

AMERICAN ASSOCIATION OF UNIVERSITY WOMEN AAUW-ARIZONA POLICIES

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**AMERICAN ASSOCIATION OF UNIVERSITY WOMEN
AAUW-ARIZONA POLICIES**

PURPOSE:

This policy handbook shall state and clarify actions taken by the state board of directors and the convention delegate body. It is to be used to improve administrative efficiency; define the duties and responsibilities of officers and committees; clarify the relationships within AAUW (state to branch and/or state to national) and with other organizations.

PROVISO:

The contents of this policy handbook shall in no way be in conflict with the AAUW Bylaws or AAUW-Arizona Bylaws. The bylaws of national and the state supersede these policies. AAUW-Arizona and Arizona-AZ are interchangeable in normal usage. The policy handbook shall be revised every two years and brought into conformity with both the bylaws of national and the state. Any changes voted to this policy handbook between revisions shall be noted.

I. ADMINISTRATIVE POLICIES.

A. Board of Directors. (See AAUW-Arizona Bylaws. Article XII.)

1. Board members are expected to attend all state meetings.
2. Board members shall be familiar with current national and state publications including bylaws and policies.
3. Each executive board member shall maintain a complete file of appropriate materials including:
 - a. directories from the past biennium;
 - b. current national and Arizona bylaws and policies;
 - c. copies of pertinent directives and official correspondence;
 - d. national materials;
 - e. minutes of state board meetings for the past two years;
 - f. useful resource materials.
4. Officers and chairs shall maintain communication with branches by:
 - a. sending at least two mailings per year to branch counterparts or to branch presidents in the absence of a counterpart, providing leadership, encouragement and assistance;
 - b. communicating with branches directly as needed;
 - c. responding promptly to all communications received;
 - d. sending copies of pertinent correspondence to the state president(s) and president(s)-elect;
 - e. sharing appropriate national materials;
 - f. submitting appropriate articles to the editor of *The Arizona Sun*;
 - g. visiting branches if requested and approved.

5. Officers and chairs shall:
 - a. request a report from branch counterparts by March 1;
 - b. file an annual report to the state president and the corresponding secretary by March 15;
 - c. file reports required by national.
6. The board of directors shall approve the programs for the state meetings.
7. Retiring officers and chairs shall meet with their successors and turn over complete files as specified in Article I, Section A.3 in these policies.

B. Co-officers and/or co-chairs.

1. There may be co-officers and/or co-chairs elected or appointed.
2. These co-officers and/or co-chairs shall perform all the duties assigned by the state bylaws and/or these policies to the appropriate office or committee.
3. Co-officers and/or co-chairs shall have one vote per office and/or committee at state convention and board of directors meetings.
4. Each co-officer and/or co-chair counts as one in determining a quorum at state convention and board of directors meeting.
5. The state president(s) shall communicate with co-officers and/or co-chairs equally.

C. Executive Committee. (See AAUW-Arizona Bylaws. Article VII. Section 2.)

1. The executive committee shall report to the board of directors all actions taken in the interim between board of directors meetings.
2. The executive committee shall make recommendations to the board of directors.

II. FISCAL POLICIES. All state funds shall be kept in federally-insured institutions.

A. AAUW-Arizona annual dues shall be \$9.00 per member payable by June 30.

B. Officer Expenses.

1. President. The president(s) shall be allowed the budgeted amount for transportation and lodging in connection with:
 - a. state meetings;
 - b. meetings of state committees;
 - c. meetings with visitors from national;
 - d. transportation, lodging, program meals and registration at National Convention;
 - e. the Rocky Mountain Regional Conference and regional planning meetings including registration and program meals;
 - f. one visit to each branch per biennium (transportation only—branches provide lodging and meals if required); however, branches may request additional visits for which they will assume all costs;
 - g. organizational meetings and consultation with proposed new branches;
 - h. official representation of the state at meetings of other organizations;
 - i. attendance at national convention. If the president or co-president is unable to attend the national convention, her designated representative(s) shall be eligible to receive the budgeted amount for transportation and registration.

C. Committee Expenses.

1. Program Development and Membership Committees.
 - a. The program development and membership committees shall submit an estimated program and membership budget to the treasurer.
 - b. The program development and membership committees shall keep the treasurer informed as to long-range plans which may require use of state funds.
2. AAUW Funds Committee.
 - a. The state AAUW Funds Committee shall recommend to the board disposition of any undesignated contributions to the AAUW Funds.
 - b. The State AAUW Funds Chair shall maintain accurate records and credit appropriate sources.
 - (1) Contributions must be forwarded by branch AAUW Funds chairs directly to AAUW Funds at the National Office by the published deadline.
 - (2) Copies of contribution forms are sent to the state AAUW Funds chair for state records.
 - (3) Branch AAUW Funds chairs will keep copies of contribution checks.
 - c. State AAUW Funds Chair shall submit an estimate of operating expenses to the treasurer for budgeting purposes by March 15.

D. Registration Fees.

1. A registration fee shall be charged for each state convention, conference, forum or workshop.
 - a. For statewide meetings, the amount is determined by the program development committee.
2. The deadline for registration shall be determined by the appropriate committee or chair; after the published deadline date, no refunds will be made.
3. A check will be the confirmation of registration for all events.
 - a. Registration checks are made payable to AAUW-Arizona.
 - b. The registrar shall record each check and forward all checks to the state treasurer.
4. In so far as possible, registration fees shall cover the expenses for the event.
 - a. In the case of a surplus, these funds shall be placed in a designated state meeting reserve fund.
 - b. The disposition of these funds shall be determined by the board of directors.

E. Contracts.

1. No contract shall be entered into without having been submitted to and approved by the AAUW-Arizona Executive Committee.
2. The convention committee shall submit and receive approval of the contract for the convention facility from the AAUW-Arizona Executive Committee to be eligible to receive the deposit in advance.

F. Coalitions/Networks. (See AAUW-AZ Policies. Article XII. Policies for Relationships with Other Organizations.)

1. Only those coalitions/networks with statewide scope are to be considered for dues/reimbursement.
2. Memberships that the state supports and that require dues/reimbursements shall be reviewed yearly by the appropriate chair and a recommendation shall be given to the treasurer and the board of directors.

G. Reimbursements.

1. Mileage. (1/2 published IRS mileage)
 - a. One meeting of the executive committee and one meeting of the program development committee may be called by the president-elect and the incoming program vice-president, respectively, prior to July 1, with mileage reimbursement provided.
 - b. Round-trip driving costs for state executive committee and board of directors meetings shall be allowed for the driver of each vehicle in which officers, chairs and/or fellow members have ridden. Actual attendance at the meeting is required for reimbursement.

- c. The president-elect and newly elected treasurer shall be reimbursed for attendance at the budget committee meeting prior to their term in office to assist in planning the budget.
 - d. Officers and chairs shall be allowed mileage reimbursement for branch visits and other trips required by their positions. When there are co-officers and or co-chairs, reimbursement for mileage shall be in the amount allowable for one person only.
 - e. AAUW fellows in the state shall be allowed mileage reimbursement for branch visits. The reimbursement for the fellows shall be taken from the state funds.
2. Postage, Printing and Telephone Charges.
 - a. Officers and chairs shall be allowed reimbursement for postage, printing, supplies and telephone charges within the budget.
 - b. In the event an officer or chair wishes to assume these costs, a written record should be submitted to the treasurer.
 3. Speakers and Special Guests.
 - a. The state shall pay the expenses of speakers and special guests to the amount pre-approved by the executive committee.
 - b. Speakers shall be requested to speak free of charge as the state does not offer honoraria without board approval.
 4. State Newsletter.
 - a. Branches may print and mail copies of *The Arizona Sun* to those branch members who do not have e-mail.
 - b. Branch costs for this service may be reimbursed by the state, not to exceed mailings for 20% of their branch membership.
 - c. Requests for reimbursement must be made prior to the end of the fiscal year in which the expenses are incurred.
- H. First-time Convention Attendees.
1. The board of directors may award grants to branches to be given as incentives to branch members who attend the state convention as first-time attendees.
 2. The amount of the grants shall be determined by the board of directors.
- I. State Sponsored Fund-raising.
- Any fund-raising (sales, cruises, tours, trips, etc.) sponsored by AAUW-Arizona at any venue will benefit solely the AAUW Funds. No person shall receive any free trip or gratuity for organizing such trip, or gratuity for sales of any kind. All money raised for AAUW Funds will be credited back to the branches represented by AAUW members, spouses, and friends participating, on a per participant basis.
- J. Branch Sponsored Fund-raising.
- The AAUW-Arizona Board of Directors may approve branch sponsored fund-raising sales to benefit branch projects at any venue. Branches must notify the state board so that accommodations for sales may be arranged for the event.

K. Community Action Grants.

A branch operating under an approved community action project will be reimbursed up to the amount approved by the board of directors. The fiscal agent for the branch shall submit an expense claim form with receipt(s) to the state treasurer to be reimbursed.

III. POLICIES FOR PUBLIC POLICY PROGRAM.

A. Adoption of the State Public Policy Program at Convention.

1. The public policy program shall be adopted by the convention attendees in the even-numbered years. Adoption will be for a period of two years unless changed by procedures in Section B.
2. The proposed public policy program shall appear in the pre-convention issue of *The Arizona Sun* and a copy shall be included in the convention program/business booklet of all convention attendees.
3. The public policy committee shall recommend to the convention attendees those program items they feel the state should emphasize, and these will be recommended for approval as the priority public policy items.
4. The public policy chair shall place a “call” for proposed changes to the public policy program in the fall *Arizona Sun*.
5. Any member, branch, committee chair or officer of the state may suggest proposed changes to the state public policy program. Proposed changes shall be sent to the public policy chair by January 15. The public policy committee shall review the public policy program, consider all proposed suggestions and recommend any changes to the representatives at convention for their approval.
6. Proposed substantive changes to present public policy items or new items shall be submitted to the state public policy chair.
7. The state convention attendees shall consider and vote on the adoption of the proposed state public policy program.
 - a. Changes or additions to the proposed public policy program may be made by any representative from the floor according to the rules of convention. A two-thirds affirmative vote shall be required for adoption.
 - b. A majority vote shall be necessary to adopt the proposed public policy program presented by the public policy committee.

B. Procedures for Additions, Changes or Deletions to the State Public Policy Program between Conventions.

1. At any time, written proposals may be submitted to the public policy chair by state members, branches, committee chairs or officers.
2. Within four weeks of its receipt, the public policy chair shall submit any proposal to the committee for consideration.
3. If the committee approves the proposal, the chair shall do one of the following:
 - a. Poll all branches in the state.

- (1) Documentation shall accompany the proposal.
 - (2) Six weeks shall be allowed for a written reply.
 - (3) Approval by a majority of the branches shall be required for adoption.
- b. Request action by the board of directors at a meeting. A two-thirds affirmative vote shall be required for adoption.
4. The public policy chair shall be responsible for filing all documentation if approval is reached by either of the above procedures.
5. Any change made between conventions shall become binding until the next convention.
- D. Use of Name. (See the AAUW Bylaws and the AAUW-Arizona Bylaws.)

IV. POLICIES FOR NOMINATIONS. (See AAUW-Arizona Bylaws. Article IX.)

A. Nominating Committee.

1. The chair shall be elected by the membership prior to or at the annual convention.
2. The four members of the nominating committee shall be appointed by the president with the approval of the board of directors.

B. Nominating Procedures.

1. Each branch shall be informed of the names of the candidates for state office and chair of the nominating committee.
2. Vitae forms to be used to nominate state officers and the chair of the nominating committee shall be sent to all branch presidents by November 1 and shall be returned to the chair of the committee by January 15. Branches may nominate candidates from branches other than their own. Individual members may nominate themselves or others. A “call” for proposed nominees shall appear in the fall issue of *The Arizona Sun*.
3. The list of proposed nominees shall appear in the pre-convention issue of *The Arizona Sun* and in the convention program/business booklet.
4. Nominees.
 - a. Officers. Whenever possible, the nominee for the office of president(s)-elect shall have served as a branch president.
 - b. Nominating Committee Chair. Consideration shall be given to members with a working knowledge of AAUW-Arizona.
 - c. Dual slates are acceptable and encouraged.
 - d. Nominees may be asked in writing, in person, electronic mail, or by telephone.
 - e. Branches or members wishing to send a letter in support of nominees should do so prior to January 15.

C. Campaigning for State Office.

1. Nominees or supporters of nominees may send written communication and/or one flyer or brochure to branches seeking support for the candidate.
2. The cost for these letters and/or flyers or brochures shall be borne by the nominee or supporter(s).

D. Election Procedures. One Member One Vote. (See Arizona Bylaws. Article X. Section 2 & 3.)

1. Election shall be by ballot unless there is only one nominee for a given office in which case the election shall be by voice at the AAUW—AZ convention. A majority of votes cast shall be necessary for election.

2. In case of a contested election, ballots will be provided to each member in good standing (current AAUW-AZ dues paid) no later than 30 days before the annual convention begins.
3. Ballots must be returned before the date of the annual convention.
4. Voting by electronic ballot may also be used. At the current time this procedure has not been finalized. When electronic voting is implemented, each member will be given instructions on how to proceed with voting.
5. Results of voting shall be announced at the annual convention.

- V. JOB DESCRIPTIONS. (See AAUW-Arizona Bylaws. Article VII.) When co-officers and /or co-chairs are elected or appointed, they shall perform all the duties assigned to that office or committee.
- A. Elected officers.
1. President. The state president shall:
 - a. be responsible for seeing that the state bylaws are brought into conformity with those of National after each National convention;
 - b. preside at all meetings of the state, the board of directors and the Executive Committee;
 - c. serve *ex officio* with vote on all committees except the nominating committee;
 - d. appoint, after consultation with the Executive Committee, all appointed officers;
 - e. approve members of standing and special committees in consultation with the respective chairs;
 - f. acquaint the president-elect with all phases of the president's duties;
 - g. be responsible for coordinating the state travel program;
 - h. appoint a reading committee to approve the minutes of board of directors meetings and all state business meetings (different for each group);
 - i. appoint at least three tellers for the state convention.
 - j. appoint an individual or committee to review the financial records
 - k. perform all other duties that usually pertain to the office.
 2. Program Vice President. The state program vice president shall:
 - a. serve as chair of the program development committee composed of: public policy chair, AAUW Funds chair, convention chair, membership vice president, and such others as may be deemed necessary;
 - b. assume the duties of the president in the president's absence or inability to serve;
 - c. supervise arrangements for all state meetings
 - (1) send the detailed program of the meeting to the branch in charge of local arrangements, the webmaster, the editor of *The Arizona Sun*, the state president, and others by the predetermined deadlines;
 - (2) work closely with the local arrangements chair, advising about responsibilities, financial arrangements and special needs of the state;
 - (3) ask branches and/or members to provide parts of the program if appropriate;
 - (4) arrange for speakers with the following exceptions:
 - (a) the state president requests national speakers from the national office
 - (b) the AAUW Funds chair may recommend or request AAUW Funds speakers or LAF litigants as speakers with the approval of the program development committee and, if approved, makes all arrangements for that speaker;
 - (c) The public policy chair may arrange for speakers for a meeting with the approval of the program development committee;
 - d. arrange for purchase of a president's pin or other appropriate memento for the outgoing president as a gift from the state board of directors;
 - e. serve on the membership committee;
 - f. perform such other duties as may be assigned by the board of directors or these policies.

3. Membership Vice President. The state membership vice president shall:
 - a. serve as chair of the membership committee composed of the program vice president, college/university relations chair, and others as deemed necessary;
 - b. act as presiding officer in the absence of both the president and the program vice president;
 - c. maintain a permanent record of the members of the state;
 - d. keep a file of national members from the list obtained from the national office and encourage them to become members of the state; notify national members regarding the state convention and their voting status (if eligible) through *The Arizona Sun* pre-convention edition;
 - e. assist branch membership chairs with membership recruitment, development and retention;
 - f. assist in the formation of new branches, satellites and student affiliates according to the guidelines set up by national;
 - g. instruct any new branches to keep a record of activities for the first year, including a list of all charter members and send this information to the state historian/archivist and membership vice-president;
 - h. determine which branch(s) shall receive branch membership awards to be presented at the annual meeting;
 - i. serve on the program development committee;
 - j. perform such other duties as may be assigned by the board of directors or these policies.

4. Recording Secretary. The state recording secretary shall:
 - a. send minutes of the previous meeting to members of the board of directors and branch presidents prior to the next meeting of the group; in case of a joint meeting, both incoming and outgoing members shall receive copies;
 - b. file all written reports presented at state meetings;
 - c. include all awards presented at state convention in convention proceedings minutes;
 - d. present a brief summary of the previous business session if business sessions are separated at state convention;
 - e. send copies of pertinent materials to the state historian/archivist;
 - f. send a brief of all board meetings for publishing in *The Arizona Sun*;
 - g. have available at all meetings a copy of the AAUW Bylaws, the AAUW-Arizona Bylaws, the AAUW-AZ Policy Handbook, a list of all the board members, and the state directory.

5. Corresponding Secretary. The corresponding secretary shall:
 - a. edit and oversee publication of the state directory each year by the deadline set by the state president;
 - b. distribute directories online to state board members, past state presidents, and all branches;
 - c. be responsible for the printing and distribution of state stationery;
 - d. collate and mail packets of state counterpart materials as determined by the state president;
 - f. be responsible for assembling and printing convention program/business booklet.

6. Treasurer. The state treasurer shall:
 - a. serve as custodian of all funds, securities and business papers;
 - b. keep an itemized account of all receipts and disbursements;
 - c. present a detailed financial statement to the executive committee and board of directors at each meeting and upon request of the president at other times, and include the most recent monthly report for the state convention booklet.
 - d. issue voucher forms to board/executive committee members for authorized expenditures and notify them of the forty-five day limitation for submission of voucher requests;
 - e. submit an annual written financial statement at the state annual meeting;
 - f. submit the financial records for audit or review at the close of the fiscal year;
 - g. record needed information from dues transmittal sheets and computer printouts from National, and then forward these documents on a quarterly basis to the state membership vice president for the membership files and the permanent record of members.

7. President(s)-elect. The state president(s)-elect shall:
 - a. become acquainted with all phases of the president's duties;
 - b. be an *ex officio* member with vote of all committees except the nominating committee;
 - c. accompany the president for branch visits upon request;
 - d. call a meeting, if desired, of the incoming executive committee/board of directors at the end of convention or at any time prior to July 1.

B. Appointed Officers

1. Public Policy. The public policy officer shall:
 - a. form a committee consisting of the members specializing in the priority areas as set forth in the National Public Policy program adopted at the biennial convention;
 - b. be responsible for preparing the biennial proposed public policy program to be adopted by the convention delegates in even-numbered years;
 - c. plan a public policy activity.
 - d. encourage AAUW members to lobby for public policy program;
 - e. serve on the program development committee;
 - f. be the designated lobbyist for AAUW-Arizona, name all authorized lobbyists and file required reports to the Arizona Secretary of State.

2. Community Action Projects Officer. The community action projects officer shall:
 - a. encourage the establishment of coalitions to work toward equity;
 - b. undertake joint advocacy efforts;
 - c. encourage the co-sponsoring of conferences and other events;
 - d. encourage the combining of resources to undertake equity projects;
 - e. support community activities in the branches by having branches share successful programs with each other;
 - f. prepare and publish requirements, guidelines and evaluation criteria for Community Grant Applications by November 1 of each year for grant deadline in March of the

following year; (See AAUW-AZ Policies. Article IX. Policies for Community Action Projects.)

- g. select and chair a committee of four members from different branches to review and recommend grant applications based on the approved requirements and evaluation criteria;
 - h. present committee recommendations for community action projects for Board of Directors' approval and funding;
 - i. notify the branch(es) of the community action award or rejection within 10 business days of the board decision.
3. AAUW Funds. The AAUW Funds officer shall:
- a. educate the members of the state to the purpose and program of the AAUW Funds and the Legal Advocacy Fund;
 - b. suggest resources, programs and speakers and advise and encourage the State and branches concerning fund-raisers for AAUW Funds monies;
 - c. review, reconcile, and forward to branch AAUW Funds chairs quarterly contribution data compiled by AAUW Funds National staff;
 - d. present an annual report at the state convention;
 - e. approve and give consent to branch AAUW Funds chairs for the sale of AAUW Funds items by branches at state meetings and request space and facilities from the state program vice president;
 - f. administer disposition of branch AAUW Funds and Legal Advocacy Fund monies as follows:
 - (1) branch checks shall be made payable to the AAUW Funds;
 - (2) cash contributions shall be processed in accordance with AAUW policies and guidelines;
 - g. serve on the program development committee.
4. Bylaws/Policy. The bylaws/policy officer shall:
- a. assemble and chair a committee to include the parliamentarian and two other members;
 - b. assist new branches with bylaws upon request;
 - c. ensure that all branches in the state bring their bylaws into conformity with current AAUW Bylaws as prescribed by national;
 - d. publish a "call" for proposed bylaws amendments in the fall issue of *The Arizona Sun* that will be voted on at the state convention;
 - e. notify members that suggested bylaws amendments are due to the chair by January 15;
 - f. publish proposed bylaws amendments in the pre-convention issue of *The Arizona Sun* and shall be included in the convention program/business booklet;
 - g. update the policy handbook every two years; (See AAUW-AZ Policies, Article XIII, Revisions to the Policy Handbook, Section B.)
 - h. serve on the resolutions committee.
5. Newsletter Editor. As an appointed officer, the newsletter editor shall:

- a. ensure publication of at least two issues (fall and pre-convention) of *The Arizona Sun* each year;
 - b. in coordination with the state president, ensure the distribution of each issue of *The Arizona Sun* to all board members and branch presidents via e-mail and have the issue posted on the Arizona website.
 - c. ensure that the preconvention issue of *The Arizona Sun* be distributed at least 30 days prior to the state convention with the following information included:
 - (1) list of nominees for election;
 - (2) proposed bylaws amendments;
 - (3) proposed resolutions;
 - (4) proposed public policy program in even-numbered years only;
 - (5) convention registration form;
 - (6) program for convention.
6. Webmaster. As an appointed officer, the webmaster shall:
- a. develop and maintain the state website, www.aauwarizona.org, under the direction of the state president and board of directors
 - a. advise the host convention branch on all convention publicity;
 - b. assist branch media relations chairs regarding techniques and content for presenting local news items;
 - c. be responsible for any other publicity as deemed necessary by the board of directors.
7. Parliamentarian. As an appointed officer, the parliamentarian shall:
- a. serve *ex officio* without vote on the state board of directors;
 - b. advise the president, officers, committees, branches and members on matters of parliamentary procedure.
 - c. be responsible for the set up and procedures of the annual business meeting
 - d. write a script for the business meeting
- C. Standing Committees and Chairs (These committees and chairs may or may not be needed.)
1. Finance. The committee on finance, when appointed shall:
 - a. be made up of the appointed chair, three members from three different branches, appointed by the state president, and the state treasurer who shall serve as a member of the committee, but not its chair;
 - b. include the president(s)-elect in her year of service and the nominee(s) for treasurer in the alternate year at the time the budget is being prepared:
 - c. prepare an annual budget for the state and submit it to the incoming board of directors for approval at its convention meeting or prior to July 1;
 - d. include in the budget the following:
 - (1) a contingency fund to provide for expenditures exceeding budgeted items;
 - (2) a restricted fund to be applied only to authorized expenses of the president, or her designated representative(s), for regional meetings and national conventions with remaining funds at the end of the fiscal year to be held over in this restricted fund;

- (3) a special surplus account (in a federally-insured institution) for the purpose of accumulating interest on excess operating funds; no payments are to be made from this account, but funds are transferred to the checking account from which all payments must be disbursed;
 - e. recommend to the board of directors options for dispersal of unspent monies;
 - f. through the finance chair and the treasurer accept overage of budgeted amount if the expenditure is no more than ten percent over the line item; for expenditures exceeding the ten percent rule, the finance committee shall make a recommendation to the board of directors.
 - g. when there is no finance committee, these activities are to be handled by the treasurer with the advice and assistance of the board of directors.
2. College/University Relations. When appointed, the state chair for college/university relations shall:
 - a. be responsible for planning and developing a mutually supportive relationship between institutions of higher education and AAUW-Arizona;
 - b. serve on the membership committee.
 - c. provide liaison and encourage student affiliate groups.
3. Diversity. When appointed, the state diversity chair, shall:
 - a. encourage, guide and assist the state and branches to become a multicultural organization;
 - b. offer diversity training as requested;
 - c. ask each branch to appoint a diversity chair;
 - d. help branches to examine their internal prejudices/biases and enlarge their vision of diversity;
 - e. guide and assist the branches in creating an organizational culture in which members can participate fully and freely to acknowledge group identities, inclusive of race, religion, sexual orientation, age, class, gender, etc.;
 - f. encourage the branches to create a more open accessibility to leadership for all their members;
 - g. encourage the branches to reflect the demographics of their communities in terms of memberships and leadership;
 - h. guide and assist the branches in actively seeking diverse membership, particularly of their under-represented groups;
 - i. visit branches upon request;
 - j. network with other diverse groups and organizations and encourage eligible members to join AAUW.
4. International Affairs. When appointed, the international affairs chair shall:
 - a. serve to assure a global perspective in state policies and programs;
 - b. inform members of current national and state views in the area of international affairs, *e.g.*, AAUW Funds, International Fellowships;
 - c. network and participate with other groups concerned with international development, the global environment, and peaceful relations.

5. Historian/Archivist. When appointed, the state historian/archivist, shall:
 - a. prepare a history of the current administration to be added to the permanent history of Arizona-AAUW housed in the Arizona Heritage Center in Tucson;
 - b. as archivist compile:
 - (1) state president's reports;
 - (2) all copies of *The Arizona Sun*;
 - (3) AAUW-Arizona directories;
 - (4) Annual reports of elected and appointed officers, standing and special committees;
 - (5) State scrapbooks/publicity;
 - (6) Copies of all official minutes;
 - (7) First-year reports of new branches. (See membership vice president's job description AAUW-AZ Policies, Article V, Section A.3).

D. Special Committees.

1. Reading Committee. The reading committee:
 - a. is appointed by the presiding officer (usually three members) with the general consent of the body, immediately after the opening of the meeting;
 - b. unless designated otherwise by the presiding officer, the person first named is chair of the committee;
 - c. reads, corrects, and approves the official minutes for a specific meeting;
 - d. reports to the appropriate body (board of directors, convention body) that the minutes have been read and approved, or read and approved as corrected;
 - e. makes sure that minutes are concise yet as complete as possible, are written in the third person, may be considered a legal document, record the business transacted (what was done, not what was said); and identify people (full names), reports, committees, etc.;
 - f. verifies that the official minutes contain:
 - (1) opening paragraph stating type of meeting, name of organization, date, time, and place of meeting, full name and office of presiding officer, action taken on previous minutes;
 - (2) a separate paragraph for each subject or motion with
 - (a) name of maker of motion; fact motion was seconded but not name of seconded;
 - (b) wording of motion as it was adopted or disposed of by body;
 - (c) disposition of motion—adopted, lost, referred, etc.;
 - (3) all points of order and appeals with reason given by the chair for the ruling;
 - (4) all counted votes recorded with number each side received;
 - (5) subject matter and disposition of all resolutions.
 - g. hour of adjournment or recess if meeting if recessed; signature of secretary followed by signatures of the Reading Committee members with the date they approved or approved as corrected the minutes.

2. Resolutions. The resolutions chair shall:
 - a. with the assistance of the parliamentarian and bylaws/policy officer, review all resolutions;
 - b. be responsible for the implementation of the resolutions process as follows:
 - (1) issue a “call” for proposed resolutions in the fall issue of *The Arizona Sun*;
 - (2) advise branches and state members that proposed resolutions for convention action must be submitted to the chair no later than January 15;
 - (3) refuse to report any resolution not in accordance with AAUW policies;
 - (4) may submit her/his own resolutions;
 - (5) combine and re-write those resolutions submitted by others in order to present them in proper form;
 - (6) publish proposed resolutions that the chair is recommending for adoption in the pre-convention issues of *The Arizona Sun* and include a copy in the convention program/business booklet.
 - c. inform the membership that resolutions which have not gone through the resolutions process may only be submitted on the floor of convention by a two-thirds affirmative vote of the members present and voting;
 - d. write and present a courtesy resolution thanking the hostess branch and workers for convention.

3. Convention Chair/Committee. The convention chair shall be appointed from the local hostess branch by the state president after consultation with the branch president and the state program vice president. The state convention chair shall:
 - a. serve on the state program development committee;
 - b. survey hotel accommodations, present that information to the state executive committee for decision, and then make arrangements with the hotel by a written contract or agreement signed by the state president;
 - c. be notified in writing of any changes in the contract;
 - d. be responsible for the physical arrangements for the convention and the staffing of exhibits and sales area;
 - e. act as liaison between the hostess branch and the state program development committee in convention planning;
 - f. consult with the newsletter editor, webmaster and state board of directors on all convention publicity to see that publicity is distributed in a timely manner;
 - g. compile early information for the state program vice president concerning convention particulars, including the location of overnight accommodations, prices, space for sessions, meals and transportation options;
 - h. provide for the management of convention finances through the state treasurer;
 - (1) by requesting from the state treasurer an amount to cover the venue for the convention facility as specified in the contract agreed to by the executive committee;
 - (2) by appointing a registrar and establishing a registration fee to cover *all* convention expenses;
 - (a) registration is required for all members participating in any portion of the convention;

- (b) volunteer staff not attending convention business session or workshops are exempt from registration fee;
 - (c) guests of members for *meals only* need not pay the registration fee;
 - (d) payment requirements for non-member presenters of workshops/sessions are subject to approval by the program development committee;
- (3) by appointing a fiscal agent who will track expenses and submit expense claim forms to the state treasurer which include receipts for expenses and which indicate to whom reimbursable payment is to be made;
 - (4) by submitting a financial report within thirty days after the convention to be sent to the current state president, treasurer and the next convention chair;
- i. appoint chairs of subcommittees from local branch(s);
 - j. request the state program vice president to ask other branches to be responsible for particular arrangements;
 - k. see that convention kits, printed programs and attendee badges are given to participants upon arrival;
 - l. notify those who are to be seated at the speakers table for program meals before convention or upon arrival (the seating to be arranged by the state president and program vice president);
 - m. follow a detailed checklist which should be passed on to the succeeding convention chair;
 - n. pass on in a timely manner to the next convention chair the convention file containing pertinent materials from the previous five conventions.

VI. POLICIES FOR STATE MEETINGS. There shall be no smoking during state convention sessions or any meetings or program meals sponsored by Arizona leaders.

A. Board of Directors meetings and Executive Committee Meetings. All board members shall receive the minutes of the previous meeting prior to the next meeting of that group.

1. board members shall receive the minutes of the board of directors and executive committee meetings.
2. Briefs of all board meetings shall be published in *The Arizona Sun* for the benefit of the general membership.

B. Workshops, Seminars, Forums, and Conventions.

1. Counterpart meetings may be scheduled at any state meetings by state officers and chairs at the president's discretion.
2. Exhibits and Materials for Distribution.
 - a. State and branches who wish to have exhibits and/or sales shall request space from the board of directors;
 - b. State and branches who wish to include items in the convention program/business booklet shall obtain prior permission from the board of directors;
 - c. A copy of the proposed bylaws amendments, public policy program, list of nominees, and resolutions shall be included in the convention program/business booklet;
 - d. Sale of AAUW Funds items are coordinated and supervised by the State AAUW Funds chair with approval of the program development committee.
3. Speakers.
 - a. For securing speakers, including those for AAUW Funds and public policy meetings, which require approval by the program vice president, see AAUW-AZ Policies, Article V, Section A.2;
 - b. For payment of expenses/fees to speaker, see AAUW-AZ Policies, Article II. Fiscal Policies, Section G.3.
4. State Convention.
 - a. The state program vice president, as overall coordinator of convention plans, shall:
 - (1) develop the program in cooperation with the state president and members of the program development committee;
 - (2) be responsible for coordinating the development of the convention program and forwarding the necessary copy to *The Arizona Sun* editor and the corresponding secretary;
 - (3) consult with the convention chair on contents of kits for distribution to convention participants.

- b. For the hostess branch responsibilities for convention, see job description of the convention committee.
- c. The state board of directors *may* provide a subsidy in support of smaller underrepresented branches.

VII. POLICIES FOR NATIONAL MEETINGS.

- A. For mandated provisions, see AAUW Bylaws and AAUW-Arizona Bylaws.
- B. The state president, or her designated representative(s), shall be the officially funded representative to the biennial national convention, the regional conference, and other meetings.

VIII. POLICIES FOR STATE TRAVEL PROGRAM.

- A. The state president shall be responsible for coordinating the state travel program.
- B. The state president shall try to visit each branch in the state once during the two-year biennium.
- C. A branch may request any board member or an AAUW Funds fellow as a travel visitor. The president shall be informed concerning all visits.
- D. Branches shall be expected to provide necessary meals and lodging for travel visitors.
- E. Mileage shall be reimbursed by the state treasurer for the president and others as approved. Each branch shall be allowed one funded state travel visitor in addition to the state president. Branches shall assume all costs for visitors other than these.

IX. POLICIES FOR COMMUNITY ACTION PROJECTS.

- A. Branches may apply for a community action grant up to the maximum amount per grant approved by the board of directors and allocated in the state budget for the fiscal year of the grant proposal.
- B. Written applications must follow published requirements and must be received by the Community Action Chair before March 1 to be considered for funding the following fiscal year.
 - 1. All applications are expected to include the following:
 - a. A statement identifying the relevancy of the project to AAUW mission and AAUW-AZ priorities as defined by AAUW and the AAUW-AZ board of directors.
 - b. Needs assessment including but not limited to a description of the community to be reached and the importance of the project to that community.
 - c. Implementation plan including a timeline for activities and anticipated outcomes.
 - d. Evaluation plan describing methods for determining the effectiveness of the project, *e.g.*, surveys, interviews.
 - e. Publicity plan explaining how the project will be promoted within the community before and after the event.
 - f. Recruitment plan describing how the target audience will be reached and recruited.
 - g. Impact/Outreach plans showing how the project will reach diverse audiences and build connections with other community groups, and the project's potential for long-term sustainability.

X. POLICIES FOR SPECIAL GRANTS TO BRANCHES.

- A. Branches may apply for a special branch grant in an amount to be approved by the board of directors and allocated in the state budget.
- B. Written applications must follow published requirements and must be received by the executive committee. The board of directors will consider submitted grant applications for funding at each board of directors meeting, fall, winter, spring and summer. Dates of these meetings will appear in *The Arizona Sun*.
 - 1. All applications are expected to include the following:
 - a. A statement identifying the relevancy of the project to AAUW mission and/or how the project will grow or strengthen the branch and/or AAUW.
 - b. The branch and project name, including the name and contact information of the project leader.
 - c. A timeline for activities and anticipated outcomes.
 - d. Evaluation plan describing methods for determining the effectiveness of the project, if appropriate.
 - d. Publicity plan explaining how the project will be promoted within the community before and after the event.
 - e. Outreach plans showing how the project will reach the targeted audiences and the project's potential for long-term sustainability, if appropriate.
 - f. Identification of any and all collaboration and/or partnerships.
 - g. Budget statement including anticipated expenditures and all other sources of funding.
 - 2. The state board of directors has the privilege and the right to refuse, without explanation, applications which in their opinion conflict with the mission and goals of AAUW and/or AAUW-AZ.
- C. Proposals may be submitted via email or USPS mail to any member of the executive committee. Email proposals should be followed by hard copies of the proposal with signatures of the branch president and branch project chair or designee.
- D. The board of directors will evaluate submitted proposals according to the approved criteria and recommend funding or rejection. The branch will be notified of such decision within ten days after the board meeting.
- E. The board has the final authority to approve funding and determine the amount of funding up to the amount allocated in the budget.
- F. The number of grants and dollars awarded each year will not exceed the amount allocated in the approved budget without an affirmative vote of the board of directors.
- G. A portion of the grant funds may be received in advance of completion of the project, or periodically through the life of the project at the approval of the board of directors.

- H. Upon completion of the grant project, the branch shall submit a complete report to the treasurer. This report shall include a complete list of expenditures funded and to be reimbursed under the grant application.

XI. POLICIES FOR SPECIAL MEMBERSHIP CATEGORIES.

A. Satellites.

1. Branch.

- a. A branch satellite is a group in a geographical location near an established branch, not presently desiring autonomous branch organization;
- b. A small group interested in carrying on local study and action as part of the established branch;
- c. Branch satellite formation and alliance must be with approval of the established branch and close cooperation shall be maintained;
- d. A workplace satellite may be organized through an established branch.

2. Student Affiliates.

- a. A student affiliate satellite is composed of undergraduates enrolled in a regionally accredited two- or four-year institution. The satellite may carry on local study and action as part of an established branch or it may operate independently.
- b. Student affiliates pay the fee established by the AAUW Board of Directors and a fee of \$2.00 established by the AAUW-Arizona Board of Directors; branches determine fees (if any) for the branch.

B. Dual Members.

1. Members may hold dual membership in AAUW-Arizona.
2. The member may be a representative and/or hold elective office only in that branch where she/he has paid branch, state, and National dues.
3. Branch and state dues will be paid by dual members in Arizona.

XII. POLICIES FOR RELATIONSHIPS WITH OTHER ORGANIZATIONS.

- A. AAUW-Arizona may work in coalition with other organizations as approved by AAUW National and the AAUW-Arizona Board of Directors, within guidelines established by the National office. (See AAUW-AZ Policies. Article II. Section F, Coalitions/Networks.)
- B. Membership by the state in a coalition/network with state-wide scope shall require approval by the board of directors after proper communication.
- C. Before membership involvement, public testimony, and/or media presentations occur within the coalition, proper approval must be given.
- D. Any change in the purpose/objectives of a coalition to which the state has lent its support shall cause the Board of Directors to reconsider membership in that group.

XIII. REVISIONS TO THE POLICY HANDBOOK.

- A. Any changes in these policies may be made at any state board of directors meeting, provided fourteen days notice has been given of the proposed change. A majority vote of the members present and eligible to vote shall be required for adoption. Without previous notice, changes to these policies shall require a two-thirds vote of the members present and eligible to vote.

- B. The policy handbook shall be reviewed and updated at least every two years. The bylaws/policy chair shall:
 - 1. coordinate with the bylaws/policies committee in reading and reviewing AAUW-Arizona policies in the year following a change/update of the AAUW Bylaws or AAUW-Arizona Bylaws;
 - 2. recommend changes to the board of directors for approval;
 - 3. provide copies of the revised policies and procedures to the board of directors and branch presidents.

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