

**POLICY SHEET**  
**AMERICAN ASSOCIATION OF UNIVERSITY WOMEN OF ALABAMA**  
**Revised, 2008**

**INTRODUCTION**

This policy sheet is a supplement to the *AAUW of Alabama* Bylaws. Its purpose is to clarify procedures to be used by the state and branches. The policy sheet should be reviewed during each presidential term. Changes in policy do not require prior notice. The revised policy must be submitted to the state board of directors for approval.

**I. AAUW OF ALABAMA BOARD OF DIRECTORS**

- A. Members of the board include elected officers, standing committee chairs, branch presidents and others when necessary. Members of *AAUW of Alabama* who are Association officers and committee members, both appointed and elected, shall be ex officio non-voting members.
- B. The board shall have a minimum of two meetings each year, to be called by the president for dates determined by the executive committee.
- C. State officers are expected to attend state workshops, conferences, and convention.
- D. Each board member should keep a file of correspondence and materials pertinent to the office held. At the end of the term of office, this board member should clear obsolete materials from this file and send the remaining materials to the elected/appointed successor. This file should contain a record of action taken in the previous biennium.

**II. MEETINGS**

- A. State Convention.
  - 1. Responsibilities of Host Branch(es).
    - a. Information on convention responsibilities for the host branch will be provided by the state president with input from the program vice president. A copy of this information will be kept by the state president and the state treasurer. Copies are available upon request.
    - b. The sum of \$200.00 is provided as seed money for the host branch(es). This allows the branch(es) to proceed with arrangements for the convention in a timely manner. The seed money, any profits from the state convention, and a state convention report should be sent to the state treasurer within two months after the close of the convention. Any deficit will be absorbed by the state.
    - c. Program plans should be completed prior to the determination of the registration fee.

- d. The registration fee must be adequate to cover the expenses incurred including program, meals, and registration for Association participants and program guests.

2. Election of Officers.

At the annual state convention, election of officers shall be scheduled as follows: In even-numbered years, president, program vice president, Educational Foundation vice president and communications director shall be elected. In odd-numbered years, membership vice president, recording secretary and treasurer shall be elected.

3. Resolutions.

- a. The Resolutions chair and committee shall be appointed by the president prior to July 1 in even numbered years to serve a two-year term.
- b. Early in the fall of each year, the resolutions chair shall notify the membership or Alabama Daybreak in writing that resolutions on program and/or policy should be submitted. Any member or branch is eligible to submit resolutions. Details for submission and the deadline should be included in the notification.
- c. The resolutions committee shall report those resolutions they deem appropriate. The committee may edit, alter, or combine proposed resolutions and may submit resolutions initiated by the committee. The rationale for the proposed resolution should be included. The committee may refuse to submit any resolutions deemed inappropriate.
- d. Resolutions shall be adopted by a majority vote.
- e. Other resolutions may be presented from the floor. A two-thirds vote of the delegates is required for the resolution to be heard. Resolutions from the floor require a three-fourths vote for adoption.
- f. The executive committee shall implement adopted resolutions.

B. Other Meetings.

- 1. Other state meetings may be scheduled by the executive committee.
- 2. Registration fees for these meetings shall be determined by the state president in consultation with the local committee if applicable.

### III. FINANCE

- A. Each branch shall pay annual state dues of \$10.00 for each member and associate member belonging to the branch. The annual state dues for branch members shall be fixed by a two-thirds vote of the convention upon recommendation of the state board of directors.
- B. Upon recommendation of the treasurer and approval of the executive committee, funds may be transferred from one line item to another.
- C. All state expenses must be included in the budget.
- D. The state shall reimburse mileage costs to executive committee members for executive committee and board of directors meetings at a rate to be determined annually.
- E. The state shall pay expenses as funds are available for the state president and/or other officers to national, regional and state meetings.
- F. There shall be a finance committee appointed by the president and chaired by the treasurer.
- G. The annual financial review shall be arranged by the finance committee and reported at the first board of directors meeting of the year.

### IV. AWARDS

- A. Two membership awards shall be given annually based on membership as of February 1. The baseline for these awards is the February 1 membership of the previous year. Membership certificates will be awarded at the state convention: the first to the branch having the largest number increase in membership, and the second to the branch having the greatest percentage increase in membership. (New branches shall be eligible for the awards one year after their charter is granted.)
- B. The branch with the highest per capita giving for the Educational Foundation and the Legal Advocacy Fund shall be recognized annually.
- C. A past president's pin will be presented to the outgoing president at the state convention.

### V. STATE CALENDAR

A calendar of events should be published in each issue of the *Alabama Daybreak* and should include the following:

- A. Date and site of state board of directors meetings.
- B. Date of state convention.

- C. Date of Regional conference and Association Convention.
- D. Date on which reports are due.
- E. Deadline for items for next issue of *Alabama Daybreak*.

## VI. PUBLIC POLICY PROGRAM

The public policy program of AAUW of Alabama shall be a biennial program and shall consist of items in keeping with Association program and policy relating directly to legislative issues in Alabama. This program must be adopted by the state board of directors.

- A. The Public Policy Program shall include the following:
  - 1. Current Issues -- those principles reflected in specific legislation pending or likely to be pending before state legislature.
  - 2. Continuing Issues -- those items supported in the past and policies which the state continues to support. These may not be scheduled for concerted study at the time.
  - 3. National emphasis -- those issues reflected in specific legislation pending, or likely pending, before Congress.
- B. Procedures.
  - 1. Early in the fall of even-numbered years, the state chair shall request all branches, members of the Public Policy Committee, and all members to submit written suggestions for the biennial Public Policy Program.
  - 2. After study of suggestions, the committee shall prepare recommendations for consideration by the state board of directors, prior to the state convention.
  - 3. The board of directors shall consider and adopt a tentative biennial Public Policy Program in odd-numbered years.
  - 4. At least six weeks before the state convention in odd-numbered years, copies of the tentative Public Policy Program shall be submitted to all branches with explanatory statements.

5. The tentative biennial Public Policy Program shall be considered and adopted, or amended, at the state convention in odd-numbered years. The biennial Public Policy Program may be amended as necessary by convention action in even-numbered years.
6. The Public Policy Committee has authority to resolve unforeseen or overlooked issues emerging within the concerns of AAUW.

## VII. BRANCH INFORMATION

- A. Each branch president should have a copy of current AAUW bylaws, state bylaws and policy sheet in the president's files, and should be familiar with the contents of each.
- B. Resignations of branch officers/chairs should be reported promptly to the state president and state recording secretary with full information about the successor.
- C. Transfer of Association members must be handled according to AAUW bylaws.
- D. Branch policy sheets may not conflict with the state policy sheet.
- E. The state president shall be available to visit each branch during the term of office. Branches should make arrangements for this visit and assist with travel expenses if at all possible.
- F. Any branch needing assistance in a special area of work should request a visit and assistance from the state counterpart in that area.
- G. Disbandment Policy.
  1. If a branch of *AAUW of Alabama* finds that it cannot continue to function, all assets of the branch will be put in escrow for a period of two (2) years. The financial assets will be kept in a separate account with the state treasurer and the other records kept by the state membership vice president.
  2. During the two years, the efforts of the executive committee will be focused on finding ways to reestablish the branch. At the end of the two-year period of disbandment the executive committee will decide on the disposition of the assets.