



Rev. 2020

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

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AMERICAN ASSOCIATION OF UNIVERSITY WOMEN AAUW-ARIZONA POLICIES

I. 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.

The contents of this Policy Handbook shall in no way conflict with the AAUW Bylaws or AAUW-Arizona Bylaws. The Bylaws of National and the State supersede these policies. AAUW-Arizona and AAUW-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.

II. BOARD OF DIRECTORS, COMPOSITION:

A. Elected Officers. The elected officers shall be President, President-Elect in the second year of President's two-year term, Program Vice President, Membership Vice President, Communications Director, Recording Secretary, and Treasurer.

B. The Appointed Leaders. The appointed officers shall be Bylaws/Policies, Parliamentarian, Public Policy, AAUW AZ for Education, Newsletter Editor, College/University Relations, AAUW Funds, Webmaster, and Community Action and such others as the President deems necessary.

C. 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. The State President(s) shall communicate with co-officers and/or co-chairs equally.

5. Each co-officer and/or co-chair counts as one in determining a quorum at state and Board of Directors meetings. The quorum for a meeting of the Board of Directors shall be a majority of the members of the Board.

6. Branch Presidents are invited to attend state Board of Directors meetings and each shall have one vote on state business issues.

D. Executive Committee. (See AAUW-Arizona Bylaws. Article XI. Section 1.) 1. The Executive Committee may act for the Board of Directors in the interim between Board meetings and shall report to the Board of Directors its work and actions.

2. The Executive Committee shall make recommendations to the Board of Directors.

III. BOARD OF DIRECTORS, COLLECTIVE RESPONSIBILITIES

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

1. Carry on the business of the state in conformity with the policies and program of AAUW

IV. MEMBERS OF THE BOARD OF DIRECTORS, INDIVIDUAL RESPONSIBILITIES

A. Board members are expected to attend all state meetings.

B. Board members shall be familiar with current national and state publications including bylaws and policies.

C. Each Board member shall maintain a complete file of appropriate materials during her tenure including:

1. Directories from the two-year term of the Board member's office;
2. Current National and Arizona bylaws and policies;
3. Copies of pertinent directives and official correspondence regarding the Board Member's office and Branch counterparts;
4. Materials from National related to Board member's office;
5. Minutes of State Board meetings for the past two years;
6. Resource materials Board member has found useful during term of office.

D. Officers and chairs shall maintain communication (electronic preferred) with branches by:

1. 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;
2. Communicating with branches directly by email or in person as needed;

3. Responding promptly to all communications received;
4. Sending copies of pertinent correspondence to the state President(s) and President(s)-Elect;
5. Sharing appropriate National materials with branch counterparts;
6. Submitting appropriate articles for *The Arizona Sun* to the Communications Director;
7. Visiting branches if requested and approved.

E. Officers and chairs shall:

1. Request a report from branch counterparts by March 1 reflecting branch activities, accomplishments and issues;
2. File an annual report to the state President and Communications Director by April 1 including branch information received from their annual reports;
3. File reports required by National.
4. Retiring officers and chairs shall meet with their successors and turn over complete files by July 1.

V. 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. Free memberships from National for Shape the Future promotion;

c. One-half dues – Shape the Future Campaign, Student Affiliate, and Graduate Student;

d. Zero dues – 50-year Honorary Life Members and transfers from another branch during the current paid year;

e. At no time shall the state dues be reduced further than one-half except for those members in category d. above who pay zero dues.

B. Officer Expenses.

1. President. The President(s) shall be allowed the budgeted amount for:

a. Transportation

(1) To organizational meetings and consultation with proposed/new branches.

(2) When officially representing the state at meetings of other organizations.

b. Transportation and lodging in connection with

(1) State meetings.

(2) Meetings of state committees.

(3) Meetings with visitors from AAUW National.

c. Transportation, lodging, program meals and registration

(1) For AAUW National Events and the Rocky Mountain. Regional Conference.

(2) If the President or Co-President is unable to attend, her designated representative(s) shall be eligible to receive up to the budgeted amount.

C. Chair Expenses.

1. Program and Membership Chairs shall work with the Treasurer to develop budgets necessary in conjunction with state meetings.
 - a. Program and Membership Vice Presidents shall keep the Treasurer informed as to long-range plans which may require use of state funds.

2. AAUW Funds Chair

The AZ State AAUW Funds Chair 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 fundraisers for AAUW Funds monies;
- c. Assist branches to research any discrepancies in reports sent to them by National staff;
- d. Present an annual report to the state meeting;
- e. 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;
- f. Serve on the Program Development Committee.

D. Registration Fees

1. A registration fee shall be charged for each state meeting, conference, forum or workshop.
 - a. For statewide meetings, the amount is determined by the Program Development Committee after an estimated income/expenses budget is provided by the Treasurer.

b. The deadline for registration shall be determined by the appropriate committee or chair; after the published deadline date, no refunds will be made.

2. A check will be the confirmation of registration for all events.

a. Registration checks are made payable to AAUW-Arizona.

b. The event registrar shall record each check and forward all checks to the state Treasurer.

3. Insofar 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.

c. In the case of a shortfall, approval will be by the Board of Directors prior to the shortfall.

E. Contracts.

1. No contract shall be entered into without having been submitted to and approved by the AAUW-Arizona Executive Committee. Such approval may be made by electronic vote.

2. Requests for an advance deposit on prior approved contracts need additional approval by the Executive Committee. Such approval may be made by electronic vote.

F. Reimbursements.

1. Mileage. (1/2 published IRS Standard Mileage Rate)

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.

b. Round trip driving costs for the 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 board 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.

2. Postage, Printing and Supplies. Officers and Chairs shall be allowed reimbursement for postage, printing, and supplies within the budget. 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. Speakers shall be requested to speak free of charge as the state does not offer honoraria without board approval.

b. The state may pay the expenses of speakers and special guests to the amount pre-approved by the Executive Committee.

C. State Meeting/Regional Conference 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 Board of Directors may award grants to branches to subsidize members attending the Rocky Mountain Regional Conference.

3. The amount of the grants will be funded from Reserves and shall be determined by the Board of Directors.

D. Branch Sponsored Fundraising. The AAUW Board of Directors may approve branch-sponsored fundraising sales to benefit branch projects at any state meeting venue. Branches must notify the state Board so that accommodations for sales may be arranged for the event.

VI. 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 from the National Public Policy Priorities 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.

B. Participation in Coalitions.

1. Reviews. The Public Policy Chair and one other Public Policy committee member selected by the Chair, shall review coalition evaluations and present recommendations to the Board.
2. The criteria for evaluation of coalition membership includes:
 - Coalition goals consistent with AAUW's mission.
 - Coalition effectiveness, viability, serving a critical need, and potential for positive effect.
 - Contribution to AAUW visibility.
 - Commitment to participate regularly.
3. Coalition representatives. The President appoints a representative to each approved coalition, and the coalition representative will:
 - Submit a written report with agenda attached to the Public Policy Chair after each meeting of the coalition.
 - Submit a written coalition evaluation to the Public Policy Chair at the end of each fiscal year.
 - A line item in the AAUW-AZ budget shall designate the total amount allocated for coalition dues for the year.

VII. 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 by email to branches seeking support for the candidate.

E. Election Procedures. One Member One Vote (See Arizona Bylaws, Article XV. 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.

VIII. 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 meetings.

2. Significant information from all Board meetings shall be published in *The Arizona Sun* for the benefit of the general membership.

B. Workshops, Seminars, and Forums.

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 meeting program/business booklet;
- d. Sale of AAUW Funds items is coordinated and supervised by the state AAUW Funds Chair with approval of the Program Development Committee.

3. Speakers. For payment of expenses/fees to speaker, see AAUW-AZ Policies, Article V. Fiscal Policies, Section F.3.

IX. POLICIES FOR NATIONAL /REGIONAL 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 Regional Conference and other meetings.

X. 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 her two-year term.

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 transportation, necessary meals and lodging for travel visitors.

E. Mileage shall be reimbursed by the state Treasurer for the President and others as approved.

XI. 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.

XII. 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 Projects Chair and the Board of Directors who will consider submitted applications at each Board of Directors meeting, usually in the fall, winter, and spring. Dates of these meetings which will occur either at a venue or through a ZOOM online meeting 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 the 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;

e. A publicity plan explaining how the project will be promoted within the community before and after the event;

f. Outreach plans showing how the project will reach the targeted audiences and the project's potential for long term sustainability, if appropriate;

g. Identification of any and all collaborations and/or partnerships;

h. A 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, project applications which in their opinion conflict with the mission and goals of AAUW and/or AAUW-AZ.

C. Applications shall be submitted via email to the Branch Special Projects Chair no later than two weeks prior to the Board meeting when the project will be considered. The Chair will provide copies of the application to the Board of Directors. Email applications should be followed by hard copies of the application 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.

XIII. 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.

XIV. 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.

B. Membership by the state in a coalition/network with statewide 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.

XV. 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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Approved as revised September 2008

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