POLICIES
UNITED STATES WOMEN OF TODAY
REVISED June 2025

POLICY 1 ELECTIONS

Section 1 Candidate Filing

A. Candidates for national office must file after January 1.
B. The Chairman of the Elections Committee shall announce the date the candidates may declare at the Mid-Year meeting.
C. Candidates for all elected national positions may announce one hundred twenty (120) days prior to Election Day to the membership.
    1. Announcements to the membership from the candidates may be by email or mail only.
    2. The USWT Chairman of the Board (COB) will post an announcement on the USWT Facebook page of all approved candidates seeking an elected office.
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 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 to the Chairman of the Board.
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 regarding 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 March 1 through the election at the Annual Convention.
I. Candidate Filing Form and a Plan of Action for candidates shall be submitted to the Chairman of the Board no later than Wednesday prior to the Annual Convention.

Section 2 Campaign 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 his/her 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 Convention 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 twenty (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 fifteen (15) minutes for each candidate for President and a total of ten (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. In the event of an uncontested election the five (5) minute state caucus shall be waived.
D. The following are prohibited from publicly campaigning for any candidate for national office through written endorsement, nominating and seconding speeches or demonstrations: current Executive Committee members, current Elections 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. The external programming area shall have a Domestic Violence Awareness Program Manager.
B. The internal programming area shall have a Wellness and Personal Development Program Manager.

C. Intent to, letter of state support and plan of action for program manager positions shall be submitted to the Chairman of the Board no later than Wednesday prior to the Annual Convention. The bids will be presented by the bidder or their representative (excluding current National Officers, Program managers and Directors) in a five
(5) minute oral presentation at the Annual Convention 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 (1) year effective at the Annual Convention.
    1. If any program manager position is not filled at the Annual Convention, a bid shall be submitted to the President and Programming Vice President postmarked or emailed on or before eight (8) days following the close of the Annual Convention. The President shall fill the vacancy by July 1 with the approval of the Executive Committee.
    2. In the event no one has bid, the President may fill the vacancy by appointment with a letter of state support, a plan of action and 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. The external program Domestic Violence Awareness shall be a permanent ongoing program and shall be reviewed every three (3) years, effective May 1, 2011.
    1. Any Domestic Violence Awareness 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. Any other 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.
    3. The Program Manager may hold a fundraising event with scheduling at the discretion of the President and Programming Vice President.
B. Internal Program shall be reviewed every three (3) years starting with the year 2011/2012 STEP and 2020/2021 Wellness and Personal Development.
    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 Convention.
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. Writing Competition $5.00
        b. Impromptu Competition - $5.00

2. At the Annual Convention:
    a. Speaking Competition $5.00
    b. Writing Competition $5.00

D. Emphasis months are set as follows:

July: Extensions, Membership
August: Wellness and Personal Development, Domestic Violence Awareness
September: U.S. Founder's Club Charities, Public Relations, Wellness and Personal Development
October: Buckets of Sunshine, Domestic Violence Awareness, Extensions
November: Parliamentarian, Wellness and Personal Development December: Membership
January: Wellness and Personal Development
February: Extensions, Domestic Violence Awareness
March: Membership, Wellness and Personal Development, U.S. Founder's Club Charities
April: Public Relations, Outstanding Achievement in Programming
May: Parliamentarian, Community Connections, 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 and Presidential Assistant(s) 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. Founder's Club Charities.

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 and STEP.
E. Shall be responsible for the promotion of membership.
F. Shall be responsible to review and initialize revision for manuals in her/his area.
G. Shall promote chapter management.
H. Shall preside over all meetings in the absence of the President.
I. Shall chair the Membership Committee.
J. 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 be responsible to review and initialize revision for manuals in her/his area.
E. Shall be responsible for requesting Community Connections each trimester from each state.

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. To be available to all members electronically. National Staff, State Presidents, U.S. Founder's Club Charities' President, Past National Presidents and individual chapters may request a mailed copy at no charge.
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.
E. Shall be responsible to review and initialize revision for manuals in her/his area.

Section 5 Treasurer

A. Shall be bonded.
B. Shall have financial records reviewed annually and report results, which would include the opinion and financial statements, to the Board of Directors by Mid-Year Meeting. The annual review shall be the responsibility of the outgoing treasurer.
C. Shall oversee sponsorships and grants.
D. Shall file all tax and review papers.
E. Shall be responsible for all Ways and Means.
F. Shall chair the Finance Committee.
G. Shall have the checkbook to new Treasurer by July 15.
H. Shall not complete any Credit Applications for Credit Cards or any type of business account in the name of the United States Women of Today.
I. Shall be responsible to review and initialize revision for manuals in her/his area.

Section 6 Chairman of the Board

A. Shall be an Ex-officio member of all committees.
B. Shall be the immediate Past President of the U.S. Women of Today.
C. Shall be Chairman of the Future Directions Committee.
D. Shall be Chairman of the Elections Committee and oversee Program Managers

and Directors bidding process.

E. Shall oversee the National Meeting Contract and bidding process.

F. Shall be the organizer of the online meetings or shall appoint an organizer with Executive Committee approval. Webmaster shall be second organizer.

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.

D. Shall be responsible to review and initialize revision for manuals in her/his area.

E. Shall certify the voting delegates for all General Membership, Board of Directors, and Elections meetings.

Section 8 Outgoing Executive Committee, Program Managers and Directors

Shall turn over appropriate files and records to incoming officers no later than July 1.

POLICY 4 DIRECTORS

Section 1 Bid Process

Intent to bid, letter of state support and a Plan of Action for the Director position shall be submitted to the Chairman of the Board no later than Wednesday prior to the Annual Meeting. The bids will be presented by the bidder or their representative (excluding current National Officers, Program Managers and Directors) in a five (5) minute oral presentation at the Annual Convention 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 (1) year effective after the Annual Business Meeting.

A. If any director position is not filled at the Annual Convention a bid shall be submitted to the President and Membership Vice President postmarked or emailed on or before eight (8) days following the close of the Annual Convention. The President shall fill the vacancy by July 1 with the approval of the Executive Committee.

B. In the event no one has bid, the President may fill the vacancy by appointment with a letter of state support, a plan of action and" 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 be the chairman 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 Convention.

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 (3) years on a rotating basis as follows:

1. 2022-2023 Programming Vice President Manual (WWPD and DVA)
2. 2022-2023 President Manual
3. 2023-2024 Membership Manual (Public Relations/Media Kit/Buckets of Sunshine)
4. 2023-2024 Extensions Manual (State Guide and Chapter Guide)
5. 2023-2024 Operations Manual
6. 2024-2025 Secretary, Treasurer and Parliamentarian Manuals
7. 2024-2025 Book of Forms

Section 4 All manuals shall be made available to the Board of Directors and all local organizations via electronic media. All changes shall be published in a timely manner on the website.

Section 5 All materials published by the USWT become 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 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 Meeting and Annual Convention. Minutes of all committee meetings shall be recorded and
made a part of the permanent records. Minutes shall be distributed to Committee Members within forty-five (45) days after convention.
Committees shall utilize Zoom Meetings throughout the year to expedite committee meetings at Mid-Year Meeting and Annual Convention.

A. Finance Committee
   1. Shall consist of the Treasurer, serving as committee chairman, past Treasurer, Chairman of the Board (COB), President, one other Executive Committee Member selected by the President and three state presidents, or their representatives appointed by the President; President, Treasurer or Executive Director of U.S. Founder's Club Charities.
   2. Shall review the current financial status of the U.S. Women of Today at each national convention. 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 Convention.
   5. If a State is not present at a National Convention, any awards, certificates, etc. would be shipped to the State provided that the State agrees in advance to reimburse the national organization. Reimbursement should be made within thirty (30) days, or the State will no longer be in good standing until paid. If shipping is declined, items will be returned to their source.
   6. Shall review all existing and newly proposed Finance 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, Chairman of the Board (COB), and at least three (3) 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 Parliamentary manuals for adoption.
   4. Bylaw Review Committee may make or correct Bylaws and Policies for the purpose of correcting grammatical, punctuation, and/or spelling errors as

necessary.

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 (2) 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.
    3. Shall review all manuals of the U.S. Women of Today and make recommendations for changes and with a majority vote to approve all manuals.

E. Marketing Committee
    1. Shall consist of the PR Director, serving as committee chairman, past PR Director, Membership Vice President, Treasurer, at least three (3) state presidents or their representatives appointed by the President, and at least five (5) volunteers shall serve three (3) year alternating terms on a three (3) year rotation.
    2. Shall develop and implement ideas for marketing the United States Women of Today.
    3. The Public Relations Director shall review Buckets of Sunshine bid for Mid-Year Meeting and send to the Marketing Committee for approval at the Year-End Convention.
    4. A representative from the Marketing Committee shall serve on the Future Directions Committee.
    5. Year-End Buckets of Sunshine project is to be related to Domestic Violence Awareness.

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 (3) 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 Programming 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 (3) state presidents or their representatives appointed by the President.
    2. Shall review all existing and proposed Membership 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 Future Directions.
    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 (3) people selected by the President, with the Chairman of the Board serving as chairman.
2. Shall maintain a list of existing materials and monitor reviews. Recommendations for revisions and updates shall be made to the Future Directions 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. The External Area and guidelines shall be reviewed in June 2012 and every three (3) years thereafter.

Section 2 Committee Chairman

In the event the chairman is unable to attend the Mid-Year Meeting or Annual Convention committee meeting, she/he will appoint a member of the committee to act as chairman of that meeting.

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 trimester (August, December and April).
2. Dues collected by the state must be to the National Membership Vice President postmarked by the first of the month following each trimester (September 1, January 2 and May 1).
3. State renewals (includes all chapter) not postmarked on or before the deadline will be assessed a $50.00 fine. Individual late renewals received after the 15th will reflect a change of anniversary date.
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 trimester 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

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

A. Dues payment for a new chapter in an organized state shall be paid to the state treasurer. The State Treasurer will then submit to the National Membership Vice President.
B. Dues payments for members in a new chapter in an unorganized state may submit individual checks directly to the National Membership Vice President.
    1. Dues payments for additional new members will submit payment to the State Treasurer who will then submit to the National Membership Vice President. If no State Treasurer has been elected, a payment from the chapter may be submitted to the National Membership Vice President.

Section 3 Member Chapters

If a chapter drops under five (5) paid members for a period of two (2) trimesters, the chapter will be dropped as a Member Chapter.

Section 4 Members in Good Standing

A. 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.
B. Such review shall include all parties involved and shall be held at a national mid-year or annual Board of Directors meeting or by email review from the USWT President according to Article XVI of the by- laws.
C. 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, bond and signed Mid-Year meeting contract shall be sent to the President and Chairman of the Board by September 1, one (1) year prior to meeting being held.
    1. Mid-Year meeting shall be the first or second weekend, Friday, and Saturday, in October.
    2. A committee of three (3) past meeting chairs shall be appointed by the current President to review the entire bid, to make sure the bid is complete and follows the contract.
B. The Bid for Mid-Year Meeting should be presented one (1) year prior to the meeting being held, subject to approval by Board of Directors.
    1. In the event there is no bid in time for Mid-Year, 1 year prior, the Chairman of the Board shall find a host, with final approval by the Executive Board.
    2. If the USWT ends up hosting, any profit/loss will revert back to the USWT Treasury.
C. The Mid-Year financial statement shall be sent to the Treasurer, Chairman of the Board and President within forty-five (45) days after the meeting. The registration tax shall be submitted with the financial statement to the Treasurer.
D. The contract bidding process shall be overseen by the Chairman of the Board.
E. In the event the Chairman of the Board shares her room with other members, the hosting state/district/region/chapter must pay a prorated portion of the room costs based on the number of members in the room.
F. In the event the President shares her room with other members (excluding Presidential Assistants or family), the hosting state/district/region/chapter must pay a prorated portion of the room costs based on the number of members in the room.

G. If bid(s) have been approved by the Convention Committee for presentation at the Mid-Year Meeting, no other bids may be presented.

Section 2 Annual Convention

A. A complete bid form, bond and signed Annual Convention contract shall be sent to the President and Chairman of the Board by May 1st, one (1) year prior to meeting being held.
   1. Annual Convention shall be the first or second full weekend, Thursday through Saturday, in June.
   2. A committee of three (3) past meeting chairs shall be appointed by the current President to review the entire bid, to make sure the bid is complete and follows the contract.

B. The Bid for Annual Convention should be presented one (1) year prior to the Convention being held, subject to approval by membership at the Business Meeting.
   1. In the event there is no bid in time for the Annual Convention, 1 year prior, the Chairman of the Board shall find a host, with final approval by the Executive Board.
   2. If the USWT ends up hosting, any profit/loss will revert back to the USWT Treasury.

C. The Annual Convention financial statement shall be sent to the Treasurer, Chairman of the Board and President within forty-five (45) days after the convention. The registration tax shall be submitted with the financial statement to the Treasurer.

D. The contract bidding process shall be overseen by the Chairman of the Board.

E. In the event the Chairman of the Board shares her room with other members, the hosting state/district/region/chapter must pay a prorated portion of the room costs.
based on the number of members in the room.

F. In the event the President shares her room with other members (excluding Presidential Assistants or family), the hosting state/district/region/chapter must pay a prorated portion of the room costs based on the number of members in the room.

G. If bid(s) have been approved by the Convention Committee for presentation at Annual Convention, no other bids may be presented.

Section 3 Registration Fees

A. The maximum registration fee charged per person at the Mid-Year Meeting, or the Annual Convention shall be $135.

B. The contract form shall be reviewed every three (3) years starting with 2023-2024, by a select committee. Members shall consist of the President, Chairman of the Board, Treasurer, Parliamentarian and past hosting state representatives, consisting of no less than 3 past hosts.

C. Refunds must be provided by the host only if the member requests in writing–at least thirty (30) days prior to the event. A $10.00 cancellation fee will be deducted from the full refund.

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 as determined be National President 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 items at cost and will be responsible for purchasing their remaining theme inventory at cost the end of their Chairman of the Board (COB) year.

Section 3 Registrations

A. Mid-Year meeting registration will be paid for the following: Vice Presidents, Secretary, Treasurer, Parliamentarian, Program Managers, Directors, and one Presidential Assistant.
B. Annual convention registration will be reimbursed for the following: Vice Presidents, Secretary, Treasurer, Parliamentarian, Program Managers, Directors, and one Presidential Assistant, shall be paid proportional to available funds at year-end.
C. Registration shall be reimbursed to the U.S. Women of Today by the respective individual when a registration is cancelled after the deadline.
D. Room reimbursements shall be paid at budgeted amounts, proportional to available funds at year-end:

Section 4 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.
B. Up to one-third (1/3) of officer expense reimbursement budget may be paid each trimester and balance of budget may be paid by Annual Convention.

Section 5 Any returned checks incurring charges to the United States Women of Today must be paid by the maker of the check within 90 days. Debts owed are subject to Bylaw article 3 section 6.

POLICY 13 CONTRACTS

Section 1 Dues Billing

A. The contract shall be open for bids and negotiated every three (3) years by a select committee starting in August 2026 with contract effective date of 01/01/2027.
    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 Executive Committee 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 2 Webmaster

A. The contract shall be open for bids and negotiated every three (3) years by a select committee starting with August 2025 with contract effective date of 01/01/2026.
   1. The committee shall consist of the President, Membership Vice President, Marketing Chair, Chairman of the Board, Past Immediate Membership Vice President, and representatives from at least three (3) different states (preferably having knowledge with websites).
   2. Webmaster shall submit a complete bid to the Marketing Chair and President at least sixty (60) days prior to Friday of the 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: Women of Today experience, website experience, back-up plan if unavailable, description of hardware and system, and proposed budget.
   4. Webmaster is expected to attend the Mid-Year Meeting to present their bid and answer questions. The meeting shall be closed to only Webmaster Contract Committee members during the bid presentations and discussion. If prospective Webmaster cannot attend the meeting, they can have someone present their bid for them.
   5. Webmaster Contract Committee will make a recommendation for Webmaster to the Executive Committee for approval at the Mid-Year Meeting.

POLICY 14 UNITED STATES WOMEN OF TODAY ARCHIVES

Section 1 At the completion of each year, the President will send the following information, preferably electronically, to the MN Chapter Service Center:

A. USWT Directory
B. All committee meeting minutes
C. USWT meeting minutes
D. All issues of “Today’s Leader”, national newsletter
E. Year-End budget report
F. Annual Financial audit report
G. Membership statistics (final year-end SODA)

Section 2 A copy of the following items will also be stored at the MN Chapter Service Center:

A. An electronic original of the USWT manuals and packets
B. Articles of incorporation
C. Trademark paperwork

POLICY 15 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 16 U.S. FOUNDER'S CLUB CHARITIES

Section 1 U.S. Women of Today recognize the U.S. Founder's Club Charities.

POLICY 17 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.

Section 2 The proposer of a motion and the second shall be from different states.

POLICY 18 SOCIAL MEDIA

Section 1 The current National USWT President, Chairman of the Board (COB), and Public Relations Director will be the administrators of the USWT Facebook Page and/or any other social media.

Section 2 Current Webmaster will have editing privileges to generate Facebook posts to promote US Women of Today website information.

Section 3 All posts to be monitored by the administrators and edited or removed as appropriate.