

# **AAUW- WA POLICIES AND PROCEDURES**

(Adopted January 28, 2018)

The following is a statement of policies and procedures derived from past administrative experience and compiled as a guide. This policy sheet should be a part of the permanent file of each branch and each state officer and committee chair. It should be reviewed periodically to ensure that it reflects current practices and procedures.

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### 100 STATE ORGANIZATION AND STRUCTURE

#### 110 ELECTED STATE OFFICERS

##### A. QUALIFICATIONS

1. Nominees for state president/administrator shall have a) served on the state board for at least two years at the time of assumption of office; b) been active in state affairs; c) extensive branch experience; d) demonstrated AAUW leadership abilities and dedication.
2. Nominees for secretary shall have a) experience as a recording secretary for a branch or comparable qualifying experience; b) demonstrated interest and dedication at branch or state level in AAUW.
3. Nominees for finance vice president shall have a) experience as finance vice president for a branch or comparable qualifying experience and b) demonstrated leadership abilities and dedication at branch or state level.

##### B. DUTIES

1. The president/administrator, as executive officer, shall:
  - a. preside at all meetings of the state, executive committee, board of directors, and leadership;
  - b. appoint, after consultation with the executive committee, all appointed state board members and chairs of all committees except the nominating committee and those otherwise provided in the bylaws;
  - c. serve as ex-officio member of all task forces and committees except the nominating committee;
  - d. file the names and addresses of incoming and continuing elected state officers and appointed state board members with the AAUW member records office no later than June 1;
  - e. ensure that the state bylaws are brought into conformity with the AAUW bylaws after each AAUW convention.
  - f. represent the state in all work with other organizations and at meetings and conferences.
2. Vice president shall:
  - a. Be appointed by and from the elected directors on the board on an annual basis
  - b. In the absence or disability of the president, performs all the duties of the president
  - c. When acting as president has all the powers of the president
  - d. Performs other duties as may be assigned

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### 3. Secretary shall:

- a. keep on file all written reports presented at state meetings;
- b. send a copy of the official minutes to the state board within forty five (45) days of state board meetings, state conventions and annual meetings;
- c. verify all members' expense vouchers and forward them to the state finance vice president for payment within fourteen (14) days of receipt of voucher.

### 4. Finance vice president shall:

- a. keep an itemized account of all receipts and disbursements;
- b. serve as chair of the budget committee of the state;
- c. disburse money only as directed by the president or executive committee;
- d. pay bills only upon receipt of vouchers signed by the persons incurring the bills and countersigned by the secretary, president or other authorized person;
- e. prepare a monthly financial report for all accounts for the executive committee and present a detailed financial report to the board of directors at each board meeting;
- f. submit an annual written financial report to the state;
- g. submit the records for review at the close of the fiscal year and for audit at the end of the finance vice president's term of office;
- h. file all required state and federal tax returns and other documents;
- i. assist branches with insurance, bonding, tax responsibilities and other fiscal matters and training therein.

## **120 EXECUTIVE COMMITTEE**

The executive committee [president/administrator; vice president; finance vice president; secretary; and two (2) directors at large appointed by the remaining directors] shall:

1. confirm the appointments of appointed state board members and chairs of special committees;
2. provide for the proper control of funds and financial reviews and audits at times specified in these policies;
3. review all actions subject to executive committee approval under these state policies.
4. determine the time and place of the state convention or annual meeting

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### 130 APPOINTED STATE BOARD MEMBERS

- A. Appointed state board members shall be selected by the president/administrator in consultation with the executive committee. State committee members shall be appointed by the president/administrator in consultation with state committee chairs. Appointed committee chairs and members of committees and task forces shall be chosen for their experience in or outside of AAUW and their special aptitude for the work of the committee or task force, with due regard for geographical representation and rotation in diversity and membership.
- B. The duties of appointed state board members shall be those assigned by the president/administrator, the executive committee or the board of directors, state bylaws and policies, including updating their job description and providing a year-end report.
- C. The president/administrator and the executive committee may, for reasons such as scope of responsibility or geographic coverage, appoint co-chairs of committees or task forces.
- D. The following committees are encouraged but not mandatory and may be combined at the discretion of the executive committee or the state board:
1. Program. The committee shall be responsible for promoting mission-based programming through the state and providing support and training for branch and district leaders. The chair shall be appointed by the president/administrator with the consent of the executive committee.
  2. Membership. The committee shall include the program and the college/university relations chairs. It shall endeavor to increase membership in the state through the establishment of new branches and the suggestion of new methods to increase and retain membership. It shall assist branch membership chairs as outlined in the list of duties. The chair shall be appointed by the president/administrator with the consent of the executive committee.
  3. Communications. Members of the committee shall assist in producing the state newsletter and in other communication duties as needed. The chair shall be appointed by the president/administrator with the consent of the executive committee.
  4. Public Policy. The committee shall include the president, one branch public policy chair from each district, and other persons as shall be deemed appropriate by the executive committee. It shall formulate and implement state public policy in compliance with AAUW policy, following the priorities set by the state board. The chair shall be appointed by the president/administrator with the consent of the executive committee.
  5. AAUW Funds. The committee shall implement AAUW programs on Fellowships, Research and Projects, Legal Advocacy Fund (LAF), Leadership Training Institute (LTI) and such others as may be established by AAUW. The chair shall be appointed by the president/administrator with the consent of the executive committee.
  6. College/University Relations. The committee shall be responsible for planning and developing a mutually supportive relationship between institutions of higher education and the state and for establishing campus branches or satellites in conjunction with the membership vice president or as part of the membership committee. The chair shall be appointed by the president/administrator with the consent of the executive committee.

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7. Bylaws. In consultation with the state president, the committee shall be responsible for bringing the state bylaws into conformity with the bylaws of AAUW after each AAUW convention. The chair shall be appointed by the president/administrator with the consent of the executive committee.
8. Resolutions. The chair shall be appointed by the state president in consultation with the executive committee. This committee shall be responsible for processing resolutions submitted by branches, committees or individual members, approving or rejecting them as appropriate.

### 140 STATE BOARD OF DIRECTORS

The board of directors shall have twelve (12) members, consisting of the elected officers, four (4) elected directors and five (5) directors appointed with geographical representation considered

- A. The state board of directors shall fulfill the duties specified in the state bylaws.
- B. The state board of directors shall meet twice yearly.

### 150 BRANCH PRESIDENTS

- A. The branch president shall:
  1. be the official representative of the branch in the activities of AAUW on all levels;
  2. provide the names, addresses and phone numbers of all branch officers and chairs and such other branch-related information as requested to AAUW and to the state president by June 1.
  3. if mandated by AAUW, ensure that branch bylaws are updated after each AAUW convention and submitted as instructed to the state bylaws chair before the advertised deadline;
  4. ensure that the branch bylaws are brought into conformity with the bylaws of the state whenever state bylaws are changed;
  5. ensure that the branch finance vice president, unless otherwise authorized by the AAUW board of directors, sends state dues to the state finance vice president as soon as possible after receipt when dues have not been paid electronically to AAUW. Dues are payable to the state finance vice president on or before July 1.

### 160 FORMING A NEW BRANCH

- A. Association Bylaws and Policies shall be followed in forming a new branch.
- B. The state president/administrator, or her designee, shall visit a petitioning group desiring to form a branch and discuss with it the AAUW program and desirability of organizing a branch. After advising the existing branch or branches in the district from which the

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petitioning group may draw membership, the state president shall make a recommendation to the state board of directors.

- C. Following AAUW policy, the state board shall approve the formation of a second branch in any area when the basis of such organization is to meet identified needs of potential members and to promote AAUW's priorities.
- D. When state board approval has been given, the state president/administrator shall notify the AAUW membership office and direct the state membership committee to continue organizing activities with the petitioning group, including preparation of branch bylaws, in consultation with the state president.
- E. Transmittal of the AAUW letter of recognition to the founding group shall be done as soon as it is received. Access to the state website shall be given to members of the new group.
- F. AAUW policies must be followed in selecting a name for the new branch.
- G. Completed paperwork or electronic data and dues must be submitted to AAUW and state officers by the organizers as soon as possible.
- H. Bylaws of the new branch must be approved by the state bylaws chair and by the AAUW bylaws chair. The new branch may elect to operate for up to one year with the "Interim Bylaws and Working Rules" provided by the AAUW Membership Department.
- I. When branches merge, state officers shall provide assistance as needed. AAUW policies must be followed in this process.
- J. AAUW policies shall be followed when a branch satellite is being created.
- K. In the event the state board of directors fails to give approval to the petitioning group of graduates qualified to form a branch, the state president/administrator shall send a written report to the organizing group and to the AAUW board of directors, explaining the reason(s) for not giving approval.

### **170 DISCONTINUING A BRANCH**

- A. The state president/administrator shall notify a branch that appears to have forfeited the right to continue as a branch and request it to present its view in writing to the state board of directors within ninety (90) days.
- B. The state board of directors shall reply to the branch within sixty (60) days, confirming the discontinuation of the branch if it still is deemed appropriate.
- C. AAUW bylaws and policies regarding the property of a discontinued branch shall be followed.

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### 200 ADMINISTRATION AND OPERATIONS

### 210 DIRECTORY

The directory shall be used only for AAUW purposes.

### 230 COMMUNICATIONS

- A. Whenever communications or requests for reports are sent to branch board members, duplicate communications shall be sent to branch presidents.
- B. If branch board members are not listed in the directory, materials intended for them shall be sent to the branch president for forwarding to the appropriate person in the branch.

### 240 WEB SITE POLICY

- A. Branch presidents will ensure that individual information posted in the public area of the AAUW-WA web site as part of their branch information respects the privacy concerns of the individual branch members. No individual's e-mail address, mailing address or telephone number will be posted without permission of the individual. To assist the web master in ensuring that privacy concerns are addressed, the branch president shall either send the branch information to the web master or identify to the web master the branch member authorized to send the information.
- B. The telephone numbers and mailing addresses of state board members are normally not included in the public area of the state board web page. State board members may request that their telephone number and mailing address be included by e-mailing or writing to the state web master.
- C. The telephone number, mailing address, personal e-mail address or photograph of a member shall not be published in the EVERGREEN LEADER or on the state web site without the permission of the member.

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### 300 FISCAL AFFAIRS

#### 310 STATE DUES

- A. Each branch shall forward annual state dues of ten dollars (\$10.00) for each member belonging to the branch. Dues are payable to the state finance vice president on July 1. Dues received for late renewals or for new members shall be forwarded immediately.
- B. Student affiliates shall pay 50% of state dues. Each branch shall determine the amount for branch dues, not to exceed \$7.00.
- C. Dues of new members may be accepted at any time. State dues shall be discounted for new members joining between January 1 and June 30.
- D. State dues of Fifty-Year Honorary Life members shall be fifty percent (50%) of the amount paid by branch members.
- E. Dues are not refundable.

#### 320 BONDING

The state finance vice president and any other member of the state board of directors who works with financial accounts must be bonded.

#### 330 BUDGET

- A. All monies due to the state shall be sent to the finance vice president by June 15.
- B. When the budget is delivered to the state board, it shall show the previous year's budget for each line item, the current year's expenditures and the following year's allocation.
- C. Prior executive committee approval is required for any unbudgeted expense not otherwise covered in the state bylaws or policies.
- D. Exceptions to the above rules may be made by a majority vote of the executive committee.

#### 340 REIMBURSEMENT

- A. Reimbursement Policy: The following persons qualify for state reimbursement to attend state board, state convention, annual meeting and other official meetings as approved by the executive committee:
  - 1. all elected state officers/co-chairs;
  - 2. all appointed state board members;
  - 3. all other chairs/co-chairs of state committees and task forces doing work related to the agenda of the meeting, to the extent provided in the budget;
  - 4. the state representative in connection with organizing new branches;

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5. a state-designated resource person when approved as a leader-on-loan by the executive committee;
  6. a state executive committee member when specifically invited to support a branch meeting.
- B. State president/administrator:
1. Expenses shall be paid by the state for the state president/administrator at state workshops, board meetings, state conventions, annual meetings, district conferences and whenever the president is representing the state on official AAUW business.
  2. To the extent provided in the budget, the state president/administrator shall be allowed expenses not paid by the Association for attendance at any training event for state presidents.
  3. The state president/administrator or a designated representative shall be encouraged to participate in such non-AAUW meetings as are applicable to the AAUW purpose and program. The state executive committee shall use its discretion in allowing payment of the state president/administrator's expenses on a per diem basis as well as transportation.
  4. The president/administrator, shall be reimbursed for attendance at AAUW conventions to the extent provided in the current budget, including but not limited to the registration fee, awards banquet costs, and lodging up to \$100.00 per day.
- C. Elected state officers and appointed state board members:
1. Expenses for elected state officers and appointed state board members shall cover travel cost to board meetings, conventions, annual meetings, and housing to whatever extent such expense shall be provided in the budget of the state duly approved each year.
  2. Committees. Committee chairs may request reimbursement for expenses of committee members when the committee members have acted on behalf of the committee chair, consistent with the budget.
- D. Reimbursement process:
1. June 1 is the deadline for presentation of prior bills. June bills must be presented by July 1. Payment after this deadline shall be at the discretion of the executive committee.
  2. All requests for reimbursements must be submitted to the state secretary for approval on a Washington state expense voucher or via electronic means when available. Vouchers are available from the state finance vice president, the state secretary, or on the state website.
  3. Reimbursement requests must include the date when the expense was incurred and paid receipts. They must be submitted within ninety (90) days of the incurred expense. When approved by the secretary, the request shall be sent to the finance vice president for payment.
  4. Payment after the 90-day deadline shall be at the discretion of the executive committee.

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5. The amount that may be reimbursed without receipts (except for mileage) is \$25.00 per person per year.
6. Bills from businesses or non-AAUW individuals shall be verified correct and forwarded to the state secretary with a voucher form prepared and signed by the member responsible for the expenditure.

### E. Reimbursement Formula

1. Travel - Mileage will be reimbursed using the formula of 75% of the official IRS business rate rounded to the nearest half cent, plus ferry, toll bridge/road, and parking charges. If two or more officers travel together only the driver will be reimbursed. Persons choosing an alternative method of transportation may be reimbursed for actual transportation expenses not to exceed the lesser of the actual expenses or total reimbursement of round-trip automobile travel.
2. Lodging - actual cost up to a maximum of \$75.00 per day per person.
3. Meals - the actual cost of the meal not to exceed the following amounts: breakfast, \$5.00; lunch, \$10.00; dinner, \$20.00. Meal costs will not be reimbursed if they are included in the registration costs for state conventions, annual meetings, or other reimbursable conferences or conventions.
4. Child care - person on official AAUW-WA state business may be reimbursed for child care costs with a maximum of \$20.00 per day.
5. Registration - the full registration fee will be reimbursed for conventions, annual meetings, and state board meetings.

### 350 SMALL BRANCH SUBSIDY

- A. Branches having less than 40 members (February count) qualify for a convention/annual meeting subsidy of \$100 once per fiscal year (July 1-June 30) for attending a convention or annual meeting. The branch president or a designated alternate must attend state business meetings and answer roll call. The state secretary shall record attendance.

### 360 COMPENSATION

- A. In addition to following applicable federal, state and IRS requirements when providing any monetary payment to an individual in exchange for their services to the organization, AAUW-WA shall abide by the following policies.
- B. The AAUW-WA organization is comprised of all members in good standing of AAUW branch affiliates in Washington State. The organization shall have no employees.
- C. Directors shall not receive compensation for service as directors or officers. Directors may, if authorized by the board, receive reimbursement for travel and other actual expenses related to activities on behalf of AAUW-WA. (See policy 340 Reimbursement.)

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- D. The board may retain the services of independent contractors, accountants, legal counsel, or other professionals, from time to time, as it deems necessary or advisable, in the interest of the AAUW-WA. Compensation rates for such individuals or firms shall be within the standard market range for their profession within Washington State. For each individual or firm, specific responsibilities and compensation amounts shall be agreed, documented, and approved by the board prior to work commencing. The president shall sign all contracts.

### 370 CONFLICT OF INTEREST

- A. **Purpose.** The purpose of the conflict of interest policy is to protect the interest of the American Association of University Women of the State of Washington (AAUW-WA) when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer, director or committee member of AAUW-WA.. This policy is intended to supplement but not replace any applicable state laws governing conflicts of interest applicable to nonprofit and charitable corporations.

#### B. Definitions.

1. Interested Person. Any director, officer, or member of a committee with board-delegated powers who has a direct or indirect financial interest, as defined below, is an interested person.
2. Financial Interest. A person has a financial interest if the person has, directly or indirectly, through business, investment or family --
  - a. an ownership or investment interest in any entity with which AAUW-WA has a transaction or arrangement, or
  - b. a compensation arrangement with AAUW-WA or with any entity or individual with which AAUW-WA has a transaction or arrangement, or
  - c. a potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which AAUW-WA is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are substantial in nature.

#### C. Procedures.

1. Duty to Disclose. In connection with any actual or possible conflicts of interest, an interested person must disclose the existence and nature of his or her financial interest to the directors and members of committees with board delegated powers considering the proposed transaction or arrangement.
2. Determining Whether a Conflict of Interest Exists. After disclosure of the financial interest, the interested person shall leave the board or committee meeting while the financial interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.
3. Procedures for Addressing the Conflict of Interest.
  - a. The chairperson of the board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
  - b. After exercising due diligence, the board or committee shall determine whether AAUW-WA can obtain a more advantageous transaction or arrangement with reasonable efforts from a

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person or entity that would not give rise to a conflict of interest.

- c. If a more advantageous transaction or arrangement is not reasonably attainable under circumstances that would not give rise to a conflict of interest, the board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Corporation's best interest and for its own benefit and whether the transaction is fair and reasonable to the Corporation and shall make its decision as to whether to enter into the transaction or arrangement in conformity with such determination.

### 4. Violations of the Conflict of Interest Policy.

- a. If the board or committee has reasonable cause to believe that a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- b. If, after hearing the response of the member and making such further investigation as may be warranted in the circumstances, the board or committee determines that the member has in fact failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

### D. **Records of Proceedings.** The minutes of the board and all committees with board-delegated powers shall contain –

- a. the names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the board's or committee's decision as to whether a conflict of interest in fact existed.
- b. the names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection therewith.

### E. **Compensation.**

- a. A voting member of any committee who receives compensation, directly or indirectly, from AAUW-WA for services is precluded from voting on matters pertaining to that member's compensation.
- b. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from AAUW-WA for services is precluded from voting on matters pertaining to that member's compensation.
- c. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from AAUW-WA, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

### F. **Annual Statements.** Each director, principal officer and member of a committee with board delegated powers shall annually sign a statement which affirms that such person --

- a. has received a copy of the conflicts of interest policy,
- b. has read and understands the policy,
- c. has agreed to comply with the policy, and

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- d. understands that AAUW-WA is a charitable organization and that in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

**G. Periodic Reviews.** To ensure that AAUW-WA operates in a manner consistent with its charitable purposes and that it does not engage in activities that could jeopardize its status as an organization exempt from federal income tax, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a. Whether compensation arrangements and benefits are reasonable and are the result of arm's-length bargaining.
- b. Whether partnership and joint venture arrangements conform to written policies, are properly recorded, reflect reasonable payments for goods and services, further AAUW-WA's charitable purposes and do not result in inurement or impermissible private benefit.
- d. Whether agreements to provide services further AAUW-WA's charitable purposes and do not result in inurement or impermissible private benefit.

**H. Use of Outside Experts.** In conducting the periodic reviews specified above, AAUW-WA may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the board of its responsibility for ensuring that periodic reviews are conducted.

### 400 EVENTS

- A. All statewide and district events shall be self-supporting.
- B. Alcohol shall not be served at any AAUW event unless the event is specifically covered by liability insurance that covers the use of alcohol and unless all alcohol is served only by a licensed agent. In addition, non-alcoholic beverages must be readily available.

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### 410 DISTRICTS

- A. Branches within the state shall be organized into districts for the purposes of conducting leadership training and other joint projects.
- B. The composition of districts shall be reviewed and updated at least every five years, effective 2013, or whenever more than one branch within a single district is activated or inactivated.
- C. District composition effective 2012:
  - East - Colville, Palouse-Garfield, Ritzville, Spokane
  - Central - Dayton,, Tri-Cities, Walla Walla, Wenatchee
  - Northwest-Anacortes, Bellingham, Clallam, Everett, Mount Vernon, Port Townsend, Stanwood-Camano Island, Whidbey Island
  - North Puget Sound - Edmonds-SnoKing, Highline, Issaquah, Kirkland-Redmond, Lake Washington, Seattle, Southeast King County
  - South Puget Sound - Federal Way, Gig Harbor, Olympia, Puyallup Valley, Tacoma
  - Southwest- Cowlitz County, Hudson's Bay, Lewis County, Twin Harbors, Vancouver, Willapacific
- D. Branch presidents or their designated alternates within a district shall be responsible for organizing district conferences or activities. A chair shall be selected within the district. The chair need not be a current branch president.

### 420 LEADERS-ON-LOAN

The purpose of the leader-on-loan program is to provide mission support, leadership development and membership assistance to branches and districts.

- 1. Branches and district conferences are entitled to one leader-on-loan, an experienced member within the state who has skills appropriate to the needs of the host group on an annual basis.
- 2. The branch or district may request a particular leader to be their leader-on-loan in consultation with the state executive committee. Whenever possible, the leader requested will be approved to work with the branch or district. If it is not possible, the state executive committee shall suggest another leader for branch or district approval who can meet the needs of the host group.
- 3. The host district shall provide meals and lodging relevant to the event and shall waive registration fees for the leader-on-loan.
- 4. The leader-on-loan shall follow state reimbursement policy when requesting mileage for attending the event.

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### 430 PRE-CONVENTION OR ANNUAL MEETING ACTIVITIES

The purpose of pre-convention or pre-annual meeting activities is to provide continuing education to AAUW members and other people in the area as a community service project, and to increase the visibility of AAUW in the community. Any branch, task force, or other organized group of AAUW may host an activity. The organizing group is responsible for all arrangements, registration and expenses of the event.

### 440 STATE CONVENTION OR ANNUAL MEETING

- A. The convention or annual meeting committee will include the committee chair, the state president/administrator, the finance vice president and the state program and college/university chairs, and a chair person from the sponsoring branch(es).
1. The sponsoring branch(es) will have responsibility for serving as a local liaison to the hosting college/university partner or convention center, coordinating local marketing and media activities, and providing staffing for the meeting.
  2. It is recommended a host college or university shall be in a strong relationship with the local branch(es) and/or AAUW WA, and offer adequate meeting space with April availability, and that there be adequate nearby lodging options.
  3. To obtain site proposals from branches, the executive committee will publish selection criteria, request branch letters of interest that meet selection criteria, and select the sponsoring branch(es) by the summer leadership conference that precedes the next convention or annual meeting.
  4. If no branch submits a plan that meets the selection criteria before the summer leadership conference, the state board of directors will become the sponsoring group for the next convention or annual meeting.
- B. Business. The state president/administrator and finance vice president are responsible for organizing the business aspects of the convention or annual meeting. All state meetings shall be budgeted to be self-supporting.

The president/administrator shall:

1. sign all facilities contracts;
  2. appoint an experienced parliamentarian to be active at all business meetings to ensure that proper parliamentary procedure is followed;
  3. preside at all general sessions and the board meeting unless the executive committee directs otherwise;
  4. arrange for the recognition of and awards to branches and members.
- C. Program. The program chair shall:

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1. be responsible for organizing all convention programming including, but not limited to, workshops, speakers and panel discussions, and counterpart and mission sessions, subject to review by the executive committee.
2. serve as chair of the convention or annual meeting program development committee and may appoint other members including branch vice presidents of.
3. develop and maintain a convention or annual meeting schedule;
4. provide, with the assistance and cooperation of other state officers and board members (including but not limited to the nominating committee chair, AAUW Funds chair, and public policy chair), information related to convention programming as needed for web posting and the printed program;
5. provide for a convention or annual meeting evaluation by participants.

### D. Budget. The finance vice president shall:

1. arrange for payment of registration fees for all state meetings;
2. determine late fees to be assessed and set the timeline for them;
3. ensure that expenses for an AAUW leader-on-loan are included in the budget;
4. Non-AAUW speakers/panel members/workshop leaders who are not otherwise participating in the convention shall receive a stipend not to exceed \$200 plus transportation (mileage or airfare, whichever is less) -and may be offered a complimentary meal before or after their presentation.
5. The sponsoring branch(es) may propose a special registration fee for non-delegate local members and full-time students to encourage their part-time participation in the event, subject to the approval of the committee.
6. AAUW-WA does not pay speaker fees, but a donation to a charitable organization of the speaker's choice may be made on behalf of the speaker or a small appreciation gift may be given to the speaker, at the discretion of the committee.

### E. State Meeting Rules

1. Smoking laws shall be followed. Smoking will not be permitted at any session of a state meeting.
2. Registration for the event shall be required for any member seeking admittance to meetings.
3. Credentials. When a delegate voting system is in use, the credentials of a delegate shall be certified before the delegate may participate in the business sessions or vote at the polls.
  - a. Credentials shall not be processed in the half-hour preceding the opening of the polls.

## AAUW- WA POLICIES AND PROCEDURES

- b. A credentials committee report shall be given at the beginning of the first business meeting of the day. This count shall establish the number of voting members.
- F. Procedure.
  1. Only delegates may make motions or vote, but any member may participate in the business sessions.
  2. Each member addressing the chair shall state her/his name and AAUW affiliation.
  3. Debate shall be limited to two speeches of two minutes each for any member of the assembly on each issue unless further time is granted.
  4. Whenever possible, debate on each issue shall be rotated between pro and con positions.
  5. Any delegate may move to have a vote taken by card count. This motion requires a second and majority vote to adopt. The branch president or designated delegation chair may cast any remaining votes to which that branch is entitled.
    - a. The cards shall be raised and the person at the end of each row shall count the cards in that row.
    - b. Tellers, appointed by the chair, shall tally the row counts and total the vote.
  6. Any delegate may move for a written ballot on a motion brought before the body. This motion requires a second and a majority vote to adopt.
  7. When written ballots have been used, the elections committee shall, immediately after the elective ballots have been tabulated, place all ballots in a sealed envelope and deposit them with the state secretary for destruction after thirty (30) days.
  8. Order of the day. The official convention program, as amended, shall constitute the order of the day.
  9. Adoption of convention or annual meeting rules shall be one of the first orders of business at the first business meeting of the event.
  10. Minutes approval. The minutes shall be approved by a committee appointed by the presiding officer.
  11. Suspension of rules. These rules may be suspended by majority vote except for rules D.3 and D.5.

## AAUW- WA POLICIES AND PROCEDURES

### 450 RESOLUTIONS

- A. Members of the state desiring to present proposed resolutions to the convention must submit them in writing to the resolutions committee at least two (2) months before the convention or annual meeting.
- B. If no Resolutions committee exists to receive the resolution, the bylaws committee shall receive it.
- C. The resolutions committee shall screen proposed resolutions based on the following criteria: appropriate emphasis or extension of AAUW goals and programs; statewide implications; timelines; strong member support; potential for distinctive AAUW contribution; practical/fiscal potential for implementation.
- D. The resolutions committee shall be authorized - after consultation with and with the consent of the presenter(s) - to reword, clarify or combine the resolutions presented to it.
- E. The committee is required to send resolutions to be presented at the convention or annual meeting to all branches for their consideration at least one (1) month before the convention or annual meeting.
- F. The resolutions shall be presented by the resolutions committee to the delegate body at the convention or annual meeting for a vote. A majority of the votes is required for the resolution to pass.
- G. Resolutions on policies, program, public policy, or other matters may be proposed from the floor only if two-thirds (2/3) of the delegates vote to hear the resolution. If the delegates vote to hear a resolution, it requires approval by three-fourths (3/4) vote of the delegates to pass.

### 500 POLITICAL ACTION

#### 510 PUBLIC POLICY PROGRAM

- 1. The public policy program of AAUW-WA shall incorporate both the AAUW and the AAUW-WA public policy priorities.
  - 2. The comprehensive public policy program will be reviewed and updated at least every six years.
  - 3. Should there be any major change in the emphasis of the AAUW agenda, the AAUW-WA comprehensive public policy program can be reviewed earlier and may be added to on a temporary basis by the public policy committee with approval of the executive committee or the state leadership team between conventions or annual meetings.
- A. Reviewing the Program
- 1. Items may be proposed to the public policy committee for consideration by a branch, acting by a majority vote at any regular meeting; by a member of the state board; or by any state member acting as an individual.

## AAUW- WA POLICIES AND PROCEDURES

2. The updating of the public policy priorities is a continuous process that consists of the following steps:
  - a. The call for change proposals is issued through the EVERGREEN LEADER and communicated electronically to members in the fall before a convention or annual meeting scheduled to review and update the document.
  - b. Proposals are reviewed, accepted or rejected and refined by the public policy chairs and public policy committee members in January. Originators of proposals are notified of the disposition of their proposal within one week after the decision is made. If a proposal has been modified or not accepted, the originator is given the committee's rationale and told how to bring a proposal to the floor of the convention should they so choose.
  - c. Accepted proposals are brought before the executive committee for further review and refinement before the deadline for the proposals to be published in the EVERGREEN LEADER.
  - d. Proposals to be voted on are then published in the EVERGREEN LEADER issue that contains the call to convention or annual meeting. These are presented at convention for a vote.
  - e. Members who intend to propose (1) major modifications to the redraft or any of its revisions as sent out by the committee, or (2) items that have not gone through the redrafting process, must make copies of their proposals with supporting documentation available to all delegates at the time of registration. The cost of these materials must be assumed by the members(s) making the proposals.

### B. Adopting the Principles at the State Convention or Annual Meeting

1. The order of discussion of and vote on the sections of the redraft shall be determined by a random draw at the start of the public policy program sessions.
2. The public policy committee shall present the redraft for adoption, subject to discussion and amendment on the floor of the business session.
3. A revision that has gone through the process must be moved on the floor for consideration.
4. A motion for consideration of an item which has not gone through the redrafting process must receive a two-thirds (2/3) majority.
5. Final adoption shall be by floor vote of attending delegates.

### C. Adopting Annual Public Policy Priorities

1. Each fall the public policy chair in consultation with the public policy committee shall evaluate issues that come under the adopted public policy principles and determine if they are of sufficient current importance and ripe for action.
2. A draft public policy priorities proposal shall be distributed to the full state board and made available to AAUW-WA members electronically for review and comment during a comment period of at least thirty (30) days ending on December 31.

## **AAUW- WA POLICIES AND PROCEDURES**

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3. The committee shall consider comments and submit a redraft to the executive committee for approval prior to the beginning of the regular legislative session.

## AAUW- WA POLICIES AND PROCEDURES

### 520 CANDIDATE ENDORSEMENT GUIDELINES

- A. AAUW-WA is guided in the endorsement of candidates by rules adopted by the AAUWboard of directors.
- B. AAUW policy #303 permits endorsement of candidates in non-partisan elections and permits endorsement of or opposition to candidates for appointive positions.
- C. AAUW shall not support or oppose any political party or partisan candidate.
- D. AAUW policy prohibits contributions to candidates.
- E. The endorsement process for use by AAUW-WA and its branches is available on thewebsite.

### 530 AFFILIATIONS WITH COORDINATING COUNCILS OR ACTION COALITIONS

- A. The state may, by vote of the board of directors, become an affiliate of coordinating councils or action coalitions formed by organizations with comparable purposes and goals. The decision to affiliate shall be based on a study of documented information by the executive committee. This information shall include the following:
  - 1. Statement of purpose;
  - 2. Copies of any organizing agreements including constitution, bylaws, working rules or comparable documents;
  - 3. Description of the method for providing representation to the governing board;
  - 4. Description of the method for the exchange of information and educational materials.
- B. If, after the study of items A 1-4, the executive committee finds that there is no conflict with the AAUW bylaws and charter and AAUW-WA bylaws, the executive committee may recommend an affiliation to the board of directors.
- C. When joining, we give permission to list us as a member, but additional uses must be authorized specifically by our representative who may or may not be a member of the coalition's governing board.
- D. If, after affiliation with a council or coalition, action is taken by the council or coalition which is in conflict with AAUW bylaws, the state must publicly announce that we cannot be a party to action that is in conflict with our bylaws. A decision to sever such an affiliation must be considered.
- E. Dues and membership fees for each affiliation shall be a separate budget item in the state operating budget. Contributions to special action groups shall be approved by the executive committee when taken from contingency, special project or regular budget categories. They shall be approved by the state board if taken from savings.

## AAUW- WA POLICIES AND PROCEDURES

### 600 AMENDMENTS TO THE POLICY

#### 610 PROPOSED CHANGES.

- A. Changes may be proposed at any time. All changes must not be in conflict with AAUW-WA and AAUW bylaws
- B. Changes to AAUW-WA policies and procedures shall be sent to the AAUW-WA bylaws committee at least thirty (30) days before they are scheduled for a vote by the state board. Approval from the committee must be given before the change may be presented for a vote.
- C. Written notice, including electronic notification, of the proposed change shall be sent to each member of the state board at least two weeks (14 days) prior to the state board meeting when it will be considered for voting.

#### 620 VOTING

- A. Provided written notice has been given in accordance with Policy 610 (above), provisions of these policies may be amended at any meeting of the state board by a simple majority vote of those present and voting or by electronic or mail ballot.
- B. In instances where notice has not been provided in accordance with Policy 610, provisions of these policies may be amended at any meeting of the state board by a two-thirds (2/3) vote to hear the proposal and a three-fourths (3/4) vote to adopt by vote of those present and voting or by electronic or mail ballot.

Adopted: 4/23/93; Renumbered 10/93; Revised 10/93, 4/95, 4/96, 10/96, 4/97, 9/97, 2/98, 4/98, 9/98, 2/99, 1/00, 8/00, 2/01, 4/01, 2/02, 4/02, 10/03, 4/04, 6/04, 9/04, 4/05, 8/05.

Revised and Renumbered, 8/24/2013

Revised and Amended 1/28/2018

Amended 3/17/2022 with incorporation of policies 360 and 370.