



AMERICAN ASSOCIATION OF UNIVERSITY WOMEN POLICIES OF AAUW OF OREGON — APRIL 2022

The following statements concern accepted policies and practices in force as voted by past action of the governing bodies of the AAUW of Oregon, hereinafter called “state.” These statements are not to be construed as bylaws, but they should be part of the permanent file of each branch and of each state officer and chair. If changes are in order, new policies should be suggested to the board of directors. Changes are adopted by a simple majority vote of the board of directors.

AAUW is firmly committed to providing equal access for its members with disabilities. Wherever possible all meetings and activities shall be accessible to public transportation and locations shall conform to the American with Disabilities Act (ADA) guidelines for wheelchair access. Sign language interpretation and/or audio enhancement shall be provided upon request.

Meeting announcements, newsletters and other written AAUW communications can be made available in alternative format upon request. Branches are urged to adopt and practice a similar policy.

100 — ADMINISTRATION

110 — OFFICERS

The elected officers are president, president-elect, four (4) vice presidents (communications, finance, membership and program), secretary, and the district directors (South, Central, North Central, Northeast and Northwest). An office may be held by more than one member. The singular noun form will be used in these policies. Publications include all electronic media.

A. Duties of Elected Officers: These and other duties are in addition to those listed in the bylaws and in Robert’s Rules of Order Newly Revised. All elected officers shall submit annual reports of their work to the president and to the membership.

1. President

a. As the official representative of the state in the activities of AAUW, the president shall visit a petitioning group desiring to form a branch and discuss with it the program of the AAUW and the desirability of organizing a branch. The president may designate an official representative to act in the president’s place. After advising the existing branch or branches in the area from which the petitioning group may draw membership, the state president shall make a recommendation to the state board of directors.

(i) When board of directors’ approval is given, the president shall notify the AAUW membership office and direct the state membership vice president to continue organizing activities with the petitioning group, including preparation of bylaws.

(ii) In the event the board of directors fails to give approval to the petitioning group of graduates qualified to organize a branch, the president shall send a written report to the AAUW Board of Directors.

- b. As the official representative of the state in the activities of AAUW, the president shall notify a branch that appears to have forfeited the right to continue as a branch. She/he shall request it to present its view in writing to the state executive committee within a designated period of time of reasonable length.
- c. As the official representative of the state, the president or the president's designated representative shall represent the state in all work with organizations and at meetings and conferences.

2. President-Elect

- a. After fulfilling her/his full term the president-elect shall automatically become president for a full term.
- b. The president-elect shall in the absence of, or in the vacancy of the office of the president, preside or fill the vacancy.
- c. The president-elect may be designated additional duties by the board of directors.

3. Communications Vice President, unless otherwise authorized by the board of directors, shall:

- a. serve as chair of the Committee on Communications;
- b. with the technology committee, coordinate all publications and media exposure for the state and state meetings;
 - (i) act as liaison among the state president, board of directors and the editors of the *Oregon News*, state directory and other state publications;
 - (ii) supervise the editors of the *Oregon News*, state directory and other publications defining the image of each, and the delivery schedule, in consultation with the state president, ensuring compliance with the AAUW style guide, and proof-reading when possible;
 - (iii) review all state publications to ensure a professional look, giving suggestions as needed;
 - (iv) assist with coordination of intra-district communications among branches;
 - (v) review all branch publications and websites for compliance with the AAUW style guide, contacting branch editors and web managers directly with corrections and/or suggestions; and
 - (vi) issue press releases as directed by the state president and/or AAUW, as needed and as appropriate.
- c. recommend candidates for communication functions (e.g. *Oregon News* editor, state directory editor, database manager, web manager and technology chair).
- d. Provide a paper copy of *Oregon News*, state directory, annual meeting program, and other pertinent documents to the secretary for archiving.

4. Finance Vice President, unless otherwise authorized by the board of directors, shall:

- a. serve as custodian of all funds, securities and business/financial papers;
- b. keep an itemized account of all receipts and disbursements;
- c. keep a proper set of books and present a detailed financial report to the executive committee and board of directors at each meeting and upon the request of the president at other times;
- d. submit an annual written financial report to the state convention;
- e. disburse money only as directed by the president or executive committee;

- f. submit the records for financial review at the close of the fiscal year;
- g. pay bills only upon receipt of expense vouchers submitted by the person(s) incurring the bills and approved by the president;
- h. prepare an annual budget with the state president for review by the executive committee and approval by the president; and
- i. recommend candidates for AAUW Funds Chair and for any finance functions (i.e., the dues treasurer).

5. Membership Vice President shall:

- a. serve as chair of the Committee on Membership;
- b. continue organizing activities with a group petitioning to become a branch, including preparation of bylaws at the direction of the president with oversight by the governance committee chair and parliamentarian; and
- c. recommend candidates for College/University Relations Chair and for any membership functions.

6. Program Vice President shall:

- a. serve as chair of the Committee on Program Development;
- b. be responsible for developing the program for the annual meeting by working with the board of directors and the host branch committee;
- c. be responsible for the training focus for the state; and
- d. recommend candidates for public policy chair and for any program functions (e.g. events coordinator).

7. Secretary, in addition to the duties listed in the bylaws, shall:

- a. file all written reports presented at state meetings;
- b. have available at all meetings a copy of the current AAUW Charter and Bylaws, the state bylaws, and a list of state officers and committees;
- c. retain a copy of all retired resolutions;
- d. maintain a roster of the branches including branch officers, committee chairs, and a list of all state members-at-large (those national members of AAUW who have paid the state annual dues); and
- e. after the annual meeting, compile a summary of its important features and business, and send a copy to the president, branch presidents retiring and incoming, and the state board of directors, and publish it in the next issue of the *Oregon News*.

8. District Directors shall:

- a. organize meetings of branch members in their districts, as needed;
- b. present the needs and concerns of their districts at board of directors meetings;
- c. assist the state program vice president in implementing programming;
- d. maintain regular communication among the branches of their district;
- e. be responsible for training opportunities within the district;
- f. provide membership assistance to the branches;
- g. serve as liaison between the branches and the board of directors;
- h. perform such other additional duties as may be assigned by the executive committee or the board of directors; and
- i. serve as the annual meeting site committee.

B. Appointed Officers: All appointed officers shall submit annual reports of their work to the president and to the membership.

1. The Dues Treasurer shall:

- a. assume the responsibility for the collection of all state dues;
- b. receive, record, acknowledge, and deposit all state dues;
- c. prepare timely reports for the president, finance, membership and program vice-presidents and the database manager; and
- d. provide correct membership numbers as of February 1st to the finance vice president, president and parliamentarian.

C. Position Descriptions: All AAUW of Oregon officers and committee chairs will provide updated copies of their position descriptions to the state president by August 1st of each year.

D. Automobile Insurance: All board of director members traveling on AAUW state business must meet the state of Oregon minimum requirements for liability coverage on cars.

E. Removal from Office: AAUW of Oregon bylaws provide that officers shall serve for two (2) years, or until their successors are elected. Therefore, an officer or director can be removed from office for any reason by adoption of a motion to do so at an in-person meeting of the board of directors. The vote required for adoption of such a motion for removal is (a) a two-thirds (2/3) vote, (b) a majority vote when previous notice has been given stating the exact content of the motion, or (c) a vote of a majority of the entire membership – any one of which will suffice.

120 — EXECUTIVE COMMITTEE

Vacancies in the Executive Committee

The executive committee shall follow the procedures set forth in the state bylaws ARTICLE VI. Officers, Section 5. Vacancies.

1. The executive committee will determine the method of voting: by mail, electronically or at a meeting of the board of directors.
2. If the vote is by mail, a majority of the ballots must be returned to make the election valid.
3. If the vote is done electronically, two-thirds (2/3) of those eligible to vote must respond to make the election valid.
4. If the vote is at a board of directors meeting and there is more than one nominee for each office, each nominee may make a three (3) minute statement, and voting will be by ballot.

130 — BOARD OF DIRECTORS

A. Board of Directors meetings shall be set by the state executive committee.

1. Meetings shall be held at least twice a year, once during the summer (preferably during July) and once during the fall.
2. Meetings may be held at the annual meeting and at other times as the executive committee deems necessary.

B. Officer Files Transfer: Each officer and chair shall transfer files to her/his successor after June 1st and prior to July 1st. The state finance vice president shall transfer her/his books as soon as examined at the end of the fiscal year.

C. Committee Chair Appointment: The president-elect may appoint committee chairs at any time following her/his election.

D. Officer Progress Report: State officers and chairs shall provide, as per the annual meeting guidelines, a progress report and any other materials to be duplicated for distribution at the annual meeting.

E. Communication: Each year a state directory shall be compiled and distributed to all board of director members, committee chairs branch presidents, C/U partner members, and any past state president who wishes to receive one.

F. Co-Chairs: When the state president appoints co-chairs, each shall receive state communications.

G. State Representative to the AAUW National Convention: The president and president elect shall be the official state representatives to the AAUW National Convention and will be reimbursed by the state treasury.

H. Guests at Board of Directors Meetings:

1. The immediate past president of the state may be invited by the state president to attend the board of directors meetings as a guest.
2. Any state members who are national AAUW officers or committee members may be invited by the state president to attend the board of directors meetings as guests.

140 — COMMITTEES AND TASK FORCES

Committee composition may be one or more members. The chairs of all committees shall submit an annual report to the state president or membership and, when required, to the appropriate AAUW staff member.

141 — NOMINATING COMMITTEE

1. The nominating committee, consisting of five members and one alternate member, is elected by the membership at the annual meeting (see bylaw Article XI.); the committee shall elect its chair.
2. The committee shall be responsible for submitting a recommended slate for the various offices or which elections are to be held at the annual meeting; the committee may nominate more than one candidate for each office.
3. Members of the nominating committee are not barred from becoming nominees for office themselves.
4. Nominees may come from suggestions from previous or existing officers or directors, or from branches and/or individual members for consideration by the committee.
5. Nominees are recommended based on experience, interest and willingness to serve in a specified office if elected.
6. The report of the nominating committee is published in the convention issue of the *Oregon News* at least 30 days prior to the annual meeting the committee report and is always formally presented at the annual meeting.
7. A minority within a nominating committee, as a group, may propose other nominees for some or all of the offices in any case for nominations from the floor are permitted. T
8. The nominating committee is automatically discharged when its succeeding committee is elected i.e. a one- year term. (See Bylaw Article VIII)

A. Campaigning for state office

1. All “nominees” (those proposed by the state nominating committee) and all “candidates” (those proposed from the floor of the annual meeting) shall be bound by these policies.
2. The nominating committee shall supply each nominee with a copy of these policies when the member is notified that she/he has been nominated.
3. When there is more than one nominee for any office, a short version of these policies shall be published in the Oregon News issue which carries the nominating committee’s list of nominees for AAUW of Oregon offices, as follows:
 - a. each nominee/candidate shall be limited to \$100 for campaign expenditures;
 - b. all nominees/candidates shall be limited to one mailing or electronic transmission of literature to branches or individuals, either on their own or by someone else on their behalf; the campaign mailing or electronic transmission must indicate the nominee/s/candidate’s approval;
 - c. signs, literature, and other campaign items shall be allowed at the annual meeting in designated campaign areas only.
4. Violation of any of these policies could result in the removal of the nominee/candidate from election; decisions shall be made by the state board of directors upon the recommendation of the nominating committee.
5. A photograph and a campaign statement of no more than 100 words shall be furnished by each nominee to be published in the *Oregon News* issue which carries the list of nominees. The deadline for these statements shall be at least two (2) weeks before the *Oregon News* publication deadline. The *Oregon News* editor shall provide guidelines as to content and may edit as necessary.
6. Prior to the opening session of the annual meeting, nominees/candidates shall be required to file with the nominating committee chair a preliminary report of campaign income and expenditures, including projection of on-site expenses. A final expense report shall be filed within 30 days of the close of the annual meeting.
7. Time shall be set aside during the annual meeting for members to meet with the nominees/candidates in an informal setting.
8. Signs, literature, and other campaign items shall be allowed at the annual meeting in designated campaign areas only; such areas shall be determined by the state program vice president and all nominees/candidates shall be notified of the location.
9. Each nominee/candidate shall give a campaign speech during the annual meeting; such speeches shall be limited to not more than three (3) minutes. The speaking order shall be determined by a drawing of numbers conducted by the state president.
10. Balloting time shall be set by the president, in consultation with the program development committee and shall occur after the time set aside to meet the nominees/candidates.
11. The state shall not reimburse any nominee/candidate for transportation or other annual meeting expenses; this is not applicable to state board of director members who may be nominees/candidates and who are attending the annual meeting as part of their official duties.

142 — STANDING COMMITTEES

A. Governance Committee— The Governance Committee shall be responsible for bylaws, policies and resolutions. The committee shall examine proposed bylaw amendments and make recommendations to the membership for action at the annual meeting. The committee shall review and examine proposed policy changes and make recommendations to the board of directors for action at any meeting of the board of directors.

B. College/University Relations Committee – The Committee on College/University Relations shall be composed of one college/university representative from a four-year and one from a two- year institution to advise/assist the chair. The committee shall recruit unrepresented colleges/universities as AAUW College/University Partner Members.

C. Communications Committee – The Committee on Communications, which may include the *Oregon News* editor, state directory editor, web manager, database manager, and the technology chair, shall periodically evaluate the publications of the state.

D. AAUW Funds Committee -- The AAUW Funds Committee shall be composed of the state Funds chair, the president, a past state Funds chair, and two other branch members recommended by the Funds chair. The committee shall be responsible for naming the state Named Gift Honorees and other such duties as directed by the state board of directors. The Funds chair shall:

1. Inform AAUW of Oregon of the work of the AAUW Funds and of how they benefit Oregon;
2. Encourage branches and individuals to contribute to the AAUW Funds and forward those contributions to the AAUW Development Office in a timely manner to ensure proper credit;
3. Recognize individual contributors to the Funds Century Club (\$100) and major donor categories (\$1,000 or more);
4. Recognize Named Gift Honorees:
 - a. Each branch shall be entitled to one Named Gift Honoree for every \$500 contributed by the branch and all its members, MINUS any individual major donations of \$1,000 or more;
 - b. Major donors may choose one Named Gift Honoree for each \$1,000 contribution;
5. Encourage branch presidents to appoint Funds Chairs in the branches; and
6. Encourage membership in the AAUW Legacy Circle.

E. Membership Committee – The Membership Committee may be composed of the membership vice-president and the dues treasurer; the college/university relations chair may be an ex-officio member.

F. Program Development Committee — The Program Development Committee shall be responsible for planning and implementing the programming and training during annual state meetings; all members of the board of directors are on the program development committee.

G. Public Policy Committee – The Public Policy Committee shall be composed of the state chair of the AAUW of Oregon Public Policy Committee, the president, program vice president and, one branch public policy chair representing each of the five (5) districts in the state, and up to five (5) lobby corps members. The lobby corps members shall be appointed by the state public policy chair and serve one (1) year terms, beginning from the date of their appointment.

1. Duties of the Public Policy Chair:
 - a. communicate in writing, at least monthly during the legislative session, to the state board and branches;
 - b. report actions/activities to the state president and program vice president;
 - c. maintain an email list of all branch contacts;

- d. produce and circulate state Action Alerts when action is needed;
 - e. be familiar with the state bylaws and policies especially those pertaining to public policy;
 - f. serve on the Governance Committee’s resolutions subcommittee;
 - g. facilitate and hold at least one lobby day in Salem for AAUW of Oregon members during the legislative session;
 - h. receive reports of study and action from branches;
 - i. draft a proposed public policy program for the annual meeting and board of director’s action in even-numbered years;
 - j. work with the Oregon legislature and be responsible for those speaking at the legislature in the name of AAUW of Oregon;
 - k. analyze specific bills and/or ballot measures to determine whether they fall within the public policy program; and
 - l. publish a brochure of the Public Policy Action Guidelines.
2. Duties of the Lobby Corps – The state lobby corps may be appointed by the public policy chair. Members are not subject to term limits. The lobby corps members will:
- a. receive direction and training from the public policy committee;
 - b. consist of as many members as necessary, one of whom may act as chair, and the corps will include expertise as needed;
 - c. advocate in accordance with AAUW of Oregon Public Policy principles; and
 - d. report in writing (or email) at least monthly during the legislative session to the state public policy committee.
3. Purpose of the Public Policy Program — The AAUW of Oregon Public Policy Program shall be supported by all branches of the state. Attention will be given to both national and state issues. State and local public policy issues shall be in accordance with the national public policy program.
- a. Branch public policy chairs will receive state and national public policy goals in a timely manner to encourage branch programs around those areas.
 - b. Branches may select focus areas of interest that must fall within the scope of the adopted state public policy program. When doing this, they will keep the state public policy committee apprised of issues and actions. Districts may similarly choose to research and lead action on an issue.
 - c. When the state has taken a stand on an issue, every branch must act in concert with the state position or remain silent.
 - d. Nothing in the above shall be construed as limiting the right of branches to act in implementing the purposes of AAUW on issues within their own communities or of members to exert their influence as individual citizens at any level of government.
4. Other considerations:
- a. The public policy program shall be adopted after consideration by the membership at the annual meeting in even-numbered years
 - b. Support may be given to specific bills and/or ballot measures, or opposition taken to them on this basis and a call to action sent to all branches. No further authorization from the state leadership or the annual meeting will be necessary as long as the issue falls within the current program.
 - c. The board of directors shall approve changes in the public policy program

recommended by the public policy committee between annual meetings.

d. Upon recommendation of the public policy committee and approval by the board of directors, a lobbyist may be contracted to assist attaining the goals of the public policy program.

e. Public Policy Coalitions – Partnerships and/or memberships with like-minded groups may be approved by the board of directors with attention to the national “use of name” policy.

f. Finances:

i. From state dues, one dollar (\$1.50) per member shall be allocated each year to the state public policy committee as of the membership count on February 1st.

ii. Public policy and lobby funds will be co-mingled, but separate by account and will be carried over from year to year.

iii. The public policy committee shall prepare a budget in a timely manner for inclusion in the state budget. The budget shall show any carry-over from prior years.

iv. While on committee business, state public policy committee members are entitled to the same mileage and meal reimbursement as members of other committees. In addition, they are entitled to reimbursement for parking while on state public policy committee business.

H. Technology Committee – shall:

1. Provide training to address issues for board and branch members as requested for all technologies and electronic media used by AAUW of Oregon.

2. Coordinate technology and media needs with events coordinator, program vice president and communications vice president for state meetings.

3. With events coordinator and communications vice president, maintain a list of AAUW of Oregon-owned media and audio/visual equipment and software.

4. Monitor all social media platforms used by AAUW of Oregon and oversee their administration. Any suspicious posts will be shared with the communications vice president and president immediately.

5. Work closely with the communications vice president to maintain consistency and accuracy in message, format and style.

6. Recommend and monitor platforms for online archival document storage, document sharing/editing and official communications. Share administrator login information with communications vice president and president.

143 — SPECIAL COMMITTEES

A Special Committee may be appointed by the delegate body, the executive committee, and the board of directors or by a committee of one of those bodies. A special committee is appointed for a specific purpose and continues to exist until the duty assigned to it is accomplished, unless discharged sooner, and it ceases to exist as soon as the appointing body receives its report. The special committee may consist of one or more members.

150 — POLICY REVIEW: Policies will be reviewed at least every 5 years.

200 — CATEGORIES OF MEMBERSHIP

A. Membership in AAUW consists of individual, partner and student members. See Bylaws Article IV, Section 3a. for criteria of membership eligibility: national, state, branch, paid life, fifty-year honorary life and member-at-large.

B. Partner members are College/University members or other institutions and organizations meeting criteria established by the AAUW Board of Directors.

C. Student affiliates are undergraduate students enrolled in a qualified institution. They may attend state and branch meetings and receive all printed materials distributed to all members.

D. E-student affiliates are non-degreed undergraduates studying at an AAUW C/U partner member institution.

210 — DUES AND FEES

A. National dues (\$59) are established by the AAUW Board of Directors.

B. State dues (\$16) are recommended by the state board of directors and determined by a two-thirds (2/3) vote of the annual meeting delegates. A national member of AAUW may become a member-at-large of the state upon payment of annual state dues (\$16). Branch dues are established by the individual branches. College/University dues are set by AAUW Board of Directors and are currently set at \$175 per year.

C. Student affiliates pay \$18.81 nationally, \$3 per year to the state (effective April 10, 1992). Fees for student affiliates are established by the AAUW Board of Directors.

D. E-student affiliates do not pay national, state or branch dues.

E. Dues include the AAUW publication sent to all members electronically or by mail. State dues include a subscription to the state publication sent to all members.

F. Dues include an allocated amount (\$1.50) per member (only for members who pay full year \$16 state dues) for the public policy committee.

G. Dues paid by new members joining after March 15th are considered dues for the next fiscal year.

H. There are no additional fees that would constitute an additional membership requirement.

220 — OTHER ORGANIZATIONS

A. The state, with the approval of the executive committee, may join as a member, sponsor, or cooperating participant, or send a representative to any organization that is working within the policy and scope of AAUW national objectives. District directors should advise the executive committee of opportunities for civic action and cooperation.

B. In general, the state will not sponsor or make financial contributions to other organizations. In special instances, however, with the approval of the state board of directors, the state may sponsor or contribute financially to an organization as described in sub-section A. above.

300 — PROGRAM

AAUW of Oregon is committed to following mission-based program activities: advancing equity for women and girls through advocacy, education, philanthropy and research. Branches are strongly urged to embrace this philosophy in their activities. The public policy program is adopted by a vote of the convention delegates every two years. It serves to present AAUW of Oregon's public policy principles and action priorities that focus resources and energy. This statement of priorities identifies short-term policy objectives based on their viability, critical need, strong member support and potential for distinctive AAUW contribution. Members or branches may initiate action

consistent with AAUW's Use of Name state bylaws Article III. AAUW of Oregon resolutions are solicited from the membership and are adopted by annual meeting delegates. Resolutions serve to complement AAUW's public policy program.

310 — AWARDS

A. NCCWSL: Up to \$2,400 is dedicated to support two Oregon women to attend the annual National Conference for College Women Student Leaders (NCCWSL). The budget area is "NCCWSL."

B. "Breaking Barriers Achievement Award" shall be given to a non-member exemplifying AAUW's mission.

400 — FISCAL AFFAIRS: Fiscal Year: The fiscal year is from July 1st to June 30th.

410 — BONDED OFFICERS: The state president and finance vice president shall be bonded.

420 – BUDGET: The finance vice president shall prepare the annual budget to be approved by the board of directors.

A. Public policy and lobby funds will be co-mingled but separate by account and will be carried over from year to year. As of the membership count on February 1, \$1.50 per member shall be added to the public policy fund.

B. Pre-Approved Expenses: The executive committee will pre-approve unbudgeted expenditures of \$100 or more required by the state board of directors.

430 – INVESTMENTS: The finance vice president, with the advice of the executive committee, shall invest the state funds to get the highest possible yield, using prudent management while maintaining adequate cash flow.

440 – EXPENSE ALLOWANCE FOR STATE BOARD OF DIRECTORS

The board of directors consists of the president, the four vice-presidents of communications, finance, membership and program, the secretary, the five district directors, the parliamentarian, the chairs of AAUW Funds, public policy, and governance committees and the president-elect during her/his one-year term plus members fulfilling such other functions as deemed necessary by the board of directors. (Bylaws Article IX)

A. Travel: Each officer and chair shall be allowed actual travel expense not to exceed \$.30 per mile.

B. Room Allowance: Each officer and chair shall be allowed \$50 maximum per stipulated night. When it is impractical for board of director members to travel the day of the meeting, the state will pay the cost of an extra night's lodging at an authorized state meeting for those board of director members who reside approximately 200 miles or more from the meeting place.

C. Meals and Registration: Each officer and chair shall be allowed the full registration fee and the price of scheduled meals at official functions of the state. Meals not scheduled will be reimbursed at the rate of \$6 for breakfast, \$7 for lunch and \$12 for dinner.

D. When an office is held by more than one person, the persons involved will determine how any budgeted amount allocated will be divided.

450 – COMMITTEE MEETINGS: Members of committees shall be reimbursed for expenses required for meetings of the committee at the rate of \$.30 per mile travel and for meals at the same rate allowed for officers and chairs.

460 – GENERAL EXPENSES: Each officer and chair shall be allowed the costs of carrying out official duties. This will include postage, printing of reports and bonding fees for the president and finance vice president.

470 – AAUW NATIONAL CONVENTION: The amount allowed for the state president and president-elect to the AAUW National Convention shall be a minimum of \$3,000. This amount shall be reviewed and adjusted at the fall/winter board of directors meeting preceding the AAUW National convention. Expenses over and above the allocated amount shall be presented at the board of directors meeting following the AAUW National Convention for reimbursement consideration. Any funds not expended shall be returned to the state treasury. *(The actual amount budgeted is a finance issue and appears in the annual budget.)*

480 – BRANCH VISITS: Officers making authorized visits to branches shall be reimbursed actual travel expenses not to exceed \$0.30 per mile; actual cost of hotel/motel rooms, although branches are encouraged to host the visitor; and meals at the rate allowed for officers and chairs. The host branch pays for any meals connected with meetings the visitor attends.

490 – TUITION ASSISTANCE

- A. State funds may be awarded to individual board of director members for tuition assistance for training programs which meet AAUW national goals.
- B. A letter of application must be sent to the president.
- C. The executive committee shall make the decision to award.
- D. The award may not exceed \$50 or 25% of the tuition, whichever is less.
- E. The member must agree to give an appropriate presentation within one year at a statewide AAUW meeting.

491 – BRANCH ASSISTANCE: Each new branch shall receive fifty dollars (\$50) from the treasurer to be paid from state unallocated funds.

500 – BRANCHES: Branches are groups operating under the umbrella of AAUW. All purposes of the organization apply to the individual branches. Branches are grouped into geographic districts determined by the Board of Directors.

A. Membership:

1. All state and branch membership lists shall be confidential, except as provided in AAUW of Oregon Policy on Use of AAUW Mailings Lists.
2. Each branch membership vice president shall keep a current file of her/his branch members. This file should be used for reports to the state membership vice president. Membership vice presidents should work closely with branch treasurers to ensure accuracy.
3. It shall be the responsibility of the branch membership vice president to forward a member-in-transit (MIT) card to the state membership vice president for each member leaving a branch, regardless of whether the move is within or out of state.
4. It is the branch treasurer's responsibility to send all branch members' names and contact information (and all changes including moves from the branch and deaths) to the state dues treasurer.

B. Visits: In a state president's two-year term, each branch is entitled to a visit by the president and by one (1) other state officer or chair, as invited, with the state president's approval. These two (2) visits will be funded by the state for the purpose of sharing current AAUW information and/or training with branch members.

C. Ex-Officio: All state officers, chairs and any state members who are AAUW officers, chairs, or committee members should be invited to serve as ex-officio members on their branch boards.

D. Co-Chairs: When branches have co-officers and/or chairs of committees, the state will distribute materials to both co-officers and/or co-chairs.

E. Study Groups: A person eligible to be a member of AAUW must belong to a branch in order to join study groups in that branch; any person ineligible for membership may attend study group meetings.

F. District Meetings: The state shall pay one-half the mileage to branch members for travel to district meetings, to be paid to the drivers of cars on the following basis: 1-2 members per car at \$.30 per mile, 3-5 members per car at \$.375 per mile, and 6 or more members per car at \$.425 per mile.

G. Branches wishing to invite national AAUW staff and/or leaders to visit their local branch must receive the written consent (this includes electronic communication) of the AAUW of Oregon president and/or program vice-president before extending the invitation.

510 — BRANCH IN CRISIS: In the event a branch questions its ability to continue to function the current or immediate past president shall:

A. Notify the state president, district director and state membership vice president to request assistance in determining the future of the branch.

B. Within one year following the assistance advice, the branch shall determine its ability to function as a branch, become a satellite branch, or disband.

C. The current or immediate past branch president shall notify the state president, the district director, and the state membership vice president of the branch's decision and follow appropriate steps if there is a change in the branch status.

D. If the branch decides to disband the above-mentioned branch president shall complete the following steps:

1. Notify the state president and request or download AAUW's Branch Disbandment Form.
2. With the membership vice president and/or treasurer, review all branch records and mail the completed Disbandment Form to the state president.
3. Disclose the disposition of any branch property not listed on the Branch Disbandment form.
4. Forward to the state historian a summary of branch highlights.
5. Endeavor to find a local depository (such as an historical society, library, or a museum) for the remaining records and memorabilia.

600 – MEETINGS OF THE STATE

610 – ANNUAL MEETING: (a meeting of delegates) With the adoption of one member/one vote at the National AAUW Convention, the state shall set aside time during its annual meeting business session(s) for a discussion/debate of the issues presented for adoption at the National conference in odd-numbered years. Those issues shall include bylaws, resolutions, public policy program, possible write-ins for officers and any other topics presented for decision. For a complete picture of hosting and putting on the state annual meeting, readers are referred to the "State Annual Meeting Guide" available from the state leadership and current events coordinator.

- A. Annual meeting site:** Sites shall be selected a minimum of two (2) years in advance.
- B. Hosting the Annual meeting:** Once a branch has been selected to host the annual meeting a maximum of \$1,000 seed money may be requested from AAUW of Oregon for deposits and other annual meeting expenses incurred prior to registration fees being received. The seed money is returned to the state account at the close of the annual meeting.
- C. Fees:** Fees will be set by the program development committee following recommendation from the host branch. Branches are encouraged to keep the registration fee at a reasonable rate. The first \$1,000 profit goes to the host branch(es). Any additional profit will be forwarded to the state finance vice president as soon as the annual meeting books are closed and within sixty (60) days.
- D. Sale of Display Items** at state meetings.
1. Any articles displayed or sold at state meetings must be the product of AAUW, its members of branches, or products whose proceeds benefit national AAUW mission-based projects.
 2. 50% of the profits from sales of goods of individual AAUW members and 100% of the profit from sales of goods of branches shall be contributed to national AAUW mission-based projects.
 3. All items for sale or display shall disclose plainly which AAUW member or branch is represented and which national AAUW projects will receive the proceeds.
- E. Passing the hat.** If one is interested in knowing more about a non-AAUW project discussed in a presentation, one should contact the presenter at her/his website or e-address. There will be no “passing the hat” at a state meeting for non-AAUW projects.
- F. Volunteers:** The state Annual Meeting Committee may reimburse one day’s registration fee for every eight (8) hours of volunteer time for members of the host branch(es). Volunteers will be responsible for their own workshop fees and meal costs.
- G. Refunds:** Refunds may be considered with valid reason at the discretion of the registrar with notice prior to the close of the first day of the annual meeting.
- H. Reimbursements** for Annual Meeting and Other State Sponsored Meetings:
1. Speakers, workshop presenters, and others who are invited to the annual meeting and other state sponsored meetings (such as a summer retreat or a fall meeting) to share their expertise and experiences with these bodies incur expenses. It is AAUW of Oregon’s policy that there shall be some reimbursement for these out-of-pocket expenses. Honorarium may be paid. The following are items eligible for reimbursement for those who speak and/or present before these bodies.
 2. For current AAUW of Oregon Board of Director members, photocopying costs are reimbursed.
 3. For local AAUW of Oregon members and non-members who are local, items to be reimbursed are:
 - a. photocopying costs, and
 - b. full costs of meal at site, if presenting at meal.
 4. For other AAUW of Oregon members and non-members who travel, items to be reimbursed are:
 - a. photocopying costs,
 - b. one meal (en-route); full cost of meal at site, if presenting at meal,
 - c. mileage at \$.30 per mile, and
 - d. cost toward one night’s lodging (for presentations made early or late in the

day): \$50.

e. Facilities will sometimes provide complimentary guest rooms. These may be used by annual meeting guests only with the approval of the program vice president.

5. En-route meal limitations: breakfast \$6.00 maximum, lunch \$7.00 maximum, dinner \$12.00 maximum.

6. For the annual meeting the meeting treasurer will pay all expenses that benefit only the annual meeting attendees from the meeting fees. Expenses that benefit all members of the state will be paid by state. Examples: workshop expenses and supplies, counterpart information, plenary expenses, branch awards, Leader-On-Loan expenses, packets sent to branches, annual meeting workbook, branch and member certificates, business sessions, public policy handouts, resolutions, decorations, evaluation forms, party snacks, AAUW Funds program, and speaker.

7. For state sponsored meetings other than the state annual meeting, the state will pay expenses for the board of directors not to exceed the limits and parameters set forth in policy 440. The state shall pay workshop supplies, speaker and/or presenter expenses, and other normal expenses associated with the state sponsored meeting.

620 — RESOLUTIONS

Resolutions proposed at the annual meeting shall be concerned with AAUW national or state policies, programs, or public policy and shall be submitted to the governance committee chair at least three (3) months prior to the annual meeting.

A. Resolutions may be initiated by individual members, branches, standing committees, or the state board of directors.

B. Resolutions shall include or be accompanied by a plan of action for implementation, supporting material, and a financial impact statement estimating costs of implementation for the state and the affected organization or agency.

C. When resolutions are referred to the state public policy committee, the author(s) shall be advised of this action.

D. The state public policy committee chair(s) shall serve on the governance committee's resolutions subcommittee.

E. All resolutions are adopted for one (1) year or until the action resolved has been completed. Completed resolutions are retired. The state secretary shall retain a copy of all retired resolutions. The governance committee will review resolutions from the previous year to determine if any should be presented for renewal or continuation. The governance committee chair will present such resolutions for the consideration of the convention, along with any new resolutions.

F. Branches or individuals intending to propose resolutions from the floor should consult with the governance committee chair no later than the end of the first day of the convention. Such proposals must receive a two-thirds (2/3) vote by the convention body to be brought to the floor for discussion and a two-thirds (2/3) vote of the convention body for passage. Resolutions proposed from the floor should relate to emergency issues that arise after the deadline for submission of resolutions.

G. Submission of resolutions to the annual meeting body by the governance committee chair does not imply approval of the committee.

H. A briefing session for clarification of resolutions may be scheduled by the annual meeting program

development committee prior to the resolutions business session. This informal information session is to be chaired by the governance committee chair or a member of that committee.

I. Debate for or against the resolution is the responsibility of the membership. The governance committee chair shall be informed of any non-member who will be speaking. Such speakers shall use the floor microphones.

700 — PUBLICATIONS: The official publications are the *Oregon News* and the AAUW of Oregon Directory. The AAUW of Oregon Website and its social media accounts are the electronic source of information for members and non-members alike.

A. The *Oregon News* should contain information that is of interest and be of value to all AAUW of Oregon members (articles may be heavily edited.) All mailings included with the *Oregon News* must be approved by the editor. As a general rule opinion pieces will not be printed in the *Oregon News*. The *Oregon News* is sent to all members to keep them informed of AAUW activities; its content may include:

1. state president and district directors' columns, with contact information;
2. news of meetings and events;
3. news of branch and member activities;
4. information about the state annual meeting;
5. state officer list (summer issue);
6. branch presidents list (summer issue);
7. deadlines and a partial calendar;
8. information from AAUW National; and
9. other information as needed.

B. The AAUW of Oregon Directory shall be an electronic document distributed by electronic means to members of the board of directors, committee chairs, C/U member partners, branch presidents, and past AAUW of Oregon presidents. It shall also be posted on the AAUW of Oregon Website in the password-protected Member Center and shall contain:

1. elected and appointed leaders,
2. national AAUW resources,
3. Oregon Leadership Model,
4. Oregon members holding national AAUW positions,
5. committees,
6. College/University information and representatives,
7. branch presidents list,
8. branch leader calendar,
9. publication information,
10. *Oregon News* contents,
11. AAUW national public policy focus areas,
12. Oregon public policy focus areas,
13. branch leader rosters,
14. branch and state awards,
15. state expense form, and
16. other information as needed.

C. The AAUW of Oregon Website shall be the official website of the organization. The webmaster shall be the judge of information submitted for inclusion with the president having the final say. The website shall include:

1. information about the organization for members and non-members,
2. the current dues structure for prospective members, membership application forms,
4. registration forms for AAUW of Oregon events,
5. bylaws and policies for AAUW of Oregon,
6. AAUW of Oregon public policy focus areas,
7. historical comments about the organization,
8. liberal use of photographs from past and present events, and
9. other information as needed.

D. Social media posts may originate from and be monitored by the technology committee, with the communications vice president as authorized administrator on all accounts.

E. Frequency of publications

1. The *Oregon News* shall be published and distributed four (4) times a year or as needed. Dates for publication shall be set by the editor, in consultation with the executive committee, and shall be coordinated with the time of state board of directors meetings and the state annual meeting.
2. The AAUW of Oregon Directory shall be prepared once a year and distributed by July 31st. If changes are needed, the updated document shall be electronically distributed and posted on the Website.
3. The AAUW of Oregon website and social media platforms shall be available to members and nonmembers without interruption whenever possible.
4. Confidentiality of AAUW of Oregon Directory – Personal information found in the AAUW of Oregon Directory shall not be released to or for non-AAUW contacts or events. All requests for information shall be directed to the branch or state president, whichever is appropriate.

800 – CANDIDATES FOR PUBLIC OFFICE

A. General Guidelines for Candidate Endorsement

1. AAUW of Oregon and branches may endorse or oppose candidates for appointive office.
2. AAUW of Oregon and branches may NOT endorse or oppose candidates for partisan elective office.
3. Branches that have independently incorporated themselves as 501(c)(3) may NOT endorse candidates for any elective office, whether partisan or nonpartisan
4. A nonpartisan elective office is an office for which party affiliation does not appear on the ballot next to the candidate's name.

B. Policies for Candidate Endorsement

1. AAUW of Oregon and branches that have independently incorporated themselves as 501(c)(4) entities may endorse candidates for nonpartisan elective office.
2. Before endorsing candidates for nonpartisan elective office, AAUW of Oregon and branches must carefully investigate state and local election laws and adopt clear procedures for making endorsements.

- a. Where there are multiple branches in a single electoral district, clear procedures for making endorsements must be agreed to by a majority of those branches, and those procedures then become binding on all branches in the electoral district.
- b. In a multi-branch electoral district, any branch choosing not to participate in endorsement will notify all other branches in the electoral district, and the remaining branches may proceed.
- c. An inter-branch committee should be appointed to work on the procedures for endorsement. Methods of reaching decisions about which candidates to endorse should be included in the procedures; possible methods might include interviews, questionnaires, and forums.

C. Contributions

- 1. AAUW of Oregon and branches may NOT contribute money, mailing lists, or anything of material value to candidates for any elective office, partisan or nonpartisan.
- 2. Where state or local election law considers endorsement itself a contribution, AAUW of Oregon or branches may not endorse candidates for any elective office, partisan or nonpartisan.
- 3. AAUW of Oregon and branches may NOT publish paid political announcements in AAUW publications.
- 4. AAUW of Oregon and branches may not collectively volunteer time for candidates' activities through an official AAUW Branch sponsored activity.

D. AAUW of Oregon and Branch Activities for Candidates

- 1. Candidates for Partisan Elective Office
 - a. Before a partisan election, AAUW of Oregon and branches may have candidate forums to which all candidates in that election are invited. If three or more political parties have nominees for any office, AAUW of Oregon and branches may limit invitations to the two political parties receiving the highest number of votes in the last preceding general election.
 - b. AAUW of Oregon and branches with 503(c)(4) status must document a thorough and good-faith effort to ensure the participation of at least two candidates for a specific office (or their surrogates). AAUW of Oregon and branches may proceed with a forum with only one candidate only if such good-faith participation efforts are made.
 - c. AAUW of Oregon and branches with 503(c)(3) status may proceed with a candidate forum if at least two candidates and/or their surrogates have accepted the invitation.
 - d. AAUW of Oregon and branches must make clear to forum attendees and in pre-publicity and post-publicity, if applicable, that other candidates or parties were invited to participate, including name and giving reason(s) for nonparticipation, per invitee quotation.
 - (1) If no reason is given for nonparticipation, then AAUW of Oregon and branches should state such to attendees and in pre-publicity, if applicable.
 - (2) It is critical to avoid the semblance of AAUW of Oregon or branches as taking a partisan stance by omission or commission.
- 2. Speeches by Elected Officials Running for Office
 - a. AAUW of Oregon and branches with 501(c)(3) status may invite a public official who is also a candidate in a partisan election to speak on a subject pertaining to the incumbent's duties as a public official, as long as the incumbent does not discuss his or

her candidacy for public office and does not use campaign funds to underwrite the appearance.

b. AAUW of Oregon and branches with a 501(c)(3) status may not invite a declared candidate in a partisan election to speak at a meeting on her or his candidacy for future public office.

c. AAUW of Oregon and branches with 501(c)(3) or 501(c)(4) status may invite a declared candidate in a partisan election to a meeting on a subject of particular expertise, as long as the candidate does not discuss his or her candidacy for public office and does not use campaign funds to underwrite the appearance.

3. Candidates for Nonpartisan Elective Office

a. Before a nonpartisan election in which AAUW has not endorsed a candidate(s), AAUW of Oregon and branches may have candidate forums to which all candidates in that election are invited.

b. Before a nonpartisan election in which a branch with 503(c)(4) status has endorsed a candidate(s), it may invite the endorsed candidate(s) to speak at a meeting on her/his/their candidacy with or without inviting non-endorsed candidates.

4. Candidate Questionnaires

a. All candidates running for the office(s) pertaining to the candidate questionnaire must have the opportunity to participate.

b. All candidate responses received should be signed by the candidates.

c. All responses received must be printed in their entirety up to the specified word limit in any publication of responses to the questionnaire. Responses will be distributed to AAUW members only.

d. The publication of responses should include the names of all candidates to whom the questionnaire was sent, but the publication may proceed even if all candidates did not respond.

E. Election Activities of Individual AAUW Members

1. Any member may endorse, as a private citizen, candidates for partisan elective office, contribute her/his/their own money or anything of value to such candidates, and organize for the purpose of supporting such candidate(s) but such endorsement, contribution or organization cannot utilize the name of AAUW.

2. Any AAUW leader who is actively involved in a candidate's campaign should avoid involvement in branch/state electoral activities that may give the appearance of AAUW endorsement of the candidate.

3. As a candidate for any office, an individual member may state her/his/their AAUW membership as long as the candidate is not opposing AAUW program or policy. Stating one's AAUW membership, while opposing AAUW positions, violates the AAUW Use of Name Policy (See *AAUW Bylaws*, Article III). In the absence of official endorsement (for appointive or nonpartisan elective office), such a statement of AAUW membership should not be construed to imply endorsement.

4. To avoid any appearance of conflict of interest or implied AAUW endorsement, any member who has declared candidacy for, or is holding a partisan public office, shall not hold an AAUW elected or appointed position in which she/he/they may be a spokesperson for AAUW public policy issues.

900 – AMENDMENTS TO POLICIES: Policies may be amended at any Board of Directors meeting with a majority vote.

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| July 19, 2015 | Amended |
| July 24, 2016 | Amended |
| April 21, 2017 | Amended |
| April 22, 2018 | Amended |
| April 12, 2019 | Amended |
| October 1, 2019 | Amended #800 |
| January 2022 | Amended #110, #142, #700 |