

Standing Rules

Minneapolis, Minnesota Branch

American Association of University Women

Hereinafter referred to as AAUW

I. DUTIES OF THE ELECTED OFFICERS

Are broadly set forth in the Bylaws (Article IX), which specify their terms of office and the committees they chair. All committee chairs shall use applicable guidelines set forth in sections II.A.3, III, & IV of these Standing Rules. The president shall ensure that current job descriptions are maintained: a duplicate copy shall be placed on file.

II. COMMITTEES

A. Committee Chairs.

1. Appointment.

The president shall appoint on consultation with the executive committee the chairs of all standing committees unless a committee is chaired by an elected officer. The president shall appoint all special committees unless otherwise provided by vote of the branch or by the board of directors.

Upon recommendation of the chair of any standing or subcommittee, the president shall appoint a co or assistant chair for that committee.

2. Term.

Chairs of standing committees and subcommittees (unless elected as officers) listed in the standing rules shall be

SR1

appointed annually and may be reappointed to the same position for an additional year. Special circumstances that warrant the reappointment of a person after two years of service in the same position, shall be determined by the executive committee.

3. **Duties.**

- a. Chairs of standing committees shall attend all branch business and board of directors' meetings. They shall vote at board meetings in accordance with the bylaws. In the absence of the chair of any committee, the assistant chair or a committee member appointed by the chair may attend meetings of the board of directors and may have the privilege of a vote on matters pertaining to the recommendations of the committee concerned. All committees with co-chairs have one shared vote, not one vote each.
 - b. Chairs of subcommittees, task forces or ad hoc committees are invited to attend meetings of the board of directors but are not privileged to vote.
 - c. The chairs of all committees except the nominating committee shall notify the president as an ex-officio member of all meetings.
 - d. The chairs of all standing committees and subcommittees shall contact the program vice president to arrange the date, time and place of any program or special event planned during the year.
 - e. Committee chairs shall make annual printed reports in duplicate, one copy for the branch file and one for the committee notebook, and it is the chair's responsibility to collect reports of all subcommittees under the chair's jurisdiction. To secure continuity in the work of each committee and study group, the chair shall keep a record by year of studies undertaken and of the recommendations and
- SR2

actions taken. The chair shall be familiar with recommendations and actions of AAUW that pertain to the subject.

- f. Program committee members must submit all bulletin copy in writing to the program vice president on or before the deadline announced. The program vice president collects, arranges and collates the bulletin entries and sends them to the bulletin editor. Chairs shall use the bulletin to give notices of meetings and programs,
- g. Chairs shall contact the marketing vice president about potential media communication. All communication to the media must be made by the marketing vice president.
- h. Committees shall adhere to the policy that members are not paid for any participation in programs. A member of the branch who gives an entire program or a member who participates in a professional capacity shall be a guest of the branch for lunch.
- i. Each outgoing chair shall ensure continuity by sharing information, experiences and suggestions with the incoming chair.
- j. Each chair shall mentor and develop all members interested in the work of the committee from the beginning of the year.
- k. Each chair shall submit a list of committee members to the directory chair. This list shall include only members who have paid their dues.

4. Members of Committees

- a. Each committee member shall cooperate with the chair in fulfilling the obligations of the committee to the branch.
- b. Unless otherwise provided for in the bylaws or standing rules, members of committees shall be appointed by the chair in consultation with the president.

- c. A person familiar with the previous work of the committee should be on each committee to insure continuity. The president shall call a meeting of all chairs to pool information about interest and availability of members to serve on committees.

III. STANDING COMMITTEES

A. AAUW Funds.

1. The president shall appoint the chair of this committee. The chair shall be a voting member of the finance committee.
2. The committee shall be responsible for all programs relating to National AAUW Funds and NCCWSL.
3. The committee shall inform the members of the branch about these funds and shall seek contributions to the funds.
4. The committee shall recommend to the development committee a project or projects to raise money for these funds.
5. Bequests
 - a. The committee shall administer all AAUW Funds designated in memorial or legacy gifts.
 - b. In the case of unspecified bequests, the committee may make an allocation recommendation, which shall be presented to the finance committee, the board of directors, and the branch for approval.
6. Branch Memorial. The AAUW Funds chair shall announce the death of a current member to the board of directors and move that a contribution of twenty-five (25) dollars be made in the member's memory to the AAUW Funds. The chair shall then report the board's \$25 memorial contribution(s) at the next business meeting.

B. Arrangements Committee.

1. The chair of the Arrangements Committee shall be appointed by the president and serves on the Board of Directors.
2. The Arrangements Committee will be responsible for the following activities.
 - a. Collecting and recording lunch payments by members.
 - b. Turning over lunch payments and attendance information to the Office Manager and/or Treasurer.
 - c. Providing the caterers with an expected lunch count each Monday morning.
 - d. Resolving seating issues during lunch service.
 - e. Reserving tables as needed for guests and committee meetings.
 - f. Reserving chairs in the President's Hall as needed during programs.
3. The chair shall recruit and train volunteers to help with these duties and other related duties as may be needed.

C. Audit Committee.

1. The president shall appoint an audit committee chair who shall serve on the board of directors and be a voting member of the finance committee. The audit committee chair, in consultation with the president, shall appoint three to five additional members who will serve rotating three-year terms with an optional 2nd term, and shall fill any vacancies that might arise. Voting committee members shall not be officers or employees of AAUW Minneapolis branch. Committee members shall have accounting experience or knowledge and may include a volunteer(s) from outside the organization.
2. The president and treasurer shall be non-voting members of the audit committee.

3. The audit committee shall meet a minimum of three times during the year to fulfill its responsibilities. The committee shall be responsible to the board of directors.
4. The audit committee shall provide oversight of the financial reporting process by:
 - a. selecting and recommending the independent certified public accountant
 - b. planning the audit
 - c. reviewing all financial statements
 - d. resolving any disagreements between the auditor and treasurer/finance committee as to financial statement presentation and accounting policies
 - e. providing advice and counsel for implementing the recommendations of the auditors for improvements in internal controls
5. The audit committee shall be responsible for ensuring the integrity of the financial statements and for providing an annual report to the full board.
6. Each member of the audit committee shall be familiar with all of the financial statements including the Auditor's Report, the Statement of Financial Position, Statement of Activities, Statement of Cash Flow, Statement of Functional Expenses, the notes to the financial statements and any other internal financial documents.
7. The audit committee should routinely review the system of internal controls and the auditor's management letter and any deficiencies or material misstatements. The committee shall review material loans or agreements, if any, between officers, employees, and members to ensure conflicts of interest do not exist.
8. As new officers are elected, the audit committee shall be responsible for providing guidance and support to them in understanding the financial statements, financial policies, accounting procedures and internal control systems.

D. Bulletin Editor.

1. The bulletin editor, who is appointed by the president, may have an assistant or assistants.
2. The president or board of directors may ask the bulletin editor to review the format and cost of the bulletin if needed every year and report alternatives with recommendations to the board that shall make the final decision.
3. The editor shall consider the cost of space in editing the bulletin and edit copy for clarity and brevity.
4. The editor shall consult with the president on any material involving policy.
5. The editor shall submit galley proofs of all bulletins to the program vice-president who shall proofread the material to verify time, date, place and contents of the program.

E. Bylaws and Standing Rules Committee.

1. The chair of the bylaws and standing rules committee shall be appointed by the president. The chair shall serve on the Board of Directors.
2. The committee along with the president shall be responsible for updating branch bylaws after the AAUW biennial convention or AAUW annual meeting.
3. The committee shall receive proposed amendments to branch bylaws and standing rules from branch members and board of directors.
4. The committee shall inform the state bylaws committee chair and AAUW bylaws representative of changes in branch bylaws.
5. The committee shall insure that branch bylaws do not conflict with those of AAUW and AAUW Minnesota.
6. The committee shall see that branch activities are in conformity with branch bylaws and standing rules.

F. Community Outreach Committee.

1. The president shall appoint the chair of the community outreach committee.
2. Members of the committee shall include: a representative from the scholarship committee, a representative from the marketing committee and four at-large members.
3. The committee shall organize outreach activities that further the mission of AAUW Minneapolis in the community.
4. The committee shall document all branch outreach activities.

G. Development Committee.

1. The chair shall be the development vice president who shall appoint committee members, upon consultation with the president.
2. The chair shall be a voting member of the finance committee.
3. The committee shall clearly communicate to members the tax-deductible status of gifts to the 501 (c) (3) Minneapolis branch and their gifting options, including, but not limited to, annual, and endowments funds.
4. The committee shall implement and coordinate all branch fundraising activities except for the Scholarship Fund Board.
5. The committee shall make recommendations to the finance committee on the disposition of undesignated gifts to the branch.
6. The committee shall assure accurate record keeping of all gifts.
7. The committee shall assure timely and appropriate recognition of all donors, including tax documentation.

H. Diversity Committee.

1. The chair of the diversity committee shall be appointed by the president.
2. The committee shall create a diversity policy for the branch, based on the national AAUW diversity policy.
3. The committee shall meet on a regular basis to review and maintain national policy updates and to recommend action to the branch.
4. The committee shall maintain a calendar of culturally important dates to be used as a guide to meeting times and program planning.

I. Finance Committee.

1. The treasurer shall be chair of the committee.
2. Members of the finance committee shall include president, treasurer, chair of the AAUW Funds committee, chair of audit committee, chair of the development committee, program vice president, marketing vice president, membership vice president, chair of investment advisory committee, President of the Scholarship Fund Board Minneapolis branch of AAUW, and chair of the technology committee. The finance chair shall appoint, in consultation with the president and with the approval of the board of directors, one to three (3) members at large who have experience and background knowledge of the branch. The members listed above will have a vote on the committee.
3. All expenditure of branch funds must be channeled through the finance committee except for budgeted accounts.
4. The finance committee shall be responsible for the preparation of the proposed operating and/or capital budgets and any subsequent revisions. The committee shall submit the budget to the board meeting immediately prior to the branch April business meetings. The budget shall be

presented to the membership at the April business meetings for approval.

5. The finance committee must approve any changes in the salary ranges of the office manager.
6. All money-making activities shall be coordinated through the finance committee, and the date, time and place cleared with the program vice president and the house calendar.
7. All requests for contributions shall be channeled through the appropriate committee to the finance committee for consideration and recommendation to the board, and such requests shall be considered as valid only if they serve to extend the AAUW aims and programs to the community.
8. In case a speaker wishes to turn over the fee to a special project, his/her wishes shall be complied with; but the expenditure shall remain as a charge against program, and the donation shall not be considered a branch contribution.
9. All branch funds earned as part of any branch committee project shall be turned over to the treasurer, who shall place them in appropriate continuing accounts. All disbursements shall be made in accordance with Bylaws Article XV, Appropriations. The balance of such continuing accounts at the end of the fiscal year shall be carried over to the following year.
10. The balance of amounts budgeted to other accounts remaining unspent at the end of the fiscal year shall revert to the current fund with further disposition to be considered by the finance committee and approved by the board of directors.
11. Recommendations for the sale of any item of branch property shall be referred to the finance committee.

J. Long Range Planning Committee.

1. The committee shall consist of seven members who have experience and background knowledge of the branch. Each member shall serve a term of five years on a rotating or staggered basis. The president shall appoint a chair, members to replace those whose terms expire, and members to serve unexpired terms should any vacancies occur.
2. The long-range planning committee shall consider and study the future of all aspects of the branch.
3. The committee shall meet on call of the president and shall be responsible to the president.

K. Marketing Committee.

1. The committee on marketing shall be chaired by the marketing vice president. The marketing vice president shall appoint committee members after consultation with the president.
2. The chair shall be a voting member of the finance committee.
3. The committee on marketing, along with the membership committee, shall focus externally on visibility of the organization with emphasis on growth of membership.
4. The committee on marketing shall develop a program of media communications in order to raise public awareness of AAUW objectives.
5. The committee on marketing shall submit all proposed media communications to the president for review.
6. The committee on marketing shall be responsible for the collection of all print and electronic coverage about the branch and branch members. This material shall be submitted to the historian for inclusion in the branch scrapbook.

7. The committee on marketing shall participate with other organizations in external events to promote visibility.
8. The committee on marketing shall review the branch brochures, stationery and web sites.
9. The committee on marketing, in collaboration with the membership committee, shall develop a yearly plan for membership growth and shall set annual goals.

L. Membership Committee.

1. The committee on membership shall be chaired by the membership vice president. The membership vice president may appoint others as needed for special events or projects.
2. The chair shall be a voting member of the finance committee.
3. The committee on membership shall implement membership policy. The committee shall have the option of crediting the dues of new members who join after March 1 to the fiscal year beginning July 1 of that calendar year. An individual may use this option only once.
4. The committee on membership shall be responsible for internal branch membership recruitment and orientation to the purpose and program of AAUW and involvement of new members in branch activities.
5. The committee on membership shall be responsible for the orientation of new members.
6. The committee on membership shall be responsible for personal correspondence to members and their families.
7. The committee on membership shall contact each member who indicates a desire to not renew their membership.
8. The committee on membership shall staff the welcome desk at all regular branch meetings.

9. The membership vice presidents and their committee shall have the responsibility of seeing that the attendance policies are observed. (SR Article VI.)
10. The committee on membership in collaboration with the marketing committee shall develop a yearly plan for membership growth and shall set annual goals. (SR Article III, N 10)

M. Nominating and Elections Committee.

1. Committee Appointment and Procedure
 - a. A nominating committee of eight (8) members shall be appointed by the members of the executive committee. The names of the nominating committee shall be announced to the branch members at the March business meeting. The nominating committee shall serve beginning July 1.
 - b. The nominating committee shall elect a chair.
 - c. The nominating committee shall submit an analysis of the qualifications necessary for each office to the board of directors and the branch at the October meetings for suggestions and review.
 - d. The nominating committee shall submit a slate of officers and the director at large at the February business session and present them for vote at the March business session. Nominations for officers and the director at large may be made from the floor provided the written consent of the person nominated has been secured.
 - e. Officers and the director at large shall be elected by a majority vote of those voting at the March business meeting. If there is more than one candidate for an office, elections shall be by ballot. The treasurer shall take office on July 1, the beginning of the fiscal year, and serve through June 30 of the year the term ends. Other incoming officers shall begin planning for the work of the coming

year after the election and shall take office after the annual meeting.

2. Selection of Convention Delegates and Alternates.
 - a. At the business session designated by the board of directors, the nominating committee shall present a slate of nominees for delegates to the state convention.
 - b. The number of delegates is prescribed by Minnesota State AAUW.
 - c. The president shall be a delegate and shall be chair unless the president appoints another delegate to serve in that position.
3. Procedure for Election of Convention Delegates.
 - a. Election shall take place at a branch business meeting that shall precede the convention concerned by at least three weeks. Notice of intent to elect such delegates and alternates shall be given with the notice of the meetings.
 - b. Votes shall be cast by branch members for no more than the number of delegates to be elected on the slate. The president is a delegate but does not stand for election.
 - c. Persons shall be declared elected as either delegates or alternates on the slate according to the number of votes cast for them until the branch quota has been reached.
 - d. Alternates are to serve in order of the highest number of votes received on the slate on which they were elected. When no elected alternates are available, the president and/or the executive committee may accredit qualified consenting members.
 - e. The chair creates a luncheon guest list to include speakers, presenters and several members for each week of the month AAUW is in session.
 - f. The chair selects four President's table hosts to be in charge of one Monday each month. The four weekly hosts contact, invite and confirm all guests on their list and submit the final confirmed list to the chair, office manager, and

president by the Wednesday prior to their designated Monday luncheon.

N. Program Committee.

1. The program committee shall be chaired by the program vice president and shall include the program development assistants (PDAs) and the chairs of the following committees: public policy and topic chairs. Additional members may be added.
2. The program vice president shall be a voting member of the finance committee.
3. It is the responsibility of each member of the program committee to attend all its meetings or to send a qualified alternate.
4. Each program committee shall function as a unit in planning a varied and balanced program. Once the program calendar is established, the program vice president shall share it with officers, arrangements committee and technology committee, bulletin and directory chairs.
5. If a speaker or program presenter wishes to sell books or artifacts at the time of the program, the program vice president shall be consulted.
6. Programs presented by candidates for public office or public office holders shall adhere to the following policy:
 - a. No candidate who has filed for a given public office may speak at a branch meeting unless all candidates for said office have been invited to speak on the same program.
 - b. In order to inform members on pending governmental legislative items of interest, the branch may invite an elected public office holder to speak. The branch must not take action on these items. Speakers representing both sides must appear on the program or on separate simultaneously announced programs, (i.e., announcement

of both appearances must accompany both program notices in the bulletin).

- c. Exception to the above may be made with the consent of the board of directors.
- d. Program development assistants (PDA's) shall attend planning meetings of all topic committees. They shall work to avoid redundancy in annual program topics and try to ensure that the interests and policies of the branch are represented throughout the total branch programming.

O. Public Policy Committee.

1. The chair of the committee shall be appointed by the president and shall appoint a member to serve on the technology committee.
2. Procedures for Developing Public Policy Programs
 - a. The committee shall prepare recommendations for items to be included in the AAUW and/or public policy branch programs. The committee shall be guided by suggestions that are presented to it by standing or topic committee chairs or the program development assistants.
 - b. The committee shall present its recommendations to the board of directors and to the branch for consideration.
3. AAUW Public Policy Procedures.
 - a. The committee shall be responsible for responding to requests regarding formulation of the AAUW public policy program and shall submit recommended items approved by the branch to the AAUW public policy chair.
 - b. Following publication of the tentative public policy program in an AAUW publication, the chair shall review it with the board of directors and call it to the attention of branch members.
 - c. When a new item for the public policy program is under consideration, there should be open debate on the item at

- the branch level. The committee may communicate resultant suggestions to the appropriate AAUW committee.
- d. Each branch may select and actively support those items it chooses from the AAUW program.
 - e. No branch may oppose an approved item or specific legislation related thereto.
 - f. A branch may reexamine the AAUW position prior to an ensuing convention by again debating any item.
4. State Public Policy Program Procedures.
 - a. The committee shall submit recommendations for the tentative public policy program of the AAUW Minnesota to the state public policy program chair at least two weeks prior to the winter state board meeting.
 - b. Upon receipt of the state tentative public policy program, the committee shall study it, after which the chair shall review it with the board of directors, post it, call it to the attention of the branch for comments and advise the delegates to the state convention.
 - c. After adoption, the same rules apply as for the AAUW public policy program.
5. Community Issues.
 - a. Issues to be supported at the branch level shall follow the same procedures in developing recommendations as for AAUW and state.
 6. Procedures for Action.
 - a. A standing or topic committee may originate a recommendation for action consistent with AAUW public policy program for presentation to the board of directors. The committee then presents it to the branch for consideration.
 - b. When legislation is involved, the recommendation is presented to the committee on public policy. The committee on public policy recommends it to the board of directors and then to the branch for consideration.

- c. After authorization has been given by the branch, the public policy chair in cooperation with the standing and topic committee chairs concerned shall implement the authorized action.
- d. If time does not permit waiting for a branch meeting, the board of directors upon advice of the committee on public policy may act in the name of the board.
- e. The committee may support in the name of the committee specific legislation on which the AAUW and/or AAUW Minnesota has taken action.

P. Scholarship Fund Board, Minneapolis Branch.

1. As a charitable non-profit educational fund, this board is separately incorporated under Internal Revenue Code Section 501(c)(3) and shall be governed in accordance with that Code. The Minneapolis Branch AAUW is the parent corporation of this 501 (c)(3) corporation.
2. The twelve (12) directors of the Scholarship Fund of the Minneapolis Branch AAUW shall be appointed in accordance with the bylaws of the Scholarship Fund.
3. The chair of the scholarship fund board shall be a voting member of the finance committee.
4. The twelve directors shall award available funds each year for annual college scholarships to qualified women who are graduating seniors from Minneapolis public high schools.
5. The board shall keep members of the Minneapolis Branch AAUW informed of the Scholarship Fund, its purpose and activities and shall announce names of any recipients.

Q. Technology/Audio Visual Committee.

1. The AAUW president shall appoint the chair from the existing technology/audio visual committee or the general

AAUW membership to serve a two-year renewable term. The chair asks each committee member yearly before the directory publication if they wish to continue on the committee.

2. The chair of the technology/audio visual committee shall be responsible for purchasing and maintaining needed branch audio-visual and computer equipment. This chair is also responsible for maintaining an inventory of said equipment, and the year-end report to the historian. This chair shall be a voting member of the branch board and finance committee.
3. The chair shall be responsible for communicating with the AAUW presenters concerning a speaker's audio-visual requirements, relaying this information to the stage personnel and maintaining the schedule of the committee's duties.
4. The technology/audio-visual committee, including the chair, shall prepare the stage and audio-visual equipment for regular AAUW program presentations, recordings, and other requested branch programs and meetings. The committee shall plan for the future integration of technological equipment.
5. The technology/audio-visual committee shall be responsible for the maintenance of the website.

IV. SUBCOMMITTEES.

A. Directory Committee.

The directory committee shall be responsible for the publication of the directory.

B. Historian.

1. The historian is appointed by the president and shall keep the historian's book current; date all materials; and act as

custodian of current records, dated and kept in the historian's file cabinet.

2. The historian shall keep a complete file of branch directories and bulletins.
3. The historian shall collect and file annual reports from branch chairs.
4. The historian shall write a personal summary of branch activities.
5. The historian shall compile the branch scrapbook.
6. The historian shall make an annual report to the state historian, if requested.

C. Investment Advisory Committee.

1. The chair shall be appointed by the President.
2. Membership shall include the AAUW Branch treasurer and the treasurer of the Scholarship Committee.
3. Two or more additional members shall be chosen by the president and/or chair.
4. The chair shall report to the finance committee.
5. The investment advisory committee shall monitor AAUW investments, shall make recommendations for change when appropriate.
6. The committee shall meet quarterly.
7. The committee shall meet at least annually with the financial advisor.

D. Library Committee.

1. The chair of the library committee shall be appointed by the president. The chair, in consultation with the president, shall appoint a committee to help in the organizational functions of the library.

2. The chair and the committee are responsible for maintaining the member library and selecting new books to purchase.

E. President's Table Committee.

1. President's table chair shall be appointed by the president.
2. The chair creates a luncheon guest list to include speakers, presenters, and several members for each week of the months AAUW is in session.
3. The chair selects four President's table hosts to be in charge of one Monday a month. The four weekly hosts contact, invite and confirm all guests on their lists and submit the final confirmed list to the chair, office manager, and president by the Wednesday prior to their designated Monday luncheon.

F. Search Committee. (ad hoc)

1. The committee is formed when the need arises to hire an office manager. The president shall appoint five committee members who shall include the treasurer.
2. The committee shall recommend candidates for each position to the president (See Standing Rules III. K 8)
3. The committee shall use materials that include search procedures, job descriptions, wage schedules, salary ranges and the AAUW.

V. MONETARY GIFTS TO THE BRANCH.

1. All gifts including those of members or friends shall be used for the purpose designated by the donor or donors. Gifts and pledges may be directed to an approved project.
2. The finance committee shall be responsible for recommending if an undesignated gift shall be given to AAUW Funds, Scholarship Fund of AAUW Minneapolis Branch, AAUW Minneapolis Branch or used for some special purpose in the branch.
3. These recommendations shall be ratified by the board of directors.

VI. ATTENDANCE POLICIES.

A. Members.

1. Regular members may attend all meetings of the branch. Occasionally a meeting or special event may attract more members than can be accommodated. When this situation is anticipated, the membership vice president shall announce in the bulletin any special procedures that may apply.
2. A member at large, a member of another branch or a college/university representative may attend a limited number of branch meetings to be determined by the membership vice president.

B. Guests and Prospective Members.

1. A prospective member may be a guest at a branch meeting three times prior to receipt of an application for admission to AAUW membership.
2. A guest who is not a prospective member may attend three branch meetings during the program year.
3. All guests must register at the membership desk.

4. AAUW Fellows may be granted guest privileges upon application to the membership vice president and approval of the board of directors or the executive committee.
5. Guests may not attend any meeting that the board of directors or membership committee has designated for members only.

VII. USE OF AAUW AND MINNEAPOLIS BRANCH NAME.

1. The bylaws set forth Minneapolis branch policy regarding the use of the AAUW name in reference to matters of national scope.
2. Members may not identify themselves at meetings by the use of the AAUW or Minneapolis branch name unless authorized to attend such meeting by the president or the board of directors.
3. No member in attending a community meeting or in contacts with the public may use the name of AAUW or of the Minneapolis branch in connection with any matter on which the branch or AAUW has not taken action. In the event that an opinion is given on a matter upon which AAUW or the branch has not taken action, the opinion shall be identified by the branch member as being a personal opinion only.

VIII. REVISION.

Amendments to the standing rules shall require an affirmative vote by a majority of the members voting at a business session, after prior written or 3-day mail notice.

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