



# 2018

## STANDING RULES

Updated: April 2018

**AMERICAN ASSOCIATION OF UNIVERSITY WOMEN**

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# STANDING RULES OF AAUW OF MINNESOTA

Note: To be consistent with the bylaws of the AAUW of Minnesota, the terms "state" and "AAUW MN" are used interchangeably to refer to the state AAUW organization.

## I. FINANCES

### A. Income.

Income shall be obtained from the following sources:

#### 1. Annual state dues

Cannot be changed unless ratified as a bylaws change at a state convention as outlined in Article IV of the state bylaws.

##### a. State dues for each AAUW branch member

Including each life member and each associate member. \$9.00 effective to begin July 1, 2008, as approved at the April 2007 state convention.

##### b. State dues from national members who join AAUW Minnesota

\$9.00 effective to begin July 1, 2008, as approved at the April 2007 state convention.

#### 2. Annual fees for student affiliates

\$2.00 voted at the October 1991 board of directors meeting; amount to be established by the state board of directors as stated in Article IV of the state bylaws.

#### 3. Earned interest

#### 4. Special projects

### B. Expenditures.

#### 1. General Guidelines.

a. Members must submit a requisition on the state form to the finance chair for payment of any qualified expense to be reimbursed. Upon approval, the treasurer will issue a check and provide a copy of the requisition for the member's records. Full documentation of expenses is required.

b. No money shall leave AAUW Minnesota's checking account for payment of bills except by properly approved requisitions. All payments must be made by either check or credit card. If an emergency expenditure occurs, the state president and finance chair in consultation with the treasurer may authorize the expenditure, with a full explanation at the next board meeting.

c. The treasurer may transfer funds not needed in the near future from the checking account into a savings accounts drawing higher interest. Transfers to or from investment accounts require board approval.

d. The books of the finance chair and treasurer close June 30th. All bills for that fiscal year should be submitted by June 15th.

## 2. Annual Operating Budget.

**a. Board of Director Expenses:** AAUW Minnesota shall budget available funds to enable any member in the state to serve on the state board of directors without personal hardship. Members are encouraged to conduct business in a cost-effective manner. Members of the board of directors may be reimbursed as follows:

- 1) Payment of 25 cents per mile round trip for travel to board meetings and approved travel visits to branches. Carpooling is encouraged. Board members are not reimbursed for parking fees.
- 2) Payment of meals occurring during board meeting time and meals within a 24-hour accommodations package for board meetings. The state president approves payment for guests prior to issuance of invitations. Board members are not reimbursed for meals prior to and after a meeting.
- 3) Payment of overnight lodging, based on double occupancy, during board meetings.
- 4) Payment for the cost of counterpart mailings, reports, and other correspondence.
- 5) Payment for state board-related telephone expenses.

**b. Supplies:** All printed stationery, envelopes, and post cards are supplied by the state as part of the administrative budget and should be procured from the administrative assistant. The administrative assistant will have these supplies available at board meetings. Unused materials should be passed on to the successor or returned at the end of a board member's term.

**c. AAUW delegate expenses:** Official expenses of the state president, as a delegate to the AAUW convention, are authorized. Any budgeted money for the AAUW convention not used by the president shall be divided equally for official expenses of the other state board members attending that convention. No member of the board shall receive more money than spent by the state president. For purposes of reimbursement for expenses at conventions and conferences occurring between the annual state convention and July 1st of that year, any newly elected or re-elected board member whose term begins July 1 will be considered to be the official board member.

**d. Substitution for board member:** When a nominated or elected incoming board member is invited by the current president to attend a board meeting to cover a position that is vacant or when the position holder will be absent, their expenses, not otherwise reimbursed, shall be covered in the same manner as though they were a board member.

**e. Memorial:** Upon the death of a member of a current Minnesota state board, a contribution shall be made to AAUW Fund.

**f. Committee Expenses:** AAUW of Minnesota shall budget available funds to enable any member in the state to serve on a state board committee, a standing committee or a special committee without financial hardship. Members are encouraged to conduct business in a cost-effective manner. Members of committees shall be assisted primarily as follows:

- 1) Payment of 25 cents per mile round trip for travel to board and standing committee meetings. Carpooling is encouraged.
- 2) Payment of meals occurring during meetings. Committee members are not reimbursed for meals prior to and after a meeting.

**g. Budget for Special Project:** If mileage or other funding is necessary for a special committee or task force, for a workshop, or for a special project, a tentative budget to cover participation and mileage shall be submitted to the board for its approval before the workshop or project is undertaken as outlined under Special Funds.

**h. Coalitions and Lobbying:** Mileage and other expenses incurred by coalition delegates to attend regular coalition meetings are not reimbursed. However, the public policy chair or designated representative shall be allowed to use monies as the board directs from the mileage budget line item for parking and mileage for lobbying and legislative activities at the Capitol.

### **3. Credit Card Procedures**

**a.** The credit card may be used for budgeted expenses, and for unbudgeted expenses with prior approval of the state board.

**b.** Credit card authorized users: treasurer, president and president-elect.

**c.** The credit card receipt, along with *request for payment form*, must be submitted to the finance chair.

**d.** The finance chair reviews the monthly credit card statement.

**e.** Following approval by the finance chair, the treasurer shall pay the credit card statement.

**f.** The treasurer shall be responsible for applying for and maintaining the credit card account. Credit card limit should not exceed \$1,500.00

### **C. Reserve Fund**

**1.** A balance shall be maintained in the reserve fund of at least \$25,000.

**2.** All changes in the funding level of the reserve fund must be approved by the board of directors.

**3.** Each new branch in the state shall receive \$100.00 from the reserve fund.

**4.** Withdrawals from Reserve Fund are based upon a board approved plan and are intended only for projects/activities aimed toward accomplishing AAUW Minnesota goals and objectives.

### **D. Special Funds**

**1.** Funds received and disbursed for special projects, such as leadership training, a public policy initiative, or an AAUW grant, are tracked in a special fund.

**2.** Insofar as it is practical, the person designated by the board of directors to manage a special project and, in turn, its special fund, shall prepare a proposal to direct the fund.

**a.** The proposal should address such items as scope and description of the project, anticipated sources and amounts of income, expected and/or allowable expenditures, and proposed disposition of the balance at close of fund.

**b.** The proposal shall be approved by vote of the state board of directors or state convention.

**3.** In general, special funds are not part of the operating fund. It is expected that expenditures from a special fund should not exceed income to a special fund.

**4.** The state board of directors or state convention shall designate how a special fund balance (positive or negative) shall be distributed when a special fund is closed.

**5.** Balances remaining in a special fund at the end of a fiscal year may be carried over to the next year provided that the project is ongoing and continuing.

## **II. MINNESOTA STATE CONVENTION**

### **A. Registration Fee.**

The convention registration fee, based upon a budget reflecting all the costs of the convention, shall be determined annually by the board of directors no later than the January meeting. The registration fee shall be paid by all convention attendees, except as described below. No registration fee is charged to students who attend the convention. Host branch volunteers working on the state convention are allowed to exchange a set number of hours worked for the equivalent number of hours in attendance at the convention. Students and volunteers are responsible for their meals and lodging.

### **B. Expenses.**

#### **1. Paid by AAUW MN**

##### **a. Host Branch Advance:**

An advance from AAUW MN up to \$1,000, as needed and approved by the state board, is available to the host branch for payment of necessary convention expenses incurred before registration fees are collected.

##### **b. Program Presenter(s):**

AAUW Minnesota program vice president and the convention program committee may arrange for convention speakers and honored guests. Expenses for these speakers or guests will be approved by the state board

Program presenters may receive an honorarium as determined by the budget of the host branch and approved by the State Board.

A member who makes a program presentation, not otherwise reimbursed for transportation, may be reimbursed for mileage at \$.25/mile when not a member of the local branch.

A presenter who takes part in a state convention as a speaker or a panel member at a luncheon or dinner meeting shall be the guest of the state at that meal. This includes guests who present immediately before or after a meal.

AAUW staff or board member attendees may have one or more of the following expenses covered by AAUW National: air travel, ground transportation, hotel and/or meals. The conference registration fee (including meals) will be expensed to AAUW MN.

##### **c. Other Guests**

All other invited guests are responsible for their registration fee, lodging expenses and mileage expenses.

##### **d. Parliamentarian Fee and Expenses:**

The state president will arrange for a convention parliamentarian. Since AAUW of Minnesota business meetings are relatively short, this expense should be limited to \$400 for registered parliamentarians.

**e. Board Member Expenses:**

One night's lodging based on double occupancy shall be charged to the board meeting, and one night's lodging based on double occupancy shall be charged to the state convention. For "24 hour" conventions, the one night's lodging shall be charged to the state convention. All meals which are part of the convention registration are charged to the state convention. If the board arranges a meal in connection with its board meeting, the cost is charged to the board meeting. Transportation to the state convention shall be reimbursed at the rate of \$.25/mile with half charged to the state convention and half charged to the board meeting.

**f. Special Committee Chairs:**

The chair of a special committee appointed by the board, who is asked to report the action of this committee to the convention, shall be reimbursed for expenses of that day (one night's lodging, a meal or meals involved, and \$.25/mile for transportation) provided reimbursement is not provided by another source. This is charged to convention expense. The other members of the committee shall not be reimbursed.

**2. Paid by Host Branch**

**a. Accountability**

The host branch is accountable for the expenses incurred by the Host Convention Committee for the convention. The committee should routinely report financial status and plans to the host branch. Unplanned expenses that have the potential to result in an operating deficit should be immediately reported to the Host Branch and to the state VP Program.

**b. Materials:**

Up to \$50.00 for workshop materials may be budgeted from the convention program budget for each workshop presented by one or more presenters.

**c. Other Expenses:**

All other expenses not otherwise defined in Section B. 1. Paid by AAUW MN and including but not limited to venue, audio/visual support, security, transportation, catering, etc.

**C. Final Convention Finance Report.**

The host branch shall provide the state president and finance chair with the final convention finance report by June 15. After the entire advance is returned to the state treasurer, the net profit shall be shared equally between the host branch and the state by June 15. In the event of a deficit, AAUW Minnesota will cover the financial loss.

### **III. AFFILIATION WITH AND CONTRIBUTIONS TO OTHER GROUPS**

#### **A. Ability to Take Action.**

State delegates to other organizations do not have the authority to vote in the name of AAUW or AAUW Minnesota on any issues outside of approved policies without first securing the approval of the state board. AAUW Minnesota cannot take an action, indirectly through another organization, which opposes the policies and program of AAUW, as stated in the AAUW MN Bylaws Article III-Use of Name.

#### **B. Actions of Delegates.**

State delegates to other organizations shall vote as individuals and their actions shall in no way bind AAUW Minnesota. In order to commit the state, the proposed action must be referred to the state board for approval. The approval must be given at the time the issue is current and action by the organization is contemplated.

#### **C. Representatives to Other Organizations.**

Because AAUW is asked to send representatives to meetings of many other organizations, attendance must be limited to organizations closely allied with the AAUW program. Effort should be made to send a member who lives close to the place of the meeting.

#### **D. Work with Coalitions.**

AAUW Minnesota will work in coalitions that share the mission of AAUW. The coalition delegates will provide written reports to the board of directors, including the purposes and goals of the coalition in relation to the AAUW mission statement, activities, membership benefits, and costs.

#### **E. Dues and Coalition Budget.**

The amount budgeted annually for coalition dues and contributions will be reviewed and approved by the state board of directors at the July meeting.

#### **F. Personal Affiliations.**

Board members may wish to maintain their own personal affiliation with other organizations and do so as individuals, not as representatives of AAUW Minnesota. Such involvements are not reflected in state financing.

### **IV. MINNESOTA LEADER ON LOAN PROGRAM**

#### **A. Program Purpose.**

The Minnesota Leader on Loan program provides branches the opportunity to have a board member, team of state leaders, or team of past leaders provide branch support/and or branch programming.

#### **B. Travel Costs.**

The state shall cover the transportation cost at \$.25 mile for the team or state Leader on Loan to visit a branch every other year or when the need arises.

#### **C. President's Approval.**

To avoid duplication, approval of the state president is necessary prior to the acceptance of the Leader on Loan or the state leader team for a branch visit.

#### **D. Host Branch Responsibilities.**

The host branch is responsible for any meals or overnight accommodations.

## **E. Honorariums.**

State Leader on Loan members may not receive honorariums for official visits to branches.

## **F. Branch Contributions.**

The branch may offer, and the state Leader on Loan may accept, transportation monies in lieu of state payment.

## **G. Reports.**

Following the visit, a State Leader on Loan to branches shall submit a report to the state president.

## **H. President's Suggestions.**

The president may suggest an equally qualified board member, past leader, and/or team in closer proximity to the host branch.

## **V. OFFICERS AND CHAIRS**

### **A. General Duties**

1. Each officer and chair shall be familiar with the *AAUW Bylaws* and AAUW of Minnesota Bylaws and Standing Rules and with the AAUW programs and policies.
2. Members of the board of directors shall become familiar with AAUW public policy and resolutions and work toward promoting and implementing both.
3. Members of the board of directors shall attend all Minnesota state board meetings and the state convention and present reports when appropriate. The schedule for the board meetings shall be arranged by the board at the first meeting of the fiscal year.
4. In addition to their specific assignments, board members shall serve on other committees as appropriate.
5. Submit articles/reports for the *Minnesota Pine*.
6. Board members shall clarify, interpret, and implement the purposes and programs of AAUW as established in the *AAUW Bylaws*.
7. Board members shall serve as liaisons between AAUW and branches; stimulate branch involvement and implementation of program issues; assist branch leaders in developing programs locally; launch state-wide projects and develop continued communication among branches and the state; and serve as a consultant, state Leader on Loan, or Board to Branch Connections contact to branches as appropriate.
8. Board members shall identify and develop new leadership potential at the branch level.
9. Board members shall plan and conduct appropriate workshops at conventions, etc.; represent AAUW on state coalitions; and serve on state task forces or special committees when requested and approved by the board.
10. All correspondence by board members shall be on letterhead stationery, with copies to the state president. Each board member is to give prompt attention to correspondence. All correspondence and reports shall be dated.
11. Information and materials shall be shared with all branches, as appropriate. Copies shall be sent to the appropriate AAUW officer and state president to be circulated at regular board meetings.

- 12.** Board members responsible for presenting awards at the state convention, as established by the board of directors, shall notify branch counterparts or branch presidents in January of criteria and procedures (*i.e.* Membership, AAUW Fund, Young Women for Equity, etc.).
- 13.** An annual report shall be prepared by each officer and chair by March 15, or as directed by the convention program committee, for inclusion in the state convention booklet. The final report of the historian, treasurer, and the finance chair shall be completed by July 15.
- 14.** Files shall be kept up-to-date, but records of which there are no copies and which may be needed later by the historian shall not be destroyed. Each file should include:
  - a.** Up-to-date copy of the *AAUW Bylaws*;
  - b.** Up-to-date copy of *AAUW Minnesota Bylaws* and *Standing Rules*;
  - c.** Copies of the convention booklets for the four previous years. Each board member receives two copies of the convention booklet: a file copy and a personal copy;
  - d.** Reports sent by branches to the state chairs for the previous four years;
  - e.** Specific material such as copies of publications from AAUW chairs;
  - f.** A current AAUW Minnesota public policy brochure or action priorities;
  - g.** Minutes of the state board meetings from the preceding four years;
  - h.** Most current strategic plan.
- 15.** Materials should be sorted, as appropriate, and presented by June 1 to the person responsible for maintaining and preserving the historical record of AAUW Minnesota for placement in the state archives according to guidelines provided by that person or by the president.
- 16.** When a board member leaves the board, a personal meeting with the successor should be held to turn over the files by July 1 and no later than the July board meeting, except for the financial records required for end of year financial review.
- 17.** In keeping with AAUW policy on release of names of members, any organization requesting membership database must be reviewed by the state president, program vice president, and treasurer for approval.
- 18.** If any controversial matter in the state arises which affects or reflects on AAUW Minnesota in any way, board members must clear statements, letters, or other communications with the state president prior to transmitting such communications.
- 19.** The AAUW Minnesota state board shall not vote to assign duties to an absent board member unless the consent to said duties has been obtained in advance.
- 20.** Each member of the state board shall have one vote at all meetings whether or not she/he holds more than one position. Co-officers carry one vote between them.
- 21.** Procedures for electronic written vote.
  - a.** This provision is for the Board of Directors to take action on items that are urgent when their implementation cannot wait until the next scheduled meeting of the Board. Such motions may develop in either of two ways. The President may call for a motion or any member may confer with the President about a desired motion. The motion, once developed, then goes forward and is treated under parliamentary procedure.
  - b.** The President states the proposed motion in written form to the Board of Directors, states why the motion is urgent, and indicates who is seeking the motion.

c. The President calls for a second, and when a second is received from a Board member other than the one seeking the motion, a period of discussion and vote is open for five days. Board members send their comments to all other Board members. Board members announce their votes to all other Board members. Should there be no quorum of votes cast, the motion dies. The President or the President's designee tabulates the vote and publishes the result.

d. The Secretary files the published result with the official minutes.

## **B. Specific Responsibilities**

In addition to those listed in AAUW of Minnesota *Bylaws*.

### **1. President**

#### **a. Administration**

- 1) Be an ex officio member of all committees and task forces except the nominating committee.
- 2) Appoint officers and chairs to fill the appointive positions listed in AAUW Minnesota Bylaws and Standing Rules.
- 3) Acquaint the president-elect with the functions and mechanics of AAUW Minnesota.
- 4) Appoint a committee of two to review the minutes of each meeting of the board of directors.
- 5) Be responsible for the work of the administrative assistant in preparing and distributing the state directory and sending two copies of the state directory to AAUW as soon as it is printed.

#### **b. Financial Records Review Committee.**

- 1) The president annually establishes a financial records review committee with an appointed chair and also appoints two other members. The chair serves a two-year term, and the succeeding president may reappoint the chair. Every effort should be made to include one former state finance chair or one former state treasurer. The committee should always contain at least one holdover member from the previous year.
- 2) The committee, at the end of each fiscal year, shall review the records of the treasurer. Records shall consist of bank statements and other records regarding receipts and deposits, and statements of charges, bills or invoices for all expenditures. The treasurer must also provide from the Board minutes motions to make expenditures where there is no other statement of charges.
- 3) The committee shall convene on the second Saturday of August unless otherwise determined by the committee chair. The financial records review shall be completed by September 15 of each year. The president and the committee chair shall determine the location of the meeting.

c. Be, when appropriate, one of the lobbyists for the state at the Minnesota legislature.

d. Be the official spokesperson for AAUW Minnesota. If any controversial matter in the state arises which affects or reflects on AAUW Minnesota, board members must clear statements, letters, and other communications with the president prior to the transmitting of those communications.

**e. Meetings, Workshops, and Conventions**

- 1) Be responsible for the direction and coordination of AAUW Minnesota state convention and workshops.
- 2) With the approval of the board of directors, engage an experienced parliamentarian for the state convention.
- 3) Appoint the chair of the convention standing rules committee, the chair and any additional members needed for the convention resolutions committee, and the chair and members of the minutes-condensing committee.
- 4) Issue the call to state workshops, state convention, and any special state meeting.

**f. Branches**

- 1) Following procedures specified in the *AAUW Bylaws*, assist a petitioning group desiring to form a branch.
- 2) Notify a branch which appears to have forfeited the right to continue as a branch and request it to present its view in writing to the state board within a designated period of time or reasonable length.
- 3) Any member is welcome to attend state board meetings.

**g. AAUW**

- 1) File the names and addresses of incoming and continuing elected and appointed officers and chairs with AAUW no later than June 1.
- 2) If required, file an annual report with the executive director no later than June 1.
- 3) Be responsible for bringing the state bylaws into conformity with AAUW bylaws after each AAUW convention.
- 4) Be an official representative from the state to the AAUW convention.
- 5) Encourage members to submit vitae for appointment to AAUW committees.

**h. Perform all other duties usually pertaining to the office of president.**

**2. President-Elect**

- a.** Become acquainted with the functions of the state president and AAUW Minnesota.
- b.** In the event of a vacancy in the office of president, the president-elect shall assume that office for the unexpired term. (See Bylaws, Article VI, Section 5)
- c.** Carry out such duties as are assigned by the state president and/or state board of directors.

**3. Vice President for Program**

The state program vice president works with state officers and branches to advocate for women and girls through development and implementation of programs and other projects that promote education and equity.

- a.** Plan and implement AAUW programs or other state programs and projects.
- b.** Evaluate previous program efforts and assess state program needs.
- c.** Work with state officers to integrate program goals with other state priorities.
- d.** Be responsible for convention planning and coordination of program planning and workshop in consultation with the state board and host branch.

e. Assist branches in developing AAUW programs through leadership training, group dynamics and program techniques.

f. Coordinate program grants and awards.

#### **4. Vice President for Membership**

Oversee efforts to recruit and sustain a diverse active membership in the state.

a. Become familiar with the AAUW Bylaws and the Minnesota Bylaws and Standing Rules, and programs and policies. Understand the eligibility rules and membership requirements for branch members. Read national AAUW information about membership..

b. Assist branches in promoting membership growth, orientation, diversity, and retention.

Present at State Conference, and at branches on membership and diversity.

Present at State Conference on new member orientation ideas.

Host a New Member session at State Conference or ask a branch to host a new member Happy Hour or other program as a demo?

Coordinate a Membership VP/committees training at State Conference or mid-year training.

Write article for Pine on membership and/or Send links to Pine with great ideas from national membership office.

Assist membership Chairs by setting up listserv to share ideas. (Copy the State President.)

c. Serve as chair of the membership committee to implement state's membership activities. Identify underrepresented groups to recruit. Develop a state membership action plan with measurable goals and objectives and budget. Including supporting branches for growth, retention, diversity and significant anniversaries. Members to include: CU Rep, Program VP and others.

Suggest meet before or after quarterly Board meeting or prior to State Conference?

Prepare membership award certificates for branches for and attend State Conference.

d. Serve as ex-officio member of the program committee to promote membership recruitment and diversity within programs!

e. Design and send a membership needs assessment survey every 3 years.

f. Review the Membership Section of the AAUW Minnesota website annually. Submit updated membership information to the webmaster in order to keep it current.

g. Attend quarterly State Board meetings and contribute ideas for AAUW Minnesota's success. Prepare quarterly report in advance of the meeting. Maintain a file to be passed onto the next VP and hold a meeting with the successor by July 1. Assist in making Board-To-Branch calls in the fall to connect with each branch.

h. Endeavor to increase membership in AAUW Minnesota through the establishment of new branches. Serve as a resource for branch and student organizers. Assist new branches for two years through consultations and a visit. Costs to be paid for by the state with approval by the President..

## **5. Vice President for AAUW Fund**

- a.** Serve as chair of the AAUW Funds committee and as a member of the program committee. AAUW Funds includes Legal Advocacy, Educational Opportunities, Public Policy, Eleanor Roosevelt, and Leadership Programs Funds.
- b.** Implement the AAUW Funds programs on fellowships, research and projects, Legal Advocacy programs and such others as may be established by AAUW.
- c.** Keep records of contributions received and credited to the respective branch and forward branch and individual contributions to AAUW as they are received. Verify with AAUW that funds are received and properly credited to the branch and state. Examine AAUW Funds reports received and check them against Minnesota records.
- d.** Explain all AAUW Funds programs to the branches by suggesting programs, speakers, and fund raising methods, encouraging each branch to raise their per capita gift and to work for 100% participation by its membership, promoting contributions to the Minnesota Past Presidents American Scholarship Fund, explaining AAUW Funds to new branches, publicizing AAUW Funds; collecting branch AAUW Funds contributions with the deadline to be determined by the vice president for AAUW Funds, and forwarding checks received from branches to AAUW.
- e.** Welcome to Minnesota, either by letter or in person, any AAUW Fund recipients who are studying in the state and extend to them whatever help, advice, and hospitality will make their stay more pleasant and profitable.
- f.** Arrange for recipients of any AAUW Funds to speak at state conventions.
- g.** Schedule branch visits of fellows at branch expense. Determine the availability of each fellow and send an invitation to attend the state convention after approval of the board.
- h.** Design, plan and organize, in conjunction with the Program Committee, an event at state convention; and inform all branches how they can participate in this fundraiser which will benefit all of the state's contribution to AAUW Funds.
- i.** Figure the per capita contribution on the membership as of February 1st of the current year as reported in the state convention booklet.
- j.** Have the AAUW Funds report printed in the convention booklet using contributions and membership statistics from the preceding year.
- k.** Review the AAUW Funds section of the AAUW Minnesota website on a regular basis. Submit updated information to the webmaster, in order to keep the AAUW Funds information on the AAUW Minnesota website current.

## **6. Vice President for Public Policy**

- a.** Serve as chair of the public policy committee and as a member of the program and convention resolutions committees.
- b.** Formulate and implement AAUW Minnesota public policy in compliance with AAUW policy.
- c.** Coordinate and activate legislative work reflecting the public policy program and direct its execution under the guidance of the state board of directors.
- d.** Develop effective Capitol Corp and branch leadership to implement public policy.
- e.** Provide information and leadership to the branch public policy chairs.

- f.** Encourage branch public policy chairs to know AAUW's public policy and provide leadership on those issues.
- g.** Appear before the legislature when appropriate and/or arrange for the appearance of an appropriate representative.
- h.** In consultation with branch public policy chairs, members of the state public policy committee, and the state board of directors, present state public policy priorities to the state convention for approval in even numbered years.
- i.** Send the proposed state public policy, noting new items and changes, to all branches at least 60 days in advance of the state convention at which the public policy is to be voted.
- j.** Print the public policy, in pamphlet form, and distribute to branches and other appropriate organizations and individuals.
- k.** Work with the state coalitions chair to provide direction to coalitions representatives.
- l.** Review the public policy section of the AAUW Minnesota website on a regular basis. Submit updated information to the webmaster, in order to keep the public policy information on the AAUW Minnesota website current.
- m.** Update and keep a list of all resolutions by year, passed at state conventions.
- n.** Set up and maintain CQ Track in Minnesota, by using resources available at AAUW.

## **7. Secretary/Historian**

- a.** Record the minutes of the meetings of the state executive committee, the state board of directors and AAUW Minnesota convention.
- b.** Serve as an ex officio member of the convention minutes-condensing committee.
- c.** Within thirty (30) days after an executive committee meeting, be responsible for sending copies of minutes to all members of the board of directors.
- d.** As soon as possible after each meeting of the board of directors, send advance copies of the minutes to the appointed committee of three for review. After recording recommended corrections and changes, send copies to all members of the board of directors in time for review prior to approval at the next board of directors meeting.
- e.** Be responsible for providing copies of the full and complete state convention minutes to all board members prior to the summer board meeting. After board approval of the full and complete convention minutes, send copies to members of the convention minutes-condensing committee who should return the condensed version to the state secretary in time to be sent to board of directors members prior to the fall board meeting. After approval by the board of directors at the fall board meeting, submit the approved condensed convention minutes for printing in the next convention booklet. Include copies of lists of recipients of special awards at conventions (i.e. Membership, AAUW Fund, Young Women for Equity, etc.) as part of both the complete and the condensed convention minutes.
- f.** Be responsible for collecting and preserving the historical record of AAUW Minnesota:
  - 1) Compile an annual history of AAUW Minnesota (including dates, full names, and addresses) from the reports of the branches and the board, which shall be the legal record of the state AAUW.
  - 2) Provide guidelines and receive from each retiring board member copies of significant materials which originated during her/his tenure for placement in the archives.

- 3) File yearbooks, minutes, convention reports, and other pertinent material of a permanent nature in the archives at the Minnesota Historical Society.
- 4) Submit information to be printed in the annual convention booklet or send each branch copies of the historical report, whichever is appropriate.
- 5) Assume responsibility for the decade history project.

**g.** Have available at all meetings of the state, board of directors, and executive committee copies of the current *AAUW Bylaws* and the *AAUW Minnesota Bylaws* and lists of state officers, board members, committees, and task forces.

**h.** Assume responsibility for such correspondence of the state, board of directors, and executive committees as the president, board of directors, or executive committee shall delegate.

## **8. Treasurer**

**a.** Serve as a member of the finance committee.

**b.** Assume responsibility for the collection of all state dues and other monies due the state unless otherwise authorized by the Minnesota board of directors or AAUW.

**c.** Serve as custodian of all funds, securities, and business papers.

**d.** Arrange for at least one additional signature on the accounts.

**e.** Bill branches after July 1 for unpaid state dues and assessments.

**f.** Keep an itemized account of all receipts and disbursements.

**g.** Submit a detailed financial report, with actual results compared to budget, to the executive committee and board of directors at each meeting or upon request of the president.

**h.** Submit an annual written financial report to the state.

**i.** Submit the records for financial review at the close of the fiscal year.

**j.** Pay all budgeted bills when properly verified by the person incurring the indebtedness and by the finance chair.

**k.** Pay all unbudgeted bills after payment for same has been approved by the board of directors when presented to them by the finance chair.

**l.** Turn over all necessary ledgers, books, papers, and computerized records to a successor by August 15th.

**m.** Be certain that no money shall leave the state treasury except through requisitions approved by the finance chair and that all disbursements shall be made by check.

**n.** Provide that the state checking account shall be in the name of AAUW Minnesota and that checks for state dues shall be made out to AAUW Minnesota, not to the treasurer.

**o.** Sixty days prior to the state convention send to the administrative assistant, the president, the finance chair, and the membership vice president the membership figures for AAUW Minnesota as of February 1 of the current fiscal year.

**p.** Recommend to the board of directors the investment of state AAUW funds.

## **9. College/University Representative**

- a.** Serve as a member of the membership committee.
- b.** Serve as the liaison of AAUW to retain and develop potential college/university memberships.
- c.** Communicate the concerns of the college/university representatives to the state board.
- d.** Communicate the concerns and programs of AAUW to the college/university representatives and facilitate mutual support.
- e.** Prepare the annual report and roster of the college/university representative for the state convention program book.
- f.** Update the roster information with addresses, telephone numbers, and email addresses for AAUW Minnesota state directory by July 15.

## **10. Administrative Assistant**

### **a.** Responsibilities as Administrative Assistant

- 1) Work with the state board in the performance of stated duties and perform such other duties as assigned by the state president or board of directors.
- 2) Coordinate details for board meetings (i.e. meeting place, room and meal reservations, equipment).
- 3) Provide the latest copy of *Robert's Rules* at each board meeting and be prepared to serve, when appointed by the state president, as the Parliamentarian for the board meeting.
- 4) Work with the president, as directed, in the preparation of AAUW Minnesota documents (i.e., agendas and agenda items, correspondence, strategic plan, workshop materials, Convention booklets).
- 5) Work with the president, as directed, in the preparation of the state directory, computerized mailing lists, and labels for president's mailings and convention mailings.
- 6) Arrange for and coordinate, as directed by the president, printing for board meetings, mailings to branches, workshop materials, the state directory, stationery and envelopes.
- 7) Have available to board members at each meeting AAUW Minnesota stationery and envelopes.
- 8) Keep current files of the goals/objectives and/or guidelines/responsibilities approved by the board of directors for appointed chairs and committees.

### **b.** Responsibilities as Convention Credentials Chair

- 1) Serve as chair of the Convention Credentials Committee. The committee typically consists of a member of the local convention committee who works with the chair in keeping the tally of registrants who are delegates.
- 2) By February 15, notify the first president of each branch the number of delegates that the branch is eligible to send to Convention from the membership figures secured from the treasurer and in accordance with the *AAUW Minnesota Bylaws*. Supply the form for the branch to list the named delegates and alternates for return by the deadline date.
- 3) Remind two weeks in advance those branches from which no delegate forms have been received of the approaching deadline date.

- 4) Compile a list of all eligible delegates to check against Convention registrants in attendance.
- 5) With the assistance of the local committee member, establish the opening and final delegate count for reporting during the Convention agenda.
- 6) Make changes or substitutions in the delegate list as the need arises so that each branch is as fully represented as possible by the number of delegates they are able to send.
- 7) Consult with the Convention Standing Rules Committee to assure that credentials procedures, Convention Standing Rules, and state bylaws are consistent with one another.

## **11. Bylaws Chair.**

- a.** Serve as chair of the state bylaws committee. Though a committee may be appointed, the state board serves as the committee to consider and recommend changes in the state bylaws.
- b.** Routinely review the state bylaws and board standing rules to assure that they are internally consistent and provide for the legitimate and desired current operations of AAUW Minnesota.
  - 1) Prepare a presentation for a vote at the state convention with recommended amendments to the state bylaws as prescribed in Article XVII of the state bylaws.
  - 2) Prepare a presentation for board action with amendments to the board standing rules.
- c.** Maintain up-to-date copies of the state bylaws and board standing rules, and keep state board members and others, as appropriate, supplied with current copies.
- d.** Provide AAUW and AAUW Governance Chair with current copies of the state bylaws.
- e.** Maintain a file of current copies of bylaws from each branch in the state.
  - 1) Assist new branches in developing their bylaws and existing branches in updating or changing their bylaws, including review before branch passage of proposed bylaws and changes for their accuracy and consistency with AAUW and state requirements.
  - 2) After each biennial AAUW convention, review branch bylaws (or certification forms in lieu of copies if so instructed by AAUW) for compliance as prescribed in Article XVII of these state bylaws and forward copies to AAUW.
  - 3) After each state convention, notify branches of changes that need to be made to bring branch bylaws into conformity and verify conformity.

## **12. Finance Chair**

- a.** Serve as chair of the finance committee.
- b.** Be familiar with all financial policies of AAUW Minnesota and perform those duties assigned to her/him.
- c.** Be responsible for keeping an up-to-date record of all actions taken on finances by the board of directors.
- d.** Monitor operating budget throughout the year, informing the board and other committee chairs about actual results which differ from budget.
- e.** Approve all budgeted requisitions for reimbursement.
- f.** With the help of the finance committee, prepare an annual budget for presentation to the January meeting of the board of directors and to the state convention for approval.

- g. Assure the bonding of the necessary board of directors.
- h. Submit to the board of directors for ratification any indebtedness incurred.
- i. Advise the board of directors on the administration of financial affairs of AAUW Minnesota.

### **13. Newsletter Editor**

- a. Serve as a member of the membership committee.
- b. Be the editor of the Minnesota state newsletter known as *The Minnesota Pine*, which shall be sent to all branch members of AAUW Minnesota and to others, at the discretion of the president, in consultation with the editor.
- c. Be responsible for securing printing and production bids for *The Minnesota Pine* and for determining the most economical method of printing, with the approval of the president. Oversee the electronic notification to each member of the availability of each issue on the AAUW Minnesota website.
- d. Arrange for the transfer of a mailing permit, as necessary.
- e. Be responsible for gathering information from the branch newsletters for use in *The Minnesota Pine*.
- f. Determine the schedule of publication of *The Minnesota Pine* with the president, subject to the approval of the board.
- g. Maintain files, which shall include at least two (2) copies of back issues.
- h. Furnish one copy of each issue to the person responsible for maintaining and preserving the historical record of AAUW Minnesota and a copy to the Minnesota Historical Society.

### **14. Other Appointed Chairs**

- a. Serve as a member of the program development, public policy, or other committees as appropriate.
- b. In consultation with the state president, establish and chair a committee as needed.
- c. Develop goals/objectives and/or guidelines/responsibilities to be reviewed and approved by the state board of directors.
- d. Act as the liaison between the state board of directors and branches, communicating with branches with encouragement and suggestions for programs, activities, and projects and conveying AAUW directives to them.
- e. Report periodically in *The Minnesota Pine*.
- f. Prepare and send to branches the necessary forms from which an annual report for the state is compiled.

## **VI. NOMINATIONS FOR OFFICES**

### **A. The nominating committee chair**

1. Informs the membership of the opening of applications September 15 and closing November 15 via *The Minnesota Pine* and notification to the branch presidents.
2. Conducts all nominating committee meetings.
3. Is responsible for all correspondence and records of the nominating committee, including the distribution and collection of vita sheets.

4. Reports to the state board at the January board meeting.
5. Sends letters of acceptance/rejection to all candidates immediately following board approval of the slate at the January board meeting.
6. Reports to the state membership via *The Minnesota Pine*.

**B. The nominating committee**

1. Reviews and recommend/reject applications.
2. Is required to conduct a conference call or meet in person to discuss candidates' qualifications if more than one candidate per office seeks nomination.

**C. Persons seeking nomination**

1. Completes an official vita sheet
2. Submits two letters of recommendation: one from a board member from the candidate's branch and one from another person of the candidate's choice.

**D. Vacancy in office of President-Elect**

If a vacancy shall occur in the office of president-elect, that office shall remain vacant until the next state convention at which time the nominating committee shall submit a nominee for the office of president to be elected at that convention.

**VII. NO SMOKING**

A no smoking rule shall be in force in all meetings, workshops, exhibits, and dining rooms at all AAUW Minnesota meetings.

**VIII. PROCEDURE FOR AMENDMENT**

Any provisions in these Standing Rules not governed by AAUW and AAUW Minnesota Bylaws may be changed at any state board meeting by a majority vote of those in attendance.

Amended and Approved by the AAUW Minnesota Board on October 26, 2013.

Amended and Approved by the AAUW of Minnesota Board on MMM DD, YYYY.

## Document Formatting

This document is formatted using the following seven styles:

Document Paragraph	Style
<b>STANDING RULES OF AAUW OF MINNESOTA</b>	<b>Title</b>
<b>ARTICLE.</b>	<b>Heading 1</b>
<b>Section 1.</b>	<b>Heading 2.</b>
a	ListIdent 2
<b>SubSection2.</b>	<b>Heading 3</b>
1)	ListIdent 3
a)	ListIdent 4
All other text	Normal

## Updating the automatic Table of Contents

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