

BYLAWS CHAIR

Purpose: The bylaws chair will assure that state and branch bylaws are in conformity with AAUW national bylaws and the state of Maryland's requirements for non-profit organizations.

RESPONSIBILITIES OF EACH MEMBER OF THE AAUW MARYLAND BOARD

- Align strategic direction of AAUW affiliates in Maryland with each other and AAUW national priorities.
- Identify and connect branches with resources, opportunities, and trainings that will empower branches to meet their goals most effectively.
- Create and maintain structures that facilitate inter-branch and branch-to-state communication and collaboration.
- Participate in AAUW meetings, conventions, and conference calls related to their areas of responsibility. Be responsive to requests for information and recommendations from AAUW.
- Be familiar with AAUW resources, including the website and national newsletters.
- Provide content for the *Marylander*, AAUW Maryland website, and social media (e.g., Facebook).
- Submit records to AAUW Maryland archivist.
- Present reports and presentations – as requested - at each board meeting, conference, and the annual meeting.

SPECIFIC RESPONSIBILITIES OF THE POSITION

RESPONSIBILITIES TO AAUW MARYLAND

- Work with the board of directors to assure that AAUW Maryland policies and procedures are in accord with the intent of AAUW Maryland bylaws.
- Chair the state bylaws committee.

The chair and committee:

1. Recommend to the board of directors changes to state bylaws.
 2. Consider and edit, if necessary, bylaws changes suggested by members for recommendation to the board of directors. Editing should in no way alter the intent of the submitted change(s).
 3. Set the deadline for submission of proposed bylaws changes. Deadline should insure time for presentation of the change to the board of directors at the winter meeting, publication in the *Marylander*, and branch notification.
 4. No later than thirty (30) days before the meeting at which such amendment(s) is to be acted upon, mail by electronic means or postal service the final draft to all members of the board of directors and the branches.
 5. Present proposed bylaws changes to the voting body at convention.
 6. Be prepared at the state convention to assist with any bylaws changes that may be submitted from the floor. Unanimous approval of the body is required to hear a change for which previous notice has not been given.
 7. Distribute a current copy of AAUW Maryland bylaws to each member of the board of directors and to each branch.
 8. Notify branches and all AAUW Maryland board members that proposed changes in the state bylaws must be received sixty (60) days before the annual convention.
 9. Maintain bylaws files, including one copy of each branch's current bylaws.
 10. Have available for reference at state meetings current copies of the bylaws of AAUW Maryland, the bylaws of the American Association of University Women, and the AAUW branch and state leaders handbook.
- The Bylaws Chair is responsible for initiating a review of the AAUW Maryland Handbook every other year in odd numbered years. The Bylaws chair will serve as the chair of the Handbook committee and will identify members for a Handbook Committee with assistance from the board.

RESPONSIBILITIES TO AAUW MARYLAND BRANCHES

- Assure that branches bring their bylaws into conformity with AAUW national bylaws:
 1. Notify branches that they may receive from the AAUW national bylaws committee instructions for making any mandatory changes to branch bylaws and the deadline for making the changes.
 2. Keep a record of each branch's certification that mandatory bylaws changes have been made. Branches should submit two (2) copies of their bylaws to the AAUW Maryland bylaws chair. Bylaws should be submitted electronically.
 - a. One (1) copy for the AAUW national bylaws committee
 - b. One (1) copy for AAUW Maryland records
 3. Review branch bylaws for conformity when copies are submitted.
 4. Work with branches to correct any errors or omissions,
 5. Work with branches wanting to revise their bylaws, assuring conformity with AAUW national and AAUW Maryland bylaws and including procedures to revise the bylaws.
- Notify branches who have not submitted branch bylaws by the appropriate date that they should be forwarded immediately.

RESPONSIBILITIES TO AAUW

- Ensure that mandatory changes to the bylaws are implemented by each branch.
- Confirm that branch bylaws are consistent with national bylaws.

Skills Helpful to the Position:

Previous experience at branch or state level

Calendar

Dates are flexible.

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| July | Submit report at summer board meeting Summer conference |
| October | Submit report at fall board meeting Fall conference |
| December | Receive proposed bylaws changes from AAUW Maryland board members and branches |
| January | Winter board meeting – present any proposed bylaws changes |
| April | Submit report at spring board meeting Annual convention – present any proposed bylaws changes |