

WOMEN'S STATE LEGISLATIVE COUNCIL OF UTAH, INC.

HISTORY AND PURPOSE

The Women's State Legislative Council of Utah was organized in 1920 after the ratification of the 19th Amendment to the United States Constitution, which gave every woman the right to vote. Its purpose then, as now, is to investigate and study state and national issues with a goal of bringing about legislation beneficial to the State of Utah.

Membership is open to organizations and individuals. Each biennium membership ranges between 100-250 members, and representation of 50-100 different organizations. Two affiliate councils – Utah and Weber Counties – are members of the state organization. Since delegates report the actions taken by the Legislative Council to their respective organizations, we have the ability to influence thousands of people throughout the state. A news Bulletin, printed after each meeting, summarizes the information presented on issues and is an aid to delegate reporting, as well as to Legislators, the Governor and Lieutenant Governor.

Members represent a broad cross section of the population in terms of geography, economics, culture, politics and religion. Nonpartisanship is achieved by alternating the leadership of the Council between the two major political parties each biennium. The Executive Board and Committees are also balanced politically.

The Council meets in general session on Wednesdays from 12:00 p.m. to 2:00 p.m. as scheduled during September and October. Weekly meetings on Wednesday are also held during the Utah Legislative Session. At our meetings, experts present material for and against issues and legislation. Five Legislative Study Committees determine subjects to be presented at the meetings.

The five committees are:

- **Business/Labor/Public Utilities and Technology/Workforce Services and Community and Economic Development**
- **Education**
- **Energy/Natural Resources/Agriculture and Environment**
- **Health and Human Services/Retirement and Independent Entities**
- **Judiciary/Law Enforcement and Criminal Justice/Political Subdivisions/Revenue and Taxation/Transportation/Government Operations**

Action on legislation originates from the Executive Board, Legislative Study Committees or from the Council floor in the form of resolutions supporting or opposing bill. The resolutions are submitted to the members at a general session for approval. If they are adopted, they are taken to each Legislator, as well as the Governor and Lieutenant Governor. Delegates may then lobby for the bill's passage or defeat.

Over the years, the Council has earned the reputation of being a nonpartisan organization, representing no special interest group. The Women's State Legislative Council's policy of hearing both sides of issues, weighing the factors involved in solving problems and taking a stand on legislation has made it a respected organization in Utah.

**WOMEN'S STATE LEGISLATIVE COUNCIL
OF UTAH, INC.**

**ARTICLES OF INCORPORATION
Revised 1995**

**ARTICLE I
Name**

The name of this organization shall be WOMEN'S STATE LEGISLATIVE COUNCIL OF UTAH, INCORPORATED.

**ARTICLE II
Object and Policy**

The object of this organization shall be to investigate and study subjects of state and national interest for the purpose of influencing and bringing to fruition beneficial legislation for the State of Utah. The policy of this organization shall be nonpartisan.

No part of the net earnings of this organization shall inure to the benefit of, or be distributable to its members, officers or other private persons, except that the organization shall be authorized to pay reasonable compensation for services rendered.

**ARTICLE III
Membership**

Any organized group or individual in the State of Utah whose aims are in accord with the object and policy of WOMEN'S STATE LEGISLATIVE COUNCIL OF UTAH, INC. shall be eligible for membership in the organization.

ARTICLE IV
Meetings, Officers, Elections

Section 1. Meetings

This organization shall have authority to determine at what times and places its meetings shall be held and places its meetings shall be held and the manner of notifying members to convene at such meetings.

Section 2. Officers

This organization shall have authority, as the bylaws may provide, from time to time to elect a president, president-elect, vice presidents, secretary, treasurer, directors and such other officers as may be considered necessary, and to declare the duties and tenure of such officers.

Section 3. Elections

This organization shall provide by its bylaws that its officers shall be chosen by ballot, or may provide for any manner of electing its officers.

ARTICLE V
Affiliate Councils

Affiliate councils may be formed according to such bylaws as this organization may adopt, and representation may be given to the affiliate councils for the election of officers and for such other purposes as the bylaws may provide.

ARTICLE VI
Bylaws

Section 1.

The voting body of this organization may adopt bylaws which shall not be inconsistent with the Articles of Incorporation.

Section 2.

Any article or section of the bylaws of this organization shall be amended, repealed, or new provisions adopted as provided by the bylaws.

ARTICLE VII
Amendments

These Articles of Incorporation may be amended at any regular meeting by a two-thirds vote of the eligible voters present, provided such amendment has been read at the previous meeting.

ARTICLE VIII
Indemnification

Every member of the executive committee and executive board may be indemnified by the WSLC against all expenses and liabilities, including counsel fees reasonably incurred or imposed upon such members of the executive committee in connection with any threatened, pending or completed action, suit or proceeding to which she may become involved by reason of her being or having been a member of the board or officer of the Council, or any settlement thereof, unless adjudged therein to be liable for negligence.

or misconduct in the performance of her duties. In the event of a settlement the indemnification herein shall apply only when the WSLC executive committee approves such settlement and reimbursement as being in the best interest of the WSLC. The foregoing right of indemnification shall be in addition to and not exclusive of all other rights to which the member of the executive committee or officer is entitled.

ARTICLE IX Dissolution

Upon dissolution of this organization, the Board of Directors, after payment of all liabilities, shall dispose of all remaining assets to any other non-profit corporation as shall at that time be exempt under Section 501(c)(4) of the Internal Revenue Code. Any assets not so disposed of shall be disposed of by the Third District Court of Salt Lake County, State of Utah. Notice of a dissolution meeting shall be duly given to the members of this organization.

**WOMEN'S STATE LEGISLATIVE COUNCIL
OF UTAH, INC.**

BYLAWS

ARTICLE I

Membership

Membership of the Women's State Legislative Council of Utah, Incorporated (WSLC) shall be composed of organizations represented by accredited delegates, affiliate councils and individuals. WSLC does not discriminate and is all inclusive.

Section 1. Organizations

- (a) Any organization requesting membership in WSLC, in whose territory there is no affiliate council, shall submit to the Executive Board of WSLC an application for membership together with a copy of the applicant's constitution or governing rules and a roster of its membership.
- (b) Upon receipt of an application for membership, the Membership and Credentials Committee shall review the application and make recommendations to the Executive Board for consideration of membership. Within five days of such action, the Executive Board shall provide notice to the applicant of the acceptance or rejection of its application.
- (c) Each organization shall be represented by one, two or three delegates chosen from its membership, the number to be determined by the Executive Board in relation to the number and size of member organizations and the facilities available for accommodation of delegates at general meetings. These delegates are to be named at the time dues are paid. All delegates shall be residents of the State of Utah.
- (d) Delegates shall be replaced by the member organization only upon written request of its president to the WSLC Membership and Credentials Chair.

Section 2. Affiliate Councils

- (a) Any group of eight or more organizations outside of Salt Lake County, in whose territory there is no affiliate council, may organize an Affiliate Women's Legislative Council of Utah. Such affiliate council shall adopt a Constitution consistent with the Articles of Incorporation of WSLC and Section 501(c)(4) of the Internal Revenue Code and may pass bylaws, which do not conflict therewith.
- (b) Every affiliate council which is accepted for membership shall be entitled to one Director to serve on the Executive Board for a term of two years. Said Director shall be selected by such affiliate council from its membership. The president of an affiliate council may designate a member of its board to represent the affiliate council at meetings of the Executive Board of WSLC if the Director is unable to attend.
- (c) In addition to the Director, each affiliate council may be represented by any active delegates up to a maximum of eighteen.
- (d) Affiliates desiring to bring programs and resolutions before WSLC on matters of statewide interest shall follow the same procedures as that prescribed in Article VII, Section 1.

Section 3. Individuals

- (a) Any individual in the State of Utah whose aims are in accord with the objectives and policies of WSLC shall be eligible for membership.
- (b) Upon receipt of an application for membership, the Membership and Credentials Committee shall review the application and report the same at the next Executive Board meeting. Within five days of such action, the Executive Board shall provide notice to the applicant of acceptance or rejection of the application.

Section 4. Members

- (a) The term "member" shall refer to any person holding a delegate position from an organization or affiliate council, regular membership, or life/honorary membership issued by WSLC for the current biennium.

- (b) Each member shall serve for the full biennium (a two-year term).
- (c) Newly accepted members shall be presented by the President or Membership and Credentials chair to WSLC at the next regular meeting.

Section 5. Elected Officers

Officers are elected from the accredited members. Any elected officer who resigns for cause, shall retain status as an accredited member.

Section 6. Appointed Members of the Executive Board

- (a) Appointed members of the Executive Board are appointed by the President from accredited members to serve as Parliamentarian, Public Relations chair, Bulletin editor, co-chairs of Legislative Study Committees, and such others as are deemed necessary.
- (b) Any appointed Board member who resigns for cause shall retain status as an accredited member.
- (c) An attempt shall be made to balance appointments between major political parties.

Section 7. Life/Honorary Membership

- (a) Any person who is a Past President of WSLC shall be entitled to life membership without payment of dues and with full membership privileges.
- (b) A gold life credential shall be granted by the Executive Board without formal application.

Section 8. Termination of Membership

- (a) Of Organizations and Individuals
 - (1) For delinquent dues: Membership shall be terminated upon dues becoming delinquent.
 - (2) For cause: Membership may be terminated by the Executive Board for cause including excessive non-attendance at meetings or change of eligibility after investigation and due notice to the member.
- (b) Within five days following action to terminate, the Executive Board shall provide notice of the Board action to appropriate organizations or individuals. In the case of the member organization, both the organization and its delegates shall be notified. In the case of a

delegate, both the delegate and the organization, where applicable shall be notified.

- (c) Any member organization, individual member, affiliate council, elected officer or appointed member of the Executive Board whose membership is terminated as herein provided, forfeits all rights, title and interest in and to the property of WSLC.

Section 9. Reinstatement Procedures

- (a) Any organization or individual whose membership has been terminated may reapply for membership. Such application shall be subject to the same procedures as those for admission of new member organizations or individuals.
- (b) If a member's membership has been terminated for cause, a written application for reinstatement giving justification may be submitted to the Executive Board. The application of a delegate who represents an organization must be countersigned by the president of the organization represented by the individual. The Executive Board reserves the right to make the final decision regarding the acceptance of said delegate or member.

ARTICLE II

Fiscal Year and Dues for Biennium

Section 1. Fiscal Year for the Biennium

The fiscal year for the biennium shall begin June 1 of the odd-numbered years. For purposes of complying with federal and state income tax reporting requirements, the fiscal year shall begin June 1 of each year.

Section 2. Dues

- (a) Dues for each delegate from member organizations and affiliate councils and for each individual member shall be payable on or before October 1 of the first year of the biennium. The amount shall be stated in the Council standing rules
- (b) Dues for continuing organizations and individuals shall become delinquent following the October meeting of the first year of the biennium.

ARTICLE III

Credentials

Section 1. Issuing Credentials

Upon payment of dues, each accredited delegate of a member organization and affiliate council and each individual member, shall be issued a credential by the Treasurer of WSLC.

Section 2. Transferring and Replacing Credentials

- (a) Credentials are not transferable.
- (b) If a member organization or affiliate council replaces a delegate, the original credential shall be returned to the Treasurer, and a replacement fee for the new credential will be assessed.
- (c) A replacement fee shall be charged for a lost or damaged credential.

Section 3. Use of Credentials

The credential shall be presented at the door for admittance to the meetings of WSLC, upon call of the chair, and before voting.

Section 4. Membership List

The Treasurer shall file a current alphabetical list of the membership with the President, President-elect, Treasurer, Corresponding Secretary, and Attendance Committee chair. Additional lists can be provided to the board as needed.

ARTICLE IV

Officers

Section 1. Officers

- (a) The elected officers of WSLC shall be President, President- elect, First Vice President, Second Vice President, Recording Secretary, Treasurer, Corresponding Secretary, Historian and five Directors.
- (b) The appointed officers of WSLC shall be the one Director from each affiliate council as provided in Article 1, Section 2 (b), Parliamentarian, Chaplain, Public Relations chair, Bulletin Editor, Policy chair, State Issues chair, National Issues Chair, chairs and co-chairs of Legislative Study Committees, Timekeeper chair,

Attendance Committee chair, Sergeant-at-Arms, Celebrations Committee chair, and such others as are deemed necessary.

Section 2. Duties of Officers

(a) President

- (1) The President shall preside at all meetings of WSLC and be chair of the Executive Board.
- (2) The President shall be ex-officio member of all committees of WSLC, except the Nominating Committee; be ex-officio member of affiliate councils.
- (3) Be responsible, in connection with the Executive Committee (Article V. Section 5), for recommending WSLC's policies, planning and directing its development, and coordinating its various interests.
- (4) May call special meetings as provided in the bylaws.
- (5) With the approval of the Executive Board, the President shall make appointments in accordance with the bylaws.
- (6) Appoint additional members as outlined in Standing Committees Article VI and such others as are deemed necessary.
- (7) With the approval of the Executive Board, appoint the successors of the elected and appointed officers who vacate their positions, except as provided in Article IX, Section 9 (a).
- (8) Before each meeting of WSLC, the President, or such alternate as may be designated, shall appoint the ushers and doorkeeper to serve for the day.
- (9) The President, or such alternate as may be designated, shall represent WSLC with other societies and at public meetings and conferences.
- (10) The President, in conjunction with the Executive Committee, shall have power to act between meetings of the Executive Board.
- (11) Shall make a biennial report to WSLC.
- (12) Perform such duties as directed by the Executive Board.

(b) First Vice President

- (1) The First Vice President shall perform the duties of the President in the absence of the chair;
- (2) Shall serve as chair of the Bulletin Committee;

- (3) Shall assume the duties of the President in the event of her resignation;
 - (4) Shall perform any other assigned duties.
- (c) Second Vice President
- (1) The Second Vice President shall perform the duties of the President in the absence of the President and the First Vice President;
 - (2) Shall serve as chair of the Auditing Committee;
 - (3) Shall serve as chair of the Elections Committee;
 - (4) Shall perform any other assigned duties.
- (d) President-Elect
- (1) The President-elect shall perform the duties of the President in the absence of the President, the First Vice President, and the Second Vice President;
 - (2) Shall act as chair of the Membership and Credentials Committee;
 - (3) Shall serve as chair of the Resolutions Committee;
 - (4) Shall perform any other assigned duties.
- (e) Recording Secretary
- (1) The Recording Secretary shall keep a detailed record of the actions taken by WSLC and of the programs presented;
 - (2) Shall assist the Historian;
 - (3) Shall be a member of the Bylaws and Handbook Committee;
 - (4) Perform such other duties as pertain to the office.
- (f) Treasurer
- (1) The Treasurer shall receive all dues, fees and other monies of WSLC and shall deposit them in the depository designated by the Executive Board;
 - (2) Shall prepare a biennial budget which shall be approved by the Executive Board at the October Board meeting and reported at the October Council meeting of the first year of the biennium;
 - (3) Shall make disbursements by check, countersigned by the President or President-elect, or by use of a debit card upon written agreement of the President or President-elect, and only on order of the Executive Board;
 - (4) Shall report paid and unpaid dues in a monthly statement to the Executive Board;

- (5) Shall give a financial statement to WSLC at any meeting upon request.
 - (6) The Treasurer's books shall be audited annually by the Auditing Committee.
 - (7) In compliance with the Internal Revenue 501(c)(4) regulations, an annual 990EZ form must be filed the 15th day of the 5th month after the end of the WSLC fiscal year.
 - (8) The Treasurer shall be a member of the Membership and Credentials Committee and shall keep an alphabetical list of the members to whom credentials have been issued.
 - (9) Perform other assigned duties.
- (g) Corresponding Secretary
- (1) The Corresponding Secretary shall conduct the correspondence of WSLC as directed by the President;
 - (2) The Corresponding Secretary shall keep a corrected monthly roll of all member organizations, delegates, and members;
 - (3) Notify each member of the meetings and of any special activities;
 - (4) Shall be a member of the Membership and Credentials Committee;
 - (5) Perform such other duties as may be delegated.
- (h) Historian
- The Historian shall keep a written record and a book of the history of WSLC and display them at the biennial business meeting of WSLC.
- (i) Directors
- (1) The Directors shall be elected officers and members of the Executive Board;
 - (2) Shall attend all meetings of the WSLC and of the Executive Board;
 - (3) Shall, as assigned by the President, be responsible for the work of their respective Legislative Study Committee and coordinate the work of the committee with the Executive Board;
 - (4) Shall attend their respective legislative interim committee meetings;
 - (5) The Directors and committee chairs, or other committee members, shall distribute resolutions introduced by their respective committee and passed by the Council to the Legislators.

- (j) Immediate Past President
 - (1) The Immediate Past President shall serve on the Executive Committee and Executive Board and attend all meetings, including Council meetings;
 - (2) Be responsible for presenting member orientation at least once a year;
 - (3) Serve as chair of the Bylaws and Handbook Committee and on other committees as appointed by the President;
 - (4) Shall be entitled to life membership in the Council as outlined in Article I Section 7. Life/Honorary Membership.

- (k) Parliamentarian
 - (1) The Parliamentarian shall attend all meetings of WSLC and of the Executive Board;
 - (2) Interpret the governing rules and, upon request of the presiding officer, advise how they are to be carried out;
 - (3) Review all resolutions to be submitted to WSLC for adequacy and for acceptable form as prescribed by the current edition of *Robert's Rules of Order Newly Revised*; -
 - (4) Shall serve as a member of the Bylaws and Handbook Committee and of the Resolutions Committee;
 - (5) Shall serve as adviser to the Policy Committee and other committees as requested.

- (l) Chaplain

The Chaplain, or an assigned representative, shall be in attendance at all general sessions of WSLC and may open these meetings with an inspirational thought.

ARTICLE V

Executive Board

Section 1. Membership

- (a) The governing body of WSLC shall be an Executive Board (also known as the Board) composed of the elected officers (President, President-elect, First Vice President, Second Vice President, Recording Secretary, Treasurer, Corresponding

Secretary, and Historian), the Directors representing Affiliate Councils, the Immediate Past President, the Directors of the five Legislative Study Committees, and the appointed officers with vote.

- (b) The appointed officers (with vote) shall be the Bulletin editor, Policy chair, Public Relations chair, co-chairs of the Legislative Study Committees, State Issues chairs (2), National Issues chairs (2), and Chaplain.
- (c) Non-voting members of the Executive Board shall include the Timekeeper chair, Physical Arrangements chair, Sergeant-at-Arms, Attendance chair, and the Parliamentarian.
- (d) Nine voting members shall constitute a quorum.

Section 2. Duties

- (a) The Executive Board shall have general supervision of the affairs, funds and property of WSLC and shall be responsible for carrying out the policies and purposes of WSLC;
- (b) Shall determine times and places of meetings and notify members of meetings;
- (c) Shall act upon applications for organization membership;
- (d) Shall receive reports from all committees;
- (e) Shall approve the programs to be presented before WSLC;
- (f) Shall exercise such additional duties as commonly pertain to an Executive Board.

Section 3. Funds and Properties

- (a) The Executive Board shall receive monthly reports of the financial condition of WSLC from the Treasurer and shall authorize all payments of WSLC funds;
- (b) Shall designate the depository of the monies and the depository for the past minutes and historical records including the biennial handbooks;
- (c) Shall name the caretaker of the properties of WSLC.

Section 4. Forfeiture of Office

- (a) Elected officers and appointed officers whose dues are delinquent shall forfeit office.

- (b) An officer with three unexcused absences from meetings of WSLC shall forfeit office.
- (c) When an elected or appointed officer is unable or unwilling to fulfill the responsibilities of their office, the President shall have the authority to remove an elected officer with a two-thirds vote of the Executive Board and to remove an appointed officer with a majority vote of the Executive Board.

Section 5. Executive Committee

- (a) An Executive Committee consisting of the President, President-elect, First and Second Vice Presidents, Recording Secretary, Corresponding Secretary, Treasurer, and Immediate Past President shall have power to act between meetings of the Executive Board.
- (b) Four members shall form a quorum.

ARTICLE VI

Standing Committees

The standing committees shall be: Membership and Credentials Committee, Legislative Study Committees, Resolutions Committee, Bulletin Committee, Public Relations Committee, Bylaws and Handbook Committee, Celebrations Committee, Auditing Committee, Policy Committee, Elections Committee, State Issues Committee, and National Issues Committee.

- (a) Membership and Credentials Committee
 - (1) The Membership and Credentials Committee shall consist of the President-elect as chair, Treasurer, Corresponding Secretary, Attendance chair and two or more members appointed by the President and approved by the Executive Board.
 - (2) The duties of this committee shall be to investigate organization applications for membership, to report thereon to the Executive Board and to present new members to WSLC.
 - (3) The members of this committee shall issue credentials to the accredited members and to other accepted members of WSLC.
 - (4) When requested, they shall make a report to the Executive Board.
 - (5) It shall be the responsibility of this committee to supervise all attendance records as requested by the Executive Board.

(b) Legislative Study Committees

- (1) Legislative Study Committees of WSLC shall research and present topics studied by the Utah State Legislature. WSLC Legislative Study Committee names shall correspond with Utah Senate and House Standing Committees.
- (2) Officers: The officers of each Legislative Study Committee shall consist of the elected Director and the appointed co-chairs, all appointed by the President with the approval of the Executive Board. Upon appointment, the co-chairs, shall serve for the biennium.
- (3) Committee Members: Additional committee members may be appointed by the President.
- (4) Committee activity: Legislative Study Committees shall study prospective legislation for the purpose of acting as sifting committees to bring before WSLC subjects of primary importance to its members.
- (5) Program selections: Each Director shall submit to the Executive Board proposed topics and programs for committee meetings and general sessions. The Executive Board shall select the programs for WSLC and assign time to the Legislative Study Committees to present their work.

(c) Resolutions Committee

- (1) The Resolutions Committee shall consist of the President-elect, who shall serve as chair, the Parliamentarian, and the Directors and co-chairs of the Legislative Study Committees.
- (2) The committee may formulate resolutions to be presented to the Executive Board and to WSLC for action.

(d) Bulletin Committee

- (1) The Bulletin Committee shall consist of the First Vice President as chair, a Bulletin Editor, and assistants as necessary to be appointed by the President and approved by the Executive Board.
- (2) It shall be the responsibility of this committee to issue and distribute the Bulletin as directed by the Executive Board.

(e) Public Relations Committee

- (1) The Public Relations Committee shall consist of the chair and two or more members appointed by the President and approved by the Executive Board. One of these shall be an adviser from the Executive Board.

- (2) This committee shall receive advance committee programs from the Executive Board for the purpose of publication and shall be responsible for public relations for WSLC;
 - (3) Shall be responsible for the WSLC website, publicity, and social media;
 - (4) Shall be responsible for lobbying workshop(s) and shall coordinate lobbying activities for the purpose of influencing and bringing to fruition beneficial legislation for the State of Utah.
- (f) Bylaws and Handbook Committee
- (1) The Bylaws and Handbook Committee shall consist of the Immediate Past President, who shall serve as chair, Recording Secretary, Parliamentarian, Policy Committee chair and two or more accredited members appointed by the President.
 - (2) This committee shall recommend any necessary amendments to the bylaws and ensure that adopted amendments are incorporated into the Handbook.
- (g) Celebrations Committee
- (1) The Installation/Biennium Celebration, the Holiday Celebration, and the Tree Planting Celebration shall be part of the Celebrations Committee.
 - (2) Each Celebrations Committee shall consist of a chair and as many members as needed, appointed by the President with the approval of the Executive Board.
 - (3) The President shall appoint one member of the Executive Board to serve as adviser for each committee.
 - (4) These committees shall be responsible for all phases of the various celebrations.
- (h) Auditing Committee
- (1) The Auditing Committee shall consist of the Second Vice President as chair and two other members appointed by the President and approved by the Executive Board.
 - (2) This committee shall audit the accounts of the Treasurer each year and shall give an annual report.
- (i) Policy Committee
- (1) The Policy Committee shall consist of the chair, a representative from an affiliate council, and two or more members.

- (2) The President, President-elect, Immediate past President, and Parliamentarian serve as advisers.
 - (3) This committee shall compile and publish all standing rules and shall prepare and distribute job descriptions to all elected and appointed officers and other appointees.
- (j) Elections Committee
The Elections Committee shall consist of the Second Vice President as chair, two members of the Nominating Committee, and two members of the Membership and Credentials Committee. Responsibilities are outlined under Article IX. Section 4 Elections Committee.
- (k) State Issues Committee
- (1) The State Issues Committee shall consist of co-chairs representing the two major political parties and an adviser appointed by the President.
 - (2) The committee shall be responsible for state issues programs during the biennium.
- (l) National Issues Committee
- (1) The National Issues Committee shall consist of co-chairs representing the two major political parties and an adviser appointed by the President.
 - (2) The committee shall be responsible for national issues programs during the biennium.

ARTICLE VII

Resolutions

Section 1. Initiation and Adoption of Resolutions

Resolutions shall be initiated and adopted in the following ways:

- (a) Origin of Resolution
 - (1) A proposed resolution shall come from a Legislative Study Committee Director or co-chair, a member from the floor, or from an affiliate council delegate.
 - (2) They shall make a presentation of the proposed resolution with reasons supporting the resolution and the resolve to the WSLC General Meeting.

- (3) Action of the proposed resolution requires a two-thirds vote by the members present and voting.
- (b) Procedure for Preparing Resolution
 - (1) This proposed resolution is then sent to the Resolutions Committee consisting of the Parliamentarian, the appropriate sponsor of the resolution, and the President.
 - (2) This committee shall put the resolution in final form requiring the signature of the President and the appropriate sponsor for distribution to the State Legislature and the Bulletin Committee.

Section 2. Procedure for Preparation and Use

- (a) All resolutions, before submission to WSLC, shall be reviewed by the Parliamentarian for form and content as prescribed in the current edition of *Robert's Rules of Order Newly Revised*.
- (b) When a resolution is passed by a two-thirds vote of the members present and voting, it shall be signed by the President and appropriate Legislative Study Committee Director or co-chair and shall be duplicated and appropriately distributed as directed by the Executive Board.

ARTICLE VIII Meetings

Section 1. Meetings of WSLC

- (a) The Executive Board, with the approval of WSLC, shall determine the specific day on which General WSLC meetings shall be held each biennium based on Legislative schedules. Unless otherwise ordered, meetings of WSLC shall be held during the fourth week of September and October and the week following Thanksgiving which is the holiday luncheon.
- (b) Meetings shall be held each week during any regular session of the Utah State Legislature. Specific days and meeting times shall be included in each biennium handbook and in the General Membership Standing Rules.
- (c) Special meetings may be held upon call of the President, upon call of the Executive Board, or 20% of WSLC members.

- (d) The biennial business meeting shall be held on odd- numbered years near the close of the Utah State Legislative Session.
 - (1) Chairs of the Legislative Study Committees, all officers and appointed chairs shall file with the Recording Secretary a written report of the work accomplished.
 - (2) The Treasurer and Auditor shall read and submit their reports. Other officers shall read their reports upon request.
 - (3) The biennial business meeting shall be devoted to nominees' speeches, election of officers, and reports, at the discretion of the Executive Board, by the chairs of the Legislative Study Committees.
- (e) The President shall read, submit and file with the Recording Secretary a report of the work accomplished, which report shall include a summary of the reports of other officers and committee chairs.

Section 2. Procedure

- (a) At the first meeting of the biennium, the Executive Board shall review the policies, procedures, and duties as defined in the bylaws.
- (b) Meetings of WSLC may be opened with an inspirational or patriotic thought representative of a variety of viewpoints.
- (c) The Pledge of Allegiance to the Flag of the United States of America shall be given at the beginning of each General Meeting.
- (d) The regular September and October meetings shall be patriotic meetings.

Section 3. Special Privileges

- (a) Any person or group desiring to speak before the organization shall present such request to the President or to the Executive Committee.
- (b) The President may extend the courtesy of the floor to distinguished guests.
- (c) Any member in good standing may bring an adult visitor to any regular meeting of WSLC with the consent of the President and providing the place of meeting may accommodate guests in addition to the members.

Section 4. Committee Meetings

- (a) Standing committees may be authorized to participate by telephone conference upon the approval of the committee chair in order to establish a quorum and provided there is no cost to WSLC.
- (b) Special committee meetings may also be authorized to participate as above.

ARTICLE IX

Elections

Section 1. Political Balance

Among elected officers a balance shall be maintained between the two major political parties. Nominees for the same office shall be from the same political party. Elective offices in succeeding biennium shall alternate between the two major parties. The Executive Committee shall have at least two members of each major political party. A member of a minor political party recognized by the state of Utah shall be eligible to hold office.

Section 2. Election of Officers

All elected officers shall be elected at the biennial business meeting.

Section 3. Nominating Committee

- (a) A Nominating Committee of seven accredited members shall be elected by ballot by the Executive Board from at least twelve names submitted from the floor at the October WSLC general meeting of the second year of the biennium.
- (b) The Immediate Past President shall serve as adviser to the Nominating Committee and as such shall have voice but not vote.
- (c) The duty of this committee shall be to submit to WSLC three weeks before the biennial business meeting nominations for each office to be filled by election. Nominations may also be made from the floor.
- (d) The names of nominees shall be sent to all members and also conspicuously posted for the benefit of eligible voters

Section 4. Qualifications of Nominees

- (a) Only accredited members shall be eligible for elective office.
- (b) The selection of the Second Vice President shall be appointed by the appropriate affiliate council on a rotation basis, Utah County one biennium, general membership the next biennium.

Section 5. Elections Committee

- (a) The committee shall prepare a printed ballot, obtain ballot boxes and other necessary equipment, conduct the election, and count the ballots.
- (b) Polls shall be open for a period of time to accommodate voters on the day of elections. The time of voting shall be specified on the proposed agenda.

Section 6. Qualified Voters

- (a) Only accredited members who are present shall have the right to vote.
- (b) No person shall cast more than one vote.
- (c) Each voter shall present a credential to be eligible to vote.

Section 7. Method of Election

Elections shall be by ballot unless there is but one candidate nominated for each office. A plurality shall elect.

Section 8. Election Results

- (a) The chair of the Elections Committee shall notify the President of WSLC of the election results after the polls have been closed and ballots counted.
- (b) If there is a tie vote for any office, the candidates for any office involved (or a representative if a candidate is absent) shall meet with the President and the chair of the Elections Committee. They shall supervise the tossing of a coin to break the tie and determine which candidate is the winner.
- (c) The President shall announce the results and declare officers elected prior to the adjournment of the biennial business meeting. Nominees will be notified of the newly elected officers within 48 hours.
- (d) Newly elected officers will be installed at the biennial installation luncheon.

Section 9. Term of Office

- (a) Officers shall be elected for a term of two years.
- (b) Five Directors shall be elected each biennium for a term of two years. In each biennium, three directors shall be elected from the same political party of the president and two from another political party.
- (c) Directors representing affiliate councils shall serve for a term of two years.
- (d) A person shall hold no more than one elective office at a time and is not eligible to succeed oneself.
- (e) The term of office for all elective officers shall begin at the Installation Celebration. They shall serve until their successors have been elected unless their terms are otherwise terminated.

Section 10. Vacancies

- (a) The office of President, if vacant, shall be filled by the First Vice President.
- (b) Any other vacancy in an elected office shall be filled from the accredited members by appointment by the President with the approval of the Executive Board for the unexpired term. Such appointment shall be ratified by the voting body of WSLC at the next regular meeting.
- (c) If such a vacancy occurs in the interval between the election and the first WSLC meeting of the new biennium, the President may also appoint to the vacated office a member from the immediate past biennium who would have been eligible for nomination for this elective office.

**ARTICLE X
Quorum**

A quorum of any General Membership WSLC meeting or biennial business meeting shall be one-fourth of the total membership provided that it includes one-third of members of the Executive Board.

**ARTICLE XI
Parliamentary Authority**

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern WSLC in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

**ARTICLE XII
Amendment of Bylaws**

These bylaws may be amended at any General Membership meeting or the biennial business meeting by a two-thirds vote of the members present, provided notice of the proposed amendment has been given at the previous General Membership meeting.

Amended February 20, 2019

Amended February 22, 2017; Amended February 8, 2017

Amended October 22, 2016

Amended October 28, 2015 Amended March 2014

Amended and restated March 2001; effective March 2001

**WOMEN'S STATE LEGISLATIVE COUNCIL
OF UTAH, INC.**

GENERAL MEMBERSHIP STANDING RULES

1. Attendance

- a. Attendance shall be kept by the Attendance Committee.
- b. Members may attend and are welcome at Executive Board meetings. However, only members of the Executive Board may vote. Non-Board members may have voice at the discretion of the Chair.

2. The Bulletin

- a. The Bulletin shall be distributed to all members of the State Legislature and to the Governor during the legislative session.
- b. Extra copies of past Bulletins shall be made available to members.
- c. Organization presidents shall receive a copy of the Bulletin through one of their paid members.

3. Distribution of Materials

- a. Materials shall be distributed to members during meetings only after Executive Board approval, unless the material pertains to the subject being discussed.
- b. All other materials shall be left outside the meeting room.

4. Executive Board

- a. The President in making Board appointments shall attempt to balance them according to political affiliations and geographical areas. WSLC does not discriminate and is all inclusive.
- b. A delegate appointed as a member of the Executive Board may relinquish the position of paid representative from a specific organization and pay individual dues. A new delegate member from the respective organization shall be appointed to the Council without incurring any further costs.
- c. A delegate member appointed to a position other than on the Executive Board may relinquish the position of delegate from a specific organization and pay individual dues.

5. Guests

- a. Members may invite guests to meetings with the approval of the President. Guests shall sign in with the Attendance Committee.
- b. Guest privileges are for one time only unless requested otherwise.
- c. Guest privileges shall be extended to those who have served at least three (3) bienniums on the Executive Board and have been an elected officer or have run for the office of President.
- d. Guests shall be informed as to the Council's policy that only accredited members have voice and vote on issues.

6. Installation

- a. The Immediate Past President shall install the new officers.
- b. In the absence of the Immediate Past President, a former President shall perform the installation.

7. Meetings

- a. The General Membership meeting shall be held on Wednesdays or other designated days.
- b. General Membership meetings shall begin at 12 noon. The Legislative Study Committee presentations shall begin at 12:15 p.m.
- c. General Membership meetings shall begin within ten (10) minutes of the regular meeting time when the presiding officer is late.
- d. Copies of the agenda for General Membership meetings shall be prepared and sent to members prior to each meeting.
- e. Members who wish to speak during the question and answer period shall stand, address the chair, state name and membership status, be brief, be courteous, and avoid making personal attacks. The President shall remind the membership of this policy.
- f. The President, Director or Co-chair, or the speaker shall, if necessary, repeat all questions from members over the microphone before responding.

8. Membership

- a. Organizations having fewer than 100 members shall be entitled to two (2) delegates. Those having 100 or more members shall be entitled to have three (3) delegates.

- b. Individual members shall declare their self-representation at the time of application.
- c. Dues shall be fifty dollars (\$50.00) for the biennium and thirty dollars (\$30.00) for new members who join the second year of the biennium.
- d. Using a credit card for any purpose, the processing fee will be passed onto the credit cardholder and not the organization.
- e. In order to be listed in the handbook, member organizations and individual members must pay the biennial membership dues by the announced deadline.

9. Bylaws and Handbook

The handbook shall be ready for distribution in January of the first year of the biennium.

10. Nominees

- a. Nominees shall be informed by the Nominating Committee of the requirements for the position for which they are running, the requirements of giving a speech and the time allotted.
- b. Speeches shall be limited to three (3) minutes for President-elect candidates and one (1) minute for other candidates.
- c. Nominees shall submit a brief resume to the Nominating Committee to be published in the Bulletin prior to elections. A photo of each nominee shall be published with the resume.
- d. Nominees shall receive election results prior to the Installation/Biennial Celebration.

11. Records, Reports, Minutes

- a. Council records shall be kept in the Special Collections at the University of Utah. However, records of the current biennium and the one previous to it shall be kept on hand. Keeping and transferring records shall be the responsibility of the President and Historian.
- b. All materials shall be dated, titled, and paginated.

12. Resolutions

- a. Speakers shall be excused during the voting on a resolution.
- b. Action on resolutions shall be reported in the Bulletin.
- c. A resolution approved by the General Membership can be used as a reference point for a new resolution on the same topic. However, the complete resolution procedure shall be followed each time.

- d. If time does not permit full General Membership action on a resolution, the President, Director and Co-chairs may submit their conclusions and recommendations in the form of a letter to the appropriate persons or agencies, after consultation with the Executive Committee to ensure conformance with the procedure of the Council. Letters are not binding to the Council.
- e. Letters approved by the Executive Committee shall be signed by the Director and Co-chairs. Resolutions approved by the General Membership shall be signed by the President, Director or Co-chairs presenting the resolution.
- f. Resolutions shall not be distributed before they have been fully adopted by a two-thirds vote of those present and voting.
- g. Members shall lobby in the name of the Council only after a resolution has been passed.
- h. Each committee Director and Co-chairs shall make every effort to arrange for speakers on all sides of an issue and give all sides equal time.
- i. Council action on legislative issues considered shall be processed in accordance with existing Bylaws.
- j. Resolutions shall be rescinded and retired automatically at the end of each biennium, with the exception of those pertaining to Constitutional amendments, which shall be rescinded and retired subsequent to the general election.

13. Lobbying

- a. Members shall lobby in the name of WSLC only after a resolution has been passed.
- b. Lobbying shall be nonpartisan and reflect only the position of the Council.
- c. Lobbying may be done by personal contact, telephone or in written form or electronically.
- d. Lobbying activities shall be reported in writing to the Executive Board.

14. Trees

In honor of the retiring President, at the end of each biennium, a tree of the President's choice shall be planted at This Is The Place State Park or other location, provide that funds are allocated in the budget

15. Taping of Meetings

Proceedings of meetings may be taped by the assigned Reporter. Other persons wishing to tape any proceedings must obtain permission from the President or Vice President prior to the meeting.

16. Donations and Contributions

Donations and contributions are not tax deductible.

17. Standing Rules

Standing Rules may be amended by a majority vote with previous notice.

Amended October 18, 2017

Amended March 2, 2016

Amended March 19, 2014

Adopted March 2, 1995

**WOMEN'S STATE LEGISLATIVE COUNCIL
OF UTAH, INC
EXECUTIVE BOARD STANDING RULES**

1. Executive Board

- a. The President in making Board appointments shall attempt to balance them according to political affiliations and geographical areas. WSLC does not discriminate and is all inclusive.
- b. All members of the Executive Board and appointed positions shall adhere to the Bylaws, Executive Board Standing Rules and General Membership Standing Rules of WSLC.
- c. A U.S. Postal Box shall be rented by WSLC as a permanent address of the organization.
- d. An annual filing of Form 990EZ: Return of Organization Exempt from Income Tax must be made by the fifteenth day of the fifth month (October 15th) after the close of the WSLC fiscal year (May 31st). This should be in compliance with the IRS regulations.
- e. Meeting times:
 - (1) The Executive Board shall meet in the fourth week, unless a more convenient date is calendared of the following months: June, August, September, October and following Thanksgiving week in December. During the legislative session the Executive Board shall meet weekly.
 - (2) Other meetings of the Executive Board shall be at the discretion of the President.
- f. All in-kind donations and expenses should be reported for a realistic income and expense statement.
- g. Donations and contributions to WSLC are not tax deductible.

2. Attendance

- a. A record of attendance at Executive Board meetings shall be

kept by the Recording Secretary and incorporated as part of the minutes.

- b. Board members asked to attend outside workshops, seminars, conferences, etc., shall be reimbursed for their expenses if the budget permits.

3. The Bulletin

- a. The Bulletin shall be sent to all presenting speakers by the Corresponding Secretary. Directors shall be responsible to provide addresses to the secretary.
- b. The Bulletin shall be delivered to the Governor, Lieutenant Governor and House and Senate members during the legislative sessions.
- c. All actions on resolutions shall be published in the Bulletin.
- d. Names of new organizations and members shall be published in the minutes.

4. Distribution of Materials

Without prior Board approval, only information pertaining to the subject being discussed shall be left outside the meeting rooms.

5. Guests

- a. With approval from the President, Executive Board members shall have the right to extend guest privileges.
- b. Guest privileges are for one time only unless requested otherwise.
- c. Guests shall be informed as to the Council's policy that only accredited member have and vote.

6. Installation and Luncheon

- a. The Immediate Past President shall install the new officers, or in the absence of the Immediate Past President, a former President shall perform the installation.
- b. The installing officers shall receive from the President the names and positions of all persons to be installed.
- c. Protocol for the receiving line, if there is to be one, shall be determined by the Luncheon Committee Chair and the President.

- d. Complimentary lunches can be provided only as approved by the Executive Board.

7. Meetings

- a. Executive Board meetings shall begin within ten (10) minutes of the regular meeting time.
- b. Copies of the prepared agenda for the Executive Board and General Membership meetings shall be distributed prior to each meeting.
- c. Standing and special committee reports shall contain only what has been agreed to by a majority vote of those attending a meeting where every committee member was notified and where a quorum was present.
- d. Reports or recommendations of a committee arrived at by an individual consultation with committee members in the absence of a meeting shall be described thus and not be considered an official report of the committee.

8. Membership

Council Membership lists shall not be given to used by outside groups or individuals.

9. Nominating Committee

- a. The Nominating Committee shall inform the nominees of the requirements for the position for which they are running, the requirements of giving a speech and time allotted.
- b. Speeches shall be limited to three (3) minutes for the President-elect candidates and one (1) minute for other candidates.
- c. The nominating Committee shall request of nominees a photo and brief resume to be published in the Bulletin a week prior to elections.
- d. Nominees shall receive election results from the President prior to the Biennial/Luncheon business meeting.

10. Records, Reports, Minutes

- a. The Membership and Credentials Committee shall form an Attendance Committee to record those attending the General Membership meeting.

- b. All officers and committee chairs shall submit four (4) reports will be distributed as follows, one (1) to the President, one (1) to the Recording Secretary, one (1) to the Historian and one (1) to the successor in office.
- c. Council records shall be kept in the Special Collections at the University of Utah. However, records of the current and the one previous to it shall be kept on hand. Keeping and transferring shall be the responsibility of the outgoing President and the Historian.
- d. Job descriptions for all positions shall be updated as necessary. Copies are in the possession of the President, President-elect, First and Second Vice Presidents, Recording Secretary, Parliamentarian, Policy Chair and Immediate Past President or on the website.
- e. All materials shall be dated, labeled and paginated.
- f. Directors shall submit to the President and Corresponding Secretary information which details the program speakers, titles, topics and format of the meetings for which they are responsible.
- g. Copies of information shall be given to the President, Recording Secretary and Public Relations Chair at the Executive Board meeting preceding the General Membership meeting at which they are presenting.
- h. All bank statements, returned checks and copies of bills shall be retained for three (3) bienniums. The outgoing Treasurer shall pass on to the newly-elected Treasurer the previous records.

11. Resolutions and Lobbying

- a. Printed copies are the responsibility of the Directors and Co-chairs and shall be paid by WSLC.
- b. Resolutions and letters shall not be distributed before they have been adopted by a two-thirds vote of those present and voting.
- c. Approved letters and resolutions shall be signed by the President and appropriate Director or Co-chair. All signatures shall be in ink.
- d. Members lobbying on behalf of WSLC may so only after a resolution has been.
- e. Lobbying activities shall be reported in writing to the Executive Board.

- f. Copies of proposed resolutions shall be prepared by the Directors or Committee Co-chairs and distributed to the following: two (2) to the President, two (2) to the Recording Secretary, and one (1) to the Historian. The Recording Secretary shall keep one (1) copy with the minutes.
- g. Copies of all resolutions shall be attached to the President's biennial report
- h. Resolutions shall be retired at the end of each biennium.

12. Tree Planting

In honor of the retiring President at the end of each biennium, a tree shall be planted at This Is The Place State Park or other location, provided that funds are allocated in the budget.

13. Amendment to Executive Board Standing Rules

These Standing Rules may be amended by a majority vote with previous notice.

Adopted March 19, 2014