

## OPERATING POLICIES OF THE AMERICAN ASSOCIATION OF UNIVERSITY WOMEN OF THE STATE OF COLORADO

**A. PURPOSE.** The purpose of these policies is to clarify more specifically the aims, services, and organization of the American Association of University Women of the state of Colorado. It is to be interpreted as in accord with, and subordinate to, the AAUW and the Colorado Bylaws. These policies shall be reviewed every two years and presented by the bylaws committee to the board of directors for approval.

### **B. STATE OFFICERS.**

1. Refer to Bylaws, AAUW Colorado, Article IX and Article X.
2. When feasible, no branch shall have more than two elected officers serving concurrent terms.
3. When feasible, no branch shall have more than one appointed officer.
4. Each officer will maintain files of pertinent information. At the end of a term, each officer or director will forward files to the successor and forward appropriate items to AAUW Colorado Archives. (Refer to R.)
5. Each officer will communicate with other state and branch leaders through issues of the Bulletin or the state website and may make direct mailings or emails when necessary.
6. Each officer will prepare written reports as directed by the president or the AAUW.
7. Voting Privileges. Voting members of the state board of directors are the elected and appointed officers and standing committee and task force chairs. Each office shall have one vote. When the duties of any office are split between more than one person, agreement on voting designations will be made by the individuals involved with the consent of the board of directors prior to assuming office.

### **C. COMMITTEES.**

1. Refer to Bylaws, AAUW Colorado, Article XIV.
2. The president is an ex officio member of all committees, except the nominating committee, and shall receive copies of notification and correspondence.
3. Bylaws committee members will be the bylaws chair, president, past president or president-elect, parliamentarian, and such others as the president may appoint.
4. Finance committee members shall be the finance committee chair, treasurer, president, past president or president-elect, and such others as the president may appoint. The finance committee shall prepare a budget that supports the goals and objectives of the state.
5. Membership committee members shall be the vice president for membership, vice president for program development, College/University Relations Representative, and such others as the president or vice president for membership shall appoint.
6. Program development committee members shall be the vice president for program development, vice president for membership, public policy director(s), and such others involved with the current program as the president or vice president for program development may appoint.
7. Public policy committee members shall be the public policy director(s), lobby corps director(s), and such others as the president or the public policy director(s) may appoint.
8. Communication Committee members shall be the Bulletin editor, the website editor, the social media facilitator, and such others as the president may appoint.
9. Nominating Committee.
  - a. Refer to Bylaws, AAUW Colorado, Article XI.
  - b. Committee meetings will be scheduled as necessary in order to publish the slate of nominees in the spring issue of the Bulletin. The slate may be announced at Public Policy Day.
  - c. The president, vice presidents, past president or president-elect may be asked for suggestions. The committee may ask individuals to submit vitae for offices.
  - d. Vita forms shall be on the AAUW Colorado website.
  - e. A candidate for nomination will send a completed vita form to the nominating committee by the announced date.
  - f. Branches or individuals may send endorsements for a candidate to the committee.
  - g. Vitae remaining after the committee has selected a slate of nominees will be forwarded to the president or president-elect for consideration as appointed officers.

### **D. BOARD OF DIRECTORS.**

1. Refer to Bylaws, AAUW Colorado, Article XII.
2. The spring meeting of the board of directors will precede the first business session of the annual state convention. Notice of the meeting will be published in the spring Bulletin.
3. The summer/fall meeting will be scheduled during the summer/fall workshop weekend. Notice of the meeting will be published in the spring Bulletin and on the state website.
4. Minutes of meetings will be sent to members of the executive meeting and will include names of those present. Summaries of the meeting will be available at the next state meeting.

#### **E. EXECUTIVE COMMITTEE.**

1. Refer to Bylaws, AAUW Colorado, Article XIII.
2. Meetings will be held preceding meetings of the board of directors at state convention, Public Policy Day, and summer/fall workshop.
3. Votes of the executive committee may be taken by telephone or email with written confirmation to follow.

#### **F. STRATEGIC PLANNING.**

1. The board of directors shall develop goals and objectives for AAUW Colorado.
2. The strategic planning committee will be appointed by the president.
3. The board of directors and the strategic planning committee will provide ongoing evaluation and updating of the goals and objectives.
4. The goals and objectives will be published on the AAUW Colorado website.

#### **G. WORKSHOP FOR LEADER TRAINING.**

1. A workshop for the purpose of branch officer/leader training will be scheduled annually in late summer or early fall at a site selected by the executive committee.
2. Notice of the workshop will be published in the spring Bulletin and on the state website and will include the tentative program and costs for registration and accommodations.
3. Coordination and the program schedule for the workshop will be planned by the president and others as needed.
4. Meetings scheduled during the Leadership Workshop may be the executive committee, board of directors, the membership committee, the program development committee, public policy committee, interbranch council, and others as needed.

#### **H. AAUW MEETING.**

1. Refer to Bylaws, AAUW Colorado, Article XV.
2. The president or authorized representative shall attend the AAUW convention. Expenses, including registration fee, room, transportation, and program meals, shall be paid from the state budget unless otherwise covered.
3. The president or authorized representative will attend the AAUW conference of state presidents with expenses paid to include transportation and hotel or as directed by the AAUW.
4. The president-elect shall receive from the state budget an amount of money to offset expenses of attendance at AAUW convention.

#### **I. STATE CONVENTION.**

1. Refer to Bylaws, AAUW Colorado, Article XV.
2. Date.
  - a. The state convention will be scheduled for a weekend in April or May.
  - b. The dates will be approved by the executive committee.
3. Location.
  - a. Proposals to host the state convention shall be forwarded by branches to the president.
  - b. The executive committee will consider all proposals and determine the location for a convention.
  - c. Consideration will be given to geographic shift from year to year.
  - d. The president may ask a branch to submit a proposal.
4. Notice.
  - a. The spring issue of the Bulletin will publish the time and place of convention, tentative program, registration fee, costs for housing and meals, deadline for reservations, name and address for reservations chair, and other details as necessary.
  - b. The host branch will inform branches of convention plans and activities.
5. Accessibility.
  - a. The special needs of individuals regarding physical access will be provided for by the planning committees.
  - b. Special dietary needs will be provided for by the planning committee with advance notice from individuals.
6. Oversight. The convention will be under the direction of the president in consultation with the vice president for program development and the host branch.
7. Registration Fee.
  - a. The registration fee will cover the actual cost of all convention expenses including, but not limited to, fees for meeting space, equipment rental, printing, supplies, guest meals, favors, refreshment breaks, decorations.
  - b. There will be one registration fee for the entire convention, and there will be no one-day fee.
  - c. Members and visitors shall pay the registration fee.
  - d. AAUW visitors and non-member guest speakers shall pay no registration fee.
  - e. The state treasurer will advance funds to the host branch for expenses incurred before registration fees are collected, at the request of the vice president for program development in consultation with the president.
  - f. Members of the host branch shall pay one half of the registration fee.
  - g. Registration fees shall be paid to a convention treasurer appointed by the host branch.
  - h. Housing and meals shall be charged in addition to registration fees and shall be optional.
  - i. No refunds of registration fees or meal costs will be made after the date given in registration information without consent of the executive committee.

- j. Any money remaining after the settlement of all convention accounts shall be remitted to the state treasurer, for the state general fund, within two weeks after all bills have been paid, but no later than June 15.
- k. Members not attending the convention may pay for individual events and meals.
- 8. Host Branch. The host branch will:
  - a. Arrange for meeting place or places, guest accommodations and group meals and negotiate all necessary contracts.
  - b. Appoint a convention treasurer who will handle all convention finances, maintain an orderly record of all income and expenses, and make a final report to the state treasurer with repayment of any advanced money.
  - c. Prepare a convention budget, in consultation with the president and vice president for program development, that includes all anticipated expenses, and establish the registration fee based on that budget. Establish a cutoff date for registration surcharge and "no refunds after" date.
  - d. Appoint a convention credentials chair.
  - e. Appoint pages and timekeepers for business meetings.
  - f. Refer to the convention-planning manual for more detailed information.
  - g. Maintain an orderly set of records that will be helpful to the next host branch.
- 9. Convention Program.
  - a. The convention program will be planned by the state program development committee under the direction of the vice president for program development in consultation with the host branch regarding meeting spaces.
  - b. An AAUW leader on loan may be requested to meet the needs of the convention program, following AAUW guidelines for such requests.

**J. EXPENDITURES.**

- 1. Expenses to be paid from state funds by the treasurer may be presented on the voucher form available from the treasurer. Receipts should be attached to the voucher; small amounts shall be accumulated and submitted on one voucher; the voucher shall indicate the budget to be charged.
  - a. All vouchers shall be signed by the person seeking reimbursement and then shall be forwarded to the president who will sign and forward to the treasurer for payment.
  - b. Committee members will be paid \$10 for attendance at committee meetings. Committee members shall give signed vouchers to the committee chair who will forward the vouchers to the treasurer for submittal to the president.
  - c. Mileage will be paid for state board, executive committee, and interbranch council meetings at the going federal government rate per mile for mileage over 200 miles round trip. Only one mileage payment will be made to a branch for each meeting. Mileage payments will be requested on vouchers.
  - d. The treasurer will compute mileage for each affected branch for each meeting. An officer may submit a voucher based on actual odometer reading.
- 2. Expenses may also be submitted to the Treasurer via electronic means such as email. Such submittal will include receipts and indicate the budget to be charged. The Treasurer will submit all requests to the President for approval and retain documentation of the approval.

**K. COMMUNICATIONS.**

- 1. The Bulletin is the publication for all members. Information of interest to all members is published in the Bulletin and is available on the AAUW Colorado website.
  - a. The Bulletin will be emailed to the AAUW and selected AAUW officers, Colorado college/university members, and national members.
  - b. Bulletins may be sent at the discretion of the Bulletin editor to presidents and editors in other states.
  - c. The Bulletin will be published as determined by the executive committee.
- 2. During the year, each branch will forward to the circulation manager all address changes, and names and addresses for new members.

**L. ADVERTISEMENTS.**

- 1. The Bulletin does not print advertisements.
- 2. Publications which do print advertisements will comply with the following guidelines:
  - a. Advertisements shall be limited to those dealing with products and services.
  - b. Members and their immediate families may advertise.
  - c. No advertisement will be accepted that is in conflict with any program or policy of the AAUW or AAUW Colorado.
  - d. The following advertisements will not be accepted:
    - those containing coupons
    - those containing prices
    - campaign ads for elected officials, partisan or non-partisan
    - those offering any "give-away" item.
  - e. Advertisements shall be limited to no more than 10% of a publication's printed material.
  - f. Advertisements will be submitted camera-ready.
  - g. The publication editor will be responsible for layout of advertisements.

- h. A record of all monies earned from advertising will be maintained, and funds will be forwarded to the treasurer.
- i. Income from advertising will be used to defray expenses of the publication.
- j. The following disclaimer will be printed in each publication with advertising: "AAUW Colorado will not be held responsible for the quality or safety of goods and/or services advertised herein."
- k. The executive committee will evaluate, update, and recommend policies concerning advertising.

**M. MEMBERSHIP.**

- 1. Refer to Bylaws, AAUW Colorado, Articles IV and VIII.
- 2. The vice president for membership will inform branches of national members living in the branch area.
- 3. Members may hold dual membership by payment of branch dues in more than one branch. A dual member has the following privileges and restrictions:
  - a. A dual member is entitled to all branch privileges and is entitled to vote on all questions in both the branch where the regular membership is held and in the dual branch.
  - b. A dual member is entitled to hold the office of president only in the branch where the regular membership is recorded.
  - c. A dual member is entitled to hold any other office in the branch where the regular membership is recorded and in the dual branch unless branch bylaws provide otherwise.
- 4. Instances of persons who claim membership in AAUW but are not members of AAUW shall be reported to the vice president for membership who will consult with the president regarding appropriate action by AAUW.

**N. DUES.**

- 1. Refer to Bylaws, AAUW Colorado Article IV, Section 4 and Article VIII.
- 2. Each branch shall pay annual state dues of \$10.00 for each member and associate member, excepting those members whose dues are paid directly to the AAUW. E-student affiliates and student affiliates of a branch shall not pay annual state dues.
- 3. Dues for new members joining after January 1 and before March 15 shall be one half of the annual amount.

**O. RELEASE OF MAILING LIST.**

- 1. The state will not release branch mailing lists.
- 2. The roster of the board of directors may be released, subject to the following restrictions, on the recommendation of the president in consultation with the public policy director.
  - a. The purposes for which the list is released must be compatible with the goals, purposes and policies of AAUW.
  - b. The roster will not be released for the purpose of direct mailing advertising or any other potential revenue source.
  - c. The roster will not be released to any candidates for public office.

**P. INTERBRANCH COUNCIL.**

- 1. Branches may form interbranch councils.
- 2. The operating rules or guidelines for each interbranch council will be filed with the executive committee, the director of public policy, the bylaws chair, and any other person designated by the president.

**Q. RESOLUTIONS.**

- 1. No resolution shall be in conflict with the bylaws, programs or focus of AAUW.
- 2. A resolution shall be adopted by a three fourths vote of the state board of directors or of the voting members to the state convention. Advance notice is not required.
- 3. After adoption, a resolution cannot be modified during the same session in which it was adopted. A resolution can be suspended, modified or rescinded in any future session of the same group which originally adopted the resolution.
- 4. The secretary will maintain a list, in addition to minutes, of all resolutions adopted by the state. The resolutions list will show all subsequent action on each resolution.
- 5. The president will appoint a resolutions committee that will report in writing of any resolutions that should be retired with rationale for retirement. With approval of the executive committee, a motion for retirement will be presented to the body which originally adopted the resolution. Retirement of a resolution will be duly noted in the resolutions list but it will remain in the list as historic record.

**R. ARCHIVES.** The Archives for AAUW Colorado will be placed with the Denver Public Library's Western History/Genealogy Department.

**S. FINANCIAL RESERVE.**

- 1. A financial reserve will be maintained in the amount of \$15,000 in a certificate of deposit (CD) plus the dollar amount of the penalty that would be assessed if the CD would need to be cashed in advance of the maturity date.
- 2. Requests to spend any portion of the reserve require approval by the state board of directors.

## **T. BUDGET PROCESS.**

1. At the state convention the Finance Chair or Treasurer asks state officers and committee chairs to submit budget amounts for the following year's state budget.
2. During the summer, the finance committee meets and sets the state budget based on the previous year's budget and requests from officers and committee chairs. The budget is based on the state's strategic plan.
3. The finance committee presents the proposed state budget to the executive committee for review at the Fall Leadership Conference. The executive committee does not vote on the budget.
4. The finance committee submits the budget at the state board of directors meeting at the Fall Leadership Conference. It is the board of directors' responsibility to vote on the proposed state budget and approve budget requests.

## **U. AMENDMENTS.**

1. These operating policies may be amended at a regular meeting of the board of directors by a two-thirds vote provided notice of said amendment has been given in writing to each member of the board at least thirty days prior to the meeting at which it is to be voted upon.
2. Without thirty days' written notice, these operating policies may be amended at a regular meeting by a two-thirds vote provided there is intervening business between presentation of an amendment and voting thereon.

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