

AMERICAN ASSOCIATION OF UNIVERSITY WOMEN/ NORTH CAROLINA
POLICY STATEMENT
3-Oct-04

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I. PURPOSE

The State shall develop policies to promote equity, education, and development of opportunities for women and girls, cooperate with other state organizations with related interests, and promote the purposes and activities of local branches.

II. STATE MEETINGS

A. Barrier Free

All State Meetings shall be held at barrier-free facilities.

B. Smoking

All persons are requested to refrain from smoking during official State meetings or functions.

C. The business at all state meetings shall be governed by Roberts Rules of Order and the Meeting Rules adopted by the Board and included in these policies as Appendix A.

~~C.~~ D. Convention

1. The State President, after consulting with ~~Branch~~ **Program Vice President and the Events Leadership Team**, shall appoint the Convention Coordinator. **The Convention Coordinator position may be held by two persons.** ~~The convention shall be held in April or May,~~

~~if possible. The facility and date of the Convention shall be decided by the State President, Branch President, and Convention Coordinator, in consultation, after ascertaining the availability of hotels/facilities and dates. The schedule shall be based on a rotation plan listing the host branches for at least three years in advance.~~

2. The Convention Coordinator, **in consultation with members of all leadership teams**, shall refer to the ~~Guide for Preparing for the State Convention for policies, suggestions, and hints for arranging the convention.~~**State Convention Guidelines document which is appended to, and part of, these policies (as Appendix B) in planning all aspects of the convention, including dates, location, registration, credentialing, program, fees, and all convention income and expenses.**

~~3. Convention registration fees and cost of meals shall be kept to a minimum in order to encourage Convention attendance. A fee for late registration may be imposed, if necessary, by the host branch. After Convention expenses have been paid the balance of Convention registration fees shall go to the State Treasury.~~

4. **3.** Resolution (s) to be presented at the Convention from any branch or committee shall be sent to the ~~Resolutions Chair,~~ **parliamentarian** and a copy to State President, at least fifteen (15) days prior to the Convention. If a fifteen day notification is not possible, the Convention may hear the Resolution by a vote of two-thirds (2/3) of the delegates present.

~~5.~~ **4.** Election Procedures

a) Prior to the annual Convention, the president shall appoint a three-member Election Committee, one of which shall serve as chair, to manage all aspects of the annual election.

b) The president ~~also appoints~~ **shall appoint** a Credentials Committee, which shall certify members as eligible to vote, based on Article ~~XIII,~~ **XII**, Section 2, of the State Bylaws. Only individuals certified as eligible to vote by the Credentials Committee shall do so.

c) The Elections Committee may request evidence of voting credentials prior to issuing ballots.

d) A member of the voting body shall cast no more than one vote.

~~However, a branch president may delegate her vote to another branch member if she is unable to attend the State Convention,~~

e. A branch president may delegate her/his vote to any member of her/his branch in attendance at the convention, provided that the branch president has notified the Credentials Committee of her/his proxy.

f. No delegate from any branch has more than one (1) vote.

E. Other State Meetings

1. The state may schedule other such meetings as are necessary to conduct the business of the state (such as leadership training) or to contribute to advancing the mission of the organization.
2. The incoming or continuing president may call meetings of the Incoming Executive Committee and Board of Directors prior to the start of the fiscal year (July 1) for the purpose of approving appointments and making plans for the coming year.
3. The date, place, program and budget for such meetings must be approved by the Executive Committee, based on recommendations from the Events Leadership Team.

~~D.III. Cluster/Leadership Conference Meetings~~

- ~~1. The Cluster/Leadership meetings (time, place, and number of Cluster Meetings) shall be determined by the Executive Committee and Cluster coordinator and committee.~~
 - ~~2. The registration fee for area Cluster meetings shall be kept to a minimum to encourage attendance.~~
 - ~~3. After expenses have been paid, the balance of the combined fees shall go to the State Treasury.~~
- “Clusters” are groups of branches that are relatively close geographically. Each branch is encouraged to coordinate with the other branches in its cluster by
- A. sharing newsletters or other communication vehicle
 - B. making sure members in other branches of the cluster are invited to major branch events
 - C. sending a branch representative to the major events of the other branches
 - D. cooperating on projects that would affect the entire area
 - E. holding meetings where all members from all the branches are encouraged to attend if such meetings can be scheduled and programmed to support mutual interests

IV. ELECTED OFFICERS

~~Duties in addition to those specified in State bylaws~~

- A. The elected officers shall include the President, Program Vice President, Membership Vice President, Treasurer, Secretary and President-Elect.
- B. The duties of these elected officers shall be defined by Association job descriptions referenced at www.aauw.org/job-descriptions and other program materials available from Association for elected officers
- C. All elected officers will submit timely, relevant information for the general membership to the chairperson of the Communications Leadership Team on a regular, ongoing basis and at the request of the newsletter editor and web

site manager.

D The President shall

- 1) procure and deliver the Juvenile Award winning book to the Special Collections Librarian at the University of North Carolina at Charlotte or delegate that task to an appropriate member of the state
- 2) visit as many branch, state, regional and national meetings as possible
- 3) ensure that all elected and appointed officers understand the expectations of their jobs and have appropriate documents describing them
- 4) serve as an exofficio member of all committees except the nominating committee
- 5) act as the contact for AAUW NC in all matters for which another contact has not been appointed.
- 6) fill all appointed positions with the approval of the Executive Committee

~~D. Recording Secretary~~

E. The recording secretary shall:

1. call the roll and record the attendance at all board meetings.
2. record the minutes of the meetings of the State Board of Directors, Executive Committee.
3. make the minutes available to all members and the Regional Director as required.
4. file all written reports presented at State meetings.
5. have available at all meetings a copy of the Association Bylaws, the State Bylaws, the policy statement, and a list of State officers, committees, and Branch presidents.
6. submit an annual report of each year's work to the State president.

~~1. As the official representative of the State in the activities of the Association, the president shall:~~

- ~~a) attend the Association Convention.~~
- ~~b) represent the State in all work with other organizations and at meetings and conferences.~~

~~2. As the executive officer, the president shall:~~

- ~~a) visit, or appoint another member of the Executive Committee to visit, branches and Cluster meetings as time permits.~~
- ~~b) file an annual report with the director from the region and with the executive director no later than June 1.~~
- ~~c) file the names and addresses of incoming and continuing officers and chairs with the director of the region and with the Association office no later than June 1.~~

- ~~d) be responsible for bringing the State bylaws into conformity with the Bylaws of the Association after each Association Convention.~~
 - ~~e) preside at all meetings of the State, Board of Directors and Executive Committee.~~
 - ~~f) appoint , after consultation with the Executive Committee, all appointed officers and chairs of all committees except the nominating committee and those otherwise provided by the bylaws.~~
 - ~~g) select members of standing and special committees in consultation with the respective chairs.~~
 - ~~h) serve as an ex officio member of all committees except the nominating committee.~~
 - ~~i) ensure that each board member has a copy of the current State bylaws, policy statement, budget, and board of directors.~~
 - ~~k) perform all other duties usually pertaining to the office.~~
- ~~3. The president, after consulting with the Executive Committee, may release the list of Branch Presidents when it will be used in a manner which, in the president's judgment, is consistent with the work of AAUW.~~

~~B. Program Vice President.~~

~~The program vice president shall:~~

- ~~1. serve as chair of the committee on program development.~~
- ~~2. assume the duties of the president in the president's absence or inability to serve.~~
- ~~3. be responsible for planning programs as needed for leadership and the Convention program.~~
- ~~4. perform such other duties as may be assigned by the Board of Directors and as specified in the bylaws.~~
- ~~5. submit an annual report of each year's work to the State President.~~

~~C. Membership Vice President~~

~~The membership vice president shall:~~

- ~~1. serve as chair of the committee on membership.~~
- ~~2. visit a petitioning group to form a branch and discuss with it the program of the Association and the desirability of organizing a branch. After advising the existing branch or branches in the area from which the petitioning group may draw membership, the membership vice president shall make recommendation to the president and State Board of Directors.~~
- ~~a) When State board approval is given, the membership vice president shall notify the Membership Office at the Association, and continue organizing~~

- activities with the partitioning group, including the preparation of bylaws.
- ~~b) In the event the State Board of Directors fails to give approval to the partitioning group of graduates qualified to organize a branch, the membership vice president shall send a written report to the AAUW Board of Directors.~~
- ~~3. act as the presiding officer in the absence of both the president and program vice president.~~
 - ~~4. submit an annual report of each year's work to the State president.~~
 - ~~5. perform such other duties as may be assigned by the Board of Directors.~~

~~E. Treasurer~~

~~The treasurer shall:~~

- ~~1. assume responsibility for the collection of all State and other money due the State unless otherwise authorized by the AAUW Board of Directors.~~
- ~~2. serve the Association by keeping track of all State funds, securities, and business papers.~~
- ~~3. keep an itemized account of all receipts and disbursements.~~
- ~~4. present a detailed financial report to the Executive Committee and Board of Directors at each meeting and upon the request of the president at other times.~~
- ~~5. submit an annual written financial report to the State.~~
- ~~6. submit the records for audit at the close of the fiscal year.~~
- ~~7. disburse money only as directed by the president or Executive Committee.~~
- ~~8. pay bills only upon receipt of warrants signed by the person incurring the bills, and countersigned by the president or finance committee chair.~~
- ~~9. submit an annual report of each year's work to the State president.~~

~~F. President Elect~~

~~The president elect shall:~~

- ~~1. serve on the finance committee.~~
- ~~2. attend all State meetings (Board meetings, Leadership, Executive Committee, and Clusters).~~
- ~~3. attend State Presidents' Conference in June prior to taking office.~~
- ~~4. be installed as President at State Convention in even-numbered years.~~

G. F. Terms of Office

- ~~1. The president elect shall be elected for a one-year term in odd-numbered years. The president elect will begin serving as president in July of even-numbered years.~~

~~2. The membership vice president and secretary shall be elected for two-year terms in even-numbered years to begin serving in July of the same year.~~

~~3. The program vice president and treasurer shall be elected for two-year terms in odd-numbered years to begin serving in July of the same year.~~

1. Two (2) people may be elected to these positions to serve as a team in these positions.

2. Positions for elected officers which are co-chaired by two (2) persons have one vote. In the events the co-chairpersons cannot agree on a position, they shall abstain from voting.

3. The terms of each elected officer shall begin on July 1.

4. Elected officers shall serve for a term of two (2) years or until their successors have been elected or appointed and have assumed office.

5. No elected officer shall hold the same office for more than two (2) consecutive terms.

G. General Duties of Elected Officers

1. meet expectations and assume responsibilities as described in the Association job descriptions

2. submit written reports for each board meeting

3. participate in the Executive Committee meetings

4. attend local, state, regional and national meetings as time and finances permit

5. maintain a "turnover" packet that will inform her/his successor in office about specific resources and guidelines necessary to do the job

~~IV. V. DUTIES OF APPOINTED OFFICERS~~

~~A. Corresponding Secretary~~

~~The corresponding secretary shall:~~

~~1. see that the list of all State officers, chairs, and branch presidents, together with their correct addresses and telephone numbers, are published in the newsletter.~~

~~2. hold and make available this list within the State membership.~~

~~3. maintain a roster of the branches, including branch officers and committee chairs.~~

~~4. send a note of sympathy from the Board to a board member when death occurs within the board member's immediate family.~~

~~B. Auditor~~

~~The auditor shall:~~

~~1. be appointed by the chair of the Finance Committee, shall be a qualified~~

~~accountant, and shall not be a member of the Finance Committee.~~

~~2. audit the books of the State Treasurer at the close of the fiscal year.~~

~~3. report in writing the findings of the audit to the Board of Directors.~~

A. The appointed officers shall include a parliamentarian, chairpersons of all leadership teams and such other officers as necessary to conduct the business of the state.

B. All appointed officers will submit timely, relevant information for the general membership to the chairperson of the Communications Leadership Team on a regular, ongoing basis and at the request of the newsletter editor and web site manager.

C. Terms of Office

1. They shall be appointed by the President with the approval of the Executive Committee.

2. Two people may be appointed to these positions to serve as a team in these positions.

3. Positions for appointed officers which are co-chaired by two (2) persons have one vote. In the events the co-chairpersons cannot agree on a position, they shall abstain from voting.

4. The term of each appointed officer shall expire when the appointing president leaves office.

5. Appointed officers may serve for a term of two (2) consecutive years.

~~V.~~ VI. EXECUTIVE COMMITTEE

A. The Executive Committee is composed of all elected officers.

The Executive Committee shall:

1. determine the special committees necessary for the work of the State, and recommend for Board of Directors' approval the establishment of special **teams or** committees necessary to perform the programs of the State.

2. ~~confirm~~ **act on the recommendation of the President for the appointment of chairs of ~~committees~~ leadership teams and other appointed positions.**

3. ~~appoint~~ **act on the recommendation of the President for the appointment of the chair of the Nominating Committee ~~from among the elected members.~~**

4. **act as the Finance Committee to oversee the preparation of the budget and in consultation with the Treasurer, recommend adjustments to the budget when appropriate**

5. **oversee a strategic planning process and engage the board in monitoring the plan**

- 4. 6. make recommendations to the Board of Directors.
- 6. 7. act for the board of Directors in the interim between meetings of the Board whenever necessary but not assume those duties specifically delegated to the Board as provided in the State Bylaws, Article XI, X Section 2.
- 5. 8. report its activities and actions to the Board of Directors.
- 9. propose and present the agenda for all board meetings
- 7. 10. perform such duties as may be assigned by the Board of Directors.

~~VI.~~ VII. BOARD OF DIRECTORS

The Board of Directors is composed of all branch presidents, elected officers and appointed officers.

A. Duties

1. The Board of Directors shall

- a) approve the budget and accept the auditor's final accounting report.
- b) approve the program for State meetings.
- ~~b) recommend to the State convention such additional standing committees as are considered necessary for the work of the State.~~
- e) c) approve the establishment of special teams or committees.
- d) d) fill a vacancy in any office except the office of president.

2. A branch president who is unable to attend a Board of Directors meeting may delegate the branch president's vote to another member of that branch. AAUW NC. The person who represents a branch president at a board meeting shall have a conversation with the branch president both before and after the board meeting.

~~3. Association officers or committee members residing in North Carolina should be invited to attend meetings of the State Board of Directors.~~

3. An elected or appointed officer of AAUW NC may also represent a branch president at a board meeting but may have no more than one vote. This representation must be by mutual consent.

B. Expectations for Board Members

- 1. attend all board meetings
- 2. demonstrate a financial commitment to the organization to the greatest extent possible
- 3. recruit new volunteers
- 4. set goals for assigned areas of responsibility
- 5. provide written reports for each Board meeting if appropriate
- 6. continually advise and comment on the overall plans for the organization

7. submit timely, relevant information for the general membership to the Communications Leadership Team

~~VII.~~ VIII. DUTIES OF COMMITTEES LEADERSHIP TEAMS AND ROLES

When possible, the composition of each committee the collective leadership of AAUW NC shall represent the demographic, ethnic and age diversity of the State.

~~1. The committee on Bylaws shall receive and review the biennial amendments of all branch bylaws by Dec. 1 following the Association convention, to ensure that they conform to the current AAUW Charter and Bylaws. The chair shall forward all branch bylaws reviewed and in conformity to the regional member of the AAUW Committee on Bylaws for approval. The bylaws of the AAUW of NC and all amendments thereto shall be forwarded to the chair of the AAUW Committee on Bylaws for approval.~~

~~2. The committee on College/University Relations shall be responsible for planning and developing a mutually supportive relationship between institutions of higher education and the State.~~

~~3. The committee on Educational Foundation Program shall formulate and implement Association programs on Fellowships, Research and Projects, and such others as may be established by the Association and/or Foundations.~~

~~4. The committee on Public Policy Program shall formulate and implement State public policy program in compliance with Association policy. The chair of the committee on Equity shall serve on the Public Policy Program committee.~~

~~5. The committee on Membership 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 in the development of orientation programs, and recruitment of student affiliate members. The College/University Relations chair shall be a member of the membership committee.~~

~~6. The committee on Program Development shall be responsible for providing policy guidance for program direction in the program areas and issues of the Association and for continuing program concerns of the State. It shall consider future Association program issues. The program vice president shall serve as chair. The committee shall include Diversity, Educational Foundation, Equity, International Affairs, Legal Advocacy Fund, Membership, and Public Policy Chairs.~~

~~7. The committee on Equity shall promote ongoing commitment to, and action for, equity and advancement of women.~~

~~8. The Finance Committee shall advise the Executive Committee and the Board of Directors on the administration of the financial matters of the State. The Finance Committee shall be charged with the responsibility of wise investment of State funds upon approval of the Executive Committee. The committee shall prepare an annual budget for adoption by the board of directors in the spring. The Finance Committee shall have the authority to revise the budget within available income. The committee shall be composed of at least four members. The treasurer and presidentelect shall serve as members of the committee but not as chair.~~

A. Leadership Teams

AAUW NC will be structured around the concept of leadership teams that will conduct and carry out the mission of the organization, with direction and guidance from the board of directors. ~~To date, six leadership teams form the skeleton of this structure.—~~

1. Each leadership team will have a chairperson(s) who is appointed by the president.
- 2) Leadership teams will be composed of members of the board of directors and at-large members of AAUW NC.
3. Each leadership team will define at least one goal each year and evaluate progress in meeting that goal at the end of the year, using a SMART process (Specific, Measurable, Assigned to someone, Realistic with a Time frame) to develop those goal(s).
4. The chair of each leadership team shall submit an annual report to the State president and/or the membership and, when required, to the appropriate staff member at the Association office.
5. Each leadership team will have at least one appointed representative on the board of directors.

B. The Advocacy Team shall

1. address public policy, international equity and educational equity issues
2. act as a liaison to coalitions which support the mission of AAUW NC
3. present public policy resolutions and platforms for approval at board meetings and convention

C. The Events Team shall

1. take responsibility for organizing and carrying out the state convention and all other state meetings approved by the board of directors
2. make arrangements for upcoming conventions and board meetings

3. annually update the State Conventions Guidelines document
4. prepare/train branch members that will be holding the next convention

D. The Communications Team shall

1. maintain the AAUW NC web site
2. print and distribute the AAUW NC newsletter on a regular, ongoing basis to all members of AAUW NC and MALs
3. work with all leadership teams to oversee communications with branches when appropriate
- d4 oversee all other aspects of AAUW NC relations with the media

E. The Fundraising Team shall

- 1) coordinate efforts to raise money for the Education Foundation and the Legal Advocacy Fund
- 2) coordinate efforts to raise money for AAUW NC and other entities

F. The Membership Development Team shall

1. advance leadership development in general at the local and state level
2. maintain working relationships with colleges and universities in the state to attract more C/U partners
3. support branches in their efforts to recruit new members
4. develop and carry out branch recognition programs
5. make other recommendations to strength the capacity of branches to maintain and increase membership

G. The Administration Team shall

1. update and monitor state policies and bylaws
2. oversee and monitor the budget, in consultation with the Executive Committee
3. assemble and prepare regular communications to branches
4. maintain master lists of contacts
5. work with the Events Committee to arrange the logistics of all state meetings, including the preparation of agendas, reports, handouts, etc.
6. ensure state records are archived appropriately
7. route inquiries about AAUW NC business and AAUW NC information in general to appropriate contacts.

H. The Nominating Committee

The Nominating Committee will work closely with the Membership Development Team to assure there is continued leadership on the Executive Committee by seeking and proposing qualified candidates for elected officer positions.

- a) Each year the outgoing Nominating Committee will present a list of five (5) candidates to serve as the Nominating Committee for the upcoming year.

~~a) The Nominating Committee shall be established at the State Convention preceding the year when the slate of nominees shall be presented.~~

~~b. The committee shall be elected as follows: all five members shall be elected by the voting body at the Convention.~~

~~c. All five members shall have served as a branch officer and no two of the five members shall come from the same branch.~~

~~b) d. In the event that an elected member of the Nominating Committee is proposed as a candidate for office and agrees to stand for nomination, the place on the Nominating Committee shall be assumed by an alternate elected by the Executive Committee. Any branch, board member, or individual member may propose nominees for an elected office to the Nominating Committee.~~

~~e) The president will appoint the chairperson of the Nominating Committee.~~

~~f) The chairperson of the Nominating Committee will be an appointed member of the Board of Directors.~~

~~C. Leadership Roles~~

~~1. All leadership teams will work together and support the work of other teams when and where appropriate.~~

~~2. Some leadership roles do not fit “neatly” into one of the leadership team categories.~~

~~a. One that is especially important is the work currently done by the Diversity Task Force.~~

~~b. Another role centers on the need to plan programs/events other than convention, state board meetings and other AAUW NC business-related activities.~~

~~3. The Board of Directors reserves the right to define other leadership roles and leadership structures which serve the mission of the organization and to act on proposals to strengthen the organization through recognition and inclusion of such roles/structures in the operation of the organization~~

~~9. 10. The Strategic Planning Committee, consisting of a chair and three other members, shall provide for continuing long range planning for the operation and activities of the State. Duties of the committee will include research, evaluation, and recommendations for the State. Specifically, the committee will evaluate the State’s program toward carrying out the goals of the Association, will assume primary responsibility for leading the State in setting goals, both long range and short range, and will recommend revisions in goals to the State Convention for approval.~~

~~VIII. IX. RECOGNITION~~

The Membership Development Leadership Team is responsible for overseeing recognition activities conducted on behalf of AAUW NC.

A. AAUW NC 100 Club

1. The AAUW NC 100 Club shall recognize members of AAUW NC who during a calendar year make a financial contribution of at least \$100 to AAUW NC or devote at least 100 hours to AAUW at any level.
2. Those who make a financial contribution of at least \$100 may also designate their contribution "in honor" of someone.
3. Members of the club and the honorees will be recognized at the state convention.
4. The President shall be responsible for announcing the application procedures, and appointing a working group to certify the club members and to work with the Program VP to ensure that the recognition at convention is appropriate. The Treasurer shall be an ex officio member of this working group.

B. AAUW NC Branch Recognition Program

AAUW NC values its branches and their contributions to advancing the AAUW mission and shall implement a local recognition program to recognize these efforts. The President, **with the support of the Membership Development Team**, shall be responsible for ensuring this program is implemented.

C: AAUW NC may award grants to the branches from AAUW NC funds, following a process recommended by the Membership Development Leadership Team and approved by the board of directors.

~~IX.~~ X. FINANCES

A. The treasurer and one other member (to be named by the president) will be added to the signature card on all financial accounts.

B. The Budget Process

The budget will reflect the team structure of the leadership for AAUW NC.

1. The budget will outline income and expenses for each of the six leadership teams, the Executive Committee and one "other" miscellaneous category.
2. The budget process will be "team based." Members of each leadership team will provide input to the chairperson of their team re. projected income and expenses for their team.
3. The chairperson of each team is responsible for forwarding its budget information to the Executive Committee and the Treasurer in a timely

fashion in preparation to draft a budget.

4. The president will propose the budget for the Executive Committee line item and the “other” miscellaneous line item.

5. The budget will be developed by the Treasurer, the Executive Committee and presented for approval by the Board of Directors.

3. Once approved, the budget will be sent to the general membership for their information no later than thirty (30) days before the start of the fiscal year.

C. OVERSIGHT

1. The chairpersons of each leadership team committee will oversee the budget for their team.

2. The Executive Committee will oversee the budget for the Executive Committee and the “other” line items.

3. A final accounting statement will be prepared by a qualified financial consultant who is not a member of the board of directors at the end of each fiscal year and presented to the board for their approval.

~~A.-D.~~ BUDGET ADJUSTMENT ~~Re-allocation~~

1. The Treasurer shall poll all ~~officers~~ **team leaders** and other board members by March 15 to determine if they have incurred or anticipated any additional expenses before July 1.

2. ~~After May 1, the deadline for response, the budgeted funds not used shall be shifted to contingency and may be re-allocated to persons with unusually high over budget expenditures.~~ **The budget may be adjusted with board approval to cover anticipated expenses at any point in the fiscal year.**

3. The ~~re-allocation~~ **budget adjustment** will be recommended by the Treasurer and acted upon by the Executive Committee.

~~B.-~~ **E. Reimbursement for Bills**

1. All bills must be submitted for reimbursement within 45 days of incurring the expense. All expense statements, including Newsletter expenses, must be presented for reimbursement by June 30 of each year. None will be honored after that date.

2. **Bills for expenses incurred by any leadership team member may be submitted by individual team members with the written approval of her/his leadership team chairperson (signature or email confirmation of approval).**

3. **Leadership team expenses may include team member travel, lodging, postage, phone calls, duplication, etc. incurred by team members and shall be charged to that team’s budgeted line item.**

4. **Bills for expenses incurred by any board member may include travel,**

lodging, postage, phone calls, duplication, etc. and shall be charged to that appropriate line item.

5. In the event that a leadership team member is also a board member but not a member of the Executive Committee, the Treasurer will determine whether the expenses incurred are charged to either the leadership team account or all "other" expenses account.

6. All "other" expenses projected in the budget may include travel, lodging, postage, phone calls, duplication, etc. for any board member.

7. Executive committee and all "other" expenses must be approved by the President (president signature or email confirmation of approval).

8. Executive committee and all other expenses will be charged to the appropriate line item.

9. Reimbursements not covered by current policy may be reimbursed with the approval of the Executive Committee.

~~C. Surplus Monies~~

~~Any surplus of budgeted monies at the end of the fiscal year shall be used as part of the subsequent budget.~~

~~E. F. Allowable Administrative and other Miscellaneous Expenses~~

1. Reimbursement for approved mileage for elected and appointed officers and chairs and leadership team members shall be \$.25/mile where the approved mileage will be the round trip mileage minus the first 50 miles.

2. Reimbursement for approved lodging for elected, appointed officers and chairs and leadership team chairpersons or their team representative to attend board meetings and convention shall be \$35./night.

~~3. Reimbursement for travel to board meetings and convention shall be charged to "Travel." Reimbursement for lodging shall be changed to "State Conventions/Meetings."~~

~~4. Other expenses (duplicating, postage, phone calls, etc.) incurred by elected and appointed officers and chairs, except for administrative assistant and treasurer, in carrying out their duties, shall be charged to that officer or chair's fund.~~

~~5-3. Expenses incurred by the Executive Committee administrative assistant and treasurer in carrying out their duties shall be charged to the Executive Committee account. respective accounts within the administrative expense fund.~~

~~6-4. All other allowable expenses not included in (1) - (3) above incurred by chairs who do not have a separate fund shall be charged to the miscellaneous within administrative expense account.~~

~~7. Funds budgeted for Fellows: Liaison may be used to reimburse branch expenses incurred when using fellows as speakers.~~

~~8. Funds budgeted for Cluster shall be allocated \$25 to each cluster upon request to help defray cluster meeting expenses.~~

~~D.~~ **E. Expenditures of Savings Funds**

Savings funds may be spent in keeping with their designations by action of the Executive Committee except that Board approval shall be secured for expenditures exceeding \$500.

~~F.~~ **G. Budgeted monies for State Elected and Appointed Officers and Chairs Attending Association Conventions, Regional Conferences**

1. The President is the first delegate. The State shall pay the President's Association Convention and Regional Conference expenses for shared lodging, economical travel, and all registration fees as budgeted. Meals will be at the president's own expense.

2. Expenses for **all other** Executive Committee members attending Association Convention **and Regional Conference** shall ~~receive a total budget of \$1000. The budgeted \$1000 is to be divided among the incoming and/or continuing members of the Executive Committee (excluding the president) up to a maximum of \$250 per person.~~ **be included in the budget for the Executive Committee to the extent that the budget allows in any one year..**

3. ~~If Any portion of the \$1000 is not~~ **funds budgeted for** incoming or continuing members of the Executive Committee ~~for~~ **to attend Association Convention and Regional Conference** expenses ~~it shall be divided equally among the remaining appointed State officers who attend including Corresponding Secretary, Parliamentarian, Newsletter Editor, and Auditor~~ **which are not used for that purpose in any one year may be reallocated to other board members to attend Convention in that same year.**

4. ~~In the years in which the Regional Conference is held, the \$1000 is to be divided equally, but not to exceed \$150 to any one person, among new and/or continuing members of the Executive Committee attending the Regional Conference.~~

5. ~~If any portion of the \$1000 is not used by the incoming or continuing members of the Executive Committee for the Regional Conference expenses, it shall be divided equally among the remaining appointed State Officers who attend including the Corresponding Secretary, Parliamentarian, Newsletter Editor, and Auditor.~~

~~6.~~ 4. Any unused portion will revert to the General Fund. Any funds budgeted to cover expenses for any board member to attend Association Convention and Regional Conference which have not been used for this purpose may be reallocated by the Executive Committee.

~~G.~~ H. Fundraising

1. All fundraising activities will be guided by the recommendations of the Fundraising Leadership Team whose recommendations must be approved by the board of directors.

~~1.~~ 2. All proceeds from fundraising shall be reported as income and broken down on the Treasurer's report to show the source of the funds (e.g. sales of pins, 50-50 raffle, AAUW NC 100 Club), etc.

~~2.~~ 3. Any fundraising income that is earmarked for a special purpose (e.g. SAR, officer expenses where the officer donates the money to the 100 Club rather than claiming reimbursement) shall be reported as an expense in the current year on the appropriate line on the Treasurer's report.

~~X.~~ XI. BRANCHES

A. Branch President

The branch president shall:

1. be the official representative of the branch in the activities of the State and Association on all levels. A Branch President who is unable to attend the State Board meeting may appoint a member of the branch of AAUW NC to represent the Branch President. The appointee will have the privilege of speaking and voting on issues.

2. send to the president of the State the names and addresses of all officers and committee chairs no later than June 1.

3. file a narrative annual report in a requested format no later than June 1 with the State President covering the activities of the branch.

4. be responsible for the updating of branch bylaws after each Association convention and submitting them as instructed to the State Bylaws chair—a coordinator designated by the president before the December 1 deadline. If branch bylaws are not approved by February 1, the privilege of voting on any and all matters at State and Association conventions and/or State Board of Directors meetings shall be suspended. Voting privileges shall be reinstated upon approval of branch bylaws.

5. assume the responsibility to bring for bringing branch bylaws into conformity with the bylaws of the State after each State Convention.

6. send to the State president prior to the State Convention a list of candidates for appointive officers together with a statement of their

qualifications.

7. send a copy of the branch yearbook to the State President, Membership Vice President, Program Vice President and State Newsletter Editor as soon as copies are distributed to the branch membership.

B. Branch Treasurer

Unless otherwise authorized by the AAUW Board of Directors (~~see AAUW Charter and Bylaws, Article XV, Section 1~~) the branch treasurer shall send State dues to the State Treasurer, postmarked no later than July 1. Dues received after July 1 for late renewals or for new members shall be forwarded immediately.

C. Duties of Other Branch Officers and Chairs

Branch officers and committee chairs shall make reports as may be required by a member of the State Board of Directors or by a special committee chair.

D. New Branches

1. A new branch will function upon notification from Association that all qualifications have been met. It will receive recognition at the following State Convention.

2. Forming branches are encouraged to have their membership join the Association and the state as soon as possible.

~~2-3~~ If a branch is not chartered within a year after approval by the Board of Directors, the Board shall review the request.

4. If there is difficulty opening a bank account, the state can help arrange a method to cover publicity and meeting expenses until such time as the branch is officially recognized.

~~3-5~~ A travel grant to State Convention in the amount of \$50 is to be given to each ~~4-~~ new branch that has been chartered since the last convention.

E. Branch Board of Directors

In the event that a State Board member is not a member of the Branch, the State strongly urges that the State Board member be made a non-voting member of the Branch Board of Directors.

~~F. Associate Members~~

~~Associate members are those who were admitted prior to July, 1957, upon completing at least two years of non-professional work as would have been credited toward an approved degree in any college or university on the Association membership list at that time. None shall be admitted after that date. Associate members shall be members of the branch and State only and shall maintain their status as associate members until their resignation from the branch in which they are currently enrolled. Associate members~~

~~currently enrolled in a branch shall be permitted to transfer to another branch, provided the number of associate members in that branch does not exceed twenty percent (20%) of the total membership of the branch. The total dues paid by associate members to a branch shall be the same as those of members of the Association and shall include a subscription to the Association publication distributed to all members. Associate members may not serve as State officers or branch officers fulfilling the functions of president, membership, program, or finance. They may serve as a branch officer except as president, program vice president, and finance officer.~~

~~XI.~~ XII. COMMUNICATION

Most communication-related activities conducted on behalf of AAUW NC will be guided by the recommendations of the Communications Leadership Team whose recommendations must be approved by the board of directors.

A. In consultation with the Communications Leadership Team, the president will appoint a newsletter editor and assign responsibilities for maintaining the web site.

~~A.~~ B. Minutes

1. All convention minutes, Executive Committee minutes and board minutes will be reviewed and approved by a reading committee appointed by the president, and posted as soon as possible.

C. Newsletter

1. ~~State officers and chairs will utilize~~ AAUW NC will use a print medium (currently the Tar Heel News newsletter) to disseminate reports and other information to the general membership and the public.

2. The president and the Newsletter Editor, in consultation with the Communications Leadership Team, shall determine the dates for publication of the Tar Heel News, including the issue which must be mailed within a minimum of six weeks before the State Convention.

3. The president and the Newsletter Editor, in consultation with the Communications Leadership Team, may recommend changes in the distribution of the Tar Heel News to the general membership and to MALs.

D. Web Site

1. State officers and chairs of leadership teams will utilize the AAUW NC web site for reports and other information.

2. The president and Newsletter Editor, in consultation with the Communications Leadership Team, shall determine the design of the web site. The president will assign responsibilities for maintaining the state web site.

3. The president and the Newsletter Editor, in consultation with the Communications Leadership Team, may recommend changes in the design, format and management of the web site.

~~C.~~ E. Correspondence

Copies of correspondence that are sent by State officers and committee chairs to their branch counterparts and committees shall also be sent to the State President.

F. Telephone Information

1. The state shall maintain a toll free telephone line to provide information about AAUW NC which is accessible to the general public as well as the AAUW NC membership.

2. The Administrative Leadership Team will assume responsibilities for maintaining and monitoring the AAUW NC toll free telephone line.

~~XII.~~ XIII. EDUCATIONAL FOUNDATION PROGRAMS

A. Criteria for ~~Named Gifts and Endowments~~ Fundraising Gifts and Donations

1. All Educational Foundation-related named gift/donation activities will be guided by the recommendations of the Fundraising Leadership Team whose recommendations must be approved by the board of directors.

~~1. The State Educational Foundation Programs Committee shall establish and submit to the State Board of Directors, for approval, criteria for choosing persons to be honored by the State with Named Gifts, Named Units to the General Endowment, Named Endowed or Unendowed Fellowships, or Research and Project Endowments in the Educational Foundation Programs.~~

~~2. This Committee shall also submit a list of proposed recipients to the State Board of Directors for approval.~~

~~3. When endowments are proposed, the Board's action shall be referred to the State for action.~~

~~B.~~ 2. Gift Honoring Outgoing President

At least \$1000 of the undesignated amount sent, in even-numbered years, to the State Educational Foundation Program Committee Chair shall **may** be designated a Named Gift honoring the outgoing State President.

~~C.~~ 3. Memorial Gifts

In the event of the death of a member of the Board of Directors or Past President of the State, **the Fundraising Leadership Team may propose a process to collect** an "in remembrance" gifts of \$100 for current Board

Members and ~~\$250 for~~ Past Presidents. These gifts may come from individuals, branches or from the AAUW NC treasury. These gifts shall be contributed to the Educational Foundation Program in their names. A note shall be sent to the family informing them of the gift.

B. Other Gift Priorities

1. The Fundraising Leadership Team will prepare a specific list of gift and donation opportunities at the state and national level that is of interest to AAUW NC members.
2. The list will be sent to all AAUW NC branches early in each calendar year.

~~XIII.~~ **XIV. ELECTRONIC COMMUNICATION**

1. Mailing lists sponsored by AAUW NC will conform to the following policies:
 - a) Messages will include only AAUW business.
 - b) Messages will not contain jokes, chain letters, junk mail, personal messages or solicitations.
 - c) The lists will not be used to campaign for AAUW elected or appointed office.
2. Subscription to the AAUW NC mailing lists will be approved on request for
 - a) members of AAUW NC
 - b) Association Members-at-Large residing in NC
 - c) faculty and staff of Association College/University members in AAUW NC
 - d) officers and committee members of the Association, Educational Foundation or Legal Advocacy Fund who abide by policy 4.
3. AAUW NC board members may be subscribed to the list(s) without their explicit permission. Anyone may unsubscribe without administrator intervention. The mailing lists will be verified annually to remove lapsed members.
- ~~3.~~ 4. The AAUW NC web site will publish personal information with the following guidelines/restrictions:
 - a) Names, phone numbers and e-mail addresses will be made available to the public for the following officers: AAUW NC elected and appointed officers ~~and committee chairs~~, and Presidents and Membership Vice Presidents for AAUW NC branches.
 - b) Names, addresses, phone numbers and e-mail addresses of all AAUW NC state officers, all leadership team members and branch officers will be posted to the web in a password protected area of the web site. The password will be distributed to the e-mail list and to any AAUW NC member on request.

- c) Pictures taken at AAUW events may be posted on the AAUW NC web site without the permission of the people appearing in the pictures. When a picture has been “posed,” names of those appearing in the picture may also be posted, but names will not be added to “candid” shots unless explicit permission has been received from those appearing in the picture.
- d) Anyone who objects to her/his contact information or picture being posted in this way may contact the web manager (~~aauwnc@rtpnet.org~~ info@aauwnc.org) or through the AAUW NC president) and the information/picture will be removed as quickly as possible.

~~XIV.~~ **XV. REVIEW AND REVISION**

1. The ~~Bylaws~~ **Executive Committee** shall review ~~and make suggested revisions to the~~ **AAUW NC Policy Statement on a quarterly basis.** ~~the Policy Statement prior to each annual convention. Provisions of the~~
2. **The general membership may propose changes to the AAUW NC Policy Statement, following a process established by the Executive Committee to receive and review these proposed Policy Statement changes.**
3. **Based on this review, any part of the Policy Statement may be amended, suspended, or rescinded by a 2/3 majority of the board members at any board meeting.** ~~provided notice has been given at least 30 days prior to the meeting.~~
- ~~3-~~ 4. **Changes will be reported to the general membership in the next issue of the state newsletter and on the web site.** ~~members and~~
5. **The changes and dates of revision will be recorded in that the AAUW NC Policy Statement.** ~~noting dates of revision~~

19-Jul-02 Changed “Duties of Committees”, Paragraph 1, Bylaws.

27-Oct-02 Incorporated the Financial Guidelines. Added section XII.

11-Oct-03 Revised formatting to number all sections and paragraphs.

Changed VIII.E.1 to insert language on first 50 miles. (now IX.E.1)

2-Oct-04 Added section VIII on Recognition. Modified IX.E.3 on accounting for travel/lodging expenses. Added IX.G on accounting for fundraising expenses.