



**American Association of University Women
of the State of New York**

**BOARD OF DIRECTORS
WORKING RULES**

**Revised November 2013
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These Working Rules are designed to assist the members of the New York State Board of Directors in effectively performing their functions by providing job descriptions, policy framework, and working procedures not outlined in the State Bylaws. All statements are in conformity with the State Bylaws and should be considered an adjunct to them.

Any statement in the Working Rules not also included in the Bylaws may be amended by a simple majority of the Board present and voting.

I. PURPOSE OF THE BOARD OF DIRECTORS

The Board shall transact all business for the State, set policy, and act as an intermediary unit in relaying AAUW National program and policy to the branches.

II. COMPOSITION OF THE BOARD OF DIRECTORS

A. The State Board shall consist of

1. President
2. Program Vice President
3. Membership Vice President
4. Development Vice President
5. Public Policy Vice President
6. Treasurer
7. Secretary/Bylaws Chair
8. Administrative Director
9. District Director
10. College/University Director
11. Communications/Visibility Director
12. Convention Director
13. Diversity Director
14. Educational Opportunities Fund
15. *FOCUS* Editor
16. Historian
17. International Affairs/Cultural Interests Director
18. Legal Advocacy Fund Director
19. Immediate Past President
20. Others as deemed necessary

B. There may be appointed AAUW-NYS members who assist the board in an off-board capacity.

1. Membership/Finance Liaison
2. Database Coordinator
3. Web Manager
4. Others as deemed necessary

C. All members not elected by the Convention shall be appointed by the President in consultation with the Executive Committee and shall serve concurrently with the President. Each may be reappointed for one additional term in the same office. No member shall serve on the board for more than eight consecutive years except that a person who has served only one term as president, but has reached the board term limits may be permitted to be nominated for president by majority vote of the board of directors. If elected, they will also be permitted to serve as past president for one year, if they choose.

- D. When a sitting AAUW-NYS board member leaves the board, elects to remove herself from her board position, or is asked to step down by the president, that state board member forfeits all duties associated with board membership.

III. MEETING FORMAT OF THE NY STATE BOARD

The State Board conducts business at three meetings a year, all of which are open to the general membership.

- A. Summer meeting
 - 1. Approve annual budget.
 - 2. Develop plans for State program and Convention.

- B. Fall/Winter meeting
 - 1. Officers' reports
 - a. President: State of the State
 - b. Program Development - Projects, program development, and finalization of Convention plans
 - c. Membership: Current membership totals, approval of new branches
 - d. Development: Status of funds
 - e. Public Policy : Status of projects & events
 - f. Treasurer: Interim financial report
 - 2. Nominating Team: Presentation of qualified candidates
 - 3. Decision on site and date of the next year's Convention
 - 4. Action items from Directors and Special Committees
 - 5. Elect Nominating Committee Chair and alternate plus the Board Assistant to the Nominating Committee.

- C. Pre-Convention meeting
 - 1. Treasurer's interim report
 - 2. Consideration of resolutions
 - 3. Action items from Officers, Directors and Special Committees

- D. Post-Convention meeting (at the discretion of the President)

IV. DUTIES AND RESPONSIBILITIES OF BOARD MEMBERS

- A. General Duties and Responsibilities
 - 1. Attend Fall/Winter, Summer, and pre-Convention Board meetings.
 - 2. Attend State Convention and carry out responsibilities assigned by the President and Program committee.
 - 3. Participate in the State Leader on Loan program and submit to the President requests to travel to speak.
 - 4. Send copies of ALL official correspondence both inside and outside the organization to the State President.

5. Contribute articles to AAUW-NYS publications and the state website on area topics, produce branch newsletter and counterpart mailings four times per year.
6. Prepare an annual report to be sent to the State President.
7. Maintain a complete file of materials and correspondence to be passed to your successor.
8. Carry out additional duties as requested by the President and/or Board of Directors.
9. Send historical materials (according to the guidelines) to the State Historian.
10. Update their portion of the AAUW-NYS website at least semi-annually.
11. Relinquish possession of AAUW-NYS e-groups and lists of members upon leaving their board positions.
12. Safe keep all original official documents and records (Certificate of Incorporation, AAUW-NYS, Inc. seal, bank statements, financial investment reports).
13. Transfer all documents, records, etc. on or before July 1st to their duly elected or appointed successor.

B. State President

1. Responsibilities to AAUW National
 - a. Serve as State-representative to National Conventions.
2. Responsibilities to State
 - a. Serve as Chair of the Executive Committee.
 - b. Plan and distribute agendas for all State Board meetings to Board members.
 - c. Appoint all non-elected members of the State Board in consultation with the Executive Committee.
 - d. Represent the State in activities outside AAUW.
 - e. Appoint chair of ad hoc committees/task forces.
 - f. Appoint Resolutions committee as needed, in conjunction with the Public Policy Director.
 - g. Approve expenditures over the budgeted amounts.
 - h. Appoint an audit committee consisting of an experienced treasurer, current president, and one Board/branch member appointed by the President.
 - i. Appoint an individual to compile the State Directory and ensure everyone listed in the directory has a copy, including past NYS presidents.
 - j. Work with the District Director to prepare a list of District nominees to the Nominating Committee. Direct the election of District alternates to the Nominating Committee at the convention.
 - k. Assist Historian to identify those materials suitable to be sent to the official AAUW NYS Archives, housed at the Dept. of Rare Books, University of Rochester Library, Rochester, NY 14267.
 - l. Serve on the State Board for one year immediately following term of office and perform such duties as are delegated by the President.
 - m. Serve as ex-officio member of all committees except the Nominating Committee.
3. Responsibilities to branches
 - a. Communicate at least four times a year with all branch presidents to explain and promote AAUW National and State projects, actions, and plans through branch visits, correspondence, *FOCUS*, and State and district meetings.

- b. Develop and implement the program for an annual summer leadership conference.
 - c. Assist branches in the solution of problems through all appropriate means.
 - d. Promote the State Leader on Loan program.
 - e. Encourage branch participation in AAUW National and State meetings and conferences.
 - f. Encourage branches to keep State Board members informed about successful programs and projects.
4. Administer the State Leader on Loan program.
- a. Receive prior notification from Board members for all State Leader on Loan engagements.
 - b. Approve vouchers submitted by Board members for expenses incurred
 - c. Report to the Board a summary of all visits at the pre-Convention Board meeting.
 - d. Promote the State Leader on Loan program.
- C. Program Vice President
1. Responsibilities to AAUW National
- a. Integrate AAUW National program information, activities, and resources into the State program and throughout the state.
 - b. Keep the AAUW National informed about outstanding branch programs and projects.
2. Responsibilities to State
- a. Call and chair at least one meeting of the Convention Planning Team of the Board.
 - b. Serve on the Executive Committee.
 - c. Implement the Annual Convention program in conjunction with the Convention Planning Team and the Convention Director.
 - d. Act for the President in her absence and at her request.
 - e. Prepare an annual report to be presented at the Convention business meeting.
3. Responsibilities to branches
- a. Communicate at least four times each year with branch counterparts, including:
 - (1) Information about State program and projects; and
 - (2) Offers to help or visit for branch program planning.
 - b. Act as consultant for branch Program VPs/Chairs.
- D. Membership Vice President
- 1. Serve on the Executive Committee.
 - 2. Serve on the Convention Planning Team.
 - 3. Mentor existing branches and assist in the formation of new branches.
 - 4. Communicate at least four times each year with branch counterparts.
 - 5. Make available names of members-at-large so that branches may invite them to affiliate. Information can be obtained from "Focus" mailer.
 - 6. Plan and conduct membership workshops as requested.
 - 7. Prior to the Convention, consult with the Treasurer to reconcile membership figures.
 - 8. Prepare an annual written report of membership records to be presented and distributed at the Convention business meeting.

9. Submit other AAUW National and State reports, as required.
10. Assure that the national database membership information is correct. This may be delegated to the database manager.
11. Assure that the national database count information is correct. This may be delegated to the Membership/Finance Liaison.

E. Development Vice President

1. Provide information on the connections among the various AAUW program funds.
2. Funds
 - a. Promote and monitor contributions to EOF, LAF, and the many other Funds, including Leadership Program Fund, Eleanor Roosevelt Fund, and Public Policy Fund.
 - b. Handle all financial matters of the funds.
3. Communicate at least once each year with branch counterparts to disseminate news and information about programs, policies and procedures.
4. Help EOF and LAF Directors develop and present training sessions for EOF and LAF branch chairs to be presented as requested.
5. Serve on the AAUW-NYS Executive Committee.
6. Prepare an annual report and present it at Convention business meeting.
7. Prepare financial records for audit at the Summer Board meeting.
8. Serve as Chair of the Development Committee whose members must include the EOF Director and the LAF Director and serve as liaison between the two directors.
9. Serve on the Program Development Committee of the Board.
10. Work with EOF and LAF Directors to plan fundraisers for the State Convention.
11. Maintain a calendar of the dates for applications for all of the programs that fall under EOF, LAF, and other funds.

F. Public Policy Vice President

1. Study and interpret items of public policy appearing on State and AAUW National levels, keeping members and branches informed of pending legislation.
2. Receive resolutions for consideration and chair the Resolutions Committee and the Caucus at Convention. Present resolutions to the Convention for discussion.
3. Request that the resolutions committee review resolutions five years after they have been adopted at a NYS Convention and determine by September 1 whether the resolution remains current or historical.
4. Keep the membership informed of public policy actions taken on behalf of AAUW-NYS.
5. Develop biennial public policy priorities for approval at the Fall/Winter Board meeting and the Convention business meeting.
6. Recommend to the Board or Executive Committee positions on ballot issues based on AAUW's Public Policies.
7. Represent AAUW-NYS at NYS Legislative hearings, coalitions of women's organizations, lobby days, etc.
8. Communicate at least four times a year with branch counterparts.
9. Serve on the Convention Planning Team.
10. Serve on the Executive Committee.

G. Treasurer

1. Call and preside at meetings of the Finance Committee.
2. Supervise the preparation of the annual budget.
3. Present the budget to the Board for approval at the Summer Board meeting, and distribute copies to all Board members.
4. Collect state dues along with the membership/finance liaison and all other moneys and disburse these funds upon the order of the Board and/or the President.
5. Establish and maintain all moneys in savings and/or checking accounts in a financial institution. Change signatory on all moneys in savings/checking and/or investments to the current president and current treasurer as of July 15. Additional signatures may only be officers of the corporation with approval of the Board of Directors by simple majority.
6. Submit to the Board for approval any investment options.
7. Prepare the annual financial documents according to state and federal regulations.
8. Present a detailed financial report at least three days prior to each Board meeting and assure that copies are provided for each board member at the meeting.
9. Prior to February 1 each year, consult with the membership VP and/or the Membership/Finance liaison to reconcile membership figures with the goal of matching state and national statistics.
10. Send final membership statistics as of February 1 to Membership Vice President. This may be delegated to the Membership/Finance Liaison.
11. Send final membership statistics as of November 30 to the Development Vice President and the Educational Opportunities Fund and Legal Advocacy Fund Directors.
12. Prepare and present a written interim financial report at the Convention business meeting, with copies for all attending.
13. Close the state's financial records and prepare for the annual audit of business by June 30 of each year.
14. Secure liability insurance for state functions and directors and officers insurance for the board.
15. Serve on the Executive Committee.

H. Secretary/Bylaws

1. Keep all minutes of Executive Committee meetings, Board meetings, and Convention business sessions.
 - a. Send a draft copy of the minutes to the Board President of the meeting for review.
 - b. Send copies of the minutes to the Board.
2. Keep a file and have available for reference at all meetings copies of the National Bylaws, the State Bylaws and AAUW-NYS Board Working Rules and the minutes of the current and two previous years.
3. Act as bylaws Liaison to the Branches
 - a. Assist branches with desired/necessary branch bylaws revisions.
 - b. Receive proposed branch bylaws revisions and check for compliance with state and AAUW National bylaws.

- c. Give approval for branches to take bylaws revisions to their membership for a vote.
 - d. Keep a file (paper and/or electronic) of current, approved branch bylaws.
 - e. Notify Branches that are out of compliance and work with them to complete compliance.
4. Serve as the Bylaws Chair for the State.
- a. Call for proposed changes in the State Bylaws from the branches.
 - b. Review bylaws for compliance to AAUW, AAUW –NYS and NY State non-profit law and present all proposed changes to the Board at the Fall/Winter Board meeting for submission to the convention.
 - c. Prepare the exact text of the proposed changes with explanatory notes (if necessary) to the Convention Director for inclusion in the Convention mailing to branches and publishing in the state newsletter (*FOCUS*).
 - d. Present proposed changes at Convention.
 - e. Notify branches of changes in AAUW National Bylaws that affect branch bylaws after each AAUW National Convention.
 - (1) Follow AAUW National procedures for certifying branch bylaws.
 - (2) Keep records of compliance and encourage delinquent branches to comply.
5. Serve on the Executive Committee.

V. JOB DESCRIPTIONS: APPOINTED OFFICERS

A. Administrative Director

- 1. Keep lists of branch counterparts up to date for the president.
- 2. Make all arrangements (lodging, meals, reservations, etc.) for the fall board meeting, in consultation with the President.
- 3. When requested, the Directors' reports are to be emailed to the whole Board by a date predetermined by the President.
- 4. Make all arrangements (lodging, meals, reservations, etc) for the summer leadership conference in consultation with the President.
- 5. Assist the President with correspondence and other tasks as requested.
- 6. Serve on the State Bylaws Committee.
- 7. Oversee publication of the AAUW-NYS directory.

B. College/University Director

- 1. Serve as liaison between the Board and the C/U members in NYS.
- 2. Recruit and retain C/U membership.
- 3. Maintain, update, and circulate a current list of C/U members and their representatives.
 - a. Prepare list for inclusion in Convention Program by January 15.
 - b. Send updated list to State Treasurer by March 31.
- 4. Communicate at least once a year with representatives of member institutions.
- 5. Encourage interaction between branches and C/U members. Provide the C/U membership brochure (produced and distributed by the AAUW National offices) to each branch president.
- 6. Encourage participation in conventions and meetings by C/U representatives.

7. Coordinate with the Membership Vice President and Legal Advocacy Fund Director on issues related to higher education.
8. Serve on the Convention Planning Team.

C. Communications/Visibility Director

1. Act as liaison to branch public information, newsletter and website chairs.
2. Supervise any publications of the Board (other than the *FOCUS*) addressed to branch leaders and members as directed by the president.
3. Coordinate NYS press releases, marketing, and convention publicity.
4. Work with other state officers to help gain visibility for state priorities including program, public policy and the Voter Education Campaign, membership, diversity, LAF, the Educational Opportunities Fund, and leadership.
5. Oversee website creation and maintenance. This duty may be delegated to the web manager.
6. When requested, supervise creation and maintenance of AAUW-NYS e-groups. This duty may be delegated to the database coordinator.
7. Propose and implement website and e-group policies.
8. Notify other states when the *FOCUS* is available on the website.
9. Provide technical assistance to the Board including certificates, CD's and help.
10. Serve on the Convention Planning Team.

D. Convention Director

1. Serve as the direct liaison between the Program VP and the Convention Arrangements Team, and act as the primary contact with the hotel.
2. Select the sites for future conventions with the Program VP for approval of the NYS Board and negotiate contracts one or two years in advance.
3. Meet with the Convention Planning Team at the NYS Summer Board to be aware of space, time and special arrangements.
4. Develop and lead a Convention Arrangements Team.
5. Prepare convention budget for review and approval at the NYS Fall/Winter Board meeting preceding the convention.
6. Write articles for the *FOCUS* and branch newsletters.
7. Ensure that materials are prepared, by stated deadlines, for the convention mailing packet and the Convention Program Guide.
8. Handle registration, transportation and hotel arrangements for presenters and special guests as needed.
9. Provide gifts for non-AAUW presenters, in consultation with the Program VP.
10. Consult job description in the Convention Folder.
11. Maintain the Convention Rules document.
12. Meet in person or electronically with the hotel contact person, the Program VP and the Arrangements Team to review the progress of the convention program.
13. Prepare a final report for the NYS Summer Board meeting.

E. Cultural Interests Director

1. Enlighten all members concerning the expanded concept of Cultural Interests:
 - a. Emphasize the importance of the Arts in improving the quality of life.

- b. Emphasize the importance of recognizing the existence contributions of different ethnic groups in our society.
 - c. Promote lifelong education.
 - 2. Communicate with all branch counterparts four times a year.
 - 3. Encourage each branch to appoint a Cultural Interest Chair.
 - 4. Act as a resource in all matters concerning Cultural Interest topics.
 - 5. Serve on the Convention Planning Team

- F. District Director
 - 1. Coordinate the activities of the District Coordinators.
 - 2. Call and preside at meetings of the District Coordinators at the annual Convention and at the summer conference.
 - 3. Work with District Coordinators to obtain nominees for District positions on the Nominating Committee and forward them to the President.
 - 4. Serve as coordinator of local conferences and meetings.
 - a. Oversee the scheduling, planning and agendas for each local meeting through the District Coordinators.
 - b. Keep the President informed of these plans.
 - c. Submit a post-conference report to the Board of Directors.
 - 5. Serve on the Convention Planning Team.
 - 6. Oversee the process of honoring emerging leaders from the branches.

- G. Diversity Director
 - 1. Contact counterparts or other officers four times a year.
 - 2. Write an article for each issue of the *FOCUS*.
 - 3. Create articles that can be used in branch newsletters.
 - 4. Ensure that the diversity statement appears on all printed materials.
 - 5. Urge branches to seek a diverse membership.
 - 6. Emphasize the importance of recognizing the existing contributions of different ethnic groups in our society.
 - 7. Encourage the inclusion of diversity and social justice in all programs.
 - 8. Serve on the Convention Planning Team.

- H. Educational Opportunities Fund Director:
 - 1. Communicate at least four times each year with branch counterparts:
 - a. Explain the fellowships, grants, and special programs
 - b. Confirm deadlines set by National for contributions
 - 2. Encourage branches to appoint an EOF chair and advise branches on fundraising ideas.
 - 3. Work with Development VP to develop and present training sessions for EOF branch chairs to be presented as requested.
 - 4. Inform branches of Fellows in New York State and of other recipients of EOF grants.
 - 5. Act as liaison with EOF Fellows in the state.
 - a. Write letters of welcome to newly arrived Fellows and letters of congratulations to branches and individuals receiving grants.

- b. Serve on the Convention Planning Team of the Board and arrange for State Convention visitors as requested.
 - 6. Plan an EOF fundraiser for the State Convention. Be responsible for all funds raised being sent to National and the necessary forms for those contributions.
 - 7. Coordinate activities with the Development Vice President, LAF Director, Program VP, Public Policy VP, and the College/University Director concerning equity issues in higher education.
- I. **FOCUS** Director
 - 1. Edit, prepare and arrange for publication and distribution of the AAUW-NYS newsletter (FOCUS) four times each year.
 - 2. Order labels from the AAUW National for each issue.
 - 3. Oversee the distribution process (email and regular mail) for each issue. The database coordinator may assist with this duty.
- J. Historian
 - 1. Chair the History Team composed of the Historian, NYS President, International Affairs/Cultural Interest Director and an interested past NYS Board member.
 - a. Recommend guidelines for items to be preserved and archived in the University of Rochester (U of R) and those to be retained by each officer.
 - b. Review and determine materials to be archived at the U of R.
 - c. Write a brief report of the issues, activities and accomplishments of the AAUW-NYS Board at the end of their term.
 - 2. Work with the archivist at the University of Rochester.
 - 3. Make certain that the materials get to the archives at the U of R.
 - 4. Encourage and help branches of NYS to preserve their histories.
 - 5. Provide information through state publications and presentations.
 - 6. Serve as liaison with the AAUW National archivist or historian.
- K. International Affairs Director
 - 1. Serve to assure a global perspective in NYS policies and programs.
 - 2. Contact all branch counterparts four times a year.
 - 3. Serve on the Convention Planning and other committees as assigned.
 - 4. Be in contact with United Nations with particular attention to equity in education and health care for women and girls worldwide.
- L. Immediate Past President
 - 1. Serve on the State Board for one year and perform such duties as are delegated by the President.
- M. Legal Advocacy Fund Director
 - 1. Communicate at least four times each year with branch counterparts:
 - a. Explain the LAF Fund and special programs.
 - b. Confirm deadlines set by National for contributions.
 - 2. Encourage branches to appoint an LAF chair and advise branches on fundraising ideas.

3. Work with Development VP to develop and present training sessions for LAF branch chairs to be presented as requested.
4. Inform branches of recipients of LAF Case Support and Litigants.
5. Act as liaison with LAF Case Support or Litigants in the state.
 - a. Write letters of congratulations to branches and individuals receiving grants.
 - b. Serve on the Convention Planning Team of the Board and arrange for State Convention visitors as requested.
6. Plan an LAF fundraiser for the State Convention. Be responsible for all funds raised being sent to National and the necessary forms for those contributions.
7. Coordinate activities with the Development Vice President, EOF Director, Program VP, Public Policy VP, and the College/University Director concerning equity issues in higher education.

N. Membership/Finance Liaison (off-board)

1. Receive dues checks, Branch Dues Reports (BDRs) and Additional Dues Reports (ADRs).
2. Keep a spreadsheet that records each BDR & ADR by branch, which could be used to generate monthly reports for the Membership VP (MVP) and Treasurer.
3. Maintain file of BDRs & ADRs by branch.
4. Acknowledge receipt of dues to branch treasurer & MVP via email giving total counts and breakdown by member code. Communicate with branch treasurers and MVPs.
5. Photocopy checks in each deposit. Provide treasurer with paperwork and membership spreadsheets for audit.
6. Mail checks to Treasurer. Provide updates to dues rate chart on the website for Jan 1, Mar 16, July 1.

O. Database Coordinator (off-board)

1. Maintain a database of the state and branch leadership.
2. Assist the Communications Director in maintaining leadership counterpart e-groups.
3. Assist the **FOCUS** director in the distribution of the quarterly publication.

P. Web Manager (off-board)

1. Maintain the AAUW-NYS website.
2. Assist the Communications Director in the maintenance of branch websites.

VI. JOB DESCRIPTIONS: COMMITTEE and TEAM CHAIRS

A. General Duties:

1. Attend and preside at all meetings (or select a qualified substitute if unable to attend). In reaching committee decisions by open voting, the chair votes only in the case of a tie.
2. In secret ballots, the chair votes if the committee members voting total an even number, and does not vote when there is an odd number of voting members.
3. In no case does the chair permit an inconclusive vote or a tie.

VII. JOB DESCRIPTIONS: COMMITTEES and TEAMS

- A. The Executive Committee shall:
 - 1. Consist of the seven elected officers of the State.
 - 2. Meet at the call of the President in person or by conference call or other legal electronic means.
 - 3. Consult with the president on appointments made by the President.
 - 4. Act for the Board in the interim between regular meetings.

- B. The Finance Committee shall:
 - 1. Consist of the Treasurer and President plus no more than three additional NYS AAUW members appointed by the President.
 - 2. Meet at the call of the Treasurer.
 - 3. Advise the Board on all financial matters.
 - 4. Advise the treasurer on the development of the annual budget.

- C. The Convention Planning Team shall:
 - 1. Consist of the Program VP, Membership VP, Development VP, Public Policy VP, College/University Director, Communications/Visibility Director, Convention Director, Educational Opportunities Fund Director, Legal Advocacy Fund Director International Affairs/ Cultural Interests Director, Diversity Director and the District Director.
 - 2. Meet at least once a year at the Summer Board meeting to plan the state Convention.
 - 3. Refer to the written convention job descriptions and other printed guidelines.

- D. The District Team shall:
 - 1. Consist of the Director and one representative from each district in the State. They shall serve for two-year terms and shall be appointed by the incoming state President.
 - 2. Be required to meet at the Summer Leadership Conference.
 - 3. Provide direct contact between the branches in each district and the state president to collect required forms and information.
 - 4. Provide communication between the Board and branches.
 - 5. Coordinate local conferences and prepare a report for District Director in a timely fashion.
 - 6. Work with District Director to obtain nominees for District positions on the Nominating Committee.

- E. The Nominating Committee:
 - 1. The committee chair, assistant, and alternate shall be elected at the Fall/Winter Board meeting.
 - 2. A call to elections and a call for the nomination of alternates for the Nominating Committee to be sent to the District Coordinators shall be published in the Spring *Focus*.

3. Alternates to the Nominating Committee shall be elected at the convention.
4. The attending delegates to the Nominating Committee are required to meet briefly on the Friday evening of the convention.
5. Delegates and alternates are required to meet during the convention following the election of the new alternates at the business meeting. Travel expenses will be covered.
6. Additional work of the Nominating Committee maybe conducted at the Summer Leadership Conference for delegates and alternates. Travel expenses will be covered.
7. All Nominating Team alternates shall receive the same materials as the other members of the Team.
8. The Nominating Committee Chair shall serve on the NYS board.
9. The Nominating Committee delegates shall be reimbursed for travel expenses to required meetings.
10. The committee shall consist of representatives from each of the districts.
11. The committee shall be required to meet and participate in continuing communications at the call of the Chair, either in person, by means of a conference call, or by electronic communications. All voting is in person, by conference call or by other legal means.
12. The chair of the nominating committee will present a list of qualified candidates at the Fall/Winter Board meeting.
13. The following general policies will be in effect:
 - a. Obtain the permission of the candidate.
 - b. Endorsement of candidates
 - (1) The application for NYS officers and exactly three endorsements will be required to be received by the Nominating Committee Chair by the October 15th deadline.
 - (2) Endorsements should outline the candidate's qualifications for the position and the writer's qualifications for making the judgment. Applications and endorsements may be submitted in writing, electronically or verbally in event of need. Applications and endorsements must be received by the application deadline.
 - (3) Candidates shall arrange for three letters of endorsement that should outline the candidate's qualifications for the position and the writer's qualifications for making the judgment. Endorsements may be submitted in writing, electronically, or verbally in the event of need.
 - c. Objectives of the nominating process
 - (1) To select qualified candidates for each office.
 - (2) To inform the membership of each candidate's qualifications.
 - d. Responsibilities of the Committee and the Chair
 - (1) The Committee shall notify all members of the offices to be filled via *FOCUS*, and the qualifications for each office to be listed at the state website.
 - (2) The Committee may solicit additional qualified candidates.
 - (3) It is strongly recommended that candidates for all elective offices shall have AAUW leadership experience within the past five years.

- (4) The Chair shall prepare the final report of the Committee and inform the President before the Fall/Winter Board meeting.
 - (5) Following presentation of the report to the Board and prior to publication in the winter and spring issues of the *FOCUS*, the Chair shall notify the candidates and all others whose names were submitted for consideration of the list to be presented to the Convention. A notice of candidates will be published in the *FOCUS* and sent to branch presidents.
 - (6) The Chair shall present the candidates to the Convention or shall appoint a substitute to do so.
- e. Oversee the campaign and election at the convention.

The Campaign

- (1) Each candidate will submit a black and white informational flyer no larger than one page (8 ½" x 11" one side).
- (2) The Nominating Committee Chair will copy the brochures and forward them to the appropriate person for inclusion in the president's mailing and convention packets.
- (3) If there are multiple candidates for an office, additional flyers in black and white will be printed for convention distribution. Any other promotional materials and pre-convention campaigning is strictly prohibited.

The Convention Election

- (1) Candidates for office will be introduced at the president's reception before dinner Friday night.
- (2) At the business meeting the Nominating Team Chair will introduce the candidates, who will each speak for three to five minutes before the vote.
- (3) The Nominating Committee Chair will then present the slate of candidates to the President who will then conduct the voting process.
- (4) When the nominated slate of officers is running unopposed, a voice or raised hand vote may be taken for the complete slate.
- (5) When two nominated candidates are competing for one of the offices, written ballots must be used for that position. The Credentials Chair is responsible for providing the ballots, collecting and counting them with her committee. The Credentials Chair reports the results of the voting to the Nominating Committee Chair, who in turn gives them to the President to announce to the membership.
- (6) When a candidate is nominated from the floor, the candidate's written permission is necessary. A three to five minute speech giving the candidate's qualifications must be given immediately. Voting on the candidate follows one of the above procedures.

F. The State Bylaws Committee shall:

1. Consist of the Bylaws Chair, the Administrative Director, and up to three other Board members as appointed by the President.
2. Review the State Bylaws following each National and State Convention or as needed to address State concerns.

3. The chair shall present proposed revisions to the AAUW National bylaws committee for approval.
4. The chair shall prepare bylaws revisions for presentation to the NYS Board for approval at the appropriate regularly scheduled Board meeting.
5. The chair shall propose changes to Bylaws at the Convention business meeting.
6. The chair shall incorporate appropriate actions of the State Convention into the Bylaws.
7. The chair shall oversee publication of approved bylaws revisions for distribution to members.

G. Working Rules Committee

1. Shall consist of the secretary, the President and her appointees.
2. Will review the Working Rules as needed, and recommend adoption by the State Board.

H. Task Force Committee(s):

1. Shall consist of a Chair and as many other members as the President and Chair feel are necessary to carry out a specific task.
2. Will be appointed by the President in consultation with the Executive Committee.

I. Resolutions Committee

1. Appointment of Members
The committee shall consist of three to five members appointed by the Public Policy VP in consultation with the President. The President shall be an ex officio member.
2. Meetings
 - a. The committee shall conduct its responsibilities electronically (email or phone) following the March 15 resolutions deadline.
3. Responsibilities and Function of the Committee
 - a. Notifies the membership of resolutions' procedures.
 - b. Receives proposed resolutions from the membership, the elected officers, and NYS committees, including the Resolutions Committee.
 - c. Determines if the submitted resolution meets the criteria for presentation at the convention and informs the maker of acceptance or rejection of the resolution and the reasons.
 - d. Assists in rewording, combining, and drafting language for proposed resolutions to be presented to the Convention.
 - e. The committee has the task of determining if the resolution is to be presented with or without its recommendation.
 - f. The committee shall assist the chair in reviewing resolutions which have been in existence for five years and, if appropriate, recommend to the board that they be removed from the resolutions list.
4. Appendix A gives the process for presentation of a resolution.

VIII. FINANCIAL GUIDELINES

A. Annual Budget

The annual budget shall be prepared by the Treasurer, with input from the Finance Committee, on a zero base. The state treasurer shall alert board members to the necessity for submitting budget requests. Board members will submit their estimated expenses for the following fiscal year at least one month before the Summer Board meeting, at which time the budget will be finalized and approved. In making requests, board members should take into consideration non-reimbursed expenses that might not be possible for a successor.

B. Reimbursement of Expenses

1. Board Members

Each Board member shall keep an accurate record of all expenses incurred and shall also keep a record of the estimated cost of services and supplies that may have been obtained at no charge. Vouchers, accompanied by supporting receipts, must be submitted to the Treasurer for reimbursement within 45 days, per instructions on the reimbursement form. Director's expenses up to 20% over budget require approval of the President, while expenses over 20% must be approved by the entire Executive Committee.

Items covered include:

a. Operating expenses

- (1) Postage, telephone, duplicating, special resources, and similar items shall be covered by the budgeted amount for each office. Expenses above the budgeted amount will NOT be covered without the approval of the President.

b. Board meetings

- (1) Lodging: Single occupancy rate difference must be paid by Board Member, if requested.
- (2) Meals: programmed meals only.
- (3) Travel: Reimbursement at the rate of \$0.28 for round trip car mileage plus tolls and parking fees OR fare for public transportation including expenses for travel from terminal to meeting site. Every effort should be made to carpool, and it is expected that ALL available means of transportation will be checked and that the most economically feasible will be used. Members will be reimbursed for the lowest rate of reasonable travel. **Note – reimbursement rate is \$.14/mile until July 1, 2014.**
- (4) Other Expenses: As authorized by the President on an individual basis.
- (5) Board members must attend the pre-convention and post-convention Board meetings to be eligible for reimbursement of travel to convention, lodging and meals.
- (6) Board members must attend the entire weekend of the summer conference and the fall board meeting to be eligible for reimbursement of travel expenses.

c. State Leader on Loan

- (1) Meals and Lodging: provided by the host branch.
 - (2) Travel: reimbursed as above.
 - d. Conventions/conferences/meetings of AAUW other than NYS convention and board meetings
 - (1) The expenses of the President or designee shall be paid in full
 - (2) Reimbursement to other state board members will be the cost of early registration.
 - 2. District Coordinators shall be entitled to travel expenses at the same rates as Board members for the annual Convention.
- C. Submission of Expenses
- 1. Each Board member shall submit all expense vouchers to the Treasurer for reimbursement under the procedures outlined on the reimbursement form. The State is NOT responsible for payment of expenses submitted after the end of the fiscal year.
 - 2. Expenses incurred in preparation or for attendance at a particular Board meeting must be submitted within 45 days of that meeting.
 - 3. The Treasurer must obtain the President's approval for reimbursement of Treasurer's expenses.
 - 4. The President must obtain the Treasurer's approval for expenses above the budgeted amount.
 - 5. Administrative guidelines for the expense of reserve funds:
 - Expenses must be submitted to the Finance Committee, which will submit it to the board for approval after review. If the board is not meeting within 60 days the Executive Committee can approve the expense. If the amount is within a 20% overage of the budget, it can be paid with the President's approval. If it is over 20% it will require approval either of the board, if it is meeting within 60 days, or of the Executive Committee.
- D. Counting Cash
- 1. Two AAUW members must be present whenever cash is counted.

IX. AAUW-NYS ARCHIVAL GUIDELINES

- A. The AAUW-NYS Archives are housed in the Rush Rhees Library at the University of Rochester in Rochester, NY. They are in the Department of Rare Books and Special Collections.
- B. Only items that concern the activities of AAUW-NYS belong in the Archives. The AAUW National maintains an Archive in Washington for items. Each NYS Branch should have its own Archives in a safe place in its community.
- C. All memorable material from the previous decade should be in the Archives. If you want certain materials for reference, make copies of them so the originals are in the Archives.

- D. Examples of Documents to be Archived: State Newsletters, Leadership Portfolios, Convention Programs, Bylaws and revisions, Brochures (generated by the state), Minutes of the Board meetings, Committee Meeting Reports, State Officers' and Directors' Reports, Clippings (with source, date and page which have been copied on acid-free paper), NYS Project Reports and Programs, Handbooks, Legal Documents, Photographs (with the identity of the persons, date and event on the back, placed in a Mylar envelope which preserves the photos), Financial statements and audit report.
- E. Board members are to send archival materials to the historian for review and placement in the Archives at the University of Rochester. If in doubt as to whether it should be saved, send it, and the Historian in consultation with the Archivist will make the decision. DO NOT send directly to the University of Rochester.
- F. Review your position files and send valuable materials to the Historian, then discard the rest if it has no relevant value at this time. When it becomes your turn to pass on materials to your successor, plan how to have them organized and relevant.

X. AAUW-NYS LEADER ON LOAN PROGRAM

- A. Each branch and district may request a visit from one currently serving Board member in addition to the President.
- B. Travel expenses for each visitor will be paid by the State as described herein. Branches are responsible for meals and lodging.
- C. Participants in the State Leader on Loan will include all Board members. Additionally, the Board may invite an AAUW member with special skills or expertise to participate as a resource.
 - 1. A State Leader on Loan participant must be invited and be a presenter of a significant portion of the program.
 - 2. This pertains to participants in special State events and Branch Meetings.
- D. All requests for State Leader on Loan speakers MUST be made by the branch directly to the Board member.
- E. President's approval is required for an Officer/Director to go to a branch as a Leader on Loan.

XI. WEBSITE POLICY

This policy is designed to maintain the integrity of AAUW-NYS on the World Wide Web and to avoid the use of AAUW's name in ways inconsistent with its image, mission, policies, and programs. Any inquiries about the website or this policy should be directed to the web manager.

- A. Purpose

1. The purpose of the website shall be two-fold.
 - a. Information/publicity/outreach for AAUW-NYS.
 - b. Information/training for members.

- B. Web manager
 1. The web manager shall maintain the existing site.
 2. The web manager will incorporate current methodology of web design.

- C. Website Advisory Committee (WAC)
 1. The Committee will consist of the AAUW-NYS president, Communications/ Visibility Director.
 2. The Committee will define, update and enforce the website policy.
 3. The purpose of the website policy is to define the content, format and style of the information published.
 4. The AAUW-NYS President will be the spokesperson for the Committee.

- D. Ownership Statement
 1. All content unless otherwise specified is the property of AAUW-NYS.
 2. Content may be used for AAUW purposes.

- E. Content
 1. Content for posting may be submitted by branch representatives and state board members to the web manager.
 2. All responsibility for content of branch pages lies within the branch.
 3. Other content requested to be posted will be done with the approval of the Website Advisory Committee or the NYS Board.

- F. Timeliness
 1. Material to be posted should be sent to web manager at least one week in advance of posting date.
 2. It is the responsibility of branches and state board members to check content and request that expired content be removed.
 3. Obviously dated material may be removed at the discretion of the web manager.

- G. Privacy Statement
 1. All contact information provided is intended solely for AAUW purposes.
 2. It is the responsibility of the sender (newsletter editors, branch representatives, state board members) to remove personal or sensitive material before sending content to web manager for posting.
 3. Email addresses of members will not be posted for contact purposes unless permitted by member.
 4. If an email address is unavailable for contact purposes, the member's telephone number may be posted only with the member's permission.
 5. AAUW-NYS does not share, disclose or sell any personal information provided through an electronic request for information by a visitor or guest.

XII. MISCELLANEOUS

A. State Special Project Grants

1. A branch or individual may submit to the New York State President the state application for Special Project Grant.
2. The President will present the request to the Executive Committee for consideration.
3. The Executive Committee will have the option of approving, rejecting, and/or sending the proposal back for further clarification.

B. Mailing Lists

Mailing lists shall be furnished to outside organizations ONLY with the approval of the President, and such courtesy will be extended only where material helpful to branches is offered. Mailing lists shall NOT be used for ANY commercial purpose.

C. AAUW-NYS Convention Honorarium for Past State Presidents

A past NYS President may request a stipend which covers up to \$100 of convention expenses. The request must be made to the presiding AAUW-NYS President one month before the NYS Convention deadline. The recipient will be expected to attend the Resolution Caucus, the Convention Business Meeting and other meetings as requested by the presiding President.

D. Districts of the State. New York State is currently divided into 7 Districts, as follows:

District 1 (3 Branches)

Buffalo 1890
 Dunkirk/Fredonia 1925
 Jamestown 1915
 University at Buffalo
 Student Group 2012

District 2 (6 Branches)

Alfred/Hornell 1938
 Bath 1953
 Elmira/Corning 1917/1890
 Fairport Area 1970
 Greater Rochester 1916
 Yates County 1932

District 3 (6 Branches)

Cortland 1965
 Ithaca 1917
 Mohawk Valley 1913

Oswego 1918
 Skaneateles 1981
 Southern New York 1900

District 4 (6 Branches)

Adirondack 1920
 Albany 1890
 Amsterdam/Gloversville/
 Johnstown 1967
 Fulton-Montgomery
 Community College Student
 Group 2012
 Kingston 1925
 Poughkeepsie 1925
 Schenectady 1902

District 5 (3 Branches)

Rockland County 1962
 Staten Island 1962

Westchester County 1956

District 6 (8 Branches)

East Hampton 1958
 Garden City 1938
 Islip Area 1960
 Massapequa Area 1957
 Mid-Island 1949
 Nassau County 1922
 North Shore 1939
 Smithtown 1973

District 7 (2 Branches)

Jefferson County 1977
 St. Lawrence County 1927
 Jefferson Community Col.
 Student Group 2011

Online (1 Branch)

Empire State Virtual 2012

XVIII. APPENDIX

A. RESOLUTION PROCESS

The purpose of a resolution is to focus attention on Issues of importance to the mission and vision of AAUW. The resolution should contain specific and realistic suggestions for action.

Guidelines for writing a resolution for consideration at a NYS convention;

1. Determine exactly the action you want from the NYS Board or branches and/or the specific person or committee that will carry out the desired action. For example: The NYS President will... NYS Public Policy Vice President will... Branches will...
2. Determine how your concern/project/recognition relates to AAUW's mission and AAUW Public Policy Priorities. It must fit into the AAUW Public Policy Program. When your resolution is submitted, please indicate where you believe it fits into that Program.
3. Resolutions to be reported to the Convention must meet all of the following criteria:
 - a. Must relate to a specific NYS Public Policy Priority.
 - b. Specific NYS Impact on Public Policy Goals.
 - c. Practical/fiscal potential for implementation.
 - d. Potential for distinctive AAUW contribution.
4. Draft your resolution.
 - a. The introductory paragraph should contain the who, what, when, where and why of the resolution.
 - b. The introductory paragraph should be followed by a series of statements (beginning with Whereas..) that are general but pertinent to the issue. You can make statements about societal conditions, historical facts, etc. that suggest the need for the resolution.
 - c. The third phase of the resolution is more philosophical or sociological and leads into the final paragraph which begins with this statement: Now, therefore, be it resolved that AAUW-NYS:
 - (1) Recognizes the importance of ..OR
 - (2) Urges that a specific group such as the legislature, professional organization, elected official(s) take a specified action- example (RESOLVED: That AAUW-NYS urges the New York State Legislature to enact a Clean Elections system of full public financing into law In order to break the hold big money interests have over the electoral and legislative processes of government and restore the democratic principle of one person, one vote, Q ...OR
 - (3) Urges/suggests action to be taken by NYS President, a specific NYS Director, a specific committee or NYS branches/members... example (FURTHER RESOLVED: That the AAUW-NYS President and AAUW-NYS Public Policy Director send copies of this resolution to Governor ____, Senate Majority Leader ____, Senate Minority Leader ____, Assembly Speaker ____, and Assembly Minority Leader ____, state assembly members and senators) ... OR
 - (4) Commends any branch/individual/community for already taking action on the specified issue.

5. Proofread your resolution; verify its accuracy with other supporters. Be sure to include the name of the branch(es) or persons presenting the resolution at the bottom.
6. Submit your written resolution to the NYS Public Policy Vice President
 - a. Send a copy to the NYS Public Policy Vice President at least four weeks before the start of the NYS Convention for approval by the committee. The committee may request revisions or restatements for clarity of purpose before approving the resolution for presentation at the business meeting.
 - b. Bring copies of the approved resolution for the entire NYS Convention body and for those attending the resolutions caucus. Contact the NYS Public Policy Vice President or NYS Convention Director or Convention Registration Chair to determine the number of copies needed.
 - c. Someone from the submitting branch or representing the resolution speaks to the issue at the resolutions caucus and at the business meeting.
 - d. These resolutions submitted to the NYS Convention delegates from the committee by the NYS Public Policy VP require "a majority vote of those present and voting shall be required for adoption"
7. Resolutions not submitted ahead being presented at the convention from the floor or at the caucus (which is considered "from the floor") need:
 - a. Copies of the resolution to be presented to the delegates at the business meeting. Copies for the Resolutions Caucus attendees are helpful as well. Contact the NYS Public Policy VP or NYS Convention Director or Convention Registration Chair to determine the number of people attending so you can make enough copies for all.
 - b. Someone from the submitting branch or representing the resolution to speak to the issue at the resolutions caucus and at the business meeting.
 - c. A two third vote of those present and voting for discussion. A negative vote means the delegates do not permit the resolution to be brought up for discussion. This is the risk you take by not getting committee approval prior to the convention.
 - d. A three quarters vote of those present and voting is required for adoption of the item.
8. Give the NYS Secretary/By-laws Chair a copy of your resolution.
9. Check with the NYS Public Policy VP to prevent duplicate resolutions.
10. Contact the Public Policy VP with questions, comments, concerns.