

**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 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, program vice president, membership vice president, communications director, recording secretary, treasurer, treasurer-elect, public policy director(s), and past president (having been previously been elected as president in most recent term).

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

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

1. There may be co-officers and/or co-chair 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 Board of Directors meetings.
4. The State President 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 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 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 years 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 and President-Elect.
5. Sharing appropriate National materials with Branch counterparts;
6. Submitting appropriate articles to the Communications Director for *The Arizona Sun*;
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. Member dues are paid annually to National the month prior to expiration of that year's membership. Renewal reminders will be sent to each member by National.

1. Categories of Dues

- a. Full dues: new, renewing, paid life, dual and national members;
- b. Free National dues for Shape the Future promotion;

- c. One-half state dues: Shape the Future, 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 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 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 Vice Presidents 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 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 at 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, those 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 shall 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. Speaker 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 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 Director(s) 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 Director(s) and one other Public Policy committee member selected by the Director(s), shall review coalition evaluations and present recommendations to the Board.
2. The criteria for evaluation of coalition membership. include:
  - a. Coalition goals consistent with AAUW's mission.
  - b. Coalition effectiveness, viability, serving a critical need, and potential for positive effect.
  - c. Contribution to AAUW visibility.
  - d. Commitment to participate regularly.
3. **Coalition representatives.** The President appoints a representative to each approved coalition and the coalition representative will:
  - a. Submit a written report with agenda attached to the Public Policy Director(s) after each meeting of the coalition.
  - b. Submit a written coalition evaluation to the Public Policy Director(s) at the end of each fiscal year.

c. 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)

1. Nominating Committee of 3-5 volunteers from different branches is selected by the Executive Committee.
2. Chair of the Nominating Committee is the President Elect.
3. Nominating Committee is responsible for elected officers only.
4. Appointed Board officers are selected by the state President.
5. Nominating Committee continues its responsibility until the slate of elected officers is filled.
6. Branches and members will be informed of the open State Board positions.
7. Branch Presidents will submit their list of State Board candidates no later than December 1.
8. Nominees for President Elect shall have served as a branch President if possible.
9. Dual slates are acceptable and encouraged.
10. Candidates nominations may be made by individual members or from the President's branch, other branches, or themselves.
11. Candidates will be contacted in writing, in person, or by electronic mail or telephone.
12. Once contacted, candidates will be asked to confirm their position as a nominee for the requested office.

13. Nominating Committee will notify the branches and members of the nominees no later than 30 days before the Annual Meeting.

14. Nominees will be published in *The Arizona Sun* 30 days prior to the annual meeting.

15. Elections may be held through electronic or paper ballots, unless there is only one nominee.

16. If there is only one nominee, voting can be conducted by voice at the Annual Meeting.

**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 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 may wish to have exhibit 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 F.3.

## **IX. POLICIES FOR NATIONAL/REGIONAL MEETINGS.**

A. For mandated provisions, see AAUW Bylaws and AAUW-AZ 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 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 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 STATE GRANTS**

AAUW-Arizona encourages branches to support their local communities while furthering the mission of AAUW. If branches become aware of a need in their community that will advance equity for women and girls, they are encouraged to apply for a state grant. Arizona-AAUW offers two different grant programs for branches: the Community Action Grant and the Branch Special Project Grant. To be considered for either grant, applicants must follow published requirements and procedures found on the application and submit by the published due date. Both applications are available on the AAUW-Arizona website.

Applications must meet the following criteria:

- It is a project, activity, program, sponsorship, or worthwhile opportunity that supports the mission of AAUW, i.e. it must address outreach, education, mentoring activities or be beneficial to the community in other ways.
- It identifies a timeline of actions and/or schedule for completion.
- It describes a method for determining the effectiveness of the project.
- It provides a publicity plan for promotion within the community.
- It describes the target audience and its relevance to AAUW.
- It provides a budget and describes additional sources of funding, if any (which could reduce the grant award).
- It includes a plan for involving branch members in the implementation of the program, i.e. providing supplies, planning the program or activity, raising funds to support this opportunity, or mentoring or assisting in the activity, etc.

There may be additional, specific criteria for each grant, so applicants are encouraged to consult and read the applications carefully before deciding on the grant they wish to pursue.

### **A. Policies for the Community Action Grant**

1. Each branch is encouraged to apply for a Community Action Grant. The state may award up to \$500 per branch per fiscal year (July 1-June 30). A branch may submit up to two separate proposals in a given fiscal year as long as their budgets do not exceed \$500.
2. The application deadline is May 31 of each year with payment reimbursed the following fiscal year.
3. The Community Action Grant Committee will evaluate proposals and recommend funding or rejection of the application to the AAUW-Arizona Board of Directors.
4. Branches will be notified of the decision by the Community Action Grant Chair by June 15.
5. Branches may re-apply for the same project annually, if they wish. A new application is required annually if a branch applies for the same project.
6. Payment is reimbursed by AAUW-Arizona to the branch upon successful completion of a final report due no later than June 1 of the following fiscal year, as described in the application.
7. Each branch receiving a Community Action Grant must give a 5-minute presentation to the Board (on Zoom) summarizing their final report, with special emphasis on the grant money's impact on the community.

### **B. Policies for the Branch Special Project Grant**

1. Branch Special Project Grants are for a maximum of \$1000. Branches may apply for one grant per fiscal year and may not apply for the same grant more than once.
2. The Board will determine the amount of funding awarded for each individual grant. Due to fiscal constraints, AAUW-Arizona has dedicated a total of \$5000 per fiscal year for Branch Special Project Grants.
3. Applications must be submitted to the Branch Special Project Chair no later than two weeks prior to an AAUW-Arizona Board of Directors meeting, to be considered at the upcoming Board meeting. Meetings are held the third Wednesday in July, September, November, January and March. No applications are considered at the May meeting.
4. A member from the branch must be present at the Board meeting (on Zoom or in person) to present the proposal and answer questions.
5. The AAUW-Arizona Board of Directors will evaluate submitted proposals according to the approved criteria and recommend acceptance or rejection.
6. Payment is reimbursed by AAUW-Arizona to the branch upon successful completion of a final report, due no later than June 1 of the current fiscal year, as described in the application.
7. Each branch receiving a Branch Special Project Grant must give a 5-minute presentation to the Board (on Zoom) summarizing their final report, with special emphasis on the grant money's impact on the community.

## **XII. POLICIES FOR SPECIAL MEMBERSHIP CATEGORIES.**

### **A. Satellites.**

## 1. Branch.

- a. 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 established AAUW National and one-half the annual dues established by the AAUW-AZ Board of Directors; branches determine fees (if any) for the Branch.

### c. 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.

### **XIII. 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 AAUW National.

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 AAUW 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.

### **XIV. 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;
3. Provide copies of the revised Policies and Procedures to the Board of Director and Branch Presidents.

Approved as revised May 2004, April 2006, January 2008, September 2008, January 2012, January 2018, January 2020, May 2023, January 2026