

**BY-LAWS**  
**UNITED STATES WOMEN OF TODAY**  
*REVISED JULY 2020*

**ARTICLE I NAME AND ORGANIZATION**

- Section 1 The name of this organization shall be the United States Women of Today, therein may be referred to as US Women of Today or USWT.
- 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, regions and/or chapters are permitted to charge and collect dues to defray their own expenses.
2. Any state with ten (10) members or less shall pay \$50.00 national dues payable by December 31 or one (1) year from charter date. At the time membership exceeds ten (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 ten (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 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 a Local Organization Member.
- B. Each local Organization must have a minimum of five (5) Individual Members.
- C. Local Organization Members shall 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 (1) 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.

**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 thirty (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, 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:

State Membership Number of Votes

1-50	1
50-100	2
101-300	3
301-750	4
751-1500	5
1501 and up	6

Section 6      Meetings of the Organization

- A. The Board of Directors shall meet at least two (2) times annually.
  - 1. Mid-Year Board of Directors Meeting
  - 2. Annual Meeting
- B. Mid-Year Board of Directors Meeting
  - 1. Bids of the Mid-Year Meeting shall be submitted by a chapter/district/regions/state to the President and Presidential candidate(s) to be received no later than June 1<sup>st</sup>. The incoming President will approve final meeting location.
  - 2. The meeting hosts shall submit a bid bond and signed contract upon the President's decision and contract shall be followed as per bylaws and policies state.
  - 3. A National liaison may be appointed by the President to handle the Mid-Year Meeting communications with the hosting chapter/district/region/state.
  - 4. The President shall have final approval of the agenda and schedule of this meeting.
  - 5. A quorum shall be one-third (1/3) of the state presidents or their designated alternate from their respective state.
- C. Annual Meeting – Shall consist of a Board of Directors meeting, a General Membership Meeting and an Elections Meeting

1. 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.
2. The meeting hosts shall submit a bid bond and signed contract upon President's decision and contract shall be followed as if convention had been bid for.
3. The President shall have final approval of the agenda and schedule of this meeting.
4. Election of officers shall be held at the Annual Meeting immediately following the Business Meeting.
5. Training shall be conducted for State Presidents and National Officers.
6. A National liaison may be appointed by the President to handle the Mid-Year Meeting communications with the hosting chapter/district/region/state.
7. 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/her 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 MANAGER AND DIRECTORS**

- Section 1      There shall be one (1) External Program.
- A. External program shall be the Domestic Violence Awareness program.
  - B. There shall be appropriate Program Managers for External Programs as defined in the policies.
- Section 2      There shall be one Internal Programs: Wellness & Personal Development. *Effective May 1, 2020.*
- 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 (1) 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.
  - C. Must be approved by the finance committee prior to being elected or appointed.
- 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. Candidates may request the candidate filing form for the USWT Chairman of the Board or may find it on the USWT website.
  - B. In the event an office has already been filed for and announced, no nominations can be made from the floor for that office. To be eligible for nomination from the floor, credentials must be checked by the Chairman of the Elections Committee.
  - C. Elections shall be held in the following order: President, Membership Vice President, Programming Vice President, Secretary and Treasurer, and shall be elected by a simple majority vote of the voting delegates present and voting at the Annual National Convention Elections 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 and Presidential Assistants for the United States Women of Today shall be appointed by the United States Women of Today President with the approval of the Board of Directors.

Section 10 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, 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 two-thirds (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 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 checks require two signatures. The president, treasurer and a vice president shall be authorized signatures 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 National Staff Meeting at Annual Convention.

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, recorded in the minutes and retained by the secretary 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.