

American Association of University Women (AAUW)
Northville-Novu Branch, Inc.
Policies & Procedures

PURPOSE

It is the purpose of policies and procedures to clarify the basic practices and procedures under which the AAUW Northville-Novu Branch, Inc., hereafter known as AAUWNN, operates to implement its programs, projects and bylaws. This document shall serve as the operating rules for the Board of Directors. All activities shall be in keeping with the mission of AAUW and enhance its image as a leader in the community.

BASIS FOR MEMBERSHIP

SEE BYLAWS: ARTICLE IV, ARTICLE VIII

MEETINGS

Meetings

AAUWNN meetings are held usually the second Tuesday of each month, September through May.

Board and Executive Committee Meetings

Board of Directors or Executive Committee meetings are held the fourth Tuesday of each month as needed, usually August through May, except December.

The incoming president may call a meeting of the incoming officers prior to July 1.

AAUWMI and AAUW Meetings

The AAUWNN sitting president shall chair the delegation to AAUWMI and AAUW meetings.

Announcements and Handouts

Announcements and handouts to be presented at meetings of the AAUWNN and/or meetings of the Board of Directors, which are outside the policies and programs of AAUW, shall be cleared 24 hours in advance with the president.

Guest Policy

Guests are welcome at up to three (3) activities prior to joining the AAUWNN.

BOARD OF DIRECTORS AND COMMITTEE CHAIRS

SEE BYLAWS: ARTICLE XI

Board Membership

- 1 The Board of Directors shall be composed of the elected officers, the immediate past president, the chairs of the standing committees, and the chair of the nominating committee. These individuals are the voting members of the Board of Directors.
2. The standing committees may include the following: Bylaws and Policy & Procedures, Communication, Education Gifts/Legal Advocacy, Financial Development, Initiatives, International, Public Policy, Nominating, and others deemed necessary.

Board Attendance

Members of the Board of Directors are expected to attend meetings of the board. Chairs of special committees attend when appropriate for their responsibilities. Other AAUWNN members are welcome at any board meeting and should notify the president if they plan to attend; they shall have no vote.

Special Committees

Special committees may include, but are not limited to: Archivist, Historian, and Special Projects chairs. The chairs of the special committees shall not have a vote on the Board of Directors.

Files of Officers and Chairs

1. Officers and committee chairs shall maintain appropriate permanent files containing pertinent materials, correspondence, annual reports, job description, and recommendations for future plans and program development.
2. Officers and committee chairs shall submit a report to the president summarizing the activities of the fiscal year. This report shall be sent to the president in written form, as well as electronically.
3. Records and files are to be passed to each person's successor; after four years, the files are to be turned over to the Archivist.

JOB RESPONSIBILITIES

ELECTED OFFICERS

President

1. Represent AAUWNN at all levels of AAUW by serving as the official link between and among AAUWNN, AAUWMI, and AAUW, as well as to other organizations.
2. Submit officer forms to AAUWMI and AAUW by the deadline of each year and other reports as requested.
3. Interpret the provisions of AAUW's *Use of Name Policy* to AAUWNN members.
4. Preside at all meetings of AAUWNN, the Board of Directors, and the Executive Committee.
5. Serve on the Budget Committee; serve as ex-officio member of **all** other committees, except the Nominating Committee.
6. Call special meetings of AAUWNN or the Board of Directors and Executive Committee as provided by the bylaws.
7. Appoint chairs of all committees, except the Nominating Committee and those provided for by election.
8. Direct the Treasurer to arrange for annual audit/financial review of the books by the close of the fiscal year.
9. Maintain an accurate and up-to-date file of materials necessary to carry out the office of the President.
10. Review yearly with the Board of Directors the AAUWNN strategic plan.
11. Ensure that a permanent file is maintained of all legal documents including, but not limited to, Articles of Incorporation, Bylaws with amendments, board minutes, IRS Application for Recognition of Tax Exempt Status, IRS Letter Recognizing Tax Exempt Status, Michigan Charitable Solicitation License, and AAUW Affiliation Agreements.
12. Confirm with the Treasurer that all filing dates are met.
13. Provide on-going education to the Board of Directors and members on the responsibilities and privileges of 501(c)(3) designation.
14. Schedule Board meetings and forward dates to Communication Chair for timely posting on website.

Program Vice-President

1. Chair the Program Committee ensuring that the programs are mission based.
2. Coordinate the program portion of AAUWNN meetings.
3. Write thank you notes to guest speakers.
4. Coordinate activities for already established interest groups.
5. Appoint a subcommittee responsible for planning AAUWNN Annual Meeting which will include a member of the Program Committee (who shall serve as chair of the subcommittee), President, Nominating Committee Chair, Education Gifts/Legal Advocacy Chair, a past president, and others as needed.
 - a. Planning shall include location, date, menu, price, program and/or speaker, election, AAUWNN awards and other recognitions.
 - b. Communication with the Program Vice President shall be the responsibility of the Chair of the Annual Meeting Subcommittee.
 - c. Submit AAUWNN Named Honoree Nomination Form to Communication Chair/Newsletter Editor to initiate the nomination process.
 - d. Prepare the article on the AAUWNN Named Honoree for the newsletter following the annual meeting.
 - e. Send to AAUW the name of the Named Honoree when filing the contribution report form in December of each year. Submit a copy of this form to AAUWMI Funds Director.
6. Submit information and reports to the AAUW's Program Office as requested or AAUWMI chairs as requested.
7. Preside at meetings in the absence of the president.
8. Act in the absence or disability of the president.
9. Become president if the office of president is vacated.
10. Order the past president's pin and present it to the out-going president at the time of new officer installation.
11. Serve on the Membership/Diversity Committee and on the Budget Committee.

Membership/Diversity Vice-President

1. Chair the Membership/Diversity Committee.
2. Preside at meetings in the absence of the president and the program vice-president.
3. Prepare membership material for new member recruitment.
4. Involve all AAUWNN members in new member recruitment.
5. Keep an active file of member profile sheets.
6. Keep a file of prospective members.
7. Organize at least one new member recruitment event annually.
8. Keep a file on non-renewing members, and report their reasons to the Board of Directors.
9. Provide orientation on AAUW to new members of AAUWNN at least once a year. Other officers and chairs may assist the Membership/Diversity Vice President with this task.
10. Provide updated member/new member information to all members of the Board of Directors.
11. Receive new member dues and forward to AAUWNN Treasurer.
12. Monitor member affiliation dates to identify potential 50 consecutive year AAUW members; file the necessary forms with the National AAUW Membership Office and plan AAUWNN recognition for that individual.
13. Prepare and maintain an up-to-date membership roster, forwarding updates for the membership directory, membership activities and prospective new member events to the Communication Chair for timely posting in the membership directory and to the AAUWNN on-line calendar. In the event there is no Communication Chair, these documents will be forwarded directly to the Webmaster for posting.
14. Serve on the Program Committee and Budget Committee.

Secretary

1. Record and keep a copy of the minutes of all meetings of AAUWNN, the Board of Directors, and the Executive Committee.
2. Prepare and maintain a file of AAUWNN and board minutes; copies of minutes may be distributed electronically.
3. Forward a copy of the minutes to all board members within two weeks of the meeting.
4. Prepare a summary of meetings of the Board of Directors and submit to the Newsletter Editor each month.
5. Have available for reference at all meetings a copy of:
 - a. AAUWNN Bylaws and Policies & Procedures.
 - b. List of AAUWNN Board of Directors.
 - c. Minutes for the meetings of the current and previous year.
6. Handle all correspondence for AAUWNN as delegated by the President or the Board of Directors.
7. Keep files of all communications received and letters sent.
8. Send cards on behalf of AAUWNN to members who are incapacitated, hospitalized or have had a death in their immediate family.
9. Write all thank you notes, except to speakers.
10. Attach a copy of the treasurer's report and other relevant material to the minutes.
11. Keep and archive the minutes permanently.

Treasurer

1. Chair the Budget Committee.
2. Present the budget to the Board for approval at the first board meeting of the fiscal year that begins (July 1).
3. After Board approval, present the budget at an affiliate meeting for membership approval.
4. Receive and deposit all monies due AAUWNN. An Income Voucher, properly completed, shall accompany every deposit. The Income Voucher must match the monies.
5. Disburse money for expenses only as authorized by Executive Board, or upon receipt of a properly completed voucher not in excess of budgeted amounts.
6. Forward membership dues for new members to the AAUW Treasurer; forward dues for renewing members, who wish to pay by check, to the AAUW Treasurer via debit card by the date specified by AAUW; forward AAUWMI dues to the AAUWMI Treasurer in the same manner.
7. Email copies of the monthly report to the President, Secretary and Treasurer, as well as to AAUWNN members.
8. Prepare the books for the annual financial review or audit. Present annual financial review or audit findings and year-end fiscal report at the first board meeting following the completion of the annual financial review or audit.
9. Keep Treasurer's records for at least four (4) years, then forward to Archivist. Annual financial reviews, audit reports and tax filings shall be kept permanently.
10. Maintain a file of the IRS documents, IRS Letter of Determination of tax status, State of Michigan filings and AAUW filings.

11. File the appropriate IRS and State of Michigan documents before the filing deadline each year, and provide copies to the President.
12. Send a statement of cost at the beginning of the fiscal year to members choosing to receive hard copies of newsletters and the directory based on the prevailing rate of duplication and U.S. postal rates.
13. Receive from the Budget Committee the amounts approved for endowments and scholarships.
14. Prepare contribution checks to the colleges made payable to the established AAUW Northville-Novi Branch Endowments.
15. Prepare scholarship checks for the graduating senior(s) made payable to the student and the college which they will be attending.
16. Prepare an article for the newsletter in April as a reminder for dues renewal. Send a mass renewal notice through AAUW (National).
17. Coordinate with Communication Chair updating the AAUWNN on-line calendar for meetings of the Budget Committee.

JOB RESPONSIBILITIES

STANDING COMMITTEE CHAIRS

The Chairs of the Standing Committees serve on the Board of Directors.

The Chairs of the Standing Committees have the responsibility of alerting Communication Chair of accurate upcoming committee meeting dates. Once verified, this information will be forwarded to Webmaster for posting.

Bylaws and Policies & Procedures Chair

1. Update AAUWNN Bylaws after each AAUW convention and AAUWMI annual meeting, and submit them to the AAUWMI Bylaws Chair.
2. Make recommendations for changes in the Bylaws to the Board of Directors in preparation for member vote.
3. Submit proposed wording to the AAUWMI Bylaws Chair for approval before submitting to AAUWNN for a vote.
4. Serve as a resource on the Bylaws and Policies & Procedures and their implementation to the Board of Directors.
5. Review the Policies & Procedures at least every two years with a committee and make recommendations to the Board for updating.

Communication Chair

1. Coordinate all aspects of AAUWNN communication and public relations. This to include:
 - a. Archivist/Historian
 - c. Facebook Manager
 - d. Member Directory Editor
 - e. Newsletter Editor
 - f. Webmaster
 - g. Print Media Contact
 - f. Photographer
2. Review communication tools and maintain files for login and passwords to access Facebook and Website.
3. Redefine and/or create new communication tools and methods that provide a consistent, positive image of AAUW and AAUWNN. Oversee website, Facebook and newsletter development; approve ALL material that will be distributed to the public for consistency in design and goals of AAUW, AAUWMI and AAUWNN. This includes tickets, brochures, newspaper/magazine articles, new member hand-outs, etc. (This does NOT mean the chair will write all of the literature; she just has to approve it.) Individual committees and projects do their own work; the chair shall approve for consistency and accuracy to AAUWNN members and to the community.
4. Oversee the maintenance and development of the AAUWNN website as an up-to-date major communication link to the community and members; it shall serve as an archive of important information and photos.
5. Any additions to be made affecting the website calendar are to be made through the Communication Chair and forwarded to the Webmaster for implementation. It is understood that the person submitting entries will be responsible for checking on the accuracy of the information given and posted.
6. Print a hard copy of the directory at the end of the fiscal year, and submit it to the Archivist.
7. Serve on the Initiatives Committee.

Communications Tools:

Archivist/Historian

1. Appraise, edit, and maintain permanent records and historically valuable documents.
2. Prepare items and documents for proper filing and storage and ensure preservation for future retrieval.

3. Research activities based on historical events that have influenced the empowerment of women.
4. Provide an updated history of AAUWNN events to complete and maintain the chronology of the organization.

Facebook Manager:

1. Perform research on current trends and audience preferences for Facebook utilization.
2. Set specific objectives for AAUWNN members (% utilization, input, etc.).
3. Publish and share engaging content in a timely manner (e.g., original text, photos, videos and news).
4. Suggest and implement new features to develop AAUWNN.

Membership Directory Editor:

1. Maintain a **current** membership mailing list with input from the Membership/Diversity V.P. and Treasurer.
2. Post and **regularly** update the on-line AAUWNN Membership Directory.
3. Broadcast various “blasts”, notices and information as required in a timely fashion.

Newsletter Editor:

1. Prepare the monthly AAUWNN newsletter and oversee the distribution process.
2. Work with the president to keep the newsletter focused on AAUWNN issues and concerns.
3. Request newsletter articles from the elected officers, standing committee and special committee chairs.
4. Distribute the AAUWNN newsletter to AAUWNN members not receiving it electronically.
5. Send newsletters to other S.E. Michigan AAUW affiliates as requested by consortium members or the president.
6. Submit newsletter to Communication Chair for timely posting.

Webmaster:

1. Design and implement social media strategy to align with AAUW and AAUWNN goals.
2. Maintain AAUWNN website. Monitor web traffic metrics and share with Affiliate Board when asked.
3. Create, modify and enhance appearance and setting of site.
4. Generate, revise web pages, and post current newsletter in a timely manner to facilitate communication with affiliate members and the community.
5. Lay out content on web pages.
6. Ensure the web servers, hardware and software are operating accurately, and are updated on a regular and timely basis.
7. Regulate and manage access rights of different users on website. Manage passwords.
8. Continuously test website to ensure that all aspects are user friendly.
9. Fix links that “don't work,” distorted pictures and other problems with viewing the website.
10. Test different browsers and ensure people with different operating systems can access the website.
11. Stay up to date with current technologies and trends in social media, design tools and applications.
12. Make all website calendar entries as forwarded by the Communications Chair.

Print Media Specialist:

1. Develop/edit/proofread written materials suitable for print publication that inform and appropriately target a given audience and are timed to be most useful, effective and relevant.
2. Employ proper word usage and tone that reflect and safeguard the AAUWNN image.
3. Maintain ongoing communication with board members and committee chairpersons.
4. Attend meetings **as necessary** to document accurate and current information for publication.
5. Develop and maintain relationships with print media contacts; and submit materials electronically by deadline.
6. Specifically, e.g., for the fundraiser fashion show, write scripts for the president’s welcome and for the mistress of ceremonies.

Photographer:

1. Attend AAUWNN events, and take pictures.
2. Save pictures in an electronic file.
3. Distribute pictures to Facebook Manager, Newsletter Editor, Webmaster, Print Media Specialist, Archivist, and others as requested.

Educational Gifts/ Legal Advocacy Chair

1. Keep records of contributions to the AAUW Funds.
2. Serve on the Program Committee and the Budget Committee.
3. Report to the Board of Directors, in November of each year, the dollar amount for the AAUW Funds, contributions based on budgeted amounts, and prepare the appropriate vouchers.
4. Report to the Board of Directors in November of each year the dollar amount for the annual contributions to local high school and community college scholarships based on budgeted amounts.
5. Prepare vouchers for contributions to the established AAUW Northville-Novis Branch, Inc. endowments at local colleges.
6. Conduct selection process of local high school scholarship recipients.
7. Prepare vouchers for scholarship recipients at high school(s) made payable to the senior student and college.
8. Recommend endowment contributions and scholarship amounts to the Budget Committee.
9. Coordinate the National AAUW National Conference for College Women Student Leaders (NCCWSL) with the University of Michigan – Dearborn (UMD), Oakland Community College (OCC) and Schoolcraft College (SC) by making arrangements to support students' attendance at the NCCWSL conference by donating the cost of registration and transportation for those students that are sponsored by AAUWNN. AAUWMI will be organizing the bus.
10. Attend and invite other affiliate members to scholarship functions hosted by each of the two community colleges to develop relationships, keep AAUWNN visible, and increase awareness and understanding of AAUWNN impact in the community.

Financial Development Chair

1. Facilitate development of short-term and long-term financial plans to achieve the budget objectives for board approval annually.
2. Present fund-raising plans for the up-coming fiscal year to the Board of Directors for approval at the May board meeting.
3. Coordinate with the Program Committee to minimize overlap with programs/activities requiring member cost in the same month.
4. Facilitate the development of strategy, and implement fund-raising plans.
5. Participate in the annual budget process.
6. Coordinate special fund raising committees.
7. Keep the membership informed and engaged in financial development activities.
8. Provide AAUWNN members with current information on the work of AAUW and AAUWMI funds.
9. Inform members on the availability of AAUW and AAUWMI grants and deadlines for such grants.
10. Encourage members to apply for research and projects grants.
11. Provide information on how individual member contributions and AAUWNN contributions to the AAUW Funds are used.
12. Serve on the Program Committee. Serve on Initiatives Committee.

Initiatives Chair

1. Facilitate development of short-term and long-term initiatives program plan for board approval.
2. Participate in the annual budget process with a request for financial resources necessary to implement the approved plan.
3. Guide the Initiatives Committee in its role to initiate, sanction, and develop an implementation strategy; help to pilot and coordinate initiative programs.
4. Initiate new interest groups and present committee recommendation to the Board of Directors for approval.
5. Coordinate community projects, i.e., Let's Read Math, Career Path Day, etc.
6. Provide open dialogue among the Board of Directors, chairs/facilitators of initiative programs, the coordinator of interest groups, as well as interest group members.
7. Serve on the Program and Budget committees.

International Chair

1. Provide information and topics of concern relating to international issues as provided by AAUW, AAUWMI, as well as AAUWNN, and submit newsletter articles on these subjects.
2. Act as a liaison to local and international organizations and populations, with a focus to engage and involve these groups.
3. Prepare vouchers for any contributions made to international groups to which AAUWNN provides scholarships, e. g., Kids4AfghanKids.
4. Serve on the Program Committee, the Membership Committee and Budget Committee.

Public Policy Chair

1. Interpret public policy to AAUW, AAUWMI and AAUWNN members.
2. Recommend action to AAUWNN and/or Board of Directors on public policy positions.
3. Implement AAUW public policy with AAUWMI and AAUWNN.
4. Ensure that Board of Directors' sanctioned public policy activity conforms to the IRS Compliance Guide for 501(c)(3) public charities. Board Officers and the Public Policy Chair are responsible for staying abreast of current rules.
5. All public policy activity taken in the name of AAUW must be cleared with the Public Policy Chair and/or President prior to initiation. *Individual members are free to act in their own name, but not in the name of AAUWNN. The freedom of speech of the individual member to speak a personal opinion in her own name is not abridged.*
6. Communicate with elected officials in support of AAUWMI and AAUW public policy positions.
7. Communicate AAUWNN concerns to AAUWMI Public Policy Committee.
8. Encourage AAUWNN member participation in corresponding with elected officials on AAUW positions.
9. Serve on the Program and Budget Committees.

COMMITTEES

COMPOSITION AND RESPONSIBILITIES

Budget Committee

Composition: Treasurer shall serve as Chair, Program Vice President, Membership Vice President, Communication Chair, Public Policy Chair, Education Gifts/Legal Advocacy Chair, Financial Development Chair, Initiatives Chair, and others with information basic to budget development.

1. Prepare the annual budget for adoption by the Board of Directors and AAUWNN membership.
2. Monitor budget activity and report to the Board of Directors mid-year.
3. Receive and review project proposals and fiscal requests for unbudgeted expenses beyond the adopted budget, and make recommendations to the Board of Directors.

Communication Committee

Composition: Communication Chair, Archivist/Historian, Member Directory Editor, Newsletter Editor, Webmaster, Facebook Manager, Print Media Contact, Photographer, Membership Vice-President, Program Vice-President, Initiatives Chair, Financial Development Chair, Educational Gifts/Legal Advocacy Chair.

1. Develop a plan to inform the membership and community of the mission and activities of AAUWNN.
2. Present a plan of communication for board approval.
3. Implement the plan.

Financial Development Committee

Composition: Financial Development Chair, Treasurer, and others with diverse experiences in fund raising.

1. Develop and maintain short-term and long-term financial plans to enhance the financial stability of AAUWNN.
 - a. Proposed plans should include a master plan, time commitment, projected income, expense and net.
 - b. Represent AAUWNN in a positive, professional manner.
2. Submit proposed plans to the Board of Directors for approval. The committee may create the plans but the committee chair presents to the board for approval.
3. Prepare the fund-raising plans to be included in the AAUWNN annual budget. The committee prepares the fund-raising plans prior to the annual budget meeting so they may be included in the first draft of the budget.
4. Implement the approved plan(s).

Initiatives Committee

Composition: Initiatives Chair, Facilitator/Chair of each initiative program, Communication Chair, and others with strong interest and skills in community action.

1. Develop short-term and long-term initiatives for Board of Directors' approval.
2. Participate in the annual budget process with a request for financial resources necessary to implement the approved initiative.
3. Initiate, sanction and develop an implementation strategy; and help to pilot and coordinate initiative programs.
4. Consider proposals for new interest group formation and make recommendations to the Board of Directors.

Membership/Diversity Committee

Composition: Membership/Diversity Vice President, Program Vice President, International Chair, Membership Directory Editor and others with recruitment skills.

1. Plan and implement recruitment strategies.

2. Contact potential members.
3. Continue personal contacts with all members.
4. Share new member interests with other committee chairs.
5. Plan and implement recruitment events.
6. Develop and implement AAUWNN mentoring program.
7. Plan and implement the new member orientation at least once each fiscal year.

Nominating Committee (See Bylaws Article IX for composition and procedures.)

1. Request suggestions for nominees from AAUWNN members.
2. Prepare a slate of officers for election at the annual meeting.
3. Have candidates submit biographical information for inclusion in the March newsletter.
4. Prepare information on nominees to be sent to AAUWNN members at least thirty (30) days prior to the election.

Program Committee

Composition: Program Vice President, Membership/Diversity Vice President, Education Gifts/Legal Advocacy Chair, Initiatives Chair, Public Policy Chair, International Chair, and others with program expertise.

1. To ensure mission-based programming, integrate AAUW program and public policy into planning AAUWNN monthly programs.
2. Plan and implement the monthly programs.
3. Conduct a survey of members regarding interests and topics for programs as needed.

COMMITTEES

PROCEDURES

Finance

1. When AAUWNN is asked to participate with other groups, the board will carefully consider all requests based on the program and the policies of AAUW, AAUWMI.
2. A gift of \$25. shall be sent in memory of a deceased member to "Remember the Ladies" or whatever organization or project is most appropriate and consistent with AAUWNN goals.
3. All bills for reimbursement of budgeted or approved expenditures shall be presented to the Treasurer as soon as incurred, but no later than the end of the fiscal year which ends on June 30.
4. Bills for all reimbursement must be submitted to the Treasurer attached to a voucher provided by the Treasurer.
5. Every voucher must be signed by the AAUWNN President or the Committee Chair.
6. The registrations for AAUW conventions, conferences and workshops may be paid (or partially paid) for official delegates and members of the Board of Directors, subject to board approval.
7. The person signing the voucher **cannot** issue the check.
8. Chairs of AAUWNN fundraising events shall present a written financial statement and a full written report to the AAUWNN President and Treasurer at the board meeting the month following the event.
9. The Board of Directors shall review the budget, comparing the budgeted amounts with expenses to date, in January of each year.

Communication

1. All AAUWNN publicity shall be submitted to the Communication Chair who will arrange the necessary media contacts.
2. All media publicity for AAUWNN should contain AAUWNN website address and Facebook location.
3. The president shall be kept informed of all publicity activities.

Newsletter:

1. The AAUWNN newsletter is used as a means of communication of Affiliate business to AAUWNN members.
2. Announcements of membership births, illnesses and deaths may be made in the newsletter.
3. Announcements that may be construed to be outside of AAUWNN business, programs or policies must be approved in advance in writing by the President, after conferring with the Communication Chair, before it may appear in the newsletter.
4. Prospective members may receive three (3) monthly newsletters electronically prior to application for membership.
5. Communication Chair edits the newsletter before it is published.
6. Members without electronic capacity may receive hard copies at the prevailing cost of duplication and U.S. postal rate.
7. The Treasurer will provide a statement to those choosing that option at the start of the fiscal year.

Directory:

1. The directory is published electronically.
2. The directory shall include all paid members as of the date of its publication.
3. Directories **will not** be available to non-members or to other organizations.
4. Members without electronic capacity may receive hard copies at the prevailing cost of duplication and U.S. postal rate. The Treasurer will provide a statement to those choosing that option at the start of the fiscal year.

Interest Groups

1. Interest groups reflect and fulfill the program policies of AAUWNN or the interests of its members.
2. New interest groups wishing to organize shall present their plans to the Initiatives Committee for recommendation and then presentation to the Board of Directors for approval.
3. Where funds are not budgeted for interest groups, prior approval by the Board of Directors must be obtained for reimbursement of expenses.
4. The Chairs of Interest Groups have the responsibility to forward the updated information to the Communication Chair, who will forward said information, once verified, to Facebook, the Newsletter and the Webmaster for posting.

Political Activity and Involvement

1. AAUWNN and the Board of Directors may not take a position on candidates for public office.
2. Individuals/members may support or oppose a candidate for public office **in her own name only** and not in the name of AAUW, AAUWMI nor AAUWNN.
3. Nominating petitions for candidates for public office may not be circulated at meetings.
4. Campaign materials regarding candidates for elected public office cannot be distributed at meetings of AAUWNN or Board of Directors.
 - Exceptions can be granted by the Board of Directors if materials for **all** candidates for a particular office are provided (i.e., in a candidates forum).
5. The AAUWNN directory is for the internal use of the members.
6. The AAUWNN directory shall not be given to others outside the affiliate and shall not be given to other organizations.
7. The AAUWNN directory may **not** be used for political purposes by either members or others outside of AAUWNN.

AAUWNN NAMED HONOREE

Selection Process

1. Annual Meeting Committee Chair shall request of the membership names and credentials of members who meet the criteria for the award.
2. The president will submit the names and credentials to the Executive Committee.
3. The Executive Committee will vote at the direction of the president.
4. The name of the selected nominee shall be kept confidential until the date of the presentation of the award.

Criteria

1. Awardee must be an active member of AAUWNN.
2. Consideration is based on activities that demonstrate a significant commitment to the advancement of AAUW's mission.
3. Activities may represent a concentrated time frame or an extended number of years.

Recognition

1. The Annual Meeting Committee Chair shall be responsible for obtaining an appropriate gift in recognition of the honoree's support of AAUWNN and its mission.
2. The gift will be presented at the annual meeting.
3. If the Board of Directors chooses to purchase an ad in the annual AAUWMI convention booklet to recognize the named honoree, the Annual Meeting Community Chair shall have this responsibility.

AAUWNN COMMUNITY ENRICHMENT AWARD

Selection Process

1. The selection of the Community Enrichment Award honoree is at the discretion of the Board of Directors in unique circumstances.
2. The award need **not** be given every year.
3. The award is intended for individuals in the community who are **not** members of AAUWNN.

Criteria

1. Awardee must have made an impact in his or her community.
2. Awardee demonstrates the goals and values of education, equity and women's issues in professional and personal endeavors.

Recognition

1. Recognition of the awardee shall be at the annual meeting.
2. The committee planning the annual meeting shall determine how she/he will be recognized.

WAIVER OF POLICY

The Board of Directors may vote to waive a policy by a majority vote of the board for a specific purpose or period of time.

REVIEW AND REVISION

1. The Bylaws and Policies & Procedures Committee shall review the Policies & Procedures annually.
2. It shall be the responsibility of the Bylaws and Policies & Procedures Chair to prepare and present the revisions to the Board of Directors for approval.
3. Approval of the Policies & Procedures by the Board of Directors shall be a majority vote.

October 2005

January 2007

May 2009

September 2010

May 2012

May 2014

June 2015

March 2017 draft

January 2018 draft

October 2, 2018 draft

May 23, 2019 draft

July 23, 2019 draft

August 22, 2019 draft

October 14, 2019/August 22, 2019 edit

November 5, 2019 edit

November 6, 2019