

AAUW-MI Policies amended 7-18-2010

AAUW of Michigan Policies
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(amended July 18, 2010)

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AAUW OF MICHIGAN POLICIES
(revised May 20, 2010 reflecting 5-8-10 convention action and by State Board Action July 18, 2010)

State policy presents guidelines to the membership, to the branch officers and to the state board. Based on the experience of preceding boards, it provides for many procedures too detailed for inclusion in the bylaws.

The State Board and the Branch President

Communications:

- A. The state president shall be responsible for reporting action taken by the state board through written board highlights to branch presidents who shall in turn report to their boards.
- B. The branch president shall be responsible for receiving and distributing mailings sent by the state.

Annual Reports:

- A. The state may request state annual reports to assist state board members in developing an awareness of branch activities and in preparing their reports.
- B. Each official delegate to the state convention shall receive a state annual report book. Each branch shall receive a copy to be distributed to branch counterparts.
- C. Branch Files: The branch president shall have available the following materials in permanent branch files: current AAUW Bylaws, AAUW of Michigan Bylaws, Branch Bylaws and Policy Sheet, AAUW Leadership Handbook, AAUW of Michigan Policies, Public Policy Program brochures, Robert's Rules of Order, Newly Revised, Branch Procedure Book, Archives Procedures and AAUW of MI mailings. Each President is encouraged to review these documents annually with her/his branch board and conduct business accordingly.

Public Policy: The state public policy is adopted at state conventions and defines actions the state and branches may take under the public policy program. Branch presidents are responsible for the branch conforming to these policies.

The State Board and the Branches

Communications: State board members shall have the following responsibilities: 1) to act as a liaison between AAUW and the branches, 2) to launch statewide projects, 3) to serve as AAUW representatives on state bodies, and 4) to act as a clearing house for the exchange of ideas among branches. Vehicles used for communication may include the President's Packet, bulk mailings and "AAUW of Michigan." Copies of statewide mailings shall be sent to appropriate state board members, and to AAUW counterparts and staff when deemed necessary.

Branch Status of State Board Members: A member of the AAUW of Michigan State Board is chosen on the basis of her/his ability as an individual. She/he does not represent her/his branch on the state board of directors, nor does membership on the state board of directors give her/him authority in her/his branch. However, it is recommended that a state board member or state committee member be invited to attend branch board meetings. Her/his knowledge and experience should prove helpful to her/his branch.

Nominations: Branches are encouraged to submit nominations for state officers. A branch must receive written consent of the prospective nominee(s) before submitting the name(s) to the state nominating committee for elected office. Nominees for state president-elect must have served two years on the state board. (Michigan Bylaws Article VI, Section 1, b.)

Directories: At least one copy of the AAUW of Michigan Directory shall be available to each branch and shall be used only for AAUW purposes. Names of state and branch officers shall not be released without the consent of the state board of directors or the state executive committee.

President's Packet: These mailings will include materials needed by branch leaders. They will provide information and forms needed for such things as nominations, resolutions, bylaw changes and annual report forms. Often they will contain materials to be passed on to other branch board members.

AAUW of Michigan: This newsletter shall be published at least two times a year and mailed directly to all state members, including state members-at-large.

Satellite Branches: A branch satellite should be in a geographical location near an established branch, but too distant for attendance. Satellite branches should operate within the guidelines adopted by the AAUW Board of Directors.

Districts

Branches in AAUW of Michigan shall be divided into districts under the direction of a state district director. At the summer board meeting of each odd-numbered year, the district director will present possible candidates for coordinator for each district for a two-year term to begin immediately following the state district fall workshops. At the summer board meeting in the odd-numbered years, the state board of directors will approve the recommendations and the state president will make the appointments.

Each district coordinator shall be reimbursed from the state district budget for communications expenses and mileage incurred by the implementation of her/his duties.

The purposes of the state districts are:

1. To provide branch members with an increased awareness of their membership in the state organization.
2. To provide opportunities for branches to work and meet together to plan programs of special interest to their members within a smaller geographical area of the state.
3. To encourage more members to participate in meetings with other state members.
4. To develop grass roots leadership.

In the odd-numbered program years, each district is responsible for sponsoring a meeting in the format of their choice. These meetings will be planned by representatives of all branches in the district under the leadership of the district coordinator. The coordinator will see that periodic reports are sent to the state district director. District meetings will be self-supporting; each district will absorb any losses incurred as a result of insufficient revenue or will retain any profit that will be disbursed at the discretion of the district planning committee. Each district may elect to keep up to a maximum of \$400.00 as "seed" money to be put on deposit with the state finance vice president.

Time will be reserved on the agenda of each district meeting for a report by the district coordinator or state board member of state and AAUW news, plans and other information the state president wishes to communicate.

A state board director who attends a district meeting as a state-appointed speaker on AAUW issues or programs will be reimbursed for mileage, housing and other necessary expenses from the state budget line item for district meetings. District registration will pay for workshop meals for these speakers. The expenses of other speakers invited by a district will be paid for by the district from registration funds.

Branches within each district are encouraged to work toward greater communication among branches, to increase opportunities to meet together and to collaborate on AAUW projects and/or fundraisers.

If a branch wishes to be assigned to another district, a request should be made in writing to the district director citing rationale before the summer state board meeting.

Duties of District Coordinators

The district coordinator will:

1. Serve as liaison between the branches in the district and the state board.
2. Convene initial planning meetings and make sure that district meeting chairs are appointed.
3. Attend district planning meetings.
4. Arrange for time for a state board member or district coordinator to report state board information to district meeting participants. If no meeting is planned, the district coordinator will be responsible for the dissemination of information to branches within the district.
5. Communicate regularly with district director and submit reports of events.

6. Serve as a consultant to branches in her/his district in order to communicate information and concerns to the district director or other appropriate state board member.

Bylaws

Replacement Bylaws: In the event a branch cannot locate a copy of its bylaws, replacement sets of branch bylaws are available from the state bylaws chair at a cost of five dollars (\$5.00) per set.

Membership

Transfer: An AAUW member, Associate member, or Student Affiliate who has paid her/his dues may transfer to any branch without paying additional state or branch dues for that fiscal year. Associate membership is subject to AAUW bylaws.

Honorary Member: Honorary membership in a branch is not authorized by AAUW. This is not to be confused with Honorary Life Membership.

Life Membership: Any member may become a life member of upon payment of twenty times the annual dues. A life member continues to pay branch and state dues on an annual basis.

New Member Orientation Groups: The emphasis of these groups should be on all phases of the AAUW program with simultaneous participation in other branch activities.

Membership in Interest Groups: Whether interest groups shall be open to those not qualified for membership in AAUW is decided by the branch. If a member of an interest group is eligible, or becomes eligible for AAUW membership, she/he must join AAUW in order to attend the interest group. A non-member may be asked to pay a nominal fee to the branch. A non-member may not serve as an interest group chair.

Guest Privileges: It is suggested that a prospective member attend not more than two meetings without becoming a member. Exchange teachers or international students may be extended a year's guest privileges, but not membership in the branch.

Categories of Membership:

Individual Member: A graduate holding an associate or equivalent degree from a qualified educational institution is eligible for membership. This member belongs and pays dues to a branch, the state and AAUW. She/he is entitled to full participation in all activities. She/he may vote, hold elected and appointed office at all levels, and may be elected a delegate to the state conventions.

Honorary Life Membership: Any member who has been a member of AAUW for fifty years is eligible to become an honorary life member of AAUW and of the state at which time she/he is no longer required to pay AAUW or state dues. It is recommended that branches also make these women/men honorary life members of the branch. Associate members who have maintained their state membership for fifty years shall become honorary life members of the state and shall be exempt from payment of state dues. (Michigan Bylaws, Article IV, Section 2.c.) These members shall be appropriately acknowledged by the state membership vice president upon notification from AAUW.

AAUW Member-at-Large: A MAL does not belong to a branch or state but maintains membership in AAUW. She/he can neither hold any office nor be extended branch membership privileges.

Michigan Member-at-Large: A MAL may choose to pay state dues to the state finance vice president and become a member-at-large of the state. This member is entitled to participate in state meetings, hold office and will receive the publication distributed to every member.

Associate Member: Associate members were admitted prior to July 1, 1957, upon completion of at least two years of non-professional work as would have been credited toward an approved degree. None shall be admitted after that date. The number of associate members in the branch may not exceed 20%. Associate members may not serve as a state officer, or as elected branch officers.

Student Affiliates: An undergraduate student enrolled in a qualified educational institution shall be eligible for student affiliation. Student affiliates are entitled to attend branch, state, and AAUW meetings and receive the publication distributed to all members. Affiliates may not vote or hold elected office. She/he may be appointed to a leadership position at the branch level. The student affiliate is encouraged to participate in activities, be mentored by the branch, and upon completion of her/his associate degree celebrate by becoming an individual AAUW member and enjoy the privileges thereof.

College University Partner Member: A college/university partner member is a qualified educational institution, including two-year or community colleges, which pays annual dues to the AAUW finance vice president. Each college/university partner member shall appoint a representative who shall be an AAUW member. This member is entitled to all privileges.

Community Partners: Some branches may wish to establish “community partners” or “friends of AAUW.” These individuals are not eligible for AAUW membership but wish to participate in branch interest groups or community action projects such as the “Initiative for Educational Equity” issue or other shared community concerns. These AAUW partners pay branch dues but there is no similar status on the state or AAUW level. They may not vote or hold office. At no time may “community partners” constitute more than 20% of branch membership or 20% of individual interest groups. If a partner becomes eligible for membership (by completion of the associate or baccalaureate degree) she/he must become an individual member.

State Group Meetings

Finance: The state is financially responsible for state group meetings. The host branch or branches for a group meeting will handle all registration duties including collecting registration fees. The registration fees will be forwarded to the state finance vice president. All bills for the state group meeting are to be sent to the state finance vice president. The state finance vice president will pay all meeting bills and maintain accurate financial records of the state group meeting.

Registration Fees: Registration fees to cover costs of group meetings shall be established by the state board of directors. All registration fees must be paid in advance to the host branch. All members, including those in the host branch or branches, shall pay the same registration fee and meal charge. A late registration fee may be established by the state board of directors. No refunds will be made after the cancellation date. This cancellation policy should be stated in registration materials sent to branches.

Host Branch Reimbursement: Host branch or branches will be reimbursed for registration fees on the following schedule: One day state meeting, conference or convention – a total of 5 registrations. One day state convention linked to evening conference prior to the convention and two day state convention – a total of 10 registrations. There are no registration reimbursements from the state for district meetings or workshops.

State Committee Chair Reimbursement: The state chairs of nominations and resolutions committees shall have state convention registration fees reimbursed. It shall be the responsibility of the state secretary to voucher for their reimbursement.

Workshops: One or more area workshops are held annually so that state board members, branch leaders and branch members may come together for study and discussion of mutual problems. A state workshop will alternate with district workshops. At this time new program ideas are suggested. State and AAUW policies are explained and statewide projects needing branch participation are planned.

Leadership Conference: The state president and state board of directors will hold a leadership conference to bring together branch leaders and state board members to consider administrative policies and programming. This conference is intended for incoming and continuing branch presidents, and other branch leaders. The conference will be scheduled at the discretion of the state board with every effort made to hold the meeting once during each biennium.

State Convention Committees: The following committees and chairs are needed for a state convention.

- A. Appointed by the state president: one timekeeper, three editors of minutes (including the state parliamentarian) and chairs of credentials, pages and tellers committees. The chairs to determine the size of their committees upon receipt of instructions from the state secretary.
- B. Appointed by the host branch president: The convention chair, the registrar and the hospitality chair. The chairs to determine the size of their committees.

Delegates' Expenses: Branches are encouraged to assist in a delegate's expenses at the discretion of the branch board.

Travel Program

AAUW: Upon request, AAUW provides "Leaders on Loan" for state-planned meetings or groups of branches holding area meetings. These visitors come at AAUW expense for the purpose of strengthening the AAUW program. Requests are sent to AAUW by the program vice president in accordance with AAUW Leader on Loan policies no less than three months in advance of requested visit. The state is financially responsible only for conference registration fees and meals for the visitor during the program.

State:

- A. A branch may request an annual visit by the state president or a state board member. Arrangements for these visits should be made directly with the state president or with the state board member concerned. Board members will clear their visits with the state president. The state visitor should have the opportunity to make a presentation and have adequate time for discussion with board and branch members.
- B. Branches are responsible only for overnight accommodations and meals for visiting state board members. State visitors shall be reimbursed for mileage by the state. A state board member shall not accept a fee for speaking to branches or to any AAUW group.

State Fiscal Matters

Audit: The state books shall be audited annually at the close of the fiscal year. The audit may be conducted by an audit committee of AAUW members or by a professional auditor.

Credit Card Policy: At the February 2002 AAUW of Michigan Board Meeting, the board approved obtaining an AAUW of MI credit card. The card currently in use is a Chase Business Card with no fees. The use of the credit card shall be as follows:

- 1. The no-fee credit card will be issued in the name of AAUW of Michigan.
- 2. The AAUW of Michigan credit card will be used only for AAUW of Michigan expenses.
- 3. The State Services Manager and the State Finance VP will be the only two cardholders. The Program VP and Secretary will have the card number to be used in securing reservations for official business.
- 4. The original sales receipts must accompany all card expenses. All receipts are to be forwarded to the State Finance Vice President immediately after the purchase. She needs the receipts before the statement arrives, for easy comparison of charges.
- 5. The credit card bill is to be paid in the same manner as all other bills: with a voucher, all supporting receipts, and the statement bill. The State Finance Vice President will submit the voucher to the President for approval for payment. Approval may be obtained through electronic authorization by the President as well as by hard copy.
- 6. To avoid any finance charges, the bill will be paid in full each month. In the event there are insufficient funds available to pay in full, there must be board approval for partial payment.
- 7. All charges will be assigned to the appropriate category in the budget. *(Revised 7-23-02; 7-18-10)*

Development Fund: The purpose of this fund is to finance special studies, publications and action programs or other projects not included in the budget for the year. The sources of the state development fund shall be any excess of revenue over expenditures at the end of the fiscal year. In a year in which operations result in a deficit, such deficit shall be applied against the development fund. All expenditures from the development fund shall be voted on by the state board. Allocations for expenditures shall be specified and at no time shall exceed the total in the development fund. Projects funded through the development fund shall be evaluated annually to determine whether they become part of the current operating budget.

Reserve Fund: The state shall maintain a reserve fund of \$7,500.00 to be used only in an extreme emergency to be determined by the board of directors.

Financing Group Meetings: *See State Group Meetings.*

Financial Contributions: Any financial contribution offered for a specific state program may be accepted by the state president subject to the consent and approval of the state board of directors. Contributions to outside organizations should be carefully considered and annually reviewed. The contribution of the branch and state to the community is chiefly through leadership and service.

Dues: Regular member dues assessed by this organization are as follows:

AAUW: \$49.00
State \$10.00
Branch dues determined by the branch

Student Affiliate dues are:

AAUW: \$17.00
State \$ 2.00
Branch dues determined by the branch

(NOTE: AAUW has recommended capping Student Affiliate dues @ a total of \$20.00.)

AAUW dues are determined by a 2/3 vote of the AAUW Board of Directors according to AAUW Bylaws Article IV. Membership & Dues, Section 5 a. (1). Branches determine their own dues according to current Branch Bylaws.

The state executive committee shall analyze the financial conditions and current operations to determine the need for increasing dues paid by the members to the state. If a dues increase is deemed necessary, the appropriate procedure for a bylaws change shall be followed.

Disclosure Requirement on Fund Solicitation: Federal Revenue Act (HR3545) requires all oral, written, printed, or other media AAUW (excluding AAUW Funds) fundraising solicitation—including dues billings and invoices—to prominently display the following statement: “Contributions or gifts to the AAUW are not deductible as charitable contributions for federal tax purposes.” The portion of AAUW dues which is tax deductible will be posted in the **Tools and Guides** section of the Member Center of the AAUW website at www.aauw.org. If a solicitation is a request for contributions to both AAUW and the AAUW Funds, only that portion that is allocated to AAUW Funds is tax deductible and the solicitation must say so. Solicitations solely for AAUW Funds are tax deductible and may include appropriate wording.

AAUW, State Convention and Conference Expenses:

A. AAUW Convention Expenses

The amount to be spent for AAUW conventions shall be a budgeted item. The budgeted funds shall be distributed at the discretion of the state board subject to the following limitations. The state president, or alternate if the state president is unable to attend, shall be allowed the following expenses: registration, one half of a double hotel room, travel, all conference meals, and a per diem allowance not to exceed \$15.00 for non-conference meals, with the remainder of the budgeted amount being divided among state board members attending the convention. Special consideration may be given to those willing to stay in the hospitality room(s).

B. State Meeting Expenses

Registration fees and program meals shall be paid for all members of the state board of directors. Necessary overnight accommodations for meetings of the board will be paid.

Allowable Expenses for Meeting of the State Board and Committees:

A. Accommodations – Necessary overnight accommodations for meetings of the board will be paid. Members will occupy double rooms. Those wishing to occupy a single room will pay the rate difference. The state president may occupy a single room at no additional expense to her/him.

B. Mileage – State board members shall be reimbursed at a rate of 30 cents per mile for all official state business, including but not limited to, board meetings and committee meetings. Consideration will be given to the use of air transportation for which approval of the executive committee will be required.

- C. Committee Meetings – Mileage will be paid for one committee meeting or one conference call per year with the exception of committees that are mandated to meet more frequently.
- D. Coalition Meetings – Representatives to coalitions to which AAUW of Michigan belongs, will receive \$20.00 reimbursement for each meeting attended.

Attendance Policy: *Adopted by the Foundation Board of Directors, April 1991; revised May 1994, April 1995.*

It is anticipated that all state Board, panel, and committee members will attend all meetings. In the event that a member is unable to attend a meeting it is the responsibility of the individual member to notify the chair as soon as possible.

In the event that a Board member misses two consecutive meetings, or a panel/committee member misses one meeting, or is unable to fulfill her/his responsibilities, the Executive Committee shall review the matter. Reasonable unexpected emergencies will be taken into consideration. In the event the Executive Committee declares that a vacancy exists, the position shall then be filled as described in the Bylaws and Policies.

Board Meeting Policies

These guidelines are suggestions only. An individual board member should usually be allowed to have the final decision based on her/his circumstances.

- 1. For 2-day board meetings, board members will be provided a double-occupancy hotel room. All members have the option of a single room, and will be assessed one-half the room charge.
- 2. A board meeting held in conjunction with another state function will be considered a 2-day meeting.
- 3. For 1-day board meetings: Members living more than 100 miles from the meeting site, and those with extenuating circumstances, will be provided overnight accommodations upon prior request.
- 4. Meetings will begin at 9:00 am and finish by 5:00 pm to allow adequate driving time.
- 5. In the event of unexpected bad weather that would make driving hazardous, the board president may make the decision to provide overnight accommodations for members wishing them, if available.
- 6. In order for a one-day meeting to be cost effective, both in terms of member's time and expenses, one-day meetings will be held close to the majority of the board members' homes.
- 7. The following meals will be provided:

<u>1-Day Meeting</u>	<u>2-Day Meeting**</u>
Continental breakfast	Continental breakfast on 2nd day
Lunch	Dinner on 1st day
\$10 for dinner on own	\$5 for lunch on own
\$5 for overnighiter's breakfast	

Meals with an allowed amount will be reimbursed after a voucher and receipt are turned in.

**This assumes that the meeting begins after lunch on the first day and finishes before lunch on second day. If the meeting begins earlier on the first day, then lunch would be provided. *(Adopted 2002-2003)*

Voting Between State Board Meetings *(adopted May 4, 2007)*

When a committee needs state board action on a proposal between meetings of the state board, the committee chair or a designated committee member may submit a motion to the president requesting board vote per provisions of Article VII Section 4 of state bylaws. The motion from committee does not require a second. A motion proposed by an individual board member for action between board meetings does require a second before submission for a vote. The president may request the state secretary to second such a motion if the individual does not provide one from another state board member. Following the vote the president shall notify the state board of the outcome and report results to the state secretary for inclusion in the minutes of the next state board meeting.

Responsibilities and Duties of Elected State Officers

The following are responsibilities and duties of state officers not specified in the bylaws (Article VI Section 2.).

- A. **President** As the executive officer, the president shall: preside at all meetings of the state, the board of directors, and the executive committee; serve as an ex-officio member of all committees except the nominating and

resolutions committees; appoint, after consultation with the executive committee, all appointed state board members and committee chairs, and those otherwise provided for in the bylaws. These appointments should reflect representation of geographic areas of the state and diversity. As the official representative of the state the president or the president's designee shall: visit branches, established or forming, as requested; represent the state in all work with other organizations and at meetings and conferences.

B. President-Elect

The president-elect shall attend all state board and executive committee meetings; serve as an ex-officio member of all committees except the nominating and resolutions committees. She/he shall have a vote, provided the president-elect is not serving in another board position whereupon the president-elect shall vote that office.

C. Program Vice President

The program vice president shall serve as chair of the committee on program development, and as such will serve as time and place chair of state meetings. She/he shall assume the duties of president in the president's absence or inability to serve. She/he shall be an ex-officio member of the membership committee.

D. Membership Vice President

The membership vice president shall serve as the chair of the committee on Membership. She/he will assist petitioning groups in establishing new branches, as well as established branches regarding any and all membership issues. She/he shall act as presiding officer in the absence of both the president and program vice president. She/he shall be an ex-officio member of the program development committee.

E. Finance Vice President

The finance vice president shall be responsible for the collection of all state dues and other monies due the state. She/he shall serve as custodian of all funds, securities, and business papers of the state. She/he shall pay all bills presented and approved by the person incurring the indebtedness and accompanied by a voucher signed by the president. All money shall be disbursed by check only, signed by the finance vice-president, or in her/his absence, by the president. Money shall be disbursed only as directed by the president or executive committee.

She/he shall keep an itemized account of all receipts and disbursements, and shall open a bank account in the name of the AAUW of Michigan and deposit all money collected.

She/he shall be bonded by a recognized company and the bonds shall be paid by the state. She/he shall present a written financial report at the meetings of the board of directors, at the state convention, and upon any interim request of the president. She/he shall close the books for audit June 30; the report of the auditor shall be acted upon by the board of directors at its fall meeting.

F. Secretary

The secretary shall take minutes at all state board meetings and state conventions. She/he shall file all written reports presented at state meetings. She/he shall have available at all meetings a copy of the current AAUW Bylaws, the state bylaws, and list of state officers, and committees. She/he shall assume responsibility for all correspondence of the state and executive committee as the president or executive committee shall delegate. She/he shall notify branches of all meetings of the state; maintain a roster of branches, including branch officers and committee chairs. She/he shall verify delegate status for state conventions and be custodian of the convention committee guidelines and materials.

G. AAUW Funds Director

The AAUW Funds Director shall serve as liaison between the state and the AAUW Funds awards program for Fellowships, Research & Projects Grants, LAF, NCCWSL & such others as may be established by AAUW. She/he shall promote the programs and fundraising efforts of AAUW.

Responsibilities and Duties of Appointed State Board Members

A. Bylaws and Policies Director

The bylaws and policies director shall serve as liaison between the branches and AAUW Governance Committee. He/she shall chair the state bylaws and policies committee which shall consist of at least five members: the chair, a past state president, the state parliamentarian and two others. The committee shall review the state bylaws and

policies following the biennial AAUW convention and revise as necessary. The bylaws committee will review bylaws changes of branches prior to the branches adoption and maintain a file of current branch bylaws.

B. College/University Representative

The college/university representative shall serve as liaison between the state and the AAUW College/University Office. She/he shall promote AAUW's presence on college campuses.

C. District Director The district director will assist district coordinators and communicate with them following meetings of the state board of directors those items to be shared with the branches. The district director will serve as the liaison between the board of directors and the district coordinators in all matters regarding the districts.

D. Diversity Director The diversity director shall serve as liaison between the state and the AAUW Director of Diversity She/he shall promote and implement AAUW and state diversity goals.

E. Initiative Director

The initiative director serves as a liaison between AAUW and the branches on the initiative that is currently being implemented by AAUW.

F. AAUW of Michigan Editor

The AAUW of Michigan editor shall create the every member news publication for the AAUW of Michigan.

G. Communications Director

The communications director shall promote the visibility, programs and policy of AAUW of Michigan and of AAUW and assist the branches in these same matters.

H. Public Policy Director

The public policy director shall serve as liaison between the state and the AAUW Public Policy Committee. She/he shall chair the state public policy committee and be a ex-officio member of the membership and program committees. She/he shall chair voter education efforts.

I. Technology Director:

The technology director will maintain and update the AAUW of Michigan website.

Public Policy

The state board of directors is responsible for the overall supervision of the public policy program. See the Public Policy Working Rules for further details.

Initiative and Referendum Procedure:

A. Request from Branch or Individual Member

If any branch or member wishes to add an item or to change any item on the public policy program as adopted at the annual meeting of the state or wishes to challenge any action of the state public policy committee (SPPC) under the public policy program, the branch shall submit its proposal in writing to the state public policy chair and state president with a brief reason for the conclusions reached by the initiating branch. If the proposal is made by a member, the branch president or recording secretary shall verify that 20% of the branch members approved of the proposal.

B. Responsibility for State Follow-up

a. The state president, within two weeks of receipt of this material from the branch president, shall submit the question for consideration to each member of the state board. If she/he deems it necessary and proper, she/he may append to the material submitted a statement of technical objections to the proposal and may suggest alternative wording.

She/he will ask board members: In your judgment
should this question be submitted to the branches? Yes_____ No_____

If alternative wording is suggested, indicate your preference:

- a. As proposed_____
- b. Suggested alternative_____

- b. Board members are to respond within two weeks of receipt of the proposal. If a majority of the board members vote in the affirmative on submitting the question, it shall be the duty of the state president to submit the proposal to all branch presidents as approved (a or b) within the week after the board has voted.
- c. Branch presidents shall have polled their membership and notified the state president of the result within 21 days of receipt of the proposal. Branches should be notified that before the decision shall be binding on the SPPC, two conditions must be met:
 - a. at least 50% of the existing branches must return their ballot.
 - b. to be counted, the ballot must be postmarked not later than forty-five days from the date the proposal was posted to the branch by the state president.

C. Adoption of the Proposal

Provided replies from 50% of the branches have reached the state president within the period stipulated, a simple majority of the total vote will constitute the decision of the members. As soon as the decision is known, it shall bind the SPPC to support the item until the next annual meeting at which time it shall be submitted to the convention for action. Proposals shall not be submitted to the branches from May 31 to September 1 in any year. Branches or members may not submit proposals between May 31 and July 1 in any year.

**RESPONSIBILITIES OF BRANCH OFFICERS
AND CHAIRS TO AAUW OF MICHIGAN**

(transferred from bylaws 5-8-10)

Section 1. Branch President

The branch president shall:

- a. Be the official representative of the branch in the activities of the AAUW on all levels.
- b. Return an annual Branch Review Form, as requested, prior to the state convention.
- c. Send to the president of the state the names and addresses of all officers, both elected and appointed, and committee chairs, no later than June 1.
- d. Be responsible for updating of branch bylaws after each AAUW convention and each state convention so that the branch bylaws reflect the changes voted at the convention. Proof of the revisions must be submitted to the state bylaws director by December 1.
- e. Send to the state president a list of candidates for appointive offices together with a statement of their qualifications.

Section 2. Branch Treasurer

Unless otherwise authorized by the AAUW Board of Directors the branch treasurer shall send state dues to the state finance vice president, postmarked no later than July 1. Dues received after July 1 for late renewals or for new members shall be forwarded immediately.

Section 3. Duties of Other 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.

Relationship with Other Organizations

Use of Name: (See AAUW of Michigan Bylaws, Article III & AAUW Bylaws, Article III) Individual state board and branch members will not use state and/or branch stationery or membership lists to promote any action which has not had state or branch board approval. Any reference to membership in AAUW shall be interpreted as use of name.

AAUW Directories: Branch and/or state directories shall not be distributed to other organizations without the approval of the branch and/or state board of directors or the executive committee.

Candidates for Office

According to AAUW's revised candidate endorsement policy (*February 1998*)

- A. AAUW branches/states may endorse or oppose candidates for appointive office, including submitting names for appointive offices.
- B. AAUW branches and states may endorse candidates for nonpartisan elective office, including recruiting such candidates. In non-partisan elections in which a candidate is unopposed, states and branches may endorse or oppose such candidate(s).
- C. Branches/states may not endorse or oppose candidates for partisan elective office.
- D. Before endorsing candidates for non-partisan elective office, branches/states must carefully investigate state and local election laws. Where state or local election law considers endorsement itself a contribution, branches/states may not endorse candidates for any elective office, partisan or non-partisan.
- E. Before endorsing candidates for non-partisan elective office, branches/states must adopt clear procedures for making endorsements. Where there are multiple branches in a single electoral district, clear procedures for making endorsements must be agreed to by a majority of those branches and those procedures then become binding on all branches in the district. In a multi-branch electoral district, any branch(es) choosing not to participate in endorsement will notify all other branches in the electoral district, and the remaining branch(es) may proceed.
- F. Branches/states that have independently incorporated themselves as 501 (c) (3) entities are subject to different regulations and may not endorse candidates for any elective office.
- G. Contributions of material value to any candidate, partisan or nonpartisan are prohibited by AAUW's tax status. Individuals, of course, may support candidates and may organize for the purpose of supporting a candidate, but such organization must be clearly separate from AAUW when state and branch approval has not been established.

State and/or Branch Representatives to Other Organizations:

AAUW recognizes the value of joining together with other organizations or groups to achieve a common objective and share information. The state/branch may appoint representatives to attend meetings of other organizations when their work is within the scope of the AAUW program. Current AAUW policy statements or guidelines for AAUW participation in organizations are found in:

AAUW Bylaws: Article III, Use of Name, Article II, Purpose.
Participation in Coalitions and other Organizations, adopted
Board of Directors, October 1992.

Types of Relationships: The relationship of the state and/or branch to non-AAUW groups may be: 1) by sending a representative of AAUW as a participant, 2) by becoming a member of a network, or 3) by becoming a member of a coalition. A coalition is defined as an alliance of distinct organizations or groups for a joint purpose on a specific issue.

Participation in Coalitions and other Organizations:

- A. The AAUW of Michigan Board of Directors recognizes the value of joining together with other organizations or groups to achieve a common objective. Through such coalition efforts we may be able to achieve economic use of resources and multiply our impact. Such participation will be approved by the state board of directors, in consultation with the appropriate state director(s) and/or committee(s).
- B. When joining with other organizations, AAUW will retain the control of the use of the name of the American Association of University Women.
- C. Financial support can include dues or a similar share of the administrative costs and/or a commitment to participate in the on-going financial support of the common objective. Further clarification of appropriate levels of commitment may be found in AAUW Policy 402 "Guidelines for Branch Fund-Raising Activities."
- D. If there is a question regarding whether participation in a coalition is appropriate, states and/or branches should contact the AAUW program and public policy committee.

State Committees

Committees, transferred from state bylaws 5-8-10

Section 1. Standing Committees

- a. There shall be standing committees of the state on the work of appropriate AAUW standing committees, including bylaws, college/university, AAUW Funds, public policy, membership, program development, diversity communication and state district policy.
- b. There shall be such other standing committees as deemed necessary by the board of directors.

Section 2. Qualifications and Terms of Chairs and Members

- a. Committee chairs shall be members of AAUW and the state.
- b. Members of standing and special committees shall be selected by the respective chairs in consultation with the president. They shall be chosen for their experience and work in AAUW and/or their special aptitude for the work of the committee with due regard for geographical representation and rotation in membership.
- c. Committee chairs shall serve for a term of two years, and shall be eligible for reappointment for one term only in the same position.

Section 3. Composition and Duties of Committees

- a. **Standing Committees** With the approval of the board of directors, each standing committee shall formulate programs to carry forward the work of AAUW within Michigan. Each standing committee shall cooperate with the appropriate AAUW committee and committees in the branches to initiate and promote projects of state-wide and national scope.
 - 1) The **committee on bylaws** shall receive proof of revisions of the biennial amendments of all branch bylaws by December 1 following the AAUW convention to ensure that they conform to the current AAUW Bylaws.
 - 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 AAUW Funds** shall implement AAUW programs on Fellowships, Research and Projects, and such others as may be established by AAUW. It will act as liaison between the Legal Advocacy Fund, the state and branches.
 - 4) The **committee on public policy** shall formulate and implement a state public policy in compliance with AAUW policy. It shall be composed of the chair and a minimum of four members chosen from the membership of the state at large. The president shall serve as an ex-officio member. The program vice president shall be asked to serve when possible. The president-elect shall be an ex-officio member of the committee in the years when there is a president-elect.
 - 5) The membership vice president shall serve as chair of the **committee on membership**. 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 in problems of qualifications for membership and in the development of membership orientation programs. The chair of the committee on membership shall, at the direction of the state president, work with any group desiring to form a branch, and upon written approval of the state board of directors, the membership vice president shall help the group in the preparation of its bylaws and in all other organizational procedures. The program development and college/university relations chairs shall be ex-officio members.
 - 6) The **committee on program development** shall be responsible for providing policy guidance for program direction in the program areas and Issues of AAUW for the continuing program concerns of the state. It shall consider future AAUW program Issues. The program vice president shall serve as chair. The membership chair shall be an ex-officio member. Other members will be asked to serve as deemed necessary.
 - 7) The **committee on diversity** shall implement AAUW programs on diversity. Committee members shall represent the diversity of the AAUW of Michigan membership. The president, membership and program vice presidents shall be ex officio members. The president-elect shall be a member of the committee in the years when there is a president-elect.
 - 8) The **committee on communications** shall serve as a conduit of information between the media and the AAUW of Michigan branches throughout the state. News releases of workshops and seminars given by AAUW members, as well as state-wide events such as Joint Legislative Day shall be publicized. Conversely, publicity about AAUW in the media around the state should be shared with the communications director.
 - 9) The **committee on the district policy** shall be chaired by the district director who shall serve on the state board. Districts, as determined by the state board, shall have coordinators appointed by the state president.

The district director shall act as liaison between the district coordinators and the state board of directors. The committee on the district policy shall provide direct state/branch interaction by encouraging increased communication, leadership development, and implementation of AAUW and state programs and policies.

- b. Special Committees** Special Committees shall perform such studies as are assigned by the board of directors.

Section 4. Reports

The chair of each committee shall submit an annual report to the state.

Committee Minutes: All State committees shall keep minutes of their meetings. Copies of state committee minutes shall be sent to the state president, president-elect, secretary and the state services manager.

State Services Committee:

- A. The state services committee shall be a special committee. It will be composed of no less than two members and a chair, appointed by the state president. One of the members of the committee shall be the finance vice president. The state services manager will be an ex-officio member. A quorum of the committee will be a majority of the members.
- B. The purpose of the state services committee shall be to meet regularly and review the duties, functions and uses of the office. The committee shall make suggestions for improvement of services and review the budget and expenditures of the office. The committee also shall make budget recommendations to the state board. When vacancies in employment occur, the committee shall make recommendations to the state board for hiring of personnel. The committee will review the performance of the state services manager and make their report to the state board. The committee chair shall report to the state president after each committee meeting.
- C. The committee shall meet annually or at the call of the chair of the committee or the state president. The state services committee chair shall attend the state board meeting(s) to be determined by the state president.

Policy for Release of AAUW of Michigan Mailing List

(revised 7-18-10)

AAUW of Michigan mailing list (or electronic contact list) is available exclusively for AAUW member use, not for outside organizations. Under no circumstances can it be made available to candidates for public office.

An organization with goals, purposes and policies compatible with those of AAUW and the state may request that AAUW-MI circulate its materials to AAUW members in the state. It is expected that this organization would cover any costs related to sending their materials.

A member may, at any time, remove her/his name from the mailing list (or electronic contact list) by written or electronic request sent to State Services Manager. A form for this purpose will also be available on the AAUW-MI website.

Special Projects

A special Project Coordinator may be appointed by the state president with the approval of the Executive Committee. She/he shall be a non-voting member of the board of directors, except if she/he is already a voting member of the board of directors. She/he shall receive all state mailings, and when requested by the board, attend meetings, workshops, etc. Her/his expenses shall be reimbursed as for any board member.

State Endorsement of AAUW Candidates

The AAUW of Michigan Board of Directors may endorse candidates for AAUW offices after consideration and debate. The action shall be taken in the name of the board and requires a majority vote of those present and voting.

There is no obligation for the board to take action on candidates from the Great Lakes area and the board may take action on no candidates, one, or several in any given election. The endorsement may be directed to the AAUW Nominating Committee prior to that committee's decision on a slate or to the candidate when the slate is announced.

State board endorsement of a candidate does not bind any board member or any other member of the state at the AAUW convention where the voting takes place.

State funds shall not be used to provide financial support to a candidate.

If desired, the delegates at the state convention may vote to endorse AAUW candidates.

Awards

(added August 2007, revised 10-13-07, 10-30-09)

Section 1.

AAUW of Michigan shall offer the following awards:

A. Young Leader Award

Criteria:

- Nominee will be age 45 or younger,
- Nominee will recognize importance of life-long educational goals and promote life-long learning for young women in the community,
- Nominee will participate actively in branch activities, and
- Nominee will indicate an interest in participating actively at AAUW of Michigan state level or AAUW level.

Procedure:

- A nomination form is required.
- Nominations shall be sent to the Awards Committee Chair by March 1 of the even numbered years.
- Only one nominee will be chosen each biennium, but all will be recognized.

Timeline:

Award will be presented in the spring of even numbered years beginning in 2008.

Award:

Certificate of Recognition

B. Our Mission Matters Award

Criteria:

- A checklist describing branch activities is included.
- Five of the eight criteria must be met.
- Narratives must be included for the pertinent areas.

Procedure:

- Check the applicable areas and include a description of the program where specified.
- The application form shall be sent to the Awards Committee Chairperson by April 1.
- All branches meeting the specified criteria will be recognized.

Timeline:

Offered on an annual basis

Award:

Certificate of Recognition

C. Martha Griffiths Equity Award (MGE Award)

Criteria:

- Nominee will have promoted equity for women and girls in Michigan in a demonstrable manner.
- Nominee need not be AAUW member.

Procedure:

- A nomination form is required.
- Nominations shall be sent to the Awards Committee Chair by December 1 of the odd numbered years.
- Awards Committee is responsible for reviewing the nominations submitted.
- Awards Committee will prioritize, in ranking order, potential nominees who fit the award criteria.
- The MGE Award will be presented to the highest-ranking nominee who can commit to being present at the annual convention to receive the award.
- The Awards Committee is responsible for determining whether a nominee can commit to being present to receive the award.

Timeline:

The award will be given in the spring of even numbered years, beginning in 2008, so as to alternate with the Liz Kummer award given in the odd numbered years.

Award:

The award will be a trophy-style made of glass or acrylic and engraved with the name of the recipient, the title of the award, and the date on which the award is presented.

D. Liz Kummer Award

Criteria:

- Nominee must be an AAUW member,
- Nominee should not be currently serving on the AAUW of Michigan Board of Directors,
- Nominee must have demonstrated outstanding and extraordinary service to AAUW, and
- Nominee must have demonstrated leadership abilities and been instrumental in the advancement of the ideals and goals of AAUW, especially related to education and public policy issues.

Procedures:

- Selection is done by the AAUW of Michigan Board of Directors at its winter board meeting.
- The State President is responsible for placing the item on the winter board meeting agenda.
- Names for consideration will come from the state Board of Directors; there will be no solicitation of names from the general membership.
- Discussion and vote is done in a closed meeting of the Board of Directors.
- The award winner will be informed and invited to convention receive the award.
- It is not mandatory that the award be given if the board decides there is no appropriate recipient.

Timeline:

The award will be given in the odd numbered years so as to alternate with the MGE Award given in the even numbered years.

Award:

The award will be a framed certificate containing the name of the recipient, the title of the award, and the date on which the award is presented.

Section 2. Selection of Awards Committee Chair and Members

- The committee will consist of 5 members including the Program VP and the Public Policy Chair or a designee from each committee.
- The chair shall be a recent Past President appointed by the Board of Directors.
- Two members shall be appointed by the President from nominees suggested by the Board of Directors.

Section 3. Awards Committee Duties

- The committee will develop application/nomination forms for awards as required.
- The committee will solicit, accept, and coordinate the awards selection process for all awards, except the Liz Kummer award.
- The committee chair will make an interim report on awards at the winter board meeting.
- The committee will determine, in consultation with Program VP, when and how the awards will be presented at the convention/annual meeting.

Section 4. Budget

There will be a budget line created for each award and a budget line for the Awards Committee.

State Policy Review

These policies may be amended, rescinded or suspended by majority vote of the state board of directors at any regular meeting without notice. Any one or more of these policies may be temporarily suspended in the interim between board meetings by a majority phone, electronic or mail vote of the state board of directors.