewed. See Policy 2 Section 3B for schedule.

Section 3    Other manuals will be reviewed every three years on a rotating basis with the third year ending as listed in the USWT Directory.

Section 4    All manuals shall be distributed to the Board of Directors and all local organizations via a CD Rom or other electronic media at Mid Year Meeting. All changes shall be published in a timely manner on the website.

Section 5    All materials published by the USWT becomes the property of the United States Women of Today.

## **POLICY 6    MEMBERSHIP YEAR**

Section 1    All states shall have a membership year from May 1 through April 30.

Section 2    Founder's Day shall be observed July 1.

Section 3 U.S. Women of Today Week shall be observed the last full week in September.

**POLICY 7 PAST PRESIDENTS**

Section 1 All past National Presidents shall have the option to receive the National Newsletter and Directory and will be listed in the National Directory.

Section 2 The past National Presidents shall be given lifetime membership in the U.S. Women of Today.

**POLICY 8 AUTHORITY**

Section 1 No member of the U.S. Women of Today shall have the authority to release any or all of the information contained in the U.S. Women of Today directory to anyone outside the organization without the approval of the U.S. Women of Today President.

Section 2 No entity shall be permitted use of the Women of Today organization name or logo for non-solicited Women of Today purposes.

Section 3 The President of the U.S. Women of today will be the official liaison with the U.S. Women of today legal counsel. No other member has the authority to contact the attorney for any reason on behalf of the organization. Any request for legal counsel must be channeled through the President.

**POLICY 9 COMMITTEES**

Section 1 There shall be national committees as needed to perform research and make recommendations to the Board of Directors. The following committees shall meet at both the Mid-Year and Annual Meetings. Minutes of all committee meetings shall be recorded and made a part of the permanent records. Minutes shall be distributed to Committee Members within 45 days after convention.

A. Finance Committee

1. Shall consist of the Treasurer, serving as committee chairman, past Treasurer, President, one other Executive Committee Member selected by the President and three state presidents or their representatives appointed by the President.
2. Shall review the current financial status of the U.S. Women of Today at each national meeting. They shall also make recommendations to the Board of Directors regarding budgetary changes, Ways and Means products and other matters of financial concerns.
3. Shall review the National Store items and budget and review projected National Store needs for the remainder of the year at Mid-Year Meeting.
4. Shall prepare a proposed budget for approval of the new Board of Directors at the Annual Meeting.
5. Shall review all existing and newly proposed manuals for adoption.

B. Elections Committee

1. Shall consist of the Chairman of the Board, serving as committee chairman and four members appointed by the Chairman of the Board to be announced at the Mid-Year Meeting. Any vacancies shall be filled by the Chairman of the Board.
  2. Shall meet at the Mid-Year Meeting for the purpose of reviewing the elections bylaws, policies and regulations. They shall set such basic regulations as they deem necessary for the campaign and elections as long as they do not contradict the enforcing said bylaws, policies and regulations.
- C. Bylaw Review Committee
1. Shall consist of the Parliamentarian, serving as committee chairman, past Parliamentarian and at least three state presidents or their representatives appointed by the President.
  2. Shall review the current bylaws and polices for accuracy and needed changes and recommend said changes to the Board of Directors.
  3. Shall review all existing and newly proposed manuals for adoption.
- D. Future Directions Committee
1. Shall consist of the Chairman of the Board serving as chairman, one other Executive Committee member, a minimum of three (3) state presidents or their appointed representatives and a marketing committee representative. A minimum of five (5) other Women of Today members shall serve two-year alternating terms.
  2. Shall review current programs and practices of the U.S. Women of Today and make recommendations for changes or implementation of new programs or practices.
- E. Marketing Committee
1. Shall consist of the current and immediate past chairman, the Chairman of the Board, and the current and immediate past Public Relations Directors. A minimum of six (6) other Women of Today members shall be appointed by the President to serve two-year alternating terms.
  2. The Chairman of the Board shall serve as chairman or appoint a chairman for the committee.
    - a. Any member desiring to serve as chairman shall submit a letter of intent to the outgoing National President.
      - i. The chairman shall have served on the committee at least one year and shall have experience in the marketing area.
  3. Shall develop and implement ideas for marketing the United States Women of Today.
  4. The Public Relations Director shall review National Convention Buckets of Sunshine bid proposals received and shall submit bid recommendations to the Marketing Committee for final decision and approval by August 1.
  5. A representative from the Marketing Committee shall serve on the Future Directions Committee.
- F. Program Study Committee
1. Shall consist of the Programming Vice President, serving as committee chairman, the past Programming Vice President, all current program managers and at least three state presidents or their representatives appointed by the President.
  2. Shall review the current areas of Internal and External Programming and make recommendations for changes or implementation of the programming area.
  3. Shall review all existing and newly proposed manuals for adoption.
- G. Membership Committee
1. Shall consist of the Membership Vice President, serving as committee chairman, immediate past Membership Vice President, Directors and at least three state presidents or their representatives appointed by the President.
  2. Shall review all existing and proposed manuals for adoption.

3. Shall review the promotion of membership and chapter management.
  4. Recommendations for changes or implementation of new practices or manuals shall be made to the Board of Directors.
  5. Shall review the dues billing process with the dues billing provider, annually at the Mid Year meeting.
- H. Extensions Committee
1. Shall be a sub-committee of the Membership Committee.
  2. Shall consist of the Extensions Director serving as chairman and up to ten members appointed by the President.
  3. Shall be available to support states in their extension efforts or be available to go into a state to do an extension.
- I. Materials Review Committee
1. Shall consist of a minimum of three people selected by the President, with the Programming Vice President serving as chairman.
  2. Shall maintain a list of existing materials and conduct reviews. Recommendations for revisions and updates shall be made to the Executive Committee.
  3. Shall review proposed materials and make recommendations for publication to the Executive Committee.
- J. External Bid Process Review Committee
1. Shall consist of the Programming Vice President, serving as chairman, External Program Manager and at least six (6) volunteers which may include the following: Past Programming Vice Presidents, past External Program Managers and past National Presidents.
  2. Shall be responsible to evaluate the External Foundation Bid Process and to solicit bids for External Programs.
  3. Shall review External Foundation Bids and make recommendations to the Board of Directors.
  4. The External Area and guidelines shall be reviewed in June 1997 and every three (3) years thereafter.

Section 2                      Committee Chairman

In the event the chairman is unable to attend the mid-year or annual convention committee meeting, she/he will appoint a member of the committee to act as chairman of that meeting.

Section 3                      Website Maintenance

A person is appointed by the President, reports to the president, and keeps the website current.

**POLICY 10      MEMBERSHIP/DUES**

Section 1                      National Dues

- A. State shall pay \$5 per member annual dues. All dues shall be collected by the State Treasurer and/or Membership Contact and submitted to the National Membership Vice President.
- B. Dues and New Member Submission (submitted to National Vice President)
  1. Chapters shall submit renewals to their state contact, postmarked on or before the individual due date as determined by the individual state, in the last month of the quarter (July, October, January, April).
  2. Dues collected by the state must be to the National Membership Vice President postmarked by the first of the month following each quarter (August 1, November 1, February 1, May 1).
  3. State renewals not postmarked on or before the deadline will be assessed a \$10.00 fine.
  4. New members' dues shall be submitted monthly, postmarked by the first day of each month, for the month

- prior.
5. Members wishing to transfer will complete a U.S. Women of Today transfer form and their membership dues will come due in their new state or chapter the same quarter in which they were previously due.
- C. Past National Presidents' dues are absorbed by the U.S. Women of Today starting with their year as Chairman of the Board.

Section 2 Extensions

1. A new chapter shall be recognized as an extension upon receipt of dues from a minimum of 5 new members and submission of a completed new chapter form to the National Membership Vice President.

Section 3 Member Chapters

1. If a chapter drops under 5 paid members for a period of three-quarters, the chapter will be dropped as a Member Chapter.

Section 4 Members in Good Standing

1. In the event that the good standing of any state organization, local organization or Individual Member shall be questioned for owing debts to the USWT, acting in a manner detrimental to the USWT, or entering into a contract for the USWT without proper clearance of the USWT, a review of the issue in question shall take place.
2. Such review shall include all parties involved and shall be held at a national midyear or annual Board of Directors meeting or by email review from the USWT President according to Article XVI of the bylaws.
3. Such review must take place prior to a vote of determination of good standing.

**POLICY 11 MEETING CONTRACTS**

Section 1 Mid-Year Meeting

- A. A complete bid form, proposed meeting budget, proposed hotel contract(s), bid bond and signed midyear meeting contract shall be mailed to the President and Presidential Candidate(s) by June 1<sup>st</sup>.
  1. A committee of three (3) past meeting chairs shall be appointed by the current president to review the entire bid.
- B. The Mid-Year financial statement shall be sent to the Treasurer, immediate Past President and President within forty-five (45) days of the meeting. The registration tax shall be submitted with the financial statement to the Treasurer.
- C. The contract and bidding process shall be overseen by the President.

Section 2 Annual Meeting

- A. A complete bid form, proposed meeting budget, proposed hotel contract(s), bid bond and signed annual convention contract shall be submitted to the National Chairman of the Board according to the specifications of the Annual Convention Contract.
  1. A committee of three (3) past meeting chairs shall be appointed by the current president to review the entire bid, said committee members may be the same as appointed in Section 1.A.1.
- B. The Annual Meeting financial statement shall be sent to the Treasurer, immediate Past President and President

within forty-five (45) days of the meeting. The registration tax shall be submitted with the financial statement to the Treasurer.

Section 3 Registration Fees

- A. The maximum registration fee charged per person at the Mid-Year Meeting or the Annual Meeting shall be \$125.
- B. The contract form shall be reviewed every three years starting with 1997-1998, by a select committee.
  - 1. Members shall consist of the President, Chairman of the Board, Treasurer and past hosting state representatives.

**POLICY 12 FINANCE**

Section 1 Carry Over/Budget

- A. The incoming administration shall start with a minimum carry over of \$2,000 at National Convention.
- B. Any expenditures from budgeted reserves must be approved by the USWT Board of Directors.

Section 2 Ways and Means

- A. Retail price for all items purchased for purposes of Ways and Means shall be set at the cost plus a minimum of 30%.
- B. Executive Committee members, Program Managers and Directors may purchase Ways and Means items for incentive purposes at the cost plus 10%.
- C. Discounts will be allowed on Ways and Means items that are one year old or from previous administrations, at the discretion of the President and Treasurer.
- D. The President may purchase their theme materials at cost and at the end of their Chairman of the Board year, will be responsible for purchasing all their remaining theme inventories.

Section 3 Newsletter

- A. Price for a U.S. Women of Today Newsletter subscription is \$15 per year.
- B. Price for a U.S. Women of Today Newsletter subscription is \$10 after December 1, for the remainder of the year.

Section 4 Registrations

- A. Mid-Year and Annual Meeting registration will be paid and room will be reimbursed for the following: Vice Presidents, Secretary, Treasurer, Parliamentarian, Program Managers and Directors.
  - 1. Room reimbursement shall be paid at the following rates:
    - a. Mid-Year Meeting \$45.00
    - b. Annual Meeting \$60.00
  - 2. Registration fees shall be reimbursed to the U.S. Women of Today by the respective individual when a registration is cancelled after the deadline.
  - 3. Mid-Year and Annual Meeting registration will be paid for one Presidential Assistant.

Section 5 Dues Billing

- A. The contract shall be open for bids and negotiated every three years by a select committee starting in 1998-1999.

1. The committee shall consist of the National President, Membership Vice President, Past President, Past Membership Vice President, and representatives from at least three (3) different states (preferably having experience with membership dues billing/collection).
  2. Prospective Dues Billing Provider shall submit a complete bid to the National President and Membership Vice President at least sixty (60) days prior to Friday of the National Mid-Year Meeting where the bids will be heard, in order to be considered an acceptable bid for presentation.
  3. An acceptable bid shall include the following information: dues billing proposal introductory letter, completed Proposed Budget for direct mailing to chapters, complete Proposed Budget for bulk mailing to states, a copy of all forms to be used in the proposed dues billing system, completed Supplemental/Exception Services form, and completed Service Provider Proposal form describing the proposed dues billing system.
  4. Prospective Dues Billing Provider is expected to attend the National Mid-year meeting to present their bid and answer questions. The meeting shall be closed to only Dues Billing committee members during the bid presentations and discussion. If prospective dues billing provider cannot attend the meeting, they can have someone present their bid for them.
  5. Dues Billing Contract committee will make a recommendation for dues billing provider to the Board of Directors for approval at the National Mid-Year Meeting.
- B. The Membership committee will review the dues billing process with the dues billing provider annually at the Mid-Year Meeting.

#### Section 6

##### Staff Reimbursements

- A. Reimbursements for staff must be accompanied by a receipt or verification of payment. Receipt/verification must be dated and show the purchase source.

### **POLICY 13 UNITED STATES WOMEN OF TODAY ARCHIVES**

#### Section 1

- At the completion of each year, the President will send the following information to the MN Chapter Service Center:
- A. Director, committee meetings and all other U.S. Women of Today meeting minutes and the national newsletter.
  - A. Membership statistics.
  - B. A copy of the following items will also be stored at the MN Chapter Service Center.
    1. An electronic original of the USWT manuals and packets.

### **POLICY 14 AMBASSADOR AWARD**

#### Section 1

- The U.S. Women of Today recognize the honor known as the Ambassador Award.
- A. The name Ambassador shall be used exclusively in conjunction with the U.S. Women of Today Ambassador Award.
  - B. This honor is presented to an Outstanding U.S. Women of Today member.

### **POLICY 15 UNITED STATES WOMEN OF TODAY FOUNDATION**

#### Section 1

- U.S. Women of Today recognize the U.S. Women of Today Foundation.

**POLICY 16 POLICY CHANGES**

Section 1 These policies may be amended by a majority vote at any meeting of the Board of Directors of the general membership without prior notification.