

July 22, 2023 Final

AAUW-WISCONSIN POLICY SHEET

These policies are in accord with AAUW and AAUW-WI Bylaws and serve as a procedural manual for the AAUW-WI Board of Directors. In this policy sheet the Board refers to the AAUW-WI Board of Directors. These policies may be amended at any time by a majority vote of the Board. State and Branch officers shall be familiar with these policies.

I. AAUW WISCONSIN BOARD OF DIRECTORS

A. The AAUW-WI President, President Elect, and Vice President Leadership Development shall be selected from those who have had experience on the AAUW-WI Board of Directors or other executive experience in national AAUW. All elected and appointed board members and non board appointees shall be selected on the basis of their AAUW experience, understanding of one or more components of the AAUW program, commitment to the AAUW mission, and willingness to devote the time necessary to perform their duties.

B. Geographical distribution for the above offices, while not mandatory, should be given consideration. AAUW values and seeks a diverse leadership.

C. Any position filled by one or more persons is entitled to one vote on the board and one per diem expenses allotment.

D. It shall be understood that a member of the Board of Directors serves as an individual (to benefit AAUW-WI and not a single branch or person) and does not represent a Branch.

E. The Board may adopt a Strategic Plan every two years which outlines goals and priorities for the organization, to be evaluated and revised as needed.

F.. The past Presidents of the State may comprise an advisory committee which may be called at the discretion of the State President, who shall appoint a past President as chair.

G. By July 1, outgoing board members and non-board appointees shall forward to their successors the following:

- materials and correspondence important to the conduct of their respective areas of interest.
- a description of the roles and responsibilities of the position, to include implementation of the Strategic Plan and a timetable for performance of responsibilities; the State President should have a copy of each description and be notified of any changes.
- current copy of the AAUW-WI Directory of State and Branch Leadership.
- reference to AAUW Bylaws, Policy Sheet, and Strategic Plan on the AAUW website.
- list of committee members.

II. STRUCTURE AND RESPONSIBILITIES

A. OFFICERS

1. Qualifications: Elected and appointed officers shall be members of AAUW. The President,

President Elect, and Leadership Development Vice President shall have had previous experience on the AAUW-WI Board or other executive experience in national AAUW.

2. Terms of Office: The term of each officer shall begin on July 1; however, the incoming or continuing President may call meetings of the incoming Executive Committee and Board prior to July 1 for the purpose of approving appointments and making plans for the coming year.

B. ELECTED OFFICERS

1. President: As the executive officer, the President shall:

a. File the names and contact information of incoming and continuing officers and coordinators

With the AAUW records office no later than June 1.

b. Be responsible for bringing the AAUW-WI Bylaws into conformity with AAUW Bylaws

after each AAUW Convention and for reporting the action at the next meeting of the

Board of Directors.

c. Preside at all meetings of the AAUW-WI , the Board of Directors, and the Executive

Committee (page 4, section IV)

d. Perform all other duties usually pertaining to the office.

e. Appoint, after consultation with the Executive Committee, all appointed officers and

coordinators of all committees except the Nominating Committee and those otherwise

provided for in the Bylaws.

f. Select members of committees and task forces, in consultation with the respective

coordinators, except members of the Nominating Committee.

g. Serve as an ex-officio member of all committees and task forces except the Nominating

Committee.

h. Be responsible for having the Financial Vice President's records audited at the close of the

fiscal year.

2. President: As the official representative of the state in AAUW activities on all levels, the President shall:

a. Visit a petitioning group desiring to form a Branch and discuss with it the program of AAUW and the desirability of forming a Branch. The President may designate an official representative to act in the

President's stead. After advising the existing Branch or Branches in the area from which the petitioning group might draw membership, the President shall make a recommendation to the State Board.

b. When Board approval is given, the President shall notify AAUW and direct the state

Membership Vice President to continue organizing activities with the petitioning group,

including the preparation of bylaws.

c. In the event the AAUW-WI Board fails to give approval to the petitioning group, the President shall send a written report to the AAUW Board of Directors. Upon review, the AAUW Board of Directors has the authority to give approval to the petitioning group. d. 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 Board within a designated period of time of

reasonable length.

e. Accept notification from Branches of their desire to disband.

f. As the official representative of the state, the President or the President's designated

substitute shall represent the state in all work with other states and at meetings and conferences.

3. President Elect: The President Elect shall attend all meetings of the Board and the Executive Committee as a voting member and shall not be assigned any specific duty or responsibility.

4. Vice Presidents: There shall be at least five AAUW-WI Vice Presidents to lead the areas of Program, Membership, Leadership Development, Fund Development, and Finance.

a. The Program Vice President shall:

1. Be responsible for planning the convention program in coordination with the host district members and local convention chair and making arrangements for the AAUW WI Annual Business Meeting held during the convention.

2. Work with branch Program VPs to develop mission-based programs.

3. Perform other such duties as may be assigned by the Board of Directors.

b. The Membership Vice President shall:

1. Serve as the chair of the committee on membership.

2. Continue organizing activities with a petitioning group, including the preparation of bylaws at the direction of the State President.

3. Act as the presiding officer in the absence of both the President and the Leadership Development Vice President.

4. Perform other such duties as may be assigned by the Board of Directors.

c. The Leadership Development Vice President shall:

1. Assume the duties of the President in the President's absence or inability to serve.

- 2.. Succeed to the office of President for the unexpired term in the event of the resignation or death of the President.

3. Serve as chair of the committee on leadership development.

4. Oversee training and development of Branches through district meetings and state convention.

5. Oversee the work of the District Coordinators.

6. Oversee NCCWSL scholarships from AAUW Wisconsin

7. Perform other such duties as may be assigned by the President and Board of Directors.

d. The AAUW Funds Development Vice President shall:

1. Serve as the chair of the committee on AAUW Funds.

2. Implement the programs of the AAUW Funds within the state in conjunction with the

Program VP and convention planning committee.

3. Promote financial support of the AAUW Funds within the state.

4. Perform other such duties as may be assigned by the Board of Directors.

e. The Finance Vice President shall:

1. Assume responsibility for the collection of all AAUW-WI dues and other money due

AAUW-WI unless otherwise authorized by the Board of Directors.

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

3. Keep an itemized account of all receipts and disbursements.

4. Present a detailed financial report to the Executive Committee and the Board at each

meeting and upon request of the President at other times.

5. Submit an annual written financial report to the Board.

6. Submit the records for a financial review at the close of the fiscal year.

7. Disburse money as directed by the President or Board of Directors.

8. Pay bills only upon receipt of vouchers signed by the person incurring the expense.

9. Serve as chair of the Finance Committee that is comprised of all elected officers

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10.. Supervise the preparation of the annual budget by the Finance Committee.

11. At the expiration of the term of office, but no later than August 1, turn over the records to the incoming Finance Vice President.

12. Maintain a list of all National Members who pay AAUW-WI State dues.

C. APPOINTED OFFICERS

1. The Administrative Services Coordinator shall:

- a. Record minutes of the meetings of AAUW-WI, Board of Directors, and Executive Committee.
- b. File all written reports presented at AAUW-WI meetings.
- c. Have available at all meetings a copy of the AAUW Bylaws, AAUW-WI Bylaws, and a list

of state officers, committees, and task forces.

- d. Make arrangements for state Board meetings.
- e. Send communications to Branch presidents, past AAUW-WI Presidents, and AAUW-WI

Board members.

- f. Compile and distribute yearly Directory of State and Branch Leadership.
- g. Perform such other duties as assigned by the President or the Board of Directors.

2. The District Coordinators shall:

- a. Serve as advocates for and deliver services to the Branches in that district.
- b. Provide Branches with a means of communicating, interacting, training, and furthering AAUW and AAUW-WI policies and programs.
- c. Serve as members of the Committee on Leadership Development.
- d. Perform other such duties as assigned by the Board of Directors.

D. EXECUTIVE COMMITTEE

The elected officers comprise the Executive Committee and shall:

1. Act for the Board of Directors in the interim between meetings of the Board except to assume

such duties as are specifically delegated to the Board of Directors by AAUW-WI Bylaws

Article XII, Section 2.

2. Confirm the appointments of chairs of committees and task forces and appointed officers.
3. Serve as members of the Finance Committee that creates and presents the annual budget to the Board of Directors
4. Make recommendations to the Board of Directors.
5. Perform other such duties as assigned by the Board of Directors.
6. Report to the Board of Directors on its activities.

E. COMMITTEES

There may be established special committees and task forces as may be considered necessary by the Board of Directors, i.e., resolutions, bylaws, public policy, etc.

1. Committee chairs shall be members of AAUW.
2. Members shall be chosen for their experience and work in AAUW and/or their special aptitude

for the work of the committee.

3. The chair of each committee shall submit a report to the Board annually and/or upon conclusion

of the assigned task.

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F. DISTRICTS

Wisconsin shall be divided into Districts composed of areas as determined by the Board.

1. A Coordinator shall be appointed by the President for each District – Districts 1, 3, and 5 in even years; Districts 2 and 4 in odd years.

2. Each District Coordinator is an appointed officer of the Board.

G. COMMUNICATIONS

1. State Board members and appointees shall communicate with their Branch counterparts at least twice each fiscal year with copies to the

state President. Additional counterpart communications may occur as needed.

2. The state President shall communicate at least six (6) times per year to all Branch presidents

and Board members and to past State Presidents as needed.

3. AAUW-WI shall publish an AAUW-WI Directory of State and Branch Leadership each fiscal

year, distribute it to AAUW-WI Board members, and make it available to AAUW-WI members.

III. AAUW WI STATE DUES

With the exception of Honorary Life Members, every Branch shall pay annual dues for each of its members belonging to the Branch. State membership shall include a subscription to the state bulletin (*Badger Briefs*). Dues are payable to the AAUW-WI Finance Vice President on July 1 and shall be considered in arrears unless forwarded by the Branch treasurer postmarked no later than August 10. Dues of new members may be accepted at any time. Dues of new members received by the State Finance Vice President between January 1 and March 15 shall be one-half the annual dues. Dues of new members received in the fourth quarter apply to all of the current and next fiscal year.

1. Reciprocity: All states shall have a reciprocal membership policy. Payment of any additional dues shall be waived for a transferring member whose dues have been paid to another state. All Branches within Wisconsin will also abide by this reciprocal agreement.

2. College/University partners and representatives shall pay no state dues.

3. A national member belonging to AAUW-WI shall pay annual dues to the AAUW-WI Finance

Vice President. National members' dues shall be payable by the anniversary date of

membership, in accordance with procedures established by AAUW policy.

4. A Branch recognized by AAUW after July 31 shall pay no state dues for the current fiscal year.

IV. FINANCE AND BUDGET

A. BOARD OPERATIONS

1. Board meeting expenses – venue, meals occurring during meeting, and supplies will be funded per the annual budget.

2. Board member reimbursements:

a) Mileage is reimbursed at \$.50 per mile.

b) If meals are not provided at the board meeting, then meals are reimbursed up to \$30/day(s) of meeting.

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c) Reimbursement for members requiring lodging due to distance (over two hours travel time one way), weather, or special circumstances when approved by the president, is \$75.

d) Only one night will be reimbursed for each day(s) of board meeting.

e) Board members may be reimbursed for registration, mileage, lodging, and meals for attendance at the annual state convention in amounts noted above.

f) Optional meals, where board members gather, e.g., pre-convention meals, will not be reimbursed.

g) Board members who are presenters at the convention (e.g., breakout or keynote speakers) are reimbursed from the state budget. They may also receive a speaker honorarium from the convention budget.

3. Non-board appointees shall be reimbursed at the same rate as state Board members for attendance at AAUW-WI State Conventions, functions, workshops, Board and/or Executive Committee meetings

when invited by the state President and for other travel necessary to the performance of job responsibilities as approved by the President.

4. Charges for advertisements in *Badger Briefs* may be established by the Board and reviewed as necessary.

B. CONVENTIONS AND OTHER MEETINGS

1. At any AAUW-WI-sponsored event, only Branch sales which contribute all proceeds to AAUW Funds will be allowed. Branches must pre-register with the State Board event planning committee at least four (4) weeks prior to the event. Pre-registrations shall be accepted on a first-come, first-served basis. Based on available space, the State Board event planning committee will decide how much selling space per Branch will be allowed and how many total Branches can be accommodated.

2. The State Budget shall include an item covering the expenses for the State President attending the AAUW Convention: the registration fee; lodging; transportation at thirty-five (35) cents per mile or round trip coach airfare (whichever is less); and a per-diem of thirty (30) dollars for meals. The State Budget shall fund the registration fees, a per-diem of fifty (50) dollars for lodging, and a per-diem of thirty (30) dollars for meals for all other Executive Committee members who will be in office starting July 1 the following year or their alternates.

3. The State Budget may include an item for a regional conference. Funds will be equally divided among members of the current and incoming Executive Committee. Additional Board members may be reimbursed at the discretion of the Executive Committee.

4. Expenses for other meetings (not paid for by other entities) shall be included in the State Budget. Reimbursement for attendance at such meetings shall be made only if prior consent of the Executive Committee has been obtained.

V. AAUW-WI STATE CONVENTION

A. The AAUW-WI President shall preside over the annual business meeting, which shall be held during the state convention.

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B. The AAUW-WI Program Vice President is responsible for planning the convention program,

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and making arrangements for the annual business meeting, in coordination with the host

district members and local convention chair.

C. The hosting Branch/District shall appoint a local arrangements chair, and the local

arrangements chair and the Program Vice President shall serve as Convention Co-Chairs.

D. It is recommended that the District Coordinator of the hosting Branch/District serve on the planning committee.

E The Convention Co-Chairs shall keep careful records of all activities and duties. Within sixty (60) days after the Convention, the chairs shall send an evaluation together with the files to the AAUW-WI President who shall give them to the subsequent chairs.

F. The Convention Co-Chairs shall ensure that all financial transactions are complete and that the final accounting, including remitting funds, is sent to the AAUW-WI Financial Vice President no later than sixty (60) days following the Convention.

G. The Convention Co-Chairs shall make arrangements in cooperation with the state President. The President and the convention planning committee shall make final decisions about the program and times of meetings with due regard to the hosting Branch's/District's wishes and recommendations.

H. The funds allocated in the AAUW-WI Budget for Convention and a registration fee to be approved by the Executive Committee shall be used to defray the following expenses: · speakers.

1. program costs, including name tags.

2. charges for meeting rooms (provided this has been agreed upon beforehand by the

convention planning committee and the State President and in consultation with the State Board if necessary).

3. meals and lodging of guests;

4. registration and a meal for each AAUW Funds honoree when an individual endowment reaches the stipend-producing level;. other Convention expenses approved by the Convention planning committee and the state President.

I. An advance from the AAUW-WI treasury for the Convention shall be forwarded to the hosting Branch prior to the Convention date. The treasurer of the hosting Branch, or other person so designated, shall be accountable to the State Board.

J. The registration fee shall be waived for the Convention Co-Chairs and past AAUW-WI Presidents. Any national AAUW officer or committee member and invited guests who are part of the Convention program shall also have their registration fee waived.

K. All State Board members, elected or appointed, shall pay the registration fee but shall be reimbursed from the AAUW-WI treasury.

L. Any funds remaining from registration fees and/or the AAUW-WI budget allocation shall be returned to the AAUW-WI treasury.

M. Reservations or registration fees will not be refunded after the cancellation date set by the Convention planning committee.

VI. NOMINATIONS AND ELECTIONS

The process of nominating and electing officers shall be conducted as outlined in the AAUW-WI Bylaws. In keeping with past practice, it is recommended that a former AAUW-WI State President serve on the Nominating Committee.

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VII. WORKSHOPS

A. Workshops and other meetings/events (i.e., Voter Ed Day, Public Policy/Advocacy Day, District Workshops, etc.) may be held at the discretion of the State Board, who may determine the subject matter and timing. A report and evaluation of each event shall be presented at the next meeting of the Board of Directors and a copy filed with the state President.

B. Workshop fees shall be charged at the discretion of the chair of the event with the approval of the Executive Committee.

C. The registration fee shall be waived for the hosting Branch president, workshop chair(s), any national AAUW officers or committee members, and invited guests.

D. Any unused funds shall be returned to the AAUW-WI treasury.

E. Program expenses for workshops, not covered by a registration fee, shall be included in the

AAUW-WI budget.

F. Reservations or registration fees will not be refunded after the cancellation date established by

the event planning chair(s).

VIII. CANDIDATES FOR NATIONAL AAUW AND AAUW FUNDS OFFICES

AAUW-WI encourages all Branches and individual members to submit names of qualified candidates for national AAUW and national AAUW Funds offices. Names being sent to national AAUW should, as a

courtesy, be sent to the state President, who will keep the Board informed. Individuals can endorse qualified members of their choosing.

IX. PARTICIPATION WITH OTHER ORGANIZATIONS

A. COLLABORATIONS

1. New and continuing commitments to participate in collaborations shall be evaluated annually during the budget review to measure the effectiveness and credibility of the coalition and AAUW-WI's participation as a member.

2. The AAUW-WI Board may establish new collaboration relationships at its discretion. **B. CANDIDATES FOR PUBLIC OFFICE**

1. AAUW-WI will not endorse candidates for elective office.

2. The AAUW-WI President shall refrain from endorsing any candidate for any elective office.

3. Other AAUW-WI Board members and appointees may, as individuals, support candidates for elective office but must insure that there is no implied endorsement by AAUW-WI.

4. In accordance with AAUW's use-of-name policy (to protect tax-exempt status), no Wisconsin AAUW Branch shall give support to partisan candidate(s) for elective office(s) in the name of AAUW.

Members, as individuals, are encouraged to support qualified candidates.

5. No candidate for any elective office shall have access to or use of AAUW resources such as but not limited to State/Branch directories and mail or email lists. No campaigning, distribution of campaign materials, or fundraising for any candidate running for any elective office may take place at any State or Branch function.

6. Voter guides or legislative records developed by AAUW and/or AAUW-WI may be made

available at State and Branch functions.

C. USE OF DIRECTORIES AND MAILING LISTS

1. State or Branch directories (both print and electronic) shall not be given to individuals, agencies, or organizations outside of AAUW unless the work of the State or of the Branches concerned will be furthered by doing so. Such directories should be given only with the approval of AAUW-WI President or of the Branch President, both of whom shall consult with Board members if considered necessary.
2. State mailing list(s) will not be made available to other organizations.

X. BRANCHES

A. BYLAWS

1. Branch Bylaws must conform to AAUW Bylaws and shall be reviewed following each AAUW Convention. Copies of Branch Bylaws shall be filed with national AAUW for electronic online access. .
2. Proposed amendments to Branch Bylaws shall be submitted to the AAUW-WI Bylaws Coordinator prior to consideration by the Branch membership. After adoption of any changes, copies of revised Branch Bylaws shall be filed as above.

B. PRESIDENTS OF BRANCHES

The Branch President shall:

1. be the official representative of the Branch in activities of AAUW on all levels.
2. send to AAUW and the AAUW-WI President the names and contact information of all officers

and task force and committee chairs no later than June 1 and report promptly any changes to AAUW and AAUW-WI.

3. file reports as requested by the AAUW-WI Board.
4. be responsible for the updating of Branch Bylaws after each AAUW Bylaws revision and

submitting them as instructed to national AAUW. C. FINANCE
OFFICERS

Unless otherwise authorized by AAUW, Branch finance officers shall submit State dues to the AAUW WI Finance Vice President no later than August 10. Dues received after August 10 for late renewals or for new members shall be forwarded immediately to the AAUW-WI Finance Vice President.

D. RELATIONSHIP TO AAUW-WI BOARD OF DIRECTORS

1. It is recommended that Branches invite AAUW-WI Board members to their Branch boards with ex-officio status where provision for such board membership is not included in the Branch Bylaws.
2. Branch Presidents and any other members are invited to attend AAUW-WI Board meetings with the privilege of joining the discussion but without the privilege of making motions or voting.
3. Branch Presidents and committee chairs responsible for scheduling Branch events and programs are encouraged to schedule on dates which do not conflict with AAUW-WI events planned for the membership.

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E. BRANCH VISITS

1. It is recommended that the state President or a delegated representative be available to visit Branches during each term of office at State expense. If necessary, the Branch is expected to provide local hospitality including overnight accommodations and meals.
2. No State officer or appointee shall accept fees for speaking to Branches.
3. Since it may be necessary for a number of officers and appointees to visit a new Branch to
provide specific help as needs arise during its first three years,
transportation shall be paid by

AAUW-WI.

4. Additional visits may be authorized at AAUW-WI expense to provide specific help to identified

Branches in need.

5. Expenses for any additional Board members not authorized by the AAUW-WI must be assumed

by the Branch.

6. Branches wishing to schedule visits by AAUW-WI officers or appointees shall request such

visits well in advance of the date desired.

7. Branch Presidents may find it helpful to call a Branch board meeting for informal discussion during the visit of the AAUW-WI President or other AAUW-WI officers or appointees.

XI. MEETINGS OF AAUW-WI

A. TIME, PLACE, AND NOTIFICATION

1. The time and place shall be determined by the Board of Directors and announced to the Branches.

2. Special meetings may be called by the President or shall be called by the President on the written request of five (5) members of the Board of Directors.

3. Notice of meetings shall be sent to all Branches, members of the Board of Directors, College/University partners and representatives, and National Members at least fifteen (15) days prior to the meeting.

4. All meetings, including meetings of the Board of Directors, shall be open and may be attended by any member of AAUW-WI.

5. If circumstances prevent the holding of a state annual meeting, the Executive Committee of the Board of Directors shall provide for the conduct of necessary business.

B. REPRESENTATION

1. The voting body of any statewide meeting of AAUW-WI shall be composed of the members of AAUW-WI in good standing present.

2. A member of the voting body shall cast no more than one vote. C..
RESOLUTIONS

1. Resolutions on AAUW-WI policies, program, or legislative action and all other resolutions to be proposed at the Annual Meeting may be initiated by the membership, by the Executive Committee, by a standing or special committee, and/or by the committee on resolutions.

2. The committee on resolutions shall be announced to the Branches no later than November 1. 3. Proposed resolutions shall be presented to the committee on resolutions by January 21.

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Courtesy resolutions may be presented at any time.

4. The committee on resolutions shall be authorized to reword, clarify, or combine the resolutions

presented to it.

5. The committee on resolutions shall report the resolutions to the Annual Meeting and

recommend suitable action to be taken on them. A majority of the members present and voting

shall be required for adoption of such resolutions.

6. The committee on resolutions, by a two-thirds vote, may refuse to report a resolution to the

Annual Meeting. Members at the Annual Meeting, by a two-thirds vote, may order the

committee to report. It shall then require a three-fourths vote for adoption.

7. Resolutions on AAUW-WI policies, programs, or legislative action and all other resolutions

may be proposed from the floor for discussion by a two-thirds vote of the members present and voting. A three-fourths vote of the members present and voting shall be required for the adoption of such resolutions.

D. PUBLIC POLICY PLATFORM

1. The Public Policy Platform, to be proposed at the even-year Annual Meeting, may be initiated by the membership, by the Executive Committee, or by a special or standing committee.

2. Proposed deletions, changes, or additions to the current Public Policy Platform shall be presented to the state Public Policy Chair by January 21, in even-numbered years, prior to the Annual Meeting.

3. The committee on public policy shall be authorized to reword, clarify, or combine the

proposals.

4. Notice of proposed changes to the platform shall be sent to each member in the state at least thirty (30) days prior to voting.

5. A majority of the members present and voting shall be required for the adoption of the Public Policy Platform.

6. If the required previous notice has not been given, a proposed platform may be presented for discussion by a two-thirds vote of the members present and voting at the Annual Meeting. A three-fourths vote of the members present and voting shall be required for the adoption of the platform.

XII. POLICY SHEET PROCEDURES

A. This Policy Sheet is to be reviewed and revised, if necessary, by the AAUW-WI Board of Directors at least once during a State President's term of office.

B. Copies of this Policy Sheet shall be sent to the AAUW Executive Director, AAUW-WI Board members, Branch presidents, and any others designated by the State Board. It shall be sent to other states upon request.

C. Branches are authorized to make copies of this Policy Sheet for members of their Branch boards or general membership or both.

Reviewed and approved by AAUW-WI Board of Directors: January 22, 2011, Eau Claire, WI Amended January 20, 2013, Madison, WI

Reviewed and approved by AAUW-WI Board of Directors: October 25, 2014, Appleton, WI Amended April 24, 2015, Elkhart Lake, WI

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Revised and approved by AAUW-WI Board of Directors: April 10, 2021, Zoom Virtual Meeting. Revised and approved by AAUW-WI Board of Directors, July 22, 2023

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