**NAUW— "Progressive Women: Redefining Community Service in the 21st Century"**

# National Association of University Women

January, 2011

Greetings My NAUW Sisters,

I extend to you and your families my sincere best wishes for a healthy, prosperous 2011.

It is a distinct honor to greet you as chairman of the NAUW National By-Laws Committee, for approximately the next 19 months. The first order of business for the committee was to design a requisition form and to establish a discreet e-mail address, both to be used when corresponding with this committee for all business pertaining to NAUW By-Laws. The e-mail address is NAUWBYLAWS@gmail.com and the *Requisition* form is attached to this letter. All requests for By-Laws inserts and binders are to be made through Branch Presidents.

At this time, I request that all Sectional Directors e-mail me the names, home or branch post office box addresses, phone numbers and e-mail addresses of Branch Presidents in their respective Sections. In cases where a branch president may not have access to e-mail she will correspondence with this committee via phone at 718 805-0313 and the United States Postal Service (USPS), forwarding requests to:

Ms. Rosalind Clarke, NAUW By-Laws Chairman
83-20 141 Street Apt 1-S
Briarwood, NY 11435-1617

Newly inducted members are entitled to a complete set of *Charter and By-Laws Policies and Procedures Adopted August, 1978 Shreveport, Louisiana* free of charge. Incumbents will be charged a fee of $8.00 to replace a binder, $4.00 to replace inserts and $12.00 to replace both insert and binder. Payment will be in the form of a branch check.

The procedure for requesting By-Laws and / or binders will be as follows:

- Branch presidents will forward the *Requisition* form to this committee's e-mail address indicated above. The *Requisition* form will be completed by the National By-laws Committee Chairman when requests are initiated by phone. In both instances, if payment for any part of the request is required, submit payment via USPS, as stated above.

- Upon filling the request the By-Laws chairman will mail the requested items to the branch president. The *Requisition* form will be forwarded electronically to the Branch President. For requests initiated via phone the *Requisition* form will be included with the order when mailed. The *Requisition* form will be e-mailed to the respective Sectional Director.

Currently, I do not have complete contact information for all Branch Presidents. Therefore I ask that Sectional Directors please share this correspondence with their Presidents so that they, too, will be aware of the procedure for requesting and receiving By-Laws.

If there are any concerns regarding the above, please contact me at the e-mail address or phone number, above.

I thank each of you in advance for your cooperation and look forward to a very productive term of office.

Yours in Sisterly Service,

*Rosalind Clarke*

Rosalind Clarke

C:
Dolores Y. Owens, National President
National Board of Directors

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## National Association of University Women

### *NATIONAL BY-LAWS COMMITTEE*

# REQUISITION FOR BY-LAWS

**(Forward to National By-Laws Committee with Attachment(s) 1A,B or C as necessary)**

Date _____

Branch Name _____Section _____

Branch President's Name _____E-Mail _____

Phone #_____

Home Address _____

City _____ _____State _____ Zip Code _____

Sectional Director_____

**For National By-Laws Committee Use Only:**

| Items | Quan. | New Memb | Incumb Memb | $ Payment Incumb Only | Date Completed |
|---|---|---|---|---|---|
| Inserts Only | | | | | |
| Binders Only | | | | | |
| Inserts and Binders | | | | | |
| Committee Signature: | | | | | |

## Charter, By-Laws, Policies and Procedures

## Inserts and Binders

| Name(s) | Induction Date | New Member Y/N | Incumb. Member Y/N | $ Payment Incumb. only |
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**1B**

# Charter, By-Laws, Policies and Procedures

## Binders Only

| Name(s) | Induction Date | New Member Y/N | Incumb. Member Y/N | $ Payment Incumb. only |
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**1C**

# Charter, By-Laws, Policies and Procedures

## Inserts Only

| Name(s) | Induction Date | New Member Y/N | Incumb. Member Y/N | $ Payment Incumb. only |
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