

**AMERICAN ASSOCIATION OF UNIVERSITY WOMEN OF MISSOURI**  
Policies of the State

The purpose of the Policies of the State is to serve as a guide to practices that have been found by the experiences of past boards to be satisfactory and acceptable. They include procedures and principles that are detailed and subject to change and therefore are not included in the bylaws.

These policies have not been voted upon by the state membership. Although they are not mandatory, they should be regarded with consideration. All policies are in accord with the bylaws of AAUW and of the state but subordinate to them.

These policies are to be reviewed and updated during each biennium by the governance/parliamentarian officer in consultation with the president and submitted to the state board for approval.

(In this document, AAUW refers to AAUW “national.”)

**I. THE BRANCHES IN RELATION TO THE STATE**

**A. Services to Branches**

The state board assists branches in interpreting and implementing the program of AAUW through:

1. The AAUW Missouri newsletter, which shall be published at least twice annually but not more than four times per year and sent directly by post or e-mail to each member of the state. Each published issue will be placed on the state website.
2. The annual AAUW Missouri directory, which shall contain the state bylaws and policies and a current roster of AAUW officers at state and branch levels. Additional copies, if available, may be ordered by branches for the cost of production and postage.
3. The AAUW Missouri website, [www.aauwmo.org](http://www.aauwmo.org), which shall be maintained as a resource with program information, AAUW MO history, bylaws and policies, past and present newsletters, forms, contact information, board meeting minutes and annual reports.
4. Communications and recommendations from state elected and appointed officers, and committee chairs.
5. Visits from state elected board members and appointed board officers which may be arranged upon request.

**B. Responsibilities and Duties of Branch Officers**

1. The branch president shall send to the state president the contact information of branch officers and committee chairs no later than July 1. The state president shall be informed of all changes in names and/or addresses of branch officers and committee chairs throughout the year.
2. The branch president and the branch governance chair are responsible for revisions and amendments to branch bylaws after each AAUW convention as instructed by the state governance/parliamentarian officer.
3. The branch finance officer shall complete the membership information according to AAUW policies. Membership lists must be sent with the state dues to the state finance officer by July 1.

### C. Recommended Procedures for Branches

1. Each branch should be represented at every state assembly and at state sponsored workshops when possible. Funds for expenses may be provided by the branch. Representation at AAUW conventions in odd numbered years is also desirable.
2. Branch officers and committee chairs should familiarize themselves with the bylaws and policies of the branch, of the state, and of AAUW.
3. The permanent file of the branch president should include:
  - a. A copy of the bylaws of AAUW, the state, and the branch;
  - b. A copy of the state policies;
  - c. A file of branch yearbooks and other historical data;
  - d. A file of reports of past branch presidents;
  - e. Current materials from AAUW and from state officers and chairs.
4. Each branch officer or chair should provide to the successor a file of useful materials. A joint meeting of incoming and outgoing boards for transfer of files and discussion of procedures is recommended.
5. Branch study groups may be organized in any field of the AAUW program and may be open to all, including those who are not eligible for AAUW membership.
6. The branch budget should be set up to include, if possible:
  - a. Necessary expenses of officers and committee chairs;
  - b. Funds for speakers and services, including visits by invited state board members;
  - c. Contributions to the AAUW Fund;
  - d. Expenses of members attending conventions, other meetings and workshops.
7. Branch dues should be conserved for the AAUW program. AAUW branches are encouraged to raise money to advance the status of women and girls in equity and education by contributing to and fundraising for AAUW Fund and, when appropriate, for AAUW mission-based programs, activities, and services. Fundraising for other organizations at AAUW meetings, events, or in AAUW publications is not allowed. Branches must be in compliance with the AAUW Fundraising Policies and Guidelines.
8. Meetings open to the public or special guests are recommended when outstanding programs of service to the community or segments thereof are to be presented.
9. The branch board should recognize state board members as non-voting members of the branch board and extend to them the courtesy of attending branch board meetings.

## II. MEETINGS OF THE STATE

### A. State Assembly

1. An annual state assembly shall be held for the members of the state to conduct the business of the state. The state board, under the leadership of the president, has full responsibility for planning the agenda for the meeting.
2. The exact date of the state assembly should be announced in the newsletter in the fall issue before the event.

3. The president may request that each state board member send a written annual report prior to the state assembly. Oral reports should be confined to outstanding activities.
4. The state governance/parliamentarian officer shall determine if a quorum is present at the state assembly.
5. The rules committee shall be composed of the state governance/parliamentarian officer and the state president. The proposed rules for the state assembly shall be printed and included in the voter packet for approval by 2/3 of the members attending the assembly.
6. The President may appoint a resolutions committee composed of three members. It shall formulate appropriate resolutions in line with the policies and program of AAUW and present them to the state assembly for acceptance. Proposed resolutions must be submitted to the committee in writing at least two weeks prior to the state assembly.

#### B. State Conferences

1. A conference for all state members should be held each year. The conference should be scheduled for a minimum of one day. All state members should be encouraged to attend. The purpose of the conference is to present both AAUW programs and state programs, new developments, to exchange ideas, to discuss branch problems, to develop planning and leadership skills, to celebrate branch achievements, and to strengthen AAUW membership.
2. The state board, under the leadership of the vice president for program, has full responsibility for planning conferences and conventions. Responsibilities include arrangements for meeting place; planning the program; securing speakers and workshop leaders; reserving adequate housing for the attendees; arrangements for planned meals; and providing packets and handling registration.
3. Within three months after the state assembly, the vice president for program should submit a report to the state president. The report must include a statement of the event's income and expenses and an outline of the duties performed.
4. Sales by AAUW Missouri and its branches shall be permitted at AAUW Missouri conventions and leadership conferences. Proceeds of all such sales shall be designated only for AAUW Fund or branch/state operating funds as designated by the state or branch with items for sale.

#### C. State Board Meetings

1. Meetings of the state board should be held at the call of the president in the summer, fall, and winter.
2. In addition, a board meeting should be held in connection with the state assembly. The meeting should be a joint meeting of the outgoing and incoming boards.
3. It is advisable for the state board to meet at different sites throughout the state. If a branch is located in the area of the location of the state board's meeting place, the branch should be invited to assist and/or attend the board meeting. State members are welcome to attend business sessions of the board except in the event these sessions are declared closed. The state members attending who are not on the board should notify the president of their attendance no later than ten days prior to the state board meeting for meeting planning purposes.
4. State board members shall e-mail the entire board their reports and recommendations at least three days prior to the board meetings. If they do not e-mail their reports, the board members

shall bring copies of their reports and recommendations to the board meeting to be distributed to all board members. Copies of these reports and recommendations should then be sent to any board members not in attendance at that board meeting.

### III. JOB DESCRIPTIONS FOR THE STATE BOARD

#### A. Duties of State Board Elected Officers, Appointed Officers, and Committee Chairs

1. State Board Elected and Appointed Officers of the Board
  - a. Shall maintain a file of AAUW bylaws, state bylaws, policies, and current strategic plan.
  - b. Shall attend all board meetings as scheduled. If the position is shared with a co-officer, at least one of the co-officers shall attend. Each board officer position has one vote, and an officer must be in attendance to vote.
  - c. Shall submit a report at each state board meeting.
  - d. Shall submit an annual report, due date to be determined by the president.
  - e. Shall prepare articles for the state newsletter as needed or requested.
  - f. Shall lead workshops at conferences and conventions, if requested by the board.
  - g. Shall pass on to the successor a file containing a summary of work done during the officer's term of office including suggestions and instruction on unfinished projects or pending matters.
  - h. Shall donate to AAUW Fund to achieve 100% participation by the board.
2. State Board Committee Chairs
  - a. Shall maintain a file of AAUW bylaws, state bylaws, policies, and the current strategic plan.
  - b. Shall attend board meetings when the committee is included on the agenda and are welcomed and encouraged to attend all board meetings.
  - c. Shall submit a report to the board when pertinent committee work is in process and/or has been completed.
  - d. Shall submit an annual report, due date to be determined by the president.
  - e. Shall prepare articles for the state newsletter as needed or requested.
  - f. Shall lead workshops at conferences and conventions, if requested by the board.
  - g. Shall pass on to the successor a file containing a summary of work done during the committee chair's term of office including suggestions and instruction on unfinished projects or pending matters.

#### B. Job Descriptions of Elected Officers

1. President
  - a. Shall serve as official representative of the state.
  - b. Shall appoint the officers to the board, as required in the state bylaws.
  - c. Shall appoint committee chairs as needed, according to the state bylaws and policies.
  - d. Shall select members of special committees.
  - e. Shall file the names of state officers and chairs with national via the Member Services Database no later than June 1.
  - f. Shall plan the agenda and preside at all meetings of the state, board of directors and executive committee.
  - g. Shall plan board meeting dates for fiscal year by the July board meeting in concert with the board and/or executive committee.
  - h. Shall see that the notice of each board meeting, together with the agenda, is sent at least two weeks prior to meeting date.
  - i. Shall be responsible for leading the board in developing and/or reviewing an annual strategic plan for AAUW Missouri.
  - j. Shall be responsible for bringing state bylaws into conformity with AAUW bylaws.

- k. Shall determine the editorial policy of the state newsletter and website.
- l. Shall be responsible for the production of the state directory.
- m. Shall keep on file copies of reports from state board officers.
- n. Shall obtain up-to-date and accurate lists of all branch officers and oversee the preparation of the annual state directory.
- o. Shall send a letter to all branch presidents at least four times a year to keep them apprised of state activities.
- p. Shall serve as an ex-officio member of all committees except the nominating committee.
- q. Shall appoint two board officers to serve on the AAUW Missouri Outstanding Member Committee.
- r. Shall ask for suggestions for the nominating committee at the summer board meeting and appoint the members by September 1 in odd numbered years.
- s. Shall appoint members of state assembly resolutions committee.
- t. Shall serve on the state assembly rules committee and, together with the rest of the executive committee, serve on the finance committee and approve recommendations of the AAUW Missouri Branch Incentive Program committee.
- u. Shall communicate regularly with all state committees.

## 2. President-Elect

- a. Shall serve as the chair of the Woman of Distinction Award Committee.
- b. Shall serve as an ex-officio member of all other standing committees, except nominating committee.
- c. May continue to serve in the position already held.
- d. Shall assume responsibility for securing any memento to be given to the outgoing president.
- e. Shall perform such other duties as may be assigned by the board of directors.

## 3. Vice President for Program

- a. Shall plan and implement the programs and facilities for the convention and leadership conferences.
- b. Shall work with state board and selected branch leaders on details of leadership conference and convention.
- c. Shall be concerned with implementation of AAUW issues and priorities on the state level and branch level.
- d. Shall communicate information with branch vice presidents for program. This may be accomplished through the state newsletter, state website, by direct mail, e-mail or other means of electronic communication.
- e. Shall serve on the finance committee as a member of the executive committee.
- f. Shall assume the duties of the president in the president's absence or inability to serve.
- g. Shall succeed to the presidency automatically in the event of the death or resignation of the president.
- h. Shall chair the Missouri Star Award and Galaxy Award committees.
- i. Shall perform such duties as may be assigned by the board of directors.

## 4. Vice President for Membership

- a. When requested, shall provide copies of rosters of members available on Member Services Database to newsletter editor, communications officer and any other state board officer.
- b. Shall assist branch vice presidents for membership with issues of qualifications for membership and in the development of membership orientation programs.
- c. Shall encourage and support branch membership chairs in retaining and increasing branch membership.
- d. Shall work with the college/university relations officer to develop student affiliate programs throughout the state.

- e. Shall promote the establishment of new branches through visits to the community and notify the state board when a new branch is ready for official recognition.
- f. Shall serve on the finance committee as a member of the executive committee.
- g. Shall act as the presiding officer in the absence of both the president and the vice president for program.
- h. Shall serve as chair of AAUW Missouri Outstanding Member committee.
- i. Shall perform such other duties as may be assigned by the board of directors.

#### 5. Secretary

- a. Shall record the minutes of the meetings of the state board of directors, executive committee, and state assembly.
- b. Shall send to the president and appointed readers within one month a copy of the minutes of any meeting.
- c. Shall send the state board a copy of the minutes of the previous meeting no later than two weeks prior to the meeting date.
- d. Shall serve as the official repository of the minutes of all executive committee, board, and state assembly meetings until such items are given to the historian to be placed in the archives.
- e. Shall file all written reports presented at state meetings.
- f. Shall have available at all meetings a copy of the current AAUW Bylaws, the state bylaws and policies, and a list of state officers and committees.
- g. Shall assume responsibility for such correspondence of the state and executive committee as the president or executive committee shall delegate.
- h. Shall serve on the finance committee as a member of the executive committee.
- i. Shall perform such duties as shall be assigned by the president.

#### 6. Finance Officer

- a. Shall open accounts at a bank in the finance officer's locality and obtain a minimum of one additional signature to be on file.
- b. Shall serve as chair of the finance committee. The committee is to prepare annually a budget to be presented to the state board for approval and to the state assembly. The budget-planning meeting should meet at least four weeks prior to the annual meeting. The committee shall annually review investments as per IV., I., 4.
- c. Shall keep an itemized account of all receipts and disbursements.
- d. Shall pay all bills within the limits of the budget. Monies will be disbursed only on receipt of a check request to which receipts are attached as appropriate and which will be a part of the annual financial records.
- e. Shall disburse money only as directed by the president or executive committee.
- f. Shall present a detailed financial report to the executive committee and board of directors at each meeting and upon the request of the president at other times.
- g. Shall serve as custodian of all funds, securities, and business papers.
- h. Shall submit an annual written financial report to the state board which should also be available to the branches and members upon request.
- i. Shall be responsible for arranging for the annual financial review by a qualified person to be completed by October 1. The reviewer's report shall be presented at the fall state board meeting for adoption. A copy of the report shall be sent to the state president for the president's files.
- j. Shall prepare and file an annual income tax report if required by law.
- k. Shall renew official tax status, file corporate renewals, and attend to any other routine financial/legal affairs, including insurance policies.
- l. In case of failure to complete a term of office, shall submit the records for financial review before they are turned over to successor.

## C. Job Descriptions of Appointed Officers of the Board

### 1. AAUW Fund

- a. Shall promote and oversee growth of AAUW's mission through a statewide fundraising plan with goals and measurable outcomes.
- b. Shall understand all facets of AAUW Fund philanthropic programs, fund names and numbers.
- c. Shall work with branch AAUW Fund and Public Policy chairs to educate branch members about AAUW programs and priorities in these areas.
- d. Shall disseminate AAUW research, current information, updates of AAUW Fellows and grant recipients, and other program information to the board and branches.
- e. Shall work with state leaders and branches to integrate fundraising efforts for AAUW program and membership priorities.
- f. Shall serve as a consultant to branch AAUW Fund chairs regarding AAUW philanthropic structure, objectives, contributions management, and fundraising efforts.
- g. Shall submit all contributions generated by state fundraising and received from individuals and branches in a timely manner to the national office.
- h. Shall help to identify potential donors and opportunities for building fundraising capacity, including collaborative partnerships with other organizations.
- i. Shall maintain a listing of all contributions and donors credited to the state.
- j. Shall promote the AAUW Missouri Century Club and Century Club Plus to branches and individual members, setting branch goals, communicating progress, recognizing the donors at the state assembly, and printing the names of the donors in the state newsletter.
- k. Shall promote and administer the Named Gift Honoree program to the branches, keep the branches informed about giving status, receiving names of the honorees from each branch, recognizing the honorees at the state assembly, securing certificates from AAUW, and distributing and printing the names of the honorees in the state newsletter.

### 2. College/University Relations

- a. Shall serve as the link between AAUW and the higher education community to recruit and retain C/U partner members in the state and increase AAUW's visibility on campuses.
- b. Shall develop a C/U action plan that includes measurable goals and objectives.
- c. Shall ensure that C/U recruitment and retention priorities are included in the state strategic plan.
- d. Shall encourage all branches to appoint a C/U chair.
- e. Shall provide support to the branch C/U chairs with ongoing communication, resource sharing, and strategy development.
- f. Shall work with other state C/U chairs and the national C/U committee to integrate colleges and universities into other aspects of the state's activities, including programs, public policy, membership, fellowships and grants, the AAUW Legal Advocacy Fund, and the state convention/conference.
- g. Shall coordinate with branch C/U chairs to conduct "follow-up" in support of AAUW's C/U recruitment initiatives (e.g., mailings with personal contact to campus presidents and C/U representatives in Missouri).
- h. Shall develop and implement programs geared toward college/university faculty, administrators, staff, and students (e.g., LAF Campus Outreach Programs, Start Smart).
- i. Shall develop commitments from local and branch C/U chairs to support students to attend the National Conference for College Women Student Leaders (NCCWSL).
- j. Shall involve C/U representatives in state conventions, conferences, and special events.
- k. Shall assist the vice president for membership in promoting individual memberships to graduating seniors, graduate students, faculty, administrators, staff, and other potential AAUW

members on campus.

- i. Shall promote the student affiliate program to undergraduate students; collect and input e-student affiliate memberships in the Member Services Database if requested by the branch C/U representative and assist the state MVP and branches in organizing AAUW student organizations and possibly state/branch student advisory councils.
- m. Shall participate in state coalitions that will help move AAUW's C/U efforts forward.

### 3. Communications

- a. Shall develop and maintain ability to communicate with branches and individual members.
- b. Shall maintain a database of contact information for AAUW MO board and branch presidents.
- c. Shall update and maintain a Yahoo or similar group for the AAUWMO Board. Shall send messages by e-mail or by using the AAUWMO Board Yahoo group.
- d. Shall send the state newsletter to branch presidents by e-mail for distribution to their members who have email addresses; prepare a label list for postal mailing; and have copies printed and mailed to postal recipients.
- e. Shall administer and keep current Yahoo or similar groups for the purpose of sharing reports, information and newsletters from the branches.
- f. Shall cooperate, communicate and share services with the web manager and the state newsletter editor.
- g. Shall prepare a summary report after state conventions and conferences to send to branches for publication in branch publications and news media.
- h. Shall encourage and assist branches to publicize their activities in local newspapers.

### 4. Public Policy

- a. Shall formulate and implement the state public policy program in compliance with AAUW policy.
- b. Shall present annually a proposed state public policy program for approval by the board at the fall meeting.
- c. Shall promote lobbying efforts for the approved public policy program through Missouri Lobby Corps.
- d. Shall attend and assist the Missouri Women's Network meetings in preparation for Equity Action Day, Equality Day Brunch, and Legislative Retreat participation each year.
- e. Shall encourage the appointment of women to public boards and committees.
- f. Shall encourage women to run for public office.

## D. State Board Standing Committees/Chairs

### 1. Administrative Assistant

- a. Shall be responsible for assisting with correspondence and mailings, assisting with logistics at state meetings, and other duties as requested by the president or state board.

### 2. Governance and Parliamentarian

- a. Shall be versed on the rules and usage of *Robert's Rules of Order Newly Revised* as well as the bylaws and policies of the state.
- b. Shall advise on the procedure of the state in all instances in which these rules are applicable and in which they are not inconsistent with the bylaws and policies of the state.
- c. Shall work with the president in reviewing and updating the state bylaws following AAUW conventions.
- d. As deemed appropriate, in consultation with the president and others, shall prepare amendments to the state bylaws to be reviewed by the state board at the winter meeting. Notice of proposed amendments shall be sent to the branches at least thirty days prior to the

- state assembly.
  - e. Shall review and update the state policies as needed.
  - f. Shall serve on the state assembly rules committee.
  - g. Shall keep a copy of each branch's bylaws on file and ensure a copy of each is sent to AAUW as requested.
  - h. Shall receive and review the biennial amendments of all branch bylaws by December 1 following the AAUW convention to ensure that they conform to the current AAUW Bylaws.
  - i. Shall review proposed amendments to branch bylaws and send approval to the branch governance chair or designated person.
3. Historian
- a. Shall keep a record of the facts, events, and accomplishments of the state.
  - b. Shall, from time to time, seek to publish supplements to the *AAUW of Missouri History*.
  - c. Shall compile branch history supplements to be added to *History of the American Association of University Women of Missouri* at the end of each decade.
  - d. Shall assemble the basic records of each biennium and place these with other state records in the Western Historical Manuscript Collection at the University of Missouri in Columbia at the time they designate.
  - e. Shall gather the following additional materials for deposit in the archives:
    1. Annual report of the state president, including her summary of state activities
    2. Annual reports of other state board officers and committee chairs
    3. Copies of the annual convention or leadership conference program, area workshop programs, and/or programs of other state or regional meetings
    4. Copies of the Missouri newsletter
    5. Minutes of all state assemblies, board meetings, executive committee meetings, and other special meetings called by the state president
    6. Any materials as requested by board members
  - f. Shall solicit from all branches the following materials for deposit in the archives:
    1. A copy of each branch newsletter
    2. A copy of the branch yearbook, handbook, or directory
  - g. Shall accept for deposit in the archives any other material, such as scrapbooks, letters, etc., from a branch or board member, if the historian deems it to be of historical value.
4. Immediate Past President shall serve in the capacity of advisor.
5. Newsletter Editor
- a. Shall be responsible for the compilation and publication of the state newsletter. Newsletters are usually scheduled four times per year and published to accommodate notifying the membership of officer nominations for annual state assembly and conventions and conferences. The convention or conference issue shall be sent to all national members residing in the state.
  - b. Shall make necessary arrangements for printing and distribution of newsletter in cooperation with the Communications chair.
  - c. Shall send, if possible, newsletters published between October and December to all who have paid dues during the preceding year and to those who have paid dues during the current fiscal year.
  - d. Shall prepare a web version of the newsletter for on-line publication that does not list home addresses and that has compressed photos in consideration of allowable website space.
  - e. Shall submit the draft version of the newsletter to the president and any others specified to assist in proofreading prior to printing and distribution.

6. Web Manager
  - a. Shall arrange for renewal of the domain name, [aauwmo.org](http://aauwmo.org), and server hosting of the website.
  - b. Shall keep the website up to date by adding calendar items and contact updates within a reasonable time after they are provided or announced at state board meetings and by adding announcements, forms, state newsletter, and other information supplied by board officers and committee chairs.
  - c. Shall assist with administration of the board and state e-mailing lists (Yahoo or similar).
  - d. Shall collaborate with the communications officer to promote AAUW activities through the mediums of the website and AAUW MO Facebook page.
  
7. AAUW Missouri Branch Incentive Program (Includes awards from Peg Witt Grant and Reserve Fund)
  - a. Person(s) appointed by the president shall chair the selection committee.
  - b. The committee shall distribute all information and applications to all branches.
  - c. Application deadlines shall be established each year.
  - d. The committee shall read all applications submitted by the branches and send recommendations for funding to the president.
  - e. The recommendation list shall note all reasons for denial of funding for a project.
  - f. The president and executive committee shall approve all recommendations by the committee.
  - g. The committee shall notify the branch president of all awards or denial of rewards in writing (e-mail or letter).
  - h. The committee shall communicate with the finance chair so that checks will be sent within one week of notification.
  - i. The committee is responsible for the presentation by the branch award winners at the state conference/convention and the distribution of that information through the newsletter and website.
  
8. AAUW Missouri Star Award and Missouri Galaxy Award Committees
  - a. The award application shall be reviewed and revised yearly by the board at the May meeting.
  - b. The chair of the committee shall be the vice president for programs.
  - c. The committee shall distribute the applications to branches by June 1 which shall be due to the committee chair by the following April.
  - d. Star Award certificates with points ranging from 1 to 10 and Galaxy Awards shall be presented to branches at the annual state assembly in May.
  - e. The committees will evaluate applications and determine point values.
  
9. AAUW Missouri Outstanding Member Committee
  - a. The chair of the committee shall be the vice president for membership. The president shall appoint two additional board members to serve on the committee.
  - b. Award consideration shall be given to people who have made significant contributions to the mission of AAUW of advocacy, education, philanthropy, and research, together with outstanding support of AAUW Missouri.
  - c. The committee shall choose at least one, but no more than four honorees for the year. There is no limit in the number of times a person may receive the honor. The committee chair shall record the names in the state's records, prepare certificates, and arrange for presentation to the awardees at the annual state assembly.
  
10. National History Day in Missouri Committee
  - a. Person(s) appointed by the president shall chair the committee.
  - b. The chair shall serve as a judge for naming recipients of the AAUW Special Award at the National History Day in Missouri at the University of Missouri-Columbia in April and recruit additional judges as needed.
  - c. Three \$100 awards shall be presented to the best junior and senior individual entries on

women's history.

- d. The chair shall work closely with the AAUW Columbia Branch, coordinating application schedules, certificates, etc.
- e. The chair shall have an article in the newsletter prior to History Day, publicizing the event and encouraging branches to promote the contest in local middle schools (6th, 7th, 8th grades) and local high schools. There shall be a follow-up newsletter article reporting History Day results.

#### 11. Nominating Committee

- a. The board shall suggest names for the nominating committee at the summer board meeting. The president will contact five of those nominated and ask them to serve by September 1. The chair of the nominating committee will be chosen by the members of the committee.
- b. Shall publish in the fall issue of the newsletter a notice of positions to be filled at the next state assembly. The names and addresses of all members of the nominating committee should also be published.
- c. Shall encourage branches to submit names and qualifications of members recommended for these positions. Branches of seventy-five (75) or more members should submit at least two names for each position.
- d. Shall consider geographical distribution of nominees if possible, but qualifications of the nominees are the primary factor.
- e. Shall only nominate candidates who have agreed to run for an office.
- f. Shall report the list of nominees at the winter board meeting and prepare material for inclusion in the spring issue of the newsletter, thus providing for the required minimum notice to be given to branches of at least one month prior to election.

#### 12. Woman of Distinction Award Committee

- a. The selection committee shall be chaired by the president-elect who shall appoint a committee of 3 to 5 to administer the selection of a recipient of the award.
- b. The award shall be presented at the state assembly held in even numbered years. An appropriate award will be given to the recipient.
- c. By January 15 of even numbered years, branches shall be sent a nomination form with instructions. The form shall request information on education, honors, service to AAUW, service to profession, service to community and society, service to other women, and personal comments concerning the nominee. Each branch shall be allowed one nominee.

### IV. STATE FINANCES

- A. The current annual state dues set by the state assembly are \$10 per member. State dues are one half this amount, from January 1 – March 15 for new members.
- B. The current annual state student affiliate and graduate student dues set by the state board are \$3 per member.
- C. The current annual state student affiliate dues set by the state board for students who are members of an organized student-led satellite branch are \$0.
- D. The current annual state dues set by the state board for a recipient of a Give-a-Grad-a-Gift membership are \$0 for the first year of membership, if the recipient belongs to a Missouri branch.
- E. Each year the finance committee (members of the state executive committee) shall review the dues amount and recommend to the board at its January meeting if a dues increase is needed. If the board decides there is a need for a dues increase, the branches will be notified in writing or electronically at least 30 days prior to the annual state assembly that the dues increase will be on

the agenda and the reasons for the increase. The dues increase will be determined by a two-thirds vote of those present and voting at the assembly.

- F. The finance committee shall prepare annually a budget to be presented to the state board for approval and for their recommendation to the state assembly to approve it.
- G. A statement of the expenses of the outgoing state board shall be transmitted by the finance officer in the form of the annual budget report to the incoming state board for reference. Each board member shall be informed of the budgeted allowance at the first meeting of that board.
- H. A copy of the annual budget shall be sent to all branches after it is approved by the state assembly. After acceptance by the board, the finance officer's annual report and the report of the financial review committee chair shall be available upon request by a branch or a member.
- I. Guidelines for AAUW Missouri Assets:
  - 1. Operating funds shall be kept in a checking account.
  - 2. Contingency funds shall be kept in a checking account and a portion may also be kept in certificates of deposit. Interest earned should be placed in the operating fund.
  - 3. Peg Witt funds shall be kept in a money market savings account and a portion may also be kept in certificates of deposit. Interest earned should be kept in the Peg Witt fund. Monies from the Peg Witt Fund will be awarded by the AAUW Missouri Branch Incentive Program selection committee. Grants will be given, totaling no more than \$450 per year, for branch membership development and creation of new branches or revitalization of disbanded branches.
  - 4. Reserve funds shall be kept in a checking account and portions may also be kept in certificates of deposits and investments. Interest and dividends earned should be placed in the operating fund, or when agreed upon by the finance committee, reinvested in the account where they were earned.
  - 5. The finance officer will make the decisions concerning the amount of funds to be kept in checking accounts, money market savings accounts, and certificates of deposits, based on the timely needs of AAUW Missouri. The decision to purchase and sell investment funds should be made by the AAUW Missouri board. No investments should be in conflict with the AAUW mission. Investments should be reviewed annually by the finance committee (members of executive committee) with the finance officer serving as chair. Grants from the reserve funds will be awarded by the AAUW Missouri Branch Incentive Program selection committee, totaling no more than \$775 per year, for special projects that support program enrichment and/or assistance in attending state meetings.
  - 6. Requests for expenditures from the Contingency Fund may be made by any board officer at board meetings. A three-fourths vote of those present at the state board meeting is required for approval.
  - 7. Reserve funds are to be used only to promote AAUW goals and priorities. A request for use of funds must be received by the board members at least 30 days before a board meeting. The request should outline the project/activity and how the money will be used. The person/committee requesting the funds must be at the board meeting to answer any questions. The board may choose to vote immediately or at a future board meeting. A three-fourths vote of those present at the meeting is required for approval. After the project/activity has been completed, the requester must submit a report detailing expenditures and outcome.

## J. State Board Subsidies

1. State officers, other board members, and committee chairs shall be subsidized for travel to state board meetings and to the state assembly at the following rates:
  - a. thirty cents (30¢) per mile to the driver if driving alone;
  - b. forty cents (40¢) per mile to the driver if two or more people, as listed above (J.1.), travel in the same vehicle.
  - c. actual cost or up to ten cents (10¢) per mile up to actual cost of ticket, if commercial transportation is used.
2. Committee members and guests are encouraged to drive to the meeting in a vehicle with a board officer or member or standing committee chair.
3. State officers and members of the board, or people representing state officers and/or members of the board, shall be subsidized for travel to branch meetings (other than their own) at the following rates:
  - a. thirty cents (30¢) per mile to the driver if driving alone;
  - b. forty cents (40¢) per mile to the driver if two or more people, as listed above (J.1.), travel in the same vehicle.
  - c. actual cost or ten cents (10¢) per mile up to actual cost of ticket, if commercial transportation is used.
4. State officers and committee chairs may annually request \$25 reimbursement, according to the budget, for an ink cartridge to be used for printing AAUW Missouri reports, etc.

- K. Funds collected for state leadership conferences, conventions, and state meetings shall be deposited in the state operating fund and all bills shall be paid by the state finance officer unless other appropriate arrangements are made.

## V. DISBANDMENT OF A BRANCH

### A. State Board Responsibilities and Recommended Procedures

1. The finance officer shall be responsible for notifying the vice president for membership about a branch that has not forwarded for one year the required dues to AAUW.
2. The vice president for membership or board representative shall be responsible for contacting a branch to offer resources to aid the branch, and, when requested, to assist with solutions if a branch has:
  - a. decreasing membership or
  - b. not forwarded for 1 year the required dues to AAUW.
3. When the president receives notification of a branch's desire to disband, the president or the vice president for membership shall contact the branch to see if the state can assist the branch in maintaining status. If the branch is unable to continue to function, the president shall promptly notify the AAUW Membership Department, which shall then notify the AAUW Board of Directors, who shall have the final authority to withdraw recognition of the branch.
4. If there is no branch contact, the state may initiate the above process.
5. All assets turned over to the state finance officer from the branch shall be transferred and delivered to AAUW Fund.

6. The archives of a disbanded branch shall be sent to the state historian to be kept with the AAUW archives. If a local museum wishes to house them, that can be permitted with the consent of a majority of the state board members.

B. Branch Responsibilities and Recommended Procedures

1. The branch president may at any time contact the state president or the vice president for membership for assistance in maintaining an active branch.
2. If the branch is unable to continue to function as a branch, the branch president or representative shall notify the state president or the state vice president for membership.
3. In the event of the disbandment of the branch, all assets shall be transferred directly to AAUW Fund, or to an AAUW affiliated entity designated by AAUW, or may be sent to the state finance officer who will forward the assets to AAUW Fund.

Revised and adopted by AAUW MO State Board: October 2017