

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 membership. 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 IX.)

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 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 and board of directors meetings.
4. Each co-officer and/or co-chair counts as one in determining a quorum at state 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 XI. Section 1.)

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 established by the board of directors and are payable by June 30.

1. Categories of Dues

- a. Full dues – new, renewing, paid life, dual and national members;
- b. One-half dues- Shape the Future Campaign, Student Affiliate, Graduate student, and new members joining from January 1-March 15;
- c. Zero dues- 50 year Honorary Life Members, Give a Grad a Gift, and transfers from another branch during the current paid year;
- d. At no time shall the state dues be reduced further than one-half except for those members in category c above who pay zero dues.

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; 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
- 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;

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 meeting, 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 noted in a designated state meeting reserve fund on the treasurer's reports.
 - 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. All contracts shall be submitted to the AAUW-Arizona Executive Committee and receive approval to be eligible to receive the deposit in advance if funding is required.

F. Coalitions/Networks. (See AAUW-AZ Policies. Article V Affiliates.)

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 State Meeting Attendees.

1. The board of directors may award grants to branches to be given as incentives to branch members who attend the state meeting 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.

III. POLICIES FOR PUBLIC POLICY PROGRAM.

A. Adoption of the State Public Policy Program.

1. The public policy program shall be adopted by the board of directors at their first board meeting in the even numbered years. Adoption will be for a period of two years.
2. The proposed public policy program shall appear in The Arizona Sun and copies shall be available for all attendees at each state meeting.
3. Generally, three of the topics presented in the National Public Policy brochure shall be recommended for the state effort.
4. Individual branches may select the topics they choose to emphasize: national, state and local issues.
5. The state public policy chair and committee shall coordinate with branches to provide support and direction as appropriate, and at the request of the branch public policy committees.

IV. POLICIES FOR NOMINATIONS.

(See AAUW-Arizona Bylaws. Article VIII.)

A. Nominating Committee.

1. The president and executive committee shall solicit volunteers for the nominating committee from the several branches.
2. The (3 Or 5) members of the nominating committee shall be appointed by the president with the approval of the board of directors from the volunteers. Each of the members shall be from a different branch.
3. The nominating committee members shall select their own chair. The members of the nominating committee shall be made known to all branches.

B. Nominating Procedures.

1. Each branch shall be informed of the names of the positions to be filled by the nominating committee;
2. Vitae forms to be used to nominate state officers 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 Arizona Sun and shall be distributed to all branches.

C. Nominees.

1. Officers. Whenever possible, the nominee for the office of president(s)-elect shall have served as a branch president.
2. Dual slates are acceptable and encouraged.
3. Nominees may be asked in writing, in person, electronic mail, or by telephone.
4. Branches or members wishing to send a letter in support of nominees should do so prior to January 15.

D. 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).

E. Election Procedures. One Member One Vote. (See Arizona Bylaws. Article VIII. Section 7.)

1. Election shall be by ballot unless there is only one nominee for a given office in which case the election may be by voice at the AAUW—AZ state meeting. 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 meeting begins.
3. Ballots must be returned before the date of the annual meeting.
4. Voting by electronic ballot may also be used. Electronic voting has been implemented, and each member receives instructions on how to proceed with voting.
5. Results of voting shall be announced at the spring meeting and officers installed.

V. POLICIES FOR STATE MEETINGS. There shall be no smoking during AAUW-AZ meetings.

A. Board of Directors meetings and Executive Committee Meetings.

1. board members shall receive the minutes of the board of directors and executive committee minutes.
2. Significant information from 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 state meeting program 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 (when held).

- 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.

VI. 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.

VII. 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

VIII. POLICIES FOR COMMUNITY ACTION PROJECTS.

- A. Branches may apply for a Community Action reimbursement 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 proposed project.
- B. To be considered for funding, applications must follow published requirements and procedures. Application forms and instructions may be downloaded from the AAUW-AZ website. They are included under "About Us" and "Forms" as well as on the Community Action page.
- C. Completed applications must be received by the Community Action Chair by March 15.
- D. The Community Action Grant Committee will evaluate proposals and recommend funding or rejection of the application to the board of directors. Branches will be notified by the Community Action Chair.

IX. POLICIES FOR BRANCH SPECIAL PROJECT AWARDS.

- A. Branches may apply for a Branch Special Project Award in an amount to be approved by the board of directors from available unallocated state funds.
- B. Written applications must follow published requirements and must be received by the Branch Special Project Chair and the board of directors who will consider submitted applications at each board of directors meeting, usually in fall, winter, and spring. Dates of these meetings will appear in *The Arizona Sun* and on the state website.
 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. an evaluation plan describing methods for determining the effectiveness of the project, if appropriate, and branch member participation;
 - d. a 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;
 - f. identification of any and all collaboration and/or partnerships;
 - g. budget statement including all other sources of funding and anticipated expenditures
 2. The state board of directors has the privilege and the right to refuse, without explanation, project applications which in their opinion conflict with the mission and goals of AAUW and/or AAUW-AZ.
- C. Proposals shall be submitted via email or USPS mail to the Branch Special Projects Chair no later than two weeks prior to the board meeting when the project shall be considered. The Chair will provide copies of the proposal to the board of directors. Email proposals should be followed by hard copies of the proposal with signatures of the branch president, treasurer, and branch project chair or designee.
- D. The board of directors will evaluate submitted proposals according to the approved criteria and recommend acceptance or rejection. The branch will be notified of such decision at the board meeting or within ten days after the board meeting.
- E. The board has the final authority to approve all projects and determine the amount of funding allowed up to the amount available in the unallocated state funds.
- F. The number of projects and dollars awarded each year will not exceed the amount available as determined by the board of directors.

- G. A portion of the approved funding may be received in advance of completion of the project, or periodically throughout the life of the project at the approval of the board of directors.
- H. Upon completion of the project the branch shall submit a complete report to the Branch Special Project Chair. This report shall include a final accounting and branch evaluation of the project with a listing of any income received and expenditures incurred to be reimbursed under the approved application. At the request of the Chair the Treasurer will send a check made out to the Branch. Completion of the project and request for reimbursement shall occur no later than June 30 of the fiscal year in which the project was approved.

X. 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 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 AAUW National and one half of the annual dues established by the AAUW 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.

XI. 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

XII. 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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