

AMERICAN ASSOCIATION OF UNIVERSITY WOMEN - IOWA STATE POLICIES

FORWARD: These policies supplement the State Bylaws and interpret decisions made by previous boards and conventions. Policy sheets are in accordance with and subordinate to AAUW and State Bylaws.

Once during each biennium the policies should be reviewed by the Bylaws committee, a special committee or a person appointed by the President, such as the immediate past president. Policy changes take place through action by the State Board of Directors in accordance with parliamentary procedure for standing rules. Copies of the approved policies should be sent to all Board members and branch presidents

Table of Contents

1.	<u>Executive Committee –Elected</u>	page 1			
a)	<u>President</u>	page 1	4)	<u>Communications Director</u>	page 5
b)	<u>President-elect</u>	page 1		Communication Committee	page 5
c)	<u>Program Vice-President</u>	page 2		Web Page Manager	page 5
	Program Committee	page 2	5)	<u>Diversity Director</u>	page 5
d)	<u>Membership Vice-President</u>	page 2		Diversity Policy	page 6
	Membership Committee	page 2	6)	<u>Gender Equity Director</u>	page 6
e)	<u>Treasurer</u>	page 2		Gender Equity Committee	page 6
	Finance Committee	page 2	7)	<u>International Affairs Director</u>	page 6
	Finances	page 2		International Affairs Committee	page 6
f)	<u>Secretary</u>	page 3	8)	<u>Leadership Development Director</u>	page 6
g)	<u>Immediate Past President</u>	page 3		Leadership Development Committee	page 6
f)	<u>Administrative Assistant</u>	page 3	9)	<u>Nominating Committee Director</u>	page 6
2.	<u>Board of Directors</u>	page 3		Nominating Committee	page 7
	Board of Directors Meetings	page 3	10)	<u>Public Policy Director</u>	page 7
	Strategic Planning	page 3		Public Policy Committee	page 7
	Branch Support	page 3		Procedure for Public Policy	page 7
3.	<u>Committees</u>	page 4		Resolutions	page 8
	Standing Committees	page 4	11)	<u>Public Relations Director</u>	page 8
	Special Committees	page 4		Public Relations Committee	page 8
4.	<u>Appointed Directors</u>		5.	Coalitions	page 8
1)	<u>AAUW Funds Co-Directors</u>	page 4	6.	Membership Lists	page 9
	AAUW Funds Committee	page 4	7.	Reports/Mailings	page 9
2)	<u>Bylaws/Policies Director</u>	page 5	8.	Files	page 9
	Bylaws Committee	page 5	9.	State Annual Meetings	page 9
3)	<u>College/University Relations Director</u>	page 5	10.	State Sponsored Events	page 10
	College/University Membership	page 5	11.	AAUW Convention	page 10
	College/University Committee	page 5	12.	State Presidents Conference	page 10
			13.	Branch Fund-Raising Activities	page 10

1. EXECUTIVE COMMITTEE. [SEE: Bylaws ARTICLE VIII]

1. Consists of the elected officers – President, President-Elect, Program Vice-President, Membership Vice President, Treasurer, and Secretary.
2. **Tasks include:** advising and counseling the President; making recommendations to the Board of Directors; confirming the appointments of appointed officers and chairs of committees and task forces; and performing such duties as may be assigned by the Board of Directors.

a. President [SEE: Bylaws ARTICLE VI – Officers]

1. Presides at state business meetings, Executive Committee meetings and Board of Directors meetings.
2. Is the spokesperson for AAUW Iowa unless others are designated.
3. Represents AAUW Iowa to AAUW.
4. Is an ex-officio voting member of all standing committees except the Nominating Committee and should receive all communications and minutes from the meetings of the committees.
5. Arranges for the mailing labels from AAUW for the state everymember publication to be sent to the printer.
6. Supervises the updating of the state bylaws and policies after AAUW Convention.

b. President-elect [SEE: Bylaws Article VI - Officers]

1. Serves on the Executive Committee and Board of Directors.
2. Assists the President and is the first replacement in the President's absence or resignation.
3. Is an ex-officio voting member of all standing committees except the Nominating Committee and should receive all communications and minutes from the meetings of the committees.
4. Maintains a "talent file" of all members for use in making appointments to state positions.
5. Prepares for the Biennium during which she/he will preside by making appointments and conducting planning sessions during the year as President-elect. [SEE: Bylaws ARTICLE VI – Officers Section 1. g.]

6. Appoints Directors for the following positions with the approval of incoming Executive Committee: Bylaws/Policies, College/University, Communications, Diversity, AAUW Funds, Gender Equity, International Affairs, Leadership Development, Public Policy, Public Relations, and others as needed to do the work of the state.

c. Program Vice-President [SEE: Bylaws Article VI-Officers]

1. Serves on the Executive Committee and Board of Directors.
2. Chairs the Program Committee that is responsible for assessing AAUW and AAUW Iowa membership issues as they relate to Iowa.

Program Committee

1. Chaired by the Program Vice-President.
2. Make-up: Membership Vice-President, Public Policy Director, AAUW Funds Director[s], Leadership Development Director, and College/University Director.
3. The Program Committee is responsible for:
 - a. assessing AAUW issues as they relate to Iowa and to the perspective that AAUW Iowa members wish to address;
 - b. assessing other issues determined by the membership at the Annual Meeting through resolutions or public policy deliberations and working with the Public Policy Director/Committee to determine program priorities;
 - c. providing program resources,
 - d. facilitating and implementing the Annual Meetings, program events, workshops, and other means to transmit program materials to the branches;
 - e. and developing coalitions with other organizations.

d. Membership Vice-President [SEE: Bylaws Article VI - Officers]

1. Serves on Executive Committee, Board of Directors, and Program Committee.
2. Chairs the Membership Committee.

Membership Committee

1. Chaired by the Membership Vice-President.
2. Make-up: Membership Vice-President, and 3 (or more) at-large branch members appointed by the President-elect in consultation with the Membership Vice-President and with the approval of the Executive Committee.
3. Tasks include:
 - a. developing marketing strategies for branch member recruitment and retention in consultation with the Public Relations Committee;
 - b. providing membership marketing training and guidance for branches;
 - c. working in the formation of new branches;
 - d. bringing to the attention of the Board any branches experiencing difficulties;
 - e. working with the President in cases of impending branch disbandment.

e. Treasurer [SEE: Bylaws Article VII and ARTICLE VI]

1. Serves on the Executive Committee and Board of Directors.
2. Chairs the Finance Committee.
3. Is responsible for the collection of dues and other money due the state.
4. Provides for the disbursement of funds and the payment of bills as directed by the President.
5. Is custodian of all funds, securities and business papers.
6. Provides detailed financial reports on a regular and annual basis.
7. Submits records for audits as per policies "Finances #4."
8. Keeps a record of names of members of AAUW Iowa before passing forms to Membership Vice-President.

Finance Committee [SEE: Bylaws: ARTICLE VI- Officers and ARTICLE X – Financial Administration]

1. Chaired by the Treasurer.
2. Make-up: Treasurer, President and President-Elect, and 2 (or more) at-large branch members appointed by the President-elect in consultation with the Treasurer and with the approval of the Executive Committee.
3. Tasks include: preparing an annual budget, and planning and implementing a variety of income sources for state expenses and projects.

FINANCES

1. An annual budget shall be developed.
 - a. In even numbered years, the annual budget for the state shall be prepared by the incoming Finance Committee and approved by the incoming state Board of Directors no later than the summer Board meeting.
 - b. In odd numbered years, the Finance Committee shall prepare the budget for approval by the Board of Directors no later than the summer Board meeting.
2. The state budgets an allotment for each officer, Director and chair based on requirements of each particular position.
 - a. Expenses for official business should be submitted to the President within 90 days of their occurrence, unless special circumstances are approved by the President.
 - b. The President shall approve all expense vouchers.
 - 1) Officers/Directors/Chairs are to approve expenses of their committee members before forwarding to President for final approval.
 - 2) Expense vouchers from the President shall be approved by the Treasurer.
 - c. Committee members or Board of Directors members attending a committee meeting may be reimbursed for lodging equal to actual cost or one-half of a double room [whichever is less] as the committee budget allows.
 - d. Travel on official business will be reimbursed, unless stated otherwise, at \$0.30 per mile.
3. State dues for branch members are \$10 per year payable on or before July 1. [Approved April 2008].
[SEE: Bylaws ARTICLE X. FINANCIAL ADMINISTRATION Section 2]
4. Fidelity bonds on the Treasurer, AAUW Funds Director[s], and President are taken out by the state under a three-year plan offered by AAUW. The amount of bonding is determined at the time of renewal by the President, Treasurer, and AAUW Funds Director[s].

5. The President shall appoint an internal audit committee of three members to audit books in odd numbered years of the Treasurer's and AAUW Funds Director's terms. The Board of Directors will call for an audit to coincide with the Treasurer's 2-year term of office in even numbered years. [SEE: Bylaws Article X Section 8]
6. At all state events that require pre-registration, a time limit shall be established for cancellation refunds. The time limit shall be printed on each advance registration form. Late fees may also be established in the same manner.
7. Regarding special state projects, the profit made from any state project will revert back to the state treasury; the state treasury will cover the deficit from any state project.

f. Secretary [SEE: Bylaws Article VI - Officers]

1. Serves on the Executive Committee and Board of Directors.
2. Keeps minutes of the meetings of the membership, the Executive Committee and the Board of Directors.
3. Fulfills duties as assigned by the President.

g. Immediate Past President

1. Serves on the Nominating Committee.
2. Serves as an ex-officio non-voting member of the Board of Directors.
3. Serves as a resource as requested by the Board of Directors
4. Fulfills duties as requested by the President and Board of Directors.

f. Administrative Assistant

1. Appointed by the president with approval of the Board of Directors. The term of office shall be two years in length and can be reappointed.
2. Responsibilities are:
 - a. To work closely with the President, the Program Vice-President, and other members of the Board of Directors as requested.
 - b. To assist in identifying appropriate sites for meetings to be convened by AAUW Iowa such as business meetings of the Board of Directors, program and business meetings of the general membership (i.e. Annual Meeting, summer retreat meetings, workshops, leadership training meetings, etc.)
 1. To recommend these sites to the Board of Directors for their approval. [Recommendations shall be based on economic, programmatic and logistical concerns.]
 2. To work with local sites to obtain information about meal menus, lodging accommodations, and subsequently recommend appropriate choices to the Board of Directors.
 - c. To assist in maintaining, correcting, updating and circulating, when needed, electronic lists of State Board of Directors, members of state committees, branch officers and branch committee counterparts.
 - d. To fulfill other duties such as may be requested by the president in order to enable smoothly efficient organizational work.

2. BOARD OF DIRECTORS. [SEE: Bylaws ARTICLE VII]

1. Consist of the elected officers and appointed directors.
2. Tasks include:
 - a. approving the budget and accepting the auditor's report;
 - b. voting on the expenditures of funds from the state treasury;
 - c. assisting the President and Program Vice President with planning for Annual meetings;
 - d. determining additional standing committees and special committees as are considered necessary for the work of the state.
 - e. appointing the chair of the Nominating Committee.
3. **Board of Directors Meetings** [SEE: Bylaws ARTICLE VII]
 - a. Meetings shall be called at the discretion of the President or upon the written request of three members of the Board.
 - b. Expenses for Board meetings:
 1. Board of Directors members will have the following expenses paid: actual cost or one-half of a double room (whichever is less); travel at \$0.30 per mile.
 2. Expenses for official business should be submitted to the President or designee within 90 days of their occurrence, unless special circumstances are approved by the President.
4. **Strategic planning** responsibilities include:
 - a. directing the strategic planning process for AAUW Iowa;
 - b. developing priority guidelines for program areas to be addressed by AAUW Iowa;
 - c. providing guidance for decisions based on the strategic priority guidelines;
 - d. monitoring actions taken based on strategic priority guidelines.
5. **Board of Directors/Branch Support**
 - a. A **GOAL** of the Board of Directors is to assist branches with their needs and thereby strengthen AAUW in Iowa. The objective is to provide specific services and consultation to the branches as needs arise.
 - b. All Board members are potential team members as well as other active AAUW Iowa members with expertise and experience in current AAUW procedures, issues, and information.
 - c. Responsibilities:
 - 1) At the suggestion of a state Board member, or the request of a branch officer, information will be gathered about the needs for the branch. The Board will determine which Board member(s) should be used for each circumstance.
 - 2) After assessing the specific need/request of the branch, appropriate contacts and arrangements will be made to provide the support needed. AAUW and state materials and publications should be used whenever possible.
 - 3) The state will reimburse expenses for each support person who travels to the branch. Telephone and photocopy expenses will also be reimbursed.

- d. Branch Report.
 - 1) For each branch visited, a summary of the visit will be filed within two weeks of the visit to the state President.
 - 2) The Board member or individual who visited the branch shall follow-up with the branch as deemed necessary.
- e. Examples of a Branch's needs, but not limited to:
 - 1) A need to implement a membership recruitment program that addresses issues of diversity or other membership concerns for the branch.
 - 2) A dearth of persons willing to become responsible branch leaders.
 - 3) The desire by branch members for a new way of operating or structuring the work of the branch.
 - 4) A branch with a desire to initiate a community action project but with a need to have help in planning such a project.
 - 5) An interest of the branch in becoming more visible in their community, but with no expertise as to how this could be accomplished.
 - 6) An issue/problem/conflict has arisen that has divided the membership and is causing the branch to be paralyzed.
 - 7) Other special needs as defined by a branch.

3. COMMITTEES. [SEE: Bylaws ARTICLE IX - Committees]

a. STANDING COMMITTEES

- 1. Program, Membership, Finance, Bylaws/Policies, College/University, Communications, Diversity, AAUW Funds, Gender Equity, International Affairs, Leadership Development, Public Policy, Public Relations.
- 2. Standing committees shall be appointed by the President and the individual Directors in their area of responsibility.
- 3. Standing committees are chaired by the appropriate Board Director.

b. SPECIAL COMMITTEES:

- 1. Special committees shall be formed as needed with approval of the Board of Directors.
- 2. Make-up: Members shall be chosen for their experience and expertise for the work of the committee and their ability to work within the AAUW perspective.
- 3. Chaired by a committee chair appointed by the President for a term determined by the Board of Directors.
- 4. Tasks include developing materials and strategies in relation to the committee's purpose. Each committee shall submit an annual report as requested by the state or AAUW.

APPOINTED DIRECTORS

**Appointed by President-elect with approval of incoming Executive Committee.
Directors and committees are listed in alphabetical order.**

1. AAUW Funds Co-Directors [SEE: Bylaws ARTICLE VI - Officers]

Duties include:

- 1. Serve on the Board of Directors with each having voting privileges.
- 2. Chair the AAUW Funds committee, assuming responsibility for its tasks.
- 3. Compile reports on AAUW Iowa fundraising.
- 4. Serve as the liaison between AAUW Funds and Iowa branches
- 5. Fulfill duties as assigned by the president and approved by the Board of Directors

AAUW Funds Committee

- 1. Chaired by the AAUW Funds Co-Directors.
- 2. Make-up: Includes AAUW Funds Co-Directors and two or more at-large branch members appointed by the President-Elect in consultation with the co-directors and approval of the Executive Committee.
- 3. AAUW Funds Committee Duties include:
 - a. Educate members and branches about all AAUW funds including:
 - Educational Opportunities Fund
 - Legal Advocacy Fund
 - Public Policy Fund
 - Leadership Programs Fund
 - Eleanor Roosevelt Fund
 - Non-restricted Funds
 - b. Educate branches about opportunities, strategies and logistics for contributing to AAUW funds.
 - c. Inform branches about how to benefit from AAUW funds.
 - d. Communicate with the College and University Relations Director about ways that Iowa colleges and universities can benefit from AAUW Funds.
 - e. Develop and implement fundraising plans for AAUW Iowa and recommend priorities as needed.
 - f. Develop a program of planned giving.

Items in previous EF job description that should be discussed and added/deleted at Board discretion:

--Select the AAUW Funds [Educational Foundation] Honoree(s) for Named Gift(s) presented to the AAUW Funds by the state. Nominations for the Named Gift Honoree(s) shall be requested from branches and individual members. In addition, members of the state AAUW Funds Committee may make nominations at the time the Honoree(s) selection occurs.

--Consider appropriate memorials to the AAUW Funds [Educational Foundation] in honor of a deceased past president or present Board member. Notice to the branch in which the individual held membership and to the nearest immediate survivor will be sent.

2. Bylaws/Policies Director [SEE: Bylaws ARTICLE VI - Officers]

- 1. Serves on the Board of Directors.

2. Chairs the Bylaws/Policies Committee.
3. Should have had previous state level AAUW experience.
4. Fulfills duties as assigned by the President and approved by the Board of Directors.

Bylaws/Policies Committee

1. Chaired by the Bylaws/Policies Director.
2. **Make-up:** Bylaws/Policies Director and 2 (or more) at-large branch members appointed by the President-elect in consultation with the Bylaws/Policies Director and with the approval of the Executive Committee.
3. Tasks include:
 - a. receiving and reviewing biennial amendments to all branch bylaws by December 1 following the AAUW Convention to ensure they conform with the current AAUW BYLAWS and forwarding a copy or certification to the regional member of the AAUW Committee on Bylaws;
 - b. reviewing the state Bylaws to ensure they conform with the current AAUW BYLAWS and forwarding a copy to AAUW;
 - c. reviewing the state Bylaws and Policies for needed revisions; and
 - d. requesting suggestions for changes in state and AAUW Bylaws from the membership.

3. College/University Relations Director [SEE: Bylaws ARTICLE VI - Officers]

1. Serves on the Board of Directors and Program Committee.
2. Chairs the College/University Relations Committee.
3. Fulfills duties as assigned by the President and approved by the Board of Directors.

College/University Membership

1. A college/university member represents an educational institution of higher learning on the AAUW list of qualified institutions. The president of the institution appoints a faculty or staff person as a liaison representative between the institution and AAUW.
 - a. By virtue of the College/University membership, this individual becomes an AAUW member.
 - b. C/U members, who wish to participate in local branch activities, must pay branch dues.
2. College/University membership in AAUW provides a basis for college/university participation in the formulation and adoption of AAUW policies in the field of higher education. It presents a structure through which important higher education issues may be discussed and citizen support mobilized for the improvement of education opportunities and programs, with particular attention to the needs of women.

College/University Relations Committee

1. Chaired by the College University Relations Director.
2. **Make-up:** College/University Relations Director and three representatives of member higher education institutions representing state universities, private colleges or universities, and community colleges to be appointed by the President-elect in consultation with the C/U Director and with the approval of the Executive Committee
3. Tasks include:
 - a. recruiting institutional memberships;
 - b. encouraging working relationships between college/university members and branch members;
 - c. facilitating the recruitment of student affiliate members;
 - d. making possible the use of institutional resources from C/U members;
 - e. selecting recipient of "Distinguished Faculty Award," and
 - f. enabling greater focus on educational equity for women and girls.

4. Communications Director [SEE: Bylaws ARTICLE VI - Officers]

1. Serves on the Board of Directors.
2. Chairs the Communication Committee.
3. Edits and arranges for the publication of the state's everymember newsletter.
 - a. The general content of the state everymember newsletter shall be planned on a yearly basis.
 - b. The responsibility for determining the specific content of each issue is that of the President and the editor. All state Board members and committee chairs can make suggestions or provide articles.
 - c. Coordinates the receiving of articles, the layout, placement, length of articles, and the mailing in consultation with the President.
4. Fulfills duties as assigned by the President and approved by the Board of Directors.

Communications Committee

1. Chaired by the Communications Director.
2. **Make-up:** Communication Director and Web Page Manager.
3. Tasks include: facilitating mailings, publications and communications from AAUW Iowa; disseminating information about AAUW Iowa; coordinating public relations and marketing of AAUW Iowa; and assisting in the development of a brochure for Annual Meeting.
4. Fulfills duties as assigned by the President and approved by the Board of Directors.

Web Page Manager

1. Serves on the Communication Committee.
2. Has appropriate computer skills for editing and presenting materials on a web page.
3. Maintains and updates AAUW Iowa's web page under the direction of the Communication Committee and Board of Directors.
4. Fulfills duties as assigned by the President and approved by the Board of Directors.

5. Diversity Director

1. Serves on the Board of Directors.
2. Chairs the Diversity Committee.
3. Should have had previous Diversity Committee experience or other training in diversity issues.
4. Fulfills duties as assigned by the President and approved by the Board of Directors.

Diversity Policy

The purpose of the Diversity Policy and Committee is to help enhance and maintain multicultural inclusion in the state and branch membership, ideology and programming. Such efforts are essential to making AAUW a model multicultural organization.

Diversity Committee

1. Chaired by Diversity Director.
2. **Make-up:** Diversity Director and 3 (or more) at-large branch members appointed by the President-elect in consultation with the Diversity Director and with the approval of the Executive Committee.
3. The Diversity Committee is responsible for:
 - a. identifying state needs and barriers toward diversity inclusion and develop a plan of action. State goals should include: strategic planning; branch assessments; coalition building [e.g. identifying potential leaders from under-represented groups, mentoring, and cultivating relationships with local organizations which have members from under-represented groups]; training; programming [e.g. Sister-to-Sister, book clubs, etc.];
 - b. serving as a resource for other state chairs and committees to help assure that the need for diversity and inclusion are adequately taken into account and to help generate ideas for reaching these needs [e.g. Sister-to-Sister Summits, coalition building, book clubs, etc.];
 - c. encouraging the development of diversity chairs and committees at each branch;
 - d. serving as a resource for branch diversity chairs and committees to determine their specific needs and barriers toward diversity inclusion and to develop plans of action which will mirror plans at the state level;
 - e. providing annual diversity either through leader on loan program from the AAUW office or other resources;
 - f. administering state assessments in efforts toward diversity inclusion.

6. Gender Equity Director

1. Serves on the Board of Directors.
2. Chairs the Gender Equity Committee.
3. Fulfills duties as assigned by the President and approved by the Board of Directors.

Gender Equity Committee

1. Chaired by the Gender Equity Director.
2. **Make-up:** Gender Equity Director and 4 (or more) at-large branch members appointed by the President-elect in consultation with the Gender Equity Director and with the approval of the Executive Committee.
3. Tasks include: providing education, resources and guidance to branch in the area of gender equity and fostering local action projects to improve gender equity in communities and schools.

7. International Affairs Director

1. Serves on Board of Directors, and as a resource to other standing committees.
2. Provides an international or global perspective for AAUW programming/action.
3. Plans and recommends to the Board policies and program/action issues of international scope and interest.
4. Fulfills duties as assigned by the President and approved by the Board of Directors.

International Affairs Committee

1. Chaired by the International Relations Director
2. **Make-up:**
3. Tasks include:
 - a. serving as a resource to branch on international issues;
 - b. encouraging branches to include an international or global perspective in their programming/action;
 - c. serving as a communication link to branches on issues/programs/actions relating to international relations.

8. Leadership Development Director [SEE: Bylaws ARTICLE VI - Officers]

1. Serves on the Board of Directors and Program Committee.
2. Chairs the Leadership Development Committee.
3. Tasks include: providing options to help AAUW Iowa and branches to identify and develop leaders and leadership skills.
4. Fulfills duties as assigned by the President and approved by the Board of Directors.

Leadership Development Committee

1. Chaired by Leadership Development Director
2. **Make-up:** Leadership Development Director
3. Tasks include:
 - a. identifying current leaders to serve as mentors;
 - b. exploring the AAUW Leadership Tool Kit and providing direction in team building; and
 - c. providing opportunities for AAUW Iowa and branches to identify and develop leaders and leadership skills.

9. Nominating Committee Director [SEE: Bylaws ARTICLE V – Nominations and Elections]

1. Serves on the Board of Directors.
2. Chairs the Nominating Committee.
3. Should have had previous state level AAUW experience.
4. Fulfills duties as assigned by the President and approved by the Board of Directors.

Nominating Committee [SEE: Bylaws ARTICLE V – Nominations and Elections]

1. Chaired by the Nominating Committee Director who shall be elected by the Board of Directors at the summer Board meeting of even numbered years.
2. **Make-up:** Nominating Committee Director; the immediate past president of AAUW Iowa; and 4 at-large branch members recruited with consideration for the 4 geographic regions of Iowa if possible and elected at the annual meeting in even number years.

- a. Two of the at-large members should have state level experience
- b. If an at-large branch member of the nominating committee or the nominating committee Director cannot serve, the Board will appoint a replacement.
3. Tasks include:
 - a. soliciting and receiving nominations on or before February 1 for elected officers [President, Program Vice-President, Membership Vice-President, Secretary, and Treasurer] and the four nominating committee members to be elected at the Annual Meeting in even numbered years by February 1;
 - b. soliciting and receiving nominations for president-elect in odd numbered years on or before February 1 in preparation for the state Annual Meeting
 - c. assisting the president or president-elect in recruiting appointed directors/committee members upon request.

10. Public Policy Director [SEE: Bylaws ARTICLE VI - Officers]

1. Serves on Board of Directors and Program Committee.
2. Chairs the Public Policy Committee
3. Is responsible for developing a public policy action priorities plan and position papers.
4. Fulfills duties as assigned by the President and approved by the Board of Directors.

Public Policy Committee

1. Chaired by the Public Policy Director.
2. Make-up: Public Policy Director, Program Vice-President, and Resolution contact person.
3. The responsibilities of the Public Policy Committee are:
 - a. developing a proposed public policy program for consideration and adoption by AAUW Iowa at the Annual Meeting in even numbered years;
 - b. administering the state public policy program during the biennium;
 - c. taking appropriate action on state legislation;
 - d. taking appropriate action on federal legislation as authorized by the AAUW Public Policy Program; and
 - e. educating the AAUW Iowa membership about the political process and AAUW issues to influence and stimulate action.
4. Additional responsibilities for the Public Policy committee are:
 - a. developing appropriate educational materials on issues as needed for branch public policy action.
 - b. assisting in the identification of members/nonmembers as issue specialists.
 1. Individuals may be asked or task forces may be established to implement this process.
 2. Those selected will consider traditional AAUW areas of interest/concern and current priority issues.
 3. These individuals/task forces will compile information resources related to priority issues; develop background and position papers as needed for member use; help with programs or projects as needed to implement federal or state issues and serve as a resource for branches concerning the issue.

PUBLIC POLICY PROCEDURE

1. Procedures in the DEVELOPMENT of the AAUW Iowa Public Policy Program for a Biennium:
 - a. Early in the fall of odd-numbered years, the State Public Policy Director shall request suggestions for the next biennial public policy program from all branches, members of the state Program Committee, and members of the state Board of Directors.
 1. The request shall be accompanied by a brief summary of the public policy action, if any, taken by AAUW Iowa for each item on the current program, including public policy positions taken by the Committee.
 2. The requests for suggestions and the supportive information shall if feasible, appear in the state everymember publication.
 - b. With the help of the suggestions received, the Public Policy Committee shall draft a proposed public policy program with notes of explanation.
 - c. If the state has a winter Board meeting, the proposed public policy program shall be submitted to the Board for consideration.
 - d. At least 8 weeks before the Annual Meeting in even numbered years, the proposed state biennial public policy program and explanatory notes shall be mailed to all branches and to the state Board members.
 - e. After consideration of each item of the Public Policy program, the entire program as presented or amended may be adopted as the Iowa Biennial Public Policy Program by an affirmative vote of a majority of the delegates present and voting at the Annual Meeting in even numbered years.
2. Content of the AAUW Iowa Public Policy Program
 - a. The AAUW Iowa Public Policy Program underscores AAUW's mission and shall consist of concise statements of broad goals, principles, and action priorities.
 - b. Biennial action priorities are chosen according to the criteria of viability, critical need, strong member support, and potential for distinctive AAUW contribution.
 - c. In addition, AAUW Iowa may advocate for items at the federal level that meet criteria consistent with the "AAUW Historic Principles."
3. The Initiative and Referendum Procedure for Branches DURING a biennium
 - a. When a branch wishes to propose a revision or addition to the current state public policy program, the proposal shall be sent to the AAUW Iowa Public Policy Director.
 - b. The Public Policy Committee shall review and determine the appropriateness of the proposal.
 - c. The Public Policy Director shall then send the proposed change with appropriate explanation to all branches for their consideration.
 - d. Branches shall return their ballots on the proposal to the Public Policy Director within six weeks of the date it was sent.
 - e. An affirmative vote by two-thirds (2/3) of the branches will be required to put the proposed change into effect, but any branches not returning a vote within six weeks shall be deemed to have cast an affirmative vote.
4. Procedures for Adoption of Positions on Legislation

- a. The Public Policy Director and the President shall normally make the decisions as to which bills in the Legislature best fulfill the intent of the AAUW Iowa Public Policy Program.
 - b. When legislation pertaining to an item is controversial, and when it is not clear what the position of AAUW Iowa should be, a poll of branches may be conducted.
 - c. When a branch feels an item is controversial or not clear, the entire branch membership may be polled with a report to the state Public Policy Committee.
 - d. A specified time limit for replies may be set in terms of urgency of the issue.
5. Resources.
- a. The Public Policy Committee shall suggest projects and programs as needed to implement state and federal issues and be available as program resources for branches.
 - b. The Public Policy Committee shall develop appropriate educational materials on issues as needed for branch public policy action and assist in the identification of issues specialists. [Individual members may be asked, or committees/task forces may be established to implement this process.]
 - c. The Public Policy Committee shall organize the five Congressional districts to facilitate publication of voter guides and organization of candidate and issue forums as deemed necessary to provide visibility for AAUW priority issues throughout the state.
 - d. Resolutions contact person will request resolutions and review resolutions for consideration.
6. Branches and branch members
- a. shall be responsible for educating themselves on local, state, and federal issues in order to take individual or branch action;
 - b. shall participate in the defined procedures for adoption and revision of the AAUW Iowa and AAUW Public Policy Program;
 - c. shall, as representatives of AAUW, abide by the Public Policy Program as adopted by the majority vote;
 - d. may refrain from support of items, but may not oppose them in the name of AAUW. As individuals, they may, of course, take any action they wish in their own names.

RESOLUTIONS

- 1. The Public Policy Committee will identify a Resolutions contact person who will request suggested resolutions from the branches each fall for consideration at the next Annual Meeting. Resolutions may be submitted by individual members, by branches, by committees, by Board members, and by the Resolutions Committee itself. Resolutions should not duplicate the public policy program but may call for an action of a kind not included in a public policy program such as enforcement or administrative implementation of public policy.
- 2. Resolutions should be submitted by December 1.
 - a. The Resolutions contact person and designated committee will select resolutions most suitable for Annual Meeting consideration.
 - b. However, resolutions may also be introduced from the floor at the annual meeting if time allows with copies being distributed to the delegates.
- 3. The Public Policy Committee shall consider all adopted resolutions and inform the appropriate officer, chair, or committee, or branch to take appropriate action as necessary.
- 4. According to parliamentary law, resolutions are permanently in force unless policy sets a time limit or unless the resolution is rescinded or the resolutions effect has been achieved.
 - a. The Public Policy Committee should annually review all existing resolutions and recommend the deletion of those that shall no longer be in force.
 - b. Obsolete resolutions may be deleted by action of the Board of Directors, but should be recorded in historical records. The remaining resolutions shall continue to be printed in the State Manual in addition to the newly adopted resolutions, and should be recorded in historical records. **[Is a State Manual still developed and sent to branches? Doesn't the AAUW Iowa website fulfill this now?]**

11. Public Relations Director **[Responsibilities to be identified]**

- 1. Serves on Board of Directors,
- 2. Chairs the Public Relations Committee
- 3. Tasks include:
- 4. Fulfills duties as assigned by the President and approved by the Board of Directors.

Public Relations Committee

- 1. Chaired by the Public Relations Director.
- 2. Make-up:
- 3. Tasks include:

5. COALITIONS

- 1. In order to better facilitate implementation of any area of program development, public policy program, and/or resolutions it may be necessary to form coalitions or networks with other groups that share a common goal.
- 2. Coalitions with organizations and individuals for a shared purpose that is in keeping with AAUW positions are encouraged at the branch and state levels.
 - a. The respective boards must be informed of such coalitions and the purpose for it when a member initiates the representation.
 - b. The member representing AAUW must adhere to the AAUW "Use of Name" policy.
- 3. At the State level, AAUW Iowa Executive Committee must approve of this participation and appoint the AAUW Iowa representative(s). AAUW Iowa President or a designee shall be the representative to any coalition or network at the state level.

6. MEMBERSHIP LISTS

- 1. Names of the entire state membership shall not be released to other organizations, or to anyone for uses other than those compatible with the program of AAUW.
2. Any proposed mailing to the entire state membership must have the approval of the AAUW Iowa Executive Committee.
3. Portions of the membership list may be released, upon approval of the state president, to other organizations or to anyone for use compatible with the program of AAUW.
4. Names of the membership shall not be given to any political candidate or office holder.
5. Names of the membership shall not be given to political issues campaigns except when the issue is consistent with the AAUW program and policies.

7. REPORTS/COMMUNICATION

- 1. Reports:
a. A list of branch officers should be sent to the state president and AAUW by July 1 of each year. Notices of changes in names or addresses should be sent promptly, as they occur, to AAUW and to the state president who will forward them to all directory holders. [SEE: Bylaws ARTICLE XII – Responsibilities of Branch Officers to AAUW Iowa]
b. Annual reports from the state Board of Directors members are collected and constitute the work of the state are filed as part of the President’s records.
2. Voting between Board meetings [Bylaws – ARTICLE VII – Board of Directors, Section 7]
a. Between meetings of the state Board, a vote may be taken at the request of the president on any question submitted in writing, conference call, or any electronic means to all members of the Board. Deadline for responses shall be 10 days after the question has been submitted. [All votes, including motions sent electronically, will be numbered consecutively and dated.]
b. A majority of responses shall be required for the vote to be counted and when the vote is counted it shall have the same effect as if cast at a meeting of the board. [NOTE: Bylaws ARTICLE VII - Section 6. "The quorum for a meeting of the Board shall be a majority of the members." Therefore a majority of the Board must respond to the electronic/mail vote in order for the vote to be counted.]
c. The board shall be immediately notified of the result. The report of the vote shall indicate if a quorum was met and the affirmative, negative and abstention votes cast. All Board members shall be notified of the result, and the report will be filed with the secretary. The report for the vote shall include: the wording of the motion, the number of the vote, the date sent, the date when vote must be returned, and the results of the vote.
3. State communication
a. State Board members and committee chairs will communicate with branch officers through use of regular state publications when possible.
b. Additional communication to branch presidents and/or state Board and committee members should be done electronically via email or via the AAUW Iowa website.
c. Copies of all communications shall go the state president unless notified otherwise and to any other state Board member when appropriate.
d. The AAUW board members may receive appropriate communications. The State President will send an occasional communication to AAUW as appropriate.

8. FILES

At the Annual Meeting in even numbered years, the immediate past officer or chair should pass on to the replacement all working materials, and studies/projects that would be useful as references. Historical information should be given to the President.

[We need to verify where the historical files are and indicate that place in these policies for future reference. We also need to pull together historical information/materials that is scattered among present/past Board members since the historian position was eliminated.]

9. STATE ANNUAL MEETING [SEE: Bylaws ARTICLE XI - Meetings]

- 1. The purpose of the Annual Meeting is to:
a. conduct the business of the state, and
b. provide programs of interest to the members and interested public.
2. The Annual Meeting shall generally be a one day event. [Approved 4/91]
3. The President is the overall annual meeting planner.
a. In consultation with the Board of Directors, the President shall set the time frame for the business and program segments, make the actual invitations to guest presenters, and determine who is to preside at each session.
b. Together with the President, the Program Committee will plan the program segments of the Annual Meeting. [Approved 4/91]
4. Meeting Site:
a. The Program Committee shall recommend a site for the Annual Meeting to the Board of Directors for their approval.
b. All state sponsored event facilities shall be handicapped accessible.
5. The Program Committee shall make the following arrangements with the guidance of the appropriate state officers: housing, hospitality, registration, meals in conjunction with program, decorations, timekeepers, and any other functions requested.
a. Area branches near where the Annual Meeting is to be held may be contacted for assistance.
b. Branch participation shall be selected with the approval of the state President.
6. Funding/Expenses.
a. The state President and/or the Executive Committee shall authorize reimbursement of necessary expenditures made for the state Annual Meeting.

- b. Board of Directors members will have the following expenses paid: registration; actual cost or one-half of a double room (whichever is less); travel at \$0.30 per mile.
- c. Other individuals whose presence is necessitated by the program or business meeting shall have the following expenses paid: registration and travel at \$0.30 per mile.
- d. The state allows for the expenses of: speakers, hospitality for speakers, program expenses, and printing of all programs and workshop materials.
- e. At all state events requiring pre-registration, a time limit shall be established for cancellation refunds. The time limit shall be printed on each advance registration form. Late fees may also be established in the same manner.

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10. STATE SPONSORED EVENTS

- 1. All state sponsored events should be developed not only for AAUW members, but also for others who are interested in the issue/event.
- 2. Appropriate marketing techniques directed at this external market should be employed.
 - a. Media coverage should be planned during the early stages of the state sponsored event's program planning so that marketing materials and press releases are not "after-thoughts."
 - b. Framing the style, format, etc., in a way that places the state sponsored event in a context that might be of interest to the public can make a difference in interesting the media.
- 3. **Expenses** for state sponsored events:
 - a. Program expenses, including mileage for the presenters, are paid by the state from registration fees or budget line items.
 - b. Members attending a state sponsored event pay for their own expenses unless reimbursed by their own branches or the state.
- 4. All state sponsored event facilities shall be handicapped accessible.

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11. AAUW CONVENTION [SEE: Bylaws ARTICLE XVI]

- 1. All AAUW members are eligible to attend AAUW Convention and have voting privileges at the AAUW Convention.
- 2. AAUW Iowa budgets an amount for the president. The president's expenses are covered as much as is possible. Expenses can include transportation, room, and convention registration fee.
- 3. The state allows \$50.00 towards the payment of registration fee for each member from Iowa attending the AAUW convention who serves on an AAUW committee or as an AAUW officer. The person must request this stipend, and this stipend will occur one time during each two-year term and preferably at the convention that begins with the term. (Convention may fall in the middle of a term.)

12. STATE PRESIDENT'S CONFERENCE

The state budgets an amount every other year to help cover the expenses of the state president to the State Presidents' Conference that are not paid by AAUW.

[NOTE: Regional conferences were eliminated in the re-structuring of AAUW in 2009.]

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13. BRANCH FUND-RAISING ACTIVITIES

- 1. The Board of Directors of AAUW recommends that membership dues be set at a level that will cover normal operating expenses of the branch.
- 2. Fund-raising activities
 - a. Such activities should USUALLY be limited to those undertaken in support of AAUW and AAUW Funds, and, upon occasion, to branch sponsored public and community service projects.
 - b. Branches are cautioned against raising funds to support projects of other organizations or those supported mainly by tax money. AAUW may be in agreement with such projects and may support them in non-financial ways, but the resources of most branches -- in terms of both money and people power -- are not sufficient to accommodate all potential "worthy causes."
 - c. Since branch members as individuals give to the support of local and national charitable organizations such as the Red Cross, branches are advised against using branch funds for contributions to such organizations.
 - d. Any fund-raising undertaken by a branch should be carefully reviewed in relation to tax laws, as follows: Funds raised for any program of the AAUW Funds are tax-deductible for the donors, because AAUW Funds is tax-exempt. Unless the branch itself is incorporated and has secured its own tax-deductible/exempt status, fund-raising activities for other than AAUW Funds are not tax-deductible for donors. Local scholarships are not normally tax-deductible.
 - e. The purposes and proposed use of proceeds from any fund-raising activity should be clearly stated when the project is undertaken. The commitment thus agreed to should be strictly adhered to. To change the purpose of the project after the funds have been raised or collected is unfair and sometimes fraudulent, and may result in loss of tax-exempt status.