

STATE BYLAWS CHAIR

RESPONSIBILITIES RELATED TO THE ASSOCIATION, THE AAUW BYLAWS COMMITTEE, AND THE BRANCHES

I. STATE BYLAWS CHAIR AND THE AAUW BYLAWS COMMITTEE

The state bylaws chair is the link between the AAUW Bylaws Committee and the branches in the state.

- A. The AAUW Bylaws Committee chair is the primary resource for the state bylaws chair and the one who provides most of the information to and communication with the state bylaws chair.
- B. Each state is also assigned one member of the AAUW Bylaws Committee as a resource and advisor on branch bylaws questions. This member can advise and assist the state chair with branch bylaws amendments and branch incorporations.

II. MANDATORY STATE AND BRANCH BYLAW AMENDMENTS

Following the Association convention (odd years) the AAUW Bylaws chair notifies state bylaws chairs of any mandatory changes to state and branch bylaws necessary to conform to amendments adopted at the Association convention. This notification will include a form, Certification of Branch Bylaws on File with State.

Mandatory changes do not require a vote by the state or branch membership, except that incorporated branches shall take the necessary steps required by their articles of incorporation.

A. State Bylaws

- 1. The state must amend state bylaws no later than May 1 (even year) to conform to mandatory changes.
- 2. The state bylaws chair sends two copies to the AAUW Bylaws chair and retains one copy for state file. The AAUW Bylaws chair will review, approve, and send one copy to the AAUW Membership Department.

B. Branch Bylaws

- 1. The state bylaws chair notifies branches of mandatory changes, which must be made by March 1 (even year).

2. The branch amends its bylaws and submits one copy to the state bylaws chair for the permanent state files.
3. The state bylaws chair reviews each set of bylaws for conformance.
4. The state bylaws chair maintains a checklist of branches received and date of review. No later than May 1 (even year), the state chair forwards one copy of the Certification of Branch Bylaws on File with State to the AAUW Bylaws chair, keeping one copy in the state files with copies of branch bylaws and certification forms.
5. The state bylaws chair notifies delinquent branches, requesting amended bylaws. The chair notifies the AAUW Bylaws Committee member assigned to the state of actions taken and subsequent responses.

III. AMENDMENTS TO STATE AND BRANCH BYLAWS INITIATED BY THE STATE OR BRANCH

A. State Bylaws

1. The state bylaws chair sends all proposed amendments to the AAUW Bylaws chair for review and approval before presentation to state membership.
2. After adoption, the chair sends two copies of the amended bylaws to the AAUW Bylaws chair, who will retain one copy and send the other to the AAUW Membership Department.

B. Branch Bylaws

1. The state bylaws chair is responsible for reviewing and approving any proposed amendments to branch bylaws before they are voted on by the branch. The AAUW Bylaws Committee member assigned to the state is available for advice on any proposed amendments that seem inadvisable or in conflict with the AAUW Bylaws.
2. After adoption, the branch sends one copy of the amended bylaws to the state bylaws chair for the permanent state files.

C. Bylaws Files

It is the responsibility of the state bylaws chair to maintain current copies of branch bylaws. No current copies are kept on file at AAUW headquarters. State bylaws are filed with the AAUW Bylaws Committee chair, who files one copy with the AAUW Membership Department.

IV. NEW, MERGING, OR INCORPORATING BRANCHES

A. New or Merging Branches

Proposed bylaws for new or merging branches must first be sent to the AAUW Bylaws chair for review. They then go to the AAUW Board of Directors for final approval.

B. Incorporating Branches or States

Proposed bylaws and articles of incorporation of any state planning to incorporate must first be sent to the AAUW Bylaws chair for review. Proposed bylaws and articles of incorporation for any branch planning to incorporate must first be sent to the Bylaws Committee member for that branch's region. The AAUW Board of Directors must give final approval before incorporation is complete and papers are filed with the state authority.