



## AMERICAN ASSOCIATION OF UNIVERSITY WOMEN POLICIES OF AAUW OF OREGON —final August 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. “Bylaws” refers to AAUW of Oregon Bylaws unless otherwise stated.

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. American Sign Language interpretation and/or audio enhancement shall be provided upon request.

### 100 — CATEGORIES OF MEMBERSHIP

- A. Membership in AAUW** consists of individual, partner and student members. See bylaws ARTICLE IV. MEMBERSHIP AND DUES, Section 2. 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 associates** are undergraduate students enrolled in a qualified institution. They may attend state and branch meetings, receive all materials distributed to all members, and vote according to branch policies. Student Associates pay no state membership dues.

### 120 — DUES AND FEES

- A. National dues** are established by the AAUW Board of Directors; \$67 in 2022-2023.
- B. State dues** 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 in 2022-2023.
  - 1. State dues include the publications sent to all members electronically or by mail.
  - 2. A part of state dues is allocated to the state public policy committee; \$1.50 per member.
- C. Student associates** attending affiliated schools do not pay national, state or branch dues. Student associates attending non-affiliated schools pay national dues of \$18.81
- D. College/University** dues are set by AAUW Board of Directors; \$175 for 2022-2023. College/University representatives have the membership benefits of an individual member and pay no state dues.
- E. Branch dues** are established by the individual branches.
- F. National, state and branch dues** paid by members are good for one year from that month, or one year from the following month.

### 200 — ADMINISTRATION

AAUW of Oregon is a 501(c)(4) AAUW affiliate, administered by a board of directors comprised of elected and appointed officers who are indemnified as described in bylaws ARTICLE X. OFFICERS.

## **210 —EXECUTIVE COMMITTEE**

The elected officers comprise the executive committee. They are president, president-elect, four (4) vice presidents (communications, finance, membership and program) and secretary. District Directors may participate on the executive committee as requested, with committee approval.

An office may be held by more than one member but will hold only one vote. The singular noun form will be used in these policies.

**A. Meetings.** Meetings of the executive committee are held as needed and are closed to uninvited guests.

**B. Vacancies.** The executive committee shall follow the procedures set forth in bylaws ARTICLE X. OFFICERS, Section 5. Vacancies.

1. The executive committee will determine the method of voting on candidates: 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.

## **220 - BOARD OF DIRECTORS**

The board of directors is comprised of elected and the following appointed officers: Parliamentarian, AAUW Funds Chair, Public Policy Chair, Technology Chair and Governance Chair. (Bylaws XIII. 1B) Co-officers hold only one vote.

**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 to approve the budget and once during the fall/winter to approve programs for the spring conference.
2. Meetings may be held at the annual meeting and at other times as the president or the executive committee deems necessary.

**B. Officer Files Transfer:** Each officer and chair shall transfer files to their successor, prior to July 1st. The state finance vice president shall transfer the financial records 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 election, pending confirmation by the Executive Board. When the state president appoints co-chairs, each shall receive state communications.

**D. Communication:** Each year a state directory shall be compiled and posted on the members-only section of the state website and the web-based shared document storage used by the Board.

**E. Guests at Board of Directors Meetings:** All members of AAUW of Oregon are welcome to attend state board of directors' meetings.

## **230 - ELECTED AND APPOINTED OFFICERS**

**A. Duties of Elected Officers:** These and other duties are in addition to those listed in the position description, bylaws, and in *Robert's Rules of Order Newly Revised*. All elected and appointed officers shall submit reports of their work to the president and to the membership annually. The state president and finance vice president shall be bonded.

1. **President.** See bylaws ARTICLE XI. DUTIES OF OFFICERS, Section 1. A. President.

## **2. President-Elect**

- a. After fulfilling a full one-year term, the president-elect shall automatically become president for a full two-year 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); and
- 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 financial records 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 annual meeting;
- 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;
- 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 any finance functions (i.e., 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;
- c. provide resources and support for branches, and
- d. 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. attend all board of directors and executive committee meetings and the annual business meeting;
- b. create, distribute and retain a record of attendance and business conducted at each meeting;
- a. collect and file all written reports presented at state and board meetings;
- b. have available at all meetings a copy of the AAUW Charter and Bylaws, the current AAUW of Oregon bylaws and policies, the state directory, and a list of all state members-at-large (those national members of AAUW who have paid the state annual dues);
- e. after the annual meeting, compile a summary of its important features and business; send it to the president, branch presidents retiring and incoming, and the state board of directors. It will be published in the subsequent issue of the *Oregon News*.
- c. retain a copy of all retired resolutions;

**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 selection committee.

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

- 1. **The Dues Treasurer** shall record payment of state dues for college/university representatives and recipients of the Shape the Future national dues program.

2. **Database Manager** shall maintain and update state membership status, and inform and assist the state and branch officers as needed.
3. **Parliamentarian** shall assist the president in meeting procedure and other duties as needed.
4. **Public Policy Chair** See Policies, Standing Committees 240 G.
5. **AAUW Funds Chair**. See Policies, Standing Committees 240 D.
6. **Governance Chair**. See Policies, Standing Committees 240 A.
7. **College/University Relations Chair**. See Policies, Standing Committees 240 B.
8. **Technology Committee Chair**. See Policies, Standing Committees 240 H.

**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. Removal from Office:** A 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:

1. a two-thirds (2/3) vote,
2. a majority vote when previous notice has been given stating the exact content of the motion, or
3. a vote of a majority of the entire membership – any one of which will suffice.

## **240 — STANDING COMMITTEES**

**A. Governance Committee**— The Governance Committee shall be responsible for bylaws, policies and resolutions. The committee shall examine proposed bylaws amendments and make recommendations to the membership for action at the annual meeting, with board of directors' approval. The Governance Chair will assist branches with bylaws and policy questions and will review all branch bylaws every five years, or as mandated by AAUW.

**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 and connect partners with state and branch leaders.

**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 Branch 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. They will work to recruit, retain and renew membership in AAUW.

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

**G. Public Policy Committee** – The AAUW of Oregon Public Policy Committee shall be composed of the chair, the state president and up to fifteen (15) AAUW of Oregon members. Efforts will be made to ensure that the five (5) districts shall be represented on the committee.

1. Duties of the Public Policy Chair

- a. appoint an AAUW of Oregon Public Policy Committee;
- b. communicate with the membership about state public policy matters;
- c. facilitate and hold AAUW of Oregon State Public Policy Committee meetings;
- d. respond to queries from members and the public about state public policy; facilitate and hold at least one lobby day every other year for AAUW of Oregon members during the state legislative session;
- e. draft public policy goals for approval by board of directors and then the membership at the annual meeting;
- f. work with public policy allies and representatives of the Oregon legislature, and be responsible for those speaking about public policy in the name of AAUW of Oregon;
- g. advocate on behalf of or against proposed legislative, ballot and public policy measures after determining that they fall within AAUW national and state public policy programs;
- h. be familiar with the state and national bylaws and policies pertaining to public policy; and
- i. serve on the Governance Committee resolutions subcommittee if needed.

2. 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 priorities.

- 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 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 their issues and actions. Districts may similarly choose to research and take 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 mission of AAUW on issues within their own communities or of members to exert their influence as individual citizens at any level of government.

3. Other considerations:

- a. The public policy program shall be adopted after consideration by the membership at the annual meeting.
- 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.
- 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. 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, \$1.50 per member shall be allocated each year to the state public policy committee, based on 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 chair shall submit a draft budget to the state finance vice president 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.

**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; and
- 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.

**250 — 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.

**260— NOMINATING COMMITTEE**

**A. Composition.** The nominating committee, which shall be independent of the executive committee and of the board of directors, shall be elected by the membership at the annual meeting following procedures in bylaws ARTICLE XII. NOMINATIONS AND ELECTIONS. The committee shall consist of five members and one alternate member; the committee shall elect its chair.

**B. Duties.**

1. The committee shall be responsible for submitting a list of candidates 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.
2. Members of the nominating committee are not barred from becoming nominees for office themselves.
3. Nominees may come from suggestions from previous or existing officers or directors, or from branches and/or individual members for consideration by the committee.
4. Nominees are recommended based on experience, interest and willingness to serve in a specified office if elected.
5. 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 and is always formally presented at the annual meeting.
6. The nominating committee is automatically discharged when its succeeding committee is elected i.e. a one-year term.

**270 – CAMPAIGNING FOR STATE AAUW OFFICE.** 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.

**A. Nominees.** The nominating committee shall supply each nominee with a copy of these policies when the member is notified that she/he has been nominated.

1. 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 nominees’/candidates’ approval;
  - c. signs, literature, and other campaign items shall be allowed at the annual meeting in designated campaign areas only.
2. Violation of any of these polices 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.

**B. Campaigning.**

1. 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.

2. 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.

3. Time shall be set aside during the annual meeting for members to meet with the nominees/candidates in an informal setting.

4. 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.

5. 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.

6. 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.

**C. Election.** Uncontested elections are held during the business meeting. In contested elections, balloting time shall be set by the president, in consultation with the program development committee.

### **300 — PROGRAM**

**A.** In general, AAUW of Oregon is committed to following mission-based program activities: advancing equity for women and girls through advocacy, education, philanthropy and research.

**B. Branches** are strongly urged to embrace this philosophy when planning in their activities.

**C.** The **public policy** program is adopted by a vote of the delegates at the annual meeting in even-numbered years.

1. It serves to present AAUW of Oregon's public policy principles and action priorities.

2. The program identifies short-term policy objectives based on their viability, critical need, strong member support and potential for distinctive AAUW contribution.

3. Members or branches may initiate public policy action consistent with AAUW's Use of Name bylaws ARTICLE III. USE OF NAME.

**400 – FINANCE:** 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. Using membership count on February 1, \$1.50 per member shall be added to the public policy account.

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

**410 – 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.

**420– 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.

#### **430 –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, technology, 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 X. OFFICERS

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

**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.

**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.

**440 – COMMITTEE MEETING EXPENSES:** 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.

**450 – BRANCH VISIT EXPENSES:** Officers making authorized visits to branches shall be reimbursed actual travel expenses not to exceed \$.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.

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

#### **470 – 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.

#### **480 — 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.

**500 – MEETINGS OF THE STATE:** AAUW of Oregon may sponsor or co-sponsor meetings for the benefit of state members and the board of directors.

**510 – 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 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 events coordinator: <https://aauw-or.aauw.net/files/2021/05/State-Meetings-Guide-2019.pdf>

**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 or 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 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 host branch 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 Meetings:

1. An Honorarium may be paid to non-member speakers with board approval.
2. For speakers at a meeting, items to be reimbursed are:
  - a. copying costs,
  - b. full costs of one meal enroute, or meal at site, if presenting at a meal,
  - c. mileage at \$.30 per mile, and
  - d. \$50 toward one night’s lodging.

3. For AAUW of Oregon Board of Directors members enroute, meal limitations are breakfast \$6 maximum, lunch \$7 maximum and dinner \$12 maximum.
4. For the annual meeting the meeting treasurer will pay, from the meeting fees, all expenses that benefit the attendees.
5. Expenses that benefit all members will be paid by the state meeting treasurer:
  - a. workshop expenses and supplies,
  - b. printed counterpart information,
  - c. AAUW leader expenses,
  - d. materials sent to branches,
  - e. annual meeting workbook,
  - f. branch and member certificates,
  - g. public policy handouts,
  - h. evaluation forms, and
  - i. AAUW Funds speaker and program.
6. If the facility provides complimentary guest rooms, these may be used by guests with the approval of the program vice president and event coordinator.
7. For state sponsored meetings other than the annual meeting, the state will pay expenses for the board of directors as listed above.

## **520 — 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 annual meeting body, 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 annual meeting. Such proposals must receive a two-thirds (2/3) vote by the annual meeting body to be brought to the floor for discussion and a two-thirds (2/3) vote of the annual meeting 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.

**600 — 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 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)s
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;
3. 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.

**F. Publication Privacy:** Personal information found in the AAUW of Oregon Directory shall not be released as individuals, groups or lists to non-AAUW contacts, or for non-AAUW events. All requests for personal information shall be directed to the branch or state president, whichever is appropriate.

**700 — BRANCHES:** Branches are affiliates of AAUW. All purposes of the organization apply to the individual branches. Oregon branches are grouped into geographic districts determined by the board of directors.

**A. Membership:**

1. All state and branch membership lists shall be confidential, as provided in POLICY 600 Section F. Publication Privacy.
2. Each branch membership vice president shall keep a current file of the 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 subsequent 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.

**710 - CREATING A NEW AFFILIATE:** See national AAUW Policy 200. ADVANCEMENT AND PARTNERSHIPS, CREATING AND NAMING NEW AAUW AFFILIATES.

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

**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 such as hiatus/reorganizing without disbandment.

**D.** If the branch members vote to disband, the branch president shall complete the following steps:

1. Notify the state president.

2. Download AAUW's Branch Disbandment Form from the national website.

3. With the branch membership vice president and/or finance vice president, review all branch records and forward the completed Disbandment Form to AAUW national.

4. Disclose the disposition of any branch property not listed on the Branch Disbandment form.

5. Forward to the state secretary a summary of branch highlights.

6. Endeavor to find a local depository (such as an historical society, library, or a museum) for the remaining records and memorabilia.

## **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.
  - d. 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.



- (i) If no reason is given for nonparticipation, then AAUW of Oregon and branches should state such to attendees and in pre-publicity, if applicable.
- (ii) 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 bylaws, Article III. USE OF NAME. 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 — 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.

**910 — POLICY REVIEW:** AAUW of Oregon Policies will be reviewed at least every 5 years.

**920 – 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
August 2022	Policies Peer Review: brought up to date, reformatted for clarity, rearranged and re-numbered.