

AMERICAN ASSOCIATION OF UNIVERSITY WOMEN OF MISSOURI

Policies of the State

The purpose of the Policies of the State is to serve as a guide to practices that have been found by the experiences of past boards to be satisfactory and acceptable. They include procedures and principles that are detailed and subject to change and therefore are not included in the bylaws.

These policies have not been voted upon by the state membership. Although they are not mandatory, they should be regarded with consideration. All policies are in accord with the bylaws of AAUW and of the state but subordinate to them.

These policies are to be reviewed and updated during each biennium by the bylaws/parliamentarian officer in consultation with the president and submitted to the state board for approval.

I. THE BRANCHES IN RELATION TO THE STATE

A. Services to Branches

The state board assists branches in interpreting and implementing the program of AAUW through:

1. The AAUW Missouri newsletter, which shall be published at least twice annually but not more than four times per year and sent directly by post or e-mail to each member of the state. Each published issue will be placed on the state website.
2. The annual AAUW Missouri directory, which shall contain the state bylaws and a current roster of officers at AAUW, state, and branch levels. Additional copies, if available, may be ordered for the cost of postage.
3. The AAUW Missouri website, www.aauwmo.org, which shall be maintained as a resource with program information, AAUW history, bylaws and policies, past and present newsletters, forms, and contact information.
4. Communications and recommendations from state officers and committee chairs.
5. Visits from state board members which may be arranged upon request.

B. Responsibilities and Duties of Branch Officers

1. The branch president shall send to the state president the contact information of branch officers and committee chairs no later than July 1. The state president shall be informed of all changes in names and/or addresses of branch officers and committee chairs.
2. The branch president and the branch bylaws chair are responsible for revisions and amendments to branch bylaws after each AAUW convention as instructed by the state bylaws chair. If branch bylaws are not approved by February 1, the privilege of voting on any and all matters at the next state assembly may be suspended by the board of directors. Voting privileges shall be reinstated upon approval of branch bylaws.
3. The branch treasurer shall complete the membership information according to AAUW policies. Membership lists must be sent with the state dues to the state treasurer by July 1.

C. Recommended Procedures for Branches

1. Each branch should be represented at every state assembly and at state sponsored workshops when possible. Funds for expenses may be provided by the branch. Representation at AAUW conventions in odd numbered years is also desirable.
2. Branch officers and committee chairs should familiarize themselves with the bylaws and policies of the branch, of the state, and of AAUW.
3. The permanent file of the branch president should include:
 - a. A copy of each of the bylaws of AAUW, bylaws of the state, and bylaws of the branch;
 - b. The state policies as contained in the state directory;

- c. A file of branch yearbooks and other historical data;
 - d. A file of reports of past branch presidents;
 - e. Current materials from AAUW and from state officers and chairs.
4. Each branch officer or chair should provide to the successor a file of useful materials. A joint meeting of incoming and outgoing boards for transfer of files and discussion of procedures is recommended.
 5. Branch study groups may be organized in any field of the AAUW program and may be open to those who are not eligible for AAUW membership.
 6. The branch budget should be set up to include, if possible:
 - a. Necessary expenses of officers and committee chairs;
 - b. Funds for speakers and services, including visits by invited state board members;
 - c. Contributions to the AAUW Funds;
 - d. Expenses of members to conventions, other meetings and workshops.
 7. Branch dues should be conserved for the AAUW program. AAUW branches are encouraged to raise money to advance the status of women and girls in education by contributing to and fundraising for AAUW Funds and, when appropriate, to branch-sponsored public and community service projects. Branches are advised against using branch funds for contributions to local and national charitable organizations.
 8. Meetings open to the public or special guests are recommended when outstanding programs of service to the community or segments thereof are to be presented.
 9. The branch board should recognize state board members as non-voting members of the branch board and extend to them the courtesy of attendance at branch board meetings.

II. MEETINGS OF THE STATE

A. State Assembly

1. An annual state assembly shall be held for the members of the state to conduct the business of the state. The state board, under the leadership of the president, has full responsibility for planning the agenda of the meeting.
2. The exact date of the state assembly should be announced in the newsletter in the fall issue before the event.
3. The president may request each state board member to send a written annual report prior to the state assembly. Oral reports should be confined to outstanding activities.
4. The state bylaws/parliamentarian shall determine the number of branches and the number of voters represented at the state assembly.
5. The rules committee shall be composed of the state bylaws chair, the state bylaws/parliamentarian, and the state president. The proposed rules for the state assembly shall be printed and included in the voter packet.
6. The resolutions committee shall be composed of three members appointed by the president. It shall formulate appropriate resolutions in line with the policies and program of AAUW and present them to the state assembly for acceptance. Proposed resolutions must be submitted to the committee in writing at least two weeks prior to the state assembly.

B. Leadership Conference and State Convention

1. A one day leadership conference for branch presidents and other branch leaders shall be held in even-numbered years. All members should be encouraged to attend. The purpose of the conference is to present and clarify the program of AAUW and the state, to exchange ideas, to discuss branch problems, and to develop planning and leadership skills.

2. A multiple day state convention for all state members shall be held in odd-numbered years. The purpose of the convention is to present both AAUW and state program and new developments, celebrate branch achievements, and to strengthen AAUW membership.
3. The state board, under the leadership of the vice president of program, has full responsibility for planning conferences and conventions. Responsibilities include arrangements for meeting place; planning the program; securing speakers and workshop leaders; reserving adequate housing for the attendees; arrangements for planned meals; and providing packets and registration.
4. The vice president of program should submit within three months after the state assembly to the state president a report including a statement of the event's income and expenses and an outline of the duties performed.
5. Sales by AAUW Missouri and its branches shall be permitted at AAUW Missouri conventions and leadership conferences. Proceeds of all such sales shall be designated only for AAUW Funds or branch/state operating funds as designated by the state or branch with items for sale.

C. State Board Meetings

1. Meetings of the state board should be held at the call of the president in the summer, fall, and winter.
2. In addition, a board meeting should be held in connection with the state assembly. The meeting may be a joint meeting of the outgoing and incoming boards.
3. It is advisable for the state board to meet at different sites throughout the state. If a branch is located in the area of the location of the state board's meeting place, the branch should be invited to assist and/or attend the board meeting. State members are welcome to attend business sessions of the board except in the event these sessions are declared closed. The state members attending who are not on the board should notify the president of their attendance no later than ten days prior to the state board meeting for meeting planning purposes.
4. State board members shall e-mail the entire board their reports and recommendations at least three days prior to the board meetings. If they do not e-mail their reports, the board members shall bring copies of their report and recommendation to the board meeting to be distributed to all board members. Copies of the report should then be sent to any board members not in attendance at the board meeting.

III. JOB DESCRIPTIONS FOR THE STATE BOARD (Under Revision)

A Duties of All State Board Members

B. Job Descriptions of Elected Officers

1. President
2. President-Elect
3. Vice President for Program
4. Vice President for Membership
5. Secretary
6. Treasurer

C. Job Description of Appointed Officer

1. Bylaws/Parliamentarian
2. College/University Relations
3. Communications

4. Education and Equity Funds
5. Historian
6. Newsletter Editor
7. Past President
8. Public Policy
9. Web Manager

III. D. State Board Committees

1. AAUW Missouri Branch Incentive Program
 - a. Person(s) appointed by the president shall chair the selection committee.
 - b. The committee will distribute all information and applications to all branches.
 - c. The committee will read all applications submitted by the branches no later than October 1 and send recommendations for funding to the president by October 15.
 - d. The recommendation list shall note all reasons for denial of funding for a project.
 - e. The president and executive committee shall approve all recommendations by the committee.
 - f. The committee will notify the branch president of all awards or denial of rewards in writing (e-mail or letter) by November 1.
 - g. The committee will communicate with the treasurer so that checks will be sent within one week of notification.
 - h. The committee is responsible for the presentation by the branch award winners at the state conference/convention and the distribution of that information through the newsletter and website.
2. AAUW Missouri Outstanding Member Committee
 - a. The chair of the committee shall be the vice president of membership. The president shall appoint two additional board members to serve on the committee.
 - b. Award consideration should be given to people who have made significant contributions to the mission of AAUW of advocacy, education, philanthropy, and research, together with outstanding support of AAUW Missouri.
 - c. The committee shall choose at least one, but no more than four honorees for the year. There is no limit in the amount of times a person may receive the honor. The committee chair shall record the names in the state's records, prepare certificates, and arrange for presentation to the awardees at the annual state assembly.
3. History Day Committee (under development)
- 4.. Nominating Committee
 - a. The board shall suggest names for the nominating committee at the summer board meeting. The president will contact five of those nominated and ask them to serve by September 1. The chair of the nominating committee will be chosen by the members of the committee.
 - b. Shall publish in the fall issue of the newsletter a notice of positions to be filled at the next state assembly. The names and addresses of all members of the nominating committee should also be published.
 - c. Shall encourage branches to submit names and qualifications of members recommended for these positions. Branches of seventy-five (75) or more members should submit at least two names for each position.
 - d. Shall consider geographical distribution of nominees if possible, but qualifications of the nominees are the primary factor.
 - e. Shall only nominate candidates who have agreed to run for an office.
 - f. Shall report the list of nominees at the winter board meeting and prepare material for inclusion in the spring issue of the bulletin, thus providing for the required minimum notice to be given to branches of at least one month prior to election.

5. Woman of Distinction Award Committee
 - a. The selection committee shall be chaired by the president-elect who shall appoint a committee of 3 to 5 to administer the selection of a recipient of the award.
 - b. The award shall be presented at the state assembly held in even numbered years. An appropriate award will be given to the recipient.
 - c. By January 15 of even numbered years, branches shall be sent a nomination form with instructions. The form shall request information on education, honors, service to AAUW, service to profession, service to community and society, service to other women, and personal comments concerning the nominee. Each branch shall be allowed one nominee.

IV. STATE FINANCES

- A. The current annual state dues set by the state assembly are \$10 per member.
- B. The current annual state student affiliate dues set by the state board are \$3 per member.
- C. The current annual state student affiliate dues set by the state board for students who are members of an organized student-led satellite branch are \$0.
- D. The current annual state dues set by the state board for a recipient of a Give-a-Grad-a-Gift membership are \$0 for the first year of membership, if the recipient belongs to a Missouri branch.
- E. Each year the finance committee (members of the state executive committee) shall review the dues amount and recommend to the board at its January meeting if a dues increase is needed. If the board decides there is a need for a dues increase, the branches will be notified in writing or electronically at least 30 days prior to the annual state assembly that the dues increase will be on the agenda and the reasons for the increase. The dues increase will be determined by a two-thirds vote of those present and voting at the assembly.
- F. The finance committee shall prepare annually a budget to be presented to the state board for approval and for their recommendation to the state assembly to approve it.
- G. A statement of the expenses of the outgoing state board should be transmitted by the treasurer in the form of the annual budget report to the incoming state board for reference. Each board member shall be informed of the budgeted allowance at the first meeting of that board.
- H. A copy of the annual budget shall be sent to all branches after it is approved by the state assembly. After acceptance by the board, the treasurer's annual report and the report of the financial review committee chair shall be available upon request by a branch or a member.
- I Guidelines for AAUW Missouri Assets:
 1. Operating funds shall be kept in a checking account.
 2. Contingency funds shall be kept in a checking account and a portion may also be kept in certificates of deposit. Interest earned should be placed in the operating fund.
 3. Peg Witt funds shall be kept in a money market savings account and a portion may also be kept in certificates of deposit. Interest earned should be kept in the Peg Witt fund. Monies from the Peg Witt Fund will be awarded by the AAUW Missouri Branch Incentive Program selection committee. Grants will be given, totaling no more than \$450 per year, for branch membership development and creation of new branches or revitalization of disbanded branches.
 4. Reserve funds shall be kept in a checking account and portions may also be kept in certificates of deposits and investments. Interest and dividends earned should be placed in the operating fund, or when agreed upon by the finance committee, reinvested in the account where they were earned.

The treasurer will make the decisions concerning the amount of funds to be kept in checking accounts, money market savings accounts, and certificates of deposits, based on the timely needs of AAUW Missouri. The decision to purchase and sell investment funds should be made by the AAUW Missouri board. No investments should be in conflict with the AAUW mission. Investments should be reviewed annually by the finance committee (members of executive committee) with the treasurer

serving as chair.

Grants from the reserve funds will be awarded by the AAUW Missouri Branch Incentive Program selection committee, totaling no more than \$225 per year, for assistance in attending state meetings and, totaling no more than \$550 per year, for special projects that support program enrichment.

- J. Requests for expenditures from the Contingency Fund may be made by any member of the board at board meetings. A three-fourths vote of those present at the state board meeting is required for approval.
- K. Reserve funds are to be used only to promote AAUW goals and priorities. A request for use of funds must be received by the board members at least 30 days before a board meeting. The request should outline the project/activity and how the money will be used. The person/committee requesting the funds must be at the board meeting to answer any questions. The board may choose to vote immediately or at a future board meeting. A three-fourths vote of those present at the meeting is required for approval. After the project/activity has been completed, the requester must submit a report detailing expenditures and outcome.
- L. State Board Subsidies
 - 1. State officers (and the administrative assistant) shall be subsidized for travel to state board meetings and to the state assembly at the following rates:
 - a. twenty cents (20¢) per mile to the driver if the officer drives alone;
 - b. twenty-seven cents (27¢) per mile to the driver if two or more officers travel in the same vehicle.
 - c. actual cost or up to ten cents (10¢) per mile if the officer uses commercial transportation.
 - 2. Committee chairs and guests are encouraged to drive to the meeting in a vehicle with a board member.
 - 3. State officers, or people representing state officers, shall be subsidized for travel to branch meetings (other than their own) at twenty cents (20¢) per mile.
 - 4. State officers, committee chairs, and the administrative assistant may annually request reimbursement, according to the budget, for an ink cartridge to be used for printing AAUW Missouri reports, etc.
- M. Funds collected for state leadership conferences, conventions, and state meetings shall be deposited in the state operating fund and all bills shall be paid by the state treasurer.

V. DISCONTINUANCE OF A BRANCH

- A. State Board Responsibilities and Recommended Procedures
 - 1. The treasurer shall be responsible for notifying the vice president of membership about a branch that has not forwarded for one year the required dues to AAUW.
 - 2. The vice president of membership or representative shall be responsible for contacting a branch to offer state resources to aid the branch, and when requested to assist with alternate solutions to dissolution, if a branch has:
 - a. decreasing membership.
 - b. not forwarded for 1 year the required dues to AAUW.
 - 3. When the president receives notification of a branch's desire to dissolve, the president or the membership vice president shall contact the branch to see if the state can assist the branch in maintaining status. If the branch is unable to continue to function, the president shall promptly notify the AAUW Membership Department, which shall then notify the AAUW Board of Directors, who shall have the final authority to withdraw recognition of the branch.
 - 4. If there is no branch contact, the state may initiate the above process.
 - 5. All assets turned over to the state treasurer from the branch shall be transferred and delivered to AAUW Funds.

6. The archives of a discontinued branch shall be sent to the state historian to be kept with the AAUW archives. If a local museum wishes to house them, that can be permitted with the consent of a majority of the state board members.
- B. Branch Responsibilities and Recommended Procedures
1. The branch president may at any time contact the state president or the state membership vice president for assistance in maintaining an active branch.
 2. If the branch is unable to continue to function as a branch, the branch president or representative shall notify the state president or the state membership vice president.
 3. In the event of the dissolution of the branch, all assets shall be transferred to the state treasurer or directly to AAUW Funds.

Revised and adopted by AAUW MO State Board: July 2010; Bylaws Officers: Susan Barley and Yvonne Morrison