

## **AMERICAN ASSOCIATION OF UNIVERSITY WOMEN - IOWA STATE POLICIES**

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

During the odd year of 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, branch presidents, and placed on the AAUW Iowa website.

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### **1. EXECUTIVE COMMITTEE.** [SEE: Bylaws ARTICLE XI]

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 directors; and performing such duties as may be assigned by the Board of Directors.

#### **a. President** [SEE: Bylaws ARTICLE IX – 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. Requests from AAUW the mailing labels and/or electronic addresses to be used by the printer for the publication mailed to all members prior to the annual state meeting/election of officers and for other AAUW Iowa mailings.
6. Supervises the updating of the state bylaws after AAUW Convention during even numbered year and state policies in odd numbered years.

#### **b. President-elect** [SEE: Bylaws Article IX - 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 IX – Officers]
6. Appoints Directors for the following positions with the approval of incoming Executive Committee: Bylaws/Policies, College/University, Communications, AAUW Fund, Public Policy, and others as needed to do the work of the state.

#### **c. Program Vice-President** [SEE: Bylaws Article IX-Officers]

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

#### **Program Committee**

1. Chaired by the Program Vice-President.
2. **Make-up:** Membership Vice-President, Public Policy Director, AAUW Fund Director, and College/University Relations Director and up to three members selected by the Program Vice-President and reported to the President/President-elect.
3. **Tasks include:**
  - a. assessing perspectives of AAUW Iowa members in relation to AAUW issues;
  - b. collaborating with the Public Policy Director/committee in determining program priorities;
  - c. providing program resources for branches,

- d. facilitating and implementing the Annual Meetings, program events, workshops, and other means to transmit program materials to the branches; and
- e. developing coalitions with other organizations.

**d. Membership Vice-President** [SEE: Bylaws Article IX - 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 up to three members selected by the Membership Vice-President and reported to the President/President-elect.
- 3. **Tasks include:**
  - a. developing marketing strategies for branch, member at large, and college/university member/institution recruitment and retention;
  - b. providing membership marketing training and guidance for branch members and college/university partners;
  - c. working in the formation of new branches and assisting with college/university institution recruitment as necessary;
  - d. bringing to the attention of the Board any branches experiencing difficulties; and
  - e. working with the President in cases of impending branch disbandment.

**e. Treasurer** [SEE: Bylaws ARTICLE IX and Article XIV Financial Administration]

- 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."
- 8. Keeps a record of names of members of AAUW Iowa before passing forms to Membership Vice-President.

**Finance Committee** [SEE: Bylaws: ARTICLE XIV – Financial Administration]

- 1. Chaired by the Treasurer.
- 2. **Make-up:** Treasurer, President and President-Elect and up to three members selected by the Treasurer and reported to the President/President-elect.
- 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 member of the Board of Directors and/or 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. Expense vouchers shall be submitted to the President for approval.
    - 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 submitted to the treasurer for approval.
  - 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:** [SEE: Bylaws ARTICLE XIV. FINANCIAL ADMINISTRATION Section 4]
  - a. State dues are \$10 per year payable on or before July 1. [Approved April 2008].
  - b. State dues for Student Affiliates shall be \$5 per year. [Approved April 2016]
  - c. State dues for the national 'give a grad a gift' shall be waived for the first year of membership. [Approved April 2016]
- 4. Fidelity bonds on the Treasurer, AAUW Fund Director, 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 Fund Director.
- 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 Fund Director 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 XIV Section 1]
- 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 IX - Officers]

- 1. Serves on the Executive Committee and Board of Directors.
- 2. Keeps and files for reference the 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.

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## **2. BOARD OF DIRECTORS.** [SEE: Bylaws ARTICLE X]

1. Consist of the elected officers and appointed directors and other appointed Board positions.
2. Tasks include:
  - a. approving the budget and accepting the auditor's report;
  - b. voting on the expenditure 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.
  - f. considering an appropriate memorial to the AAUW Fund 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.
3. **Board of Directors Meetings** [SEE: Bylaws ARTICLE X]
  - a. Meetings shall be called at the discretion of the President or upon the written request of three members of the Board.
  - b. Board meetings may be held by any means by which all Board members participating in the meeting may simultaneously communicate with each other during the meeting.
  - c. **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; and
  - 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. 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.
  - b. **Responsibilities of Board to branches:**
    - 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.
  - c. **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.
  - d. 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 of 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.

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## **3. COMMITTEES.** [SEE: Bylaws ARTICLE XII - Committees]

### **a. STANDING COMMITTEES**

1. Standing committees shall be Program, Membership, Public Policy, Finance, AAUW Fund, Bylaws/Policies, Communications, and College/ University. Other standing committees shall be Diversity, Gender Equity, and International Affairs.
2. Standing committee members shall be selected by the officer/director/chair and reported to the President/President-elect.
3. Standing committees are chaired by the appropriate Board member.
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.

### **b. SPECIAL COMMITTEES:**

1. Special committees shall be formed as needed with the 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.

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## APPOINTED DIRECTORS

Directors and committees are listed in **alphabetical** order.

### **a. AAUW Fund Director** [SEE: Bylaws ARTICLE IX - Officers]

1. Serves on the Board of Directors and Program Committee.
2. Chairs the AAUW Fund committee, assuming responsibility for its tasks.
3. Compiles reports on AAUW Iowa fundraising.
4. Serves as the liaison between AAUW Fund and Iowa branches
5. Fulfills duties as assigned by the president and approved by the Board of Directors

### **AAUW Fund Committee**

1. Chaired by the AAUW Fund Director.
2. **Make-up:** Includes AAUW Fund Director and up to three members selected by the AAUW Fund Director and reported to the President/President-elect.
3. **Tasks include:**
  - a. educating AAUW Iowa members about AAUW Fund tax-deductible programs;
  - b. educating branches and members about the opportunities, strategies and logistics for contributing to AAUW Fund;
  - c. informing branches and members about how to benefit from AAUW Fund;
  - d. communicating with the College/University Relations Director about ways that Iowa colleges/universities can benefit from AAUW Fund;
  - e. developing and implement fundraising plans for AAUW Iowa and recommend priorities as needed; and
  - f. developing a program of planned giving.

### **b. 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 can include:
  - 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, program 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.

### **c. Bylaws/Policies Director**

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 up to three members selected by the Bylaws Director and reported to the President/President-elect.
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 AAUW Committee on Governance;
  - 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 in even numbered years and Policies in odd numbered years for needed revisions; and
  - d. requesting suggestions for changes in state and AAUW Bylaws from the membership.

### **d. College/University Relations Director** [SEE: Bylaws ARTICLE IX - 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 selected by the C/U Director and reported to the President/President-Elect.

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.

**e. Communications Director** [SEE: Bylaws ARTICLE IX - Officers]

1. Serves on the Board of Directors.
2. Chairs the Communication Committee.
3. Edits and arranges for the publication of the state’s newsletter distributed to all state members.
  - a. The general content of the state 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 distribution 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 up to three members selected by the Communications Director and reported to the President/President-elect.
3. Tasks include:
  - a. facilitating mailings, publications and communications from AAUW Iowa;
  - b. disseminating information about AAUW Iowa;
  - c. coordinating public relations and marketing of AAUW Iowa; and
  - d. 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.

**f. 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**

Inclusion and diversity within AAUW encompass considerations such as age, race, sexual orientation, religion, gender, disability, profession, or cultural behaviors. All should be considered in member recruitment and in program planning.

**Diversity Committee**

1. Chaired by Diversity Director.
2. Make-up: Diversity Director and up to three members selected by the Diversity Director and reported to the President/President-elect.
3. Tasks include:
  - a. identifying state needs and barriers toward diversity and inclusion and develop a plan of action. [State goals should include strategic planning; branch assessments; coalition building; training; and programming.];
  - 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;
  - c. encouraging the appointment 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 and inclusion and to develop plans of action which will mirror plans at the state level;
  - e. providing annual diversity programs either through leader on loan program from the AAUW office or other resources; and
  - f. administering state assessments in efforts toward diversity and inclusion.

**g. 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 up to three members selected by the Gender Equity Director and reported to the President/President-elect.
3. Tasks include:
  - a. providing education, resources and guidance to branch in the area of gender equity, and
  - b. fostering local action projects to improve gender equity in communities and schools.

**h. 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 Iowa programming and 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 Affairs Director

2. **Make-up:** International Affairs Director and up to three members selected by the International Affairs Director and reported to the President/President-elect.
3. **Tasks include:**
  - a. serving as a resource to branches 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 affairs; and
  - d. encouraging collaboration with other organizations with an interest in international affairs or global relations, especially as they impact women and girls.

**i. Nominating Committee Director** [SEE: *Bylaws ARTICLE VIII – 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 VIII – Nominations and Elections*]

1. Chaired by the Nominating Committee Director who shall be appointed 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 numbered 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 in even numbered years 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;
  - b. soliciting and receiving nominations for president-elect on or before February 1 in odd numbered years in preparation for the state Annual Meeting; and
  - c. assisting the president or president-elect in recruiting appointed directors/committee members upon request.

**j. Public Policy Director** [SEE: *Bylaws ARTICLE IX - Officers*] [Revised 2013-14]

1. Serves on Board of Directors and Program Committee.
2. Chairs the Public Policy Committee
3. Facilitates development of a public policy program, an action priorities plan, position papers and other public policy resource materials.
4. Communicates with members regarding public policy.
5. Works with members and branches to increase advocacy for public policy priorities.
6. Reports on activities of the committee and action taken on public policy issues.
7. Fulfills duties as assigned by the President and approved by the Board of Directors.

**Public Policy Committee**

1. Is chaired by the Public Policy Director.
5. **Make-Up:** Members shall include the Public Policy Director, Program Vice-President, and up to three members selected by the Public Policy Director and reported to the President/President-elect. When selecting committee members, geographic location shall be considered when feasible.
2. **Tasks include:**
  - a. developing a proposed public policy program for consideration and adoption by AAUW Iowa at the Annual Meeting held in even numbered years;
  - b. administering the AAUW Iowa public policy program during the biennium;
  - c. monitoring of legislative and other governmental activity by the Public Policy Director, PP Committee and the President as it relates to the AAUW Iowa Public Policy Program in order to make recommendations to members regarding action on legislation or other governmental action;
  - d. encouraging advocacy by AAUW Iowa members through education about the political process and AAUW public policy issues;
  - e. suggesting to branches projects and mission based programming topics related to AAUW issues at the state and national level;
  - f. providing branches with election resources such as voter guides and information on how to organize candidate and issue forums; and
  - g. assisting in the identification of members or non-members as issue specialists who may compile information resources related to priority issues, develop background or position papers for member use, or serve as a resource for branches.

**Public Policy Program Development**

1. **Content**
  - a. The AAUW Iowa Public Policy Program is reflective of AAUW's mission but is tailored to the state of Iowa. It shall consist of concise statements of goals, principles, and action priorities.
  - b. Biennial action priorities should be chosen according to the criteria of viability, critical need, strong member support, and potential for distinctive AAUW contribution.
2. **Procedure:**
  - a. Early in the fall of odd-numbered years, the Public Policy Director shall request suggestions for the next biennial public policy program from all branches and members of the Board of Directors.
  - b. The Public Policy Committee shall review the suggestions received and draft a proposed public policy program.
  - c. The proposed public policy program shall be submitted to the Board for consideration at the winter Board meeting.
  - d. At least 8 weeks before the Annual Meeting held in even numbered years, the proposed state biennial public policy program shall be provided to all members, branches and to the state Board members.
  - e. Amendments to the proposed public policy program must be submitted in writing to the Public Policy Director at least one week prior to the Annual Meeting.

- f. At the Annual Meeting, members may ask for individual consideration of proposed public policy program items. After consideration of amendments and any individually debated items, the entire program as presented or amended may be adopted by an affirmative vote of a majority of the members present and voting.
- 3. Positions on legislation or other governmental activity
  - a. The Public Policy Director, PP Committee and the President shall monitor legislative and other governmental activity that relates to the AAUW Iowa Public Policy Program in order to make recommendations to members regarding suggested action on legislation or other governmental activity.
  - b. The Public Policy Director and President may seek advice from the Board in situations in which they are unclear what the position of AAUW Iowa should be.
- 4. Branches and Members
  - a. are encouraged to utilize information and resources related to local, state, and federal issues in order to take individual or branch action;
  - b. are encouraged to participate in the development and adoption of the AAUW Iowa and AAUW Public Policy Programs;
  - c. shall, as representatives of AAUW Iowa, abide by the Public Policy Program as adopted by the majority vote; and
  - d. may refrain from support of Public Policy Program 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.

**k. Social Media Director**

- 1. Serves on Board of Directors.
- 2. Has technology and computer skills and knowledge about a variety of social media, such as Facebook, Twitter, Linked In, Instagram, and Tumblr.
- 3. Has the ability to communicate with a wide audience, has excellent written communication skills, and the ability to work in a timely manner.
- 4. Adheres to the AAUW Branding Guide to assure consistency across the organization and to assure that the use of social media is consistent with AAUW's Public Policy Program.
- 5. Tasks include:
  - a. Developing a cohesive and integrated plan for using social media effectively to promote and grow the organization.
  - b. Employing social media to communicate information about AAUW, to increase the visibility of AAUW Iowa, to promote ideas and activities related to the organization and to help recruit and retain members.
- 6. Fulfills duties as assigned by the President and approved by the Board of Directors.

**l. Website Manager**

- 1. Serves on Board of Directors.
- 2. Has technology and computer skills necessary for posting information to and maintaining the AAUW Iowa website.
- 3. Works with AAUW Iowa Board in determining content for the website.
- 4. Fulfills duties as assigned by the President and approved by the Board of Directors.

**m. Web Technician**

- 1. Serves on the Board of Directors.
- 2. Has a working knowledge of the web-conferencing platform provided by a Board-approved subscription for AAUW Iowa.
- 3. Serves as moderator for all uses of the web-conferencing program.
- 4. Tasks include:
  - a. Serves AAUW Iowa members by communicating access information including links to schedule meetings.
  - b. Provides individual technical help to guests and new users as needed.
  - c. Archives the recordings of meetings.
- 5. Fulfills duties as assigned by the President and approved by the Board of Directors

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**5. COALITIONS**

- 1. To effectively achieve public policy goals and other program objectives, collaboration and working in coalition with organizations that share a common purpose is encouraged at the branch and state level.
  - 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.
- 2. 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.

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**6. MEMBERSHIP**

- 1. AAUW Iowa Membership:
  - a. Dues payment for membership at national, state, and branch levels
    - 1) Branch members must pay national, state and branch dues.
    - 2) National Members at Large [MAL] are encouraged to join at the state and branch level. Members at Large must pay state dues to participate at the state level, or branch and state dues to participate at the branch level.
    - 3) AAUW Paid Life members do not pay national dues, but must pay state and branch dues to participate at those levels.
    - 4) AAUW fifty-year Honorary Life members do not pay national or state dues. Branches determine whether dues are paid at the branch level.
    - 5) C/U members representing a higher education institution do not pay national dues as that is part of the C/U membership. C/U members must pay state dues to participate at the state level, or branch and state dues to participate at the branch level.
    - 6) Student affiliates may join at the state level with a dues payment of \$5. *[Approved April 2016]*
    - 7) The national 'give a grad a gift' recipient's dues shall be waived for the first year of membership to AAUW Iowa. *[Approved April 2016]*
  - b. Attendance/voting at AAUW Iowa Annual Meeting



- 1) All AAUW Iowa members are eligible to attend AAUW Iowa Annual Meeting.
  - 2) All AAUW Iowa members, present and in good standing, are entitled to vote on any item of business presented at the AAUW Iowa Annual Meeting.
2. **Membership Lists**
- a. The state membership list shall not be released to other organizations or to individuals for uses other than those compatible with the program of AAUW.
  - b. Any proposed mailing to the entire state membership must have the approval of the AAUW Iowa Executive Committee.
  - c. Portions of the membership list may be released, upon approval of the state president, to other organizations or individuals for use compatible with the program of AAUW.
  - d. Names of the membership shall not be given to any political candidate or office holder.
  - e. Names of the membership shall not be given to political issues campaigns except when the issue is consistent with the AAUW program and policies.

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## **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 AAUW Iowa Board members. [SEE: *Bylaws ARTICLE XIII – Branch Responsibilities to AAUW Iowa*]
  - b. Members of AAUW Iowa Board of Directors are to submit annual reports of their work to the President. These reports are to be made available to all state members and are to be filed with AAUW Iowa records.
2. **Voting between Board meetings** [Bylaws XIII – ARTICLE X – Board of Directors, Section 5]
  - 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 X - 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. Board of Director members and committee chairs should communicate with branch officers through regular state publications, via email or through the AAUW Iowa website.
  - b. Copies of all communications shall go the state president unless notified otherwise and to any other state Board member when appropriate.
  - c. The AAUW Board members may receive appropriate communications. The State President will send an occasional communication to AAUW as appropriate.

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## **8. FILES**

At the Annual Meeting in even numbered years, the immediate past officer/director/chair shall 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 to be archived.

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## **9. STATE ANNUAL MEETING** [SEE: *Bylaws ARTICLE XV – Meeting of State Membership*]

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: actual cost or one-half of a double room (whichever is less) and 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: 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**

1. All AAUW members are eligible to attend AAUW Convention
2. All AAUW members in good standing, whether or not they attend the convention, are entitled to vote on any item of business.
3. AAUW Iowa budgets an amount for the president to attend the national AAUW Convention. The president's expenses are covered as much as is possible. Expenses can include transportation, room, and convention registration fee.
4. 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.)

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## **12. STATE PRESIDENT'S CONFERENCE**

The state budgets an amount every other year to help cover the expenses of the state president to attend the State Presidents' Conference that are not paid by AAUW. This conference is often in conjunction with the AAUW national convention.

*[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 Fund, 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 Fund are tax-deductible for the donors, because AAUW Fund 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 Fund 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.

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**Concerning Committees for the AAUW Iowa Board:** Having a committee listed under a position does not mean that the Officer/Director [O/D] has to have a committee of a set number of individuals - but merely gives the OPTION to do so if needed. When determining who serves as a committee member, the decision is based on the needs of the O/D position and the purpose to be accomplished.

- 1--A committee can consist of just one individual or with additional members as needed to share the responsibilities. Committees can be developed as needed for a specific purpose -- rather than a commitment for 2 years -- if that works more efficiently. Thus the composition of a committee is at the discretion of the O/D.
- 2--Committee meetings and communication do not need to be a physical meeting -- much work and communication can be done via email, text, phone, internet conference, or even snail mail.
- 3--O/D often find their committee members within their own background of individuals whether in their branch or other branches. **NOTE:** It is also possible to have a non-AAUW member serve on a committee -- this often leads to that individual seeing the value of AAUW and joining.

In October 2017, it was updated with the revised Article numbering for AAUW Iowa's bylaws.