

**AMERICAN ASSOCIATION OF  
UNIVERSITY WOMEN**

**NEW YORK STATE**



**BOARD OF DIRECTORS**

**WORKING RULES**

**Revised Spring 2008  
Mimi Korb**

## **AAUW-NYS BOARD OF DIRECTORS WORKING RULES**

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 Association 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. Educational Foundation Vice President
  5. Legal Advocacy Fund Vice President
  6. Treasurer
  7. Secretary/Bylaws Chair
  8. Administrative Director
  9. District Director
  10. College/University Director
  11. Communications Director
  12. Convention Director
  13. Cultural Interests Director
  14. Diversity Director
  15. *FOCUS* Editor
  16. Historian
  17. Equity Director
  18. International Affairs Director
  19. Visibility Director
  20. Public Policy Director
  21. Voter Education Director
  22. Immediate Past President (first year to advise only)
  23. Others as deemed necessary
- B. 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.

### **III. MEETING FORMAT OF THE 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, finalization of Convention plans
    - c. Membership: Current membership totals, approval of new branches
    - d. Educational Foundation: Status of funds
    - e. Legal Advocacy Fund: Status of funds
    - 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
  
- 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)
  - 1. Elect the Board Chair of the Nominating Committee, as well as the board representative and board alternate

### **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 Leader on Loan program and submit to the Administrative Director 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 Historians.
10. Update their portion of the AAUW NYS website semi-annually.
11. Relinquish possession of AAUW NYS e-groups and lists of members upon leaving their board positions

**B. State President**

1. Responsibilities to Association
  - a. Serve as State delegate to Association Conventions.
  - b. Attend the Association's Leadership Conference
  - c. Work with the Regional Director in planning regional meetings.
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.
  - d. Represent the State in activities outside AAUW.
  - e. Appoint chair of ad hoc committees/task forces.
  - g. Appoint Resolutions committee.
  - h. Approve expenditures over the budgeted amounts.
  - i. Appoint an audit committee consisting of an experienced treasurer, current president, and one Board/branch member appointed by the President.
  - j. Appoint an individual to compile the State Directory and ensure everyone listed in the directory has a copy, including Association representatives, and past NYS presidents.
  - k. Work with the District Director to prepare a list of District nominees to the Nominating Committee. Direct the election of District nominees to the Nominating Committee at the convention.
  - l. 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.
  - m. Serve on the State Board for one year immediately following term of office and perform such duties as are delegated by the President.
3. Responsibilities to branches
  - a. Communicate at least four times a year with all branch presidents to explain and promote Association and State projects, actions, and plans through branch visits, correspondence, FOCUS, and State and district meetings.
  - b. Assist branches in the solution of problems through all appropriate means.
  - c. Promote the Leader on Loan program.
  - d. Encourage branch participation in Association, Regional, and State meetings and conferences.
  - e. Encourage branches to keep State Board members informed about successful programs and projects.

- C. Program Vice President
  - 1. Responsibilities to Association
    - a. Integrate Association program information, activities, and resources into the State program and throughout the state.
    - b. Keep the Association informed about outstanding branch programs and projects.
    - c. Arrange for Association Travel Program visitors, including completion of evaluation form.
  - 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
      - (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 as requested by the President.
  - 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.
  - 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 report of membership records to be presented at the Convention business meeting.
  - 9. Submit other Association and State reports, as required.

- E. Educational Foundation Vice President
1. Handle all financial matters of the State Educational Foundation Fund:
    - a. Set up (a) bank account(s) for deposit of funds and maintain a ledger of all contributions and withdrawals in this (these) account(s).
    - b. Forward all branch and individual EF contribution checks to Washington as received.
    - c. Keep accurate records and copies of all checks sent to Washington.
    - d. Send EF State Report form and moneys to the Association before the deadline set.
    - e. Prepare EF financial records for audit at the Summer Board meeting
  2. Recommend to the Board at the Fall/Winter Board meeting the allocation of AAUW NYS EF moneys sent as undesignated funds.
  3. Inform branches of Fellows in New York State and of other recipients of EF grants.
  4. Act as liaison with EF Fellows in the state
    - a. Write letters of welcome to newly arrived Fellows and letters of congratulations to branches and individuals receiving grants.
    - b. Arrange for a State Convention visitor as requested.
  5. Communicate at least four times each year with branch counterparts:
    - a. Explain the fellowships, grants, and special programs
    - b. Set deadlines for contributions
  6. Develop training sessions for Educational Foundation branch chairs to be presented as requested.
  7. Serve on the Convention Planning Team of the Board.
  8. Serve on the Executive Committee.
  9. Prepare an annual report and present it at Convention (business meeting).

- F. Legal Advocacy Fund Vice President
1. Disseminate news and information about the LAF programs, policies and procedures to branches.
  2. Encourage branches to appoint a LAF Chair.
  3. Advise branches on fundraising ideas and receive contributions to LAF from branches or individuals and forward them to the LAF office.
  4. Keep accurate records of all contributions sent to Washington, including copies of checks, to be able to reconcile the Washington statement of contributions with your records.
  5. Serve on the Convention Planning Team, Plan and implement LAF programming at the state convention.
  6. Clarify the connection between the Educational Foundation and the Legal Advocacy Fund.
  7. Participate in partnerships with the Association and Educational Foundation at the state and national levels.
  8. Cooperate with the Educational Foundation Vice President and the College/University Director concerning equity issues in higher education.
  9. 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 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.
6. Submit to the Board for approval any investment options.
7. Prepare the State income tax return according to federal regulations; prepare the form for the successor for the first year since the report will be based on the previous fiscal year.
8. Present a detailed financial report at each Board meeting with copies for each member.
9. Prior to the Convention, consult with the membership VP to reconcile membership figures
10. Prepare and present an interim financial report at the Convention business meeting, with copies for all attending.
11. Close the state's financial records and prepare for the annual audit of business by June 30 of each year.
12. Send final membership statistics as of February 1 to Membership Vice President.
13. Send final membership statistics as of November 30 to the Educational Foundation and Legal Advocacy Fund. ( Vice Presidents.)
14. Secure liability insurance for state functions.
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 within two weeks of the meeting for review
  - b. Send copies of the minutes to the Board within one month of the meeting
2. When requested, the Directors' reports are to be (e-)mailed to the Secretary, who will forward all the reports to the whole Board by a date predetermined by the President.
3. Keep a file and have available for reference at all meetings copies of the Association Bylaws, the State Bylaws and AAUW-NYS Board Working Rules and the minutes of the current and two previous years.
4. 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 association 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.
  - f. Complete required Association forms regarding the status of branch bylaws.
5. Serve as the Bylaws Chair for the State.
- a. Call for proposed changes in the State Bylaws from the branches.
  - b. Present all proposed changes to the Board for approval 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 Association Bylaws that affect branch bylaws after each Association Convention.
    - (1) Follow Association procedures for certifying branch bylaws.
    - (2) Keep records of compliance and encourage delinquent branches to comply.
6. 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. Receive quotations and order State stationery to be distributed at Board meetings.
  - 3. Make all arrangements (lodging, meals, reservations, etc.) for all Board members (except Convention), in consultation with the President.
  - 4. Assist the President with correspondence and other tasks as requested.
  - 5. Administer the Leader on Loan program.
    - a. Receive prior notification from Board members for all LOL 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.
  - 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.
  6. Encourage participation in conventions and meetings by C/U representatives.
  7. Coordinate with the Membership and Legal Advocacy Fund Vice Presidents on issues related to higher education.
  8. Serve on the Convention Planning Team.
- C. Communications 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. Oversee website creation and maintenance.
  4. When requested, supervise creation and maintenance of AAUW NYS e-groups.
  5. Propose and implement website and e-group policies.
  6. Notify other states when the *FOCUS* is available on the website.
  7. Provide technical assistance to the Board including certificates, CD's and help.
  8. 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. 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.
  12. 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 the mission of AAUW as regards to self- and 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
- F. District Director
1. Coordinate the activities of the District Coordinators.
  2. Call and preside at a meeting of the District Coordinators at the required Summer Board meeting.
  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.
- G. Diversity Director
1. Contact counterparts or other officer 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. Encourage the inclusion of diversity and social justice in all programs.
  7. Serve on the Convention Planning Committee
- H. Equity Director
1. Responsibilities to State
    - a. Integrate activities with AAUW NYS Program Vice-President to develop State projects in conjunction with statewide programming.
    - b. Maintain a file of relevant materials from AAUW and other sources and share with the AAUW NYS Board as appropriate
    - c. Serve as a resource on Equity issues
    - d. Contribute articles to AAUW NYS publications on Equity topics

- e. Represent the AAUW NYS Board on Equity topics at various AAUW conferences, meetings, and Convention
  - f. Present and/or facilitate workshops on Equity topics at AAUW conferences, meetings, and Convention
  - g. Serve on the Convention Planning Team.
2. Responsibilities to Branches
- a. Communicate with branch counterparts at least four times per year.
  - b. Support and encourage Branch leadership on Equity issues and projects
  - c. Facilitate inter-Branch networking on Equity issues and projects
  - d. Direct Branch leaders to Equity resources
  - e. Serve as liaison between Branches and AAUW NYS Board on Equity issues
  - f. Share in Equity project development and implementation
  - g. Serve as resource on Equity issues, projects, and available materials.
3. Responsibilities to Association
- a. Maintain contact with Association Equity staff
  - b. Become familiar with Association Equity resource materials
  - c. Provide feedback and suggestions on Association Equity resource materials.
  - d. Respond to requests as necessary from Association Equity staff
- I. *FOCUS* Director  
Edit, prepare and arrange for publication and distribution of the AAUW NYS newsletter (*FOCUS*).
- J. Historian
1. Chair the History Team composed of the Historian, NYS President, 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 Association 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 world wide.
- L. Public Policy Director
1. Study and interpret items of public policy appearing on State and Association level, 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. Keep the membership informed of public policy actions taken on behalf of AAUW-NYS.
  4. Develop biennial public policy priorities for approval at the Fall/Winter Board meeting and the Convention business meeting.
  5. Recommend to the Board or Executive Committee positions on ballot issues based on AAUW's Public Policies.
  6. Represent AAUW-NYS at NYS Legislative hearings, coalitions of women's organizations, lobby days, etc.
  7. Communicate at least four times a year with branch counterparts.
  8. Serve on the Convention Planning Team
  9. Work with the Voter Education Director.
- M. Visibility Director
1. Coordinate NYS press releases, marketing, and convention publicity.
  2. 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 Foundation, and leadership.
- N. Voter Education Director
1. Evaluate previous Voter Education efforts and develop a state plan with goals for each election cycle.
  2. Ensure that Voter Education Campaign priorities are included in the state's strategic plan.
  3. Develop an e-mail, fax, or telephone network to disseminate Voter Education Campaign to branches and coalition partners.
  4. Monitor and encourage activism on AAUW legislative priorities.
  5. Work with other state officers to integrate the Voter Education Campaign with other state priorities
  6. Join state-based coalitions to work on Voter Education priorities.
  7. Assist the Public Policy Director in the formation and implementation of Public Policies and Initiatives.
- O. Immediate Past President

1. Serve on the Board for one year after her term as president in an advisory capacity.

## **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 electronically.
  3. Approve all 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, President, and Visibility Director, plus no more than three additional members appointed by the President.
  2. Meet at the call of the Treasurer.
  3. Advise the Board on all financial matters.
  4. Prepare and present to the Board the annual budget.
- C. The Convention Planning Team shall:
1. Consist of the Program VP, Membership VP, Educational Foundation VP, Legal Advocacy Fund VP, College/University Director, Communications Director, Convention Director, Equity Director, International Affairs Director, Public Policy Director, and Voter Education Director.
  2. Meet at least once a year at the Summer Board meeting to plan the state Convention.
- 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. 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
  3. Provide communication between the Board and branches.
  5. Coordinate local conferences and prepare a report for District Director in a timely fashion.

- E. The Nominating Team shall:
1. Consist of representatives from each of the districts. In addition, at the post-Convention Board meeting the Board will elect a Nominating Team Chair, a Board representative and a Board alternate.
  2. Be required to meet at the Summer Board meeting and participate in continuing communications at the call of the Chair, either in person, by means of a conference call, or by electronic communications.
  3. Present a list of qualified candidates at the Fall/Winter Board meeting.
  4. Abide by the following general policies
    - 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 15<sup>th</sup> 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 Team and the Chair
      - (1) The Team 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 Team may solicit additional qualified candidates.
      - (3) It is strongly recommended that candidates for all elective offices shall have AAUW experience within the past five years.
      - (4) The Chair shall prepare the final report of the Team 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 *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 brochure no longer than one page (8 ½” x 11” both sides).
- (2). The nominating Chair will copy the brochures and forward them to the appropriate person for inclusion in the president’s mailing and convention packets.
- (3). Candidates may produce and distribute brochures at the Convention. Any other promotional material is strongly discouraged. Any pre-convention campaigning is also discouraged. Campaign brochures will be printed in black and white only.

#### The Convention Election

- (1). There will be a “Meet the Candidates Night” 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 Team Chair will then present the slate of candidates to the President who will then conduct the vote.
- (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 Chair, who in turn gives them to the President to announce to the membership.
- (6). When a nominated candidate is running unopposed, a voice or raised hand vote is taken.
- (7). When a candidate is nominated from the floor, the candidate’s 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. Miscellaneous

- (1) All Nominating Team alternates shall receive the same materials as the other members of the Team.
- (2) All expenses of the Nominating Team shall be paid by the State, including travel and underwritten accommodation expense at the Summer Board meeting.

- 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 Association and State Convention or as needed to address State concerns.
3. The chair shall present proposed revisions to the Association 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 Team

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. The Convention Team shall refer to the Convention Guidelines.

I. Task Force Committee(s) shall:

1. Consist of a Chair and as many other members as the President and Chair feel are necessary to carry out a specific task.
2. Be appointed by the President with the approval of the Executive Committee.

## VIII. FINANCIAL GUIDELINES

A. Annual Budget

The annual budget shall be prepared by the Finance Committee on a zero base. Board members will submit their estimated expenses at least one month before the Summer Board meeting, at which time the budget will be finalized and approved.

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.

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: For travel of over 100 miles round trip car mileage reimbursement at the IRS charitable travel rate for the current year 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.
  - (4) Other Expenses: As authorized by the President on an individual basis.
  - (5) Board members must attend the pre-convention Board meeting to be eligible for reimbursement of travel to convention, lodging and meals.
- c. Leader on Loan
- (1) Meals and Lodging: provided by the host branch.
  - (2) Travel: reimbursed as above.
- d. Conventions/conferences/meetings of AAUW
- (1) The expenses of the President or designee shall be paid in full. The Executive Committee shall designate additional Board members whose presence at these events will best serve the needs of the State. Reimbursement will be on a sliding scale determined by the availability of moneys and the number attending.
  - (2) Payments of registration fees for additional members who wish to attend shall be at the discretion of the Executive Committee. The President shall establish deadlines for requests for reimbursement.
2. District Coordinators and Nominating Team Members and alternates shall be entitled to lodging, meals, and travel expenses at the same rates as Board members for the Summer Board.
- C. Submission of Expenses
1. Each Board member shall submit all expense vouchers and expense estimates to the Treasurer for reimbursement under the procedures outlined in B.1. for the first half year by December 31st and no later than June 30 for fiscal year. The State is NOT responsible for payment of expenses submitted after that date.
  2. Expenses incurred in preparation for or for attendance at a particular Board meeting must be submitted within thirty 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.
- D. Two AAUW members must be present whenever cash is counted

## **IX. AAUW-NYS ARCHIVAL GUIDELINES**

1. 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. Mary M. Huth is the Archivist in charge of our Archives
2. Only items that concern the activities of AAUW-NYS belong in the Archives. The Association maintains an Archive in Washington for items. Each NYS Branch should have its own Archives in a safe place in its community.
3. 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.
4. 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
5. 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, please send it and the Historian in consultation with the Archivist will make the decision. DO NOT send directly to the University of Rochester.
6. Go through the boxes you inherited 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**

1. Each branch and district may request a visit from one currently serving Board member in addition to the President.
2. Travel expenses for each visitor will be paid by the State as described herein in the section on Finances. Branches are responsible for meals and lodging.
3. Participants in the 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 Leader on Loan.
  - a. A Leader on Loan participant must be invited and be a presenter of a significant portion of the program.
  - b. The participant must travel over 100 miles round trip to be eligible for reimbursement of travel expenses.
  - c. This pertains to participants in special State events and Branch Meetings.
4. All requests for Leader on Loan speakers MUST be made by the branch directly to the Board member.

## **XI. 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 the registration fee only or that fee up to one-half of the room and board expense. 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

##### DISTRICT 2 (8 Branches)

Alfred/Hornell	1938
Bath	1953
Coming-Elmira	1890/1917
Fairport Area	1972
Greater Rochester	1919
Greece Area	1972
Ontario County	1954
Yates County	1932

##### DISTRICT 3 (7 Branches)

Cortland	1965
Ithaca	1917
Mohawk Valley	1913
Oswego	1918
Skaneateles	1981
Southern New York	1900
Syracuse	1889

##### DISTRICT 4 (7 Branches)

Adirondack	1920
Albany	1890
Amsterdam/Gloversville/Johnstown	1967
Kingston	1925
Oneonta	1940
Poughkeepsie	1925
Schenectady	1902

##### DISTRICT 5 (5 Branches)

New York City	1886
Queens	1931
Rockland County	1962
Staten Island	1962
Westchester	1956

##### DISTRICT 6 (11 Branches)

East Hampton	1958
Farmingdale	1972
Garden City	1938
Huntington	1955
Islip Area	1960
Massapequa Area	1957
Mid-Island	1949
Nassau County	1922
North Fork	1965
North Shore	1939
Smithtown	1973

##### DISTRICT 7 (2 Branches)

Jefferson County	1977
St. Lawrence County	1927

# AAUW NYS BOARD OF DIRECTORS WORKING RULES

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**Revised November 2005**

**Nancy Mion**