

TABLE OF CONTENTS

BOARD STRUCTURE	2
I. Policy Sheet	3
Board Policy	3
<i>Vision</i> Publication Schedule and Procedures	7
Policy on Diversity	8
Policy on Participation in Coalitions and Other Organizations	9
Policy on Website and Online Communications	10
II. Job Descriptions	12
General Job Description	12
President	13
Corresponding Secretary	15
Bylaws and Resolutions Chair	16
Historian	17
Parliamentarian	19
Recording Secretary	20
Vice President for Program	21
AAUW Funds Chair	22
Convention Chair	23
District Representatives	25
Vice President for Membership and Branch Development	26
College/University Relations Chair	27
Vice President for Finance	28
Vice President for Public Policy	30
Vice President for Communications	32
Webmaster	33
<i>Vision</i> Editors	34
Social Media Managers (Twitter, Facebook, etc.)	35
Nominating Committee Chair	36
Voting & Elections Committee Chair	38

Compiled (1998) and Edited (2000) By Neola Waller, President, AAUW of VIRGINIA, 1998 - 2002

Revised and Edited (2003) By Theresa Merkel, President, AAUW of VIRGINIA, 2002 – 2004

Revised (election of District Representatives) By Caroline Pickens, President, AAUW of VIRGINIA 2010-2012

Revised (2013) By Caroline Pickens, President, AAUW of VIRGINIA, 2012-2014

Sandra Lawrence, Northern District Representative, 2012-2014

Revised (Policy on Website and Online Communications) By Sandra Lawrence, Co-President, AAUW of VIRGINIA, 2014-2016

Revised (Update *Vision* Publication Schedule and Procedures) By Sandra Lawrence, Co-President, AAUW of VIRGINIA, 2014-2016

Revised (Incorporated certain President and all Corresponding Secretary duties from Bylaws)

By Suzanne Rothwell, Bylaws/Resolutions Chair, AAUW of VIRGINIA (September 14, 2017)

Revised (Change hotel reimbursement to \$40) by Suzanne Rothwell, Bylaws/Resolutions Chair, AAUW of Virginia (November 13, 2017)

AMERICAN ASSOCIATION OF UNIVERSITY WOMEN OF VIRGINIA
BOARD STRUCTURE

1. PRESIDENT

- 3. CORRESPONDING SECRETARY
- 3. BYLAWS/RESOLUTIONS CHAIR
- 3. HISTORIAN
- 3. PARLIAMENTARIAN

2. RECORDING SECRETARY

- 3. VOTING AND ELECTIONS CHAIR**

2. VICE PRESIDENT FOR PROGRAMS

- 3. AAUW FUNDS CHAIR
- 3. CONFERENCE CHAIR
- 3. DISTRICT REPRESENTATIVES

2. VICE PRESIDENT FOR MEMBERSHIP AND BRANCH DEVELOPMENT

- 3. COLLEGE/UNIVERSITY CHAIR

2. VICE PRESIDENT FOR FINANCE

2. VICE PRESIDENT FOR PUBLIC POLICY

2. VICE PRESIDENT FOR COMMUNICATIONS

- 3. VISION COPY EDITOR**
- 3. VISION DESKTOP PUBLISHING EDITOR (LAYOUT EDITOR)**
- 3. WEBMASTER**
- 3. MANAGERS OF SOCIAL MEDIA **

Categories 1 and 2 are elected by state members

Category 3 is appointed, with the exception of the District Representatives who are elected by their respective districts at the state conference

** may be off board

VIRGINIA AMERICAN ASSOCIATION OF UNIVERSITY WOMEN

I. Policy Sheet

Board Policy

A. Written Communications

Board members shall communicate with branch counterparts as follows:

1. Official AAUW OF VIRGINIA media (email, newsletter and the web page) should be used for general communication. Email communications should be clearly addressed to the branch position and cc'd to the branch president and state board members.
2. If necessary, communication may also occur through DATED letters. Copies of such letters are sent to:
 - a. AAUW OF VIRGINIA president;
 - b. state historian if the material is of historical value;
 - c. appropriate board members; and
 - d. appropriate Association staff.

B. Annual Reports

Board members shall prepare a biennial report for inclusion in the conference program book in even years. In odd years the finance and membership vice presidents shall submit reports plus others as requested.

The number of copies and instructions for preparing the report shall be determined by the president. If requested, an oral and/or written report may also be presented at conference.

C. Files

Board members shall maintain files and are responsible for passing them on to their successor(s).

1. The following materials are to be kept for three years:
 - a. annual and biennial reports;
 - b. AAUW OF VIRGINIA president's communications, as appropriate ;
 - c. AAUW OF VIRGINIA newsletters, board minutes, conference minutes, and other pertinent material.
2. Canceled checks, receipts, vouchers and other such materials should be kept seven years. Finance vice president's reports, budgets, and ledgers are archival and should be preserved.
3. Materials to be kept until superseded:
 - a. AAUW OF VIRGINIA Bylaws;
 - b. AAUW OF VIRGINIA Board of Directors Handbook;
 - c. AAUW OF VIRGINIA Public Policy Priorities;

AAUW OF VIRGINIA BOARD OF DIRECTORS HANDBOOK

- d. AAUW OF VIRGINIA Resolutions; and
 - e. any form letters, etc., that may help successor.
4. Materials to be sent to the AAUW OF VIRGINIA historian are resource materials of value to AAUW OF VIRGINIA and include information on significant state projects which are not a part of the conference program book.
- D. AAUW OF VIRGINIA Branch and District Visits
1. Official visits are those approved by the state president, partially reimbursed by AAUW OF VIRGINIA, and outlined below. Additionally, branches and districts are welcome to invite state board members for unofficial visits with the understanding that AAUW OF VIRGINIA will not reimburse any expenses.
 2. Each district shall be entitled to one official visit from the AAUW OF VIRGINIA president each year.
 3. Each district shall also be entitled to an additional official visit from a state board member each year.
 - a. The request for an official visit from a board member shall be forwarded to the AAUW OF VIRGINIA president for approval.
 - b. Within two weeks after the visit, a report shall be forwarded by the district and by the travel visitor to the state president.
 4. Official visits to branches by the president or other state board members shall be allowed within the constraints of the budget. Mileage distances to branches shall be considered in assigning the specific board member to visit the branch.
 5. Expenses for official visits shall be reimbursed for travel at the current rate per mile. The district shall provide overnight lodging and meals, if necessary.
- E. Expense Reimbursement
1. Reimbursement for AAUW OF VIRGINIA board members.
 - a. Travel expenses shall be paid for:
 - (1) AAUW OF VIRGINIA conference.
 - (2) AAUW OF VIRGINIA board meeting.
 - (3) district visits under the AAUW OF VIRGINIA Travel Policies.
 - (4) special committee meetings for state business as authorized by the president.
 - (5) president or representative, on AAUW OF VIRGINIA business.
 - b. Computation for reimbursement is as follows:
 - (1) travel at \$0.30 per mile. Board members are encouraged to travel together, when possible.
 - (2) hotel at \$40 per night, maximum.
 - (3) meals at regular board meetings; meals for which cost is incurred will be reimbursed up to \$10 per day; any planned meals shall be at no cost to the board members.
 - (4) AAUW OF VIRGINIA Conference

AAUW OF VIRGINIA BOARD OF DIRECTORS HANDBOOK

- (a) registration fee.
 - (b) hotel at current state rate.
 - c. If the parliamentarian for AAUW OF VIRGINIA conference is not a board member, expenses are charged to and reimbursed from conference funds.
2. Association Convention Funding
- a. The AAUW OF VIRGINIA board will budget in the fiscal year for the Association Convention to be held that fiscal year.
 - b. Reimbursement will be made in July following the convention.
 - c. Association Convention Funding
 - Funds shall be allocated from the AAUW OF VIRGINIA budget to help defray the president's expenses at the Association Convention. As the budget permits, funds may be allocated for additional board members attending the full convention, to be split equally.
- F. AAUW OF VIRGINIA Conference
- 1. The conference host branch shall appoint a local arrangements chair at least 14 months in advance, who will work with the AAUW OF VIRGINIA president, conference chair, program vice president, and other appropriate board members on the local arrangements for the conference.
 - 2. The conference registration fee shall be established and a budget, including all estimated expenses and income, shall be adopted at the fall board meeting or no later than the January conference call preceding the conference.
 - 3. There shall be no refunds after the conference deadline except meal costs may be refunded if the person cancels in time for the meal to be cancelled with the hotel or caterer.
 - 4. Conference accounts shall be settled by June 15. Any monies remaining after that time shall be returned to the state treasury.
 - 5. It is desirable for a conference to yield neither a surplus nor a deficit.
 - a. If a surplus results, the funds should be allocated to maintain a \$2000 conference reserve line item in the budget. At the discretion of the finance committee, with board approval, a surplus may also be used to:
 - (1) subsidize branch attendance at future conferences;
 - (2) subsidize specific costs of future conferences; or
 - (3) allocate to the general operating fund of AAUW OF VIRGINIA.
 - b. If a deficit results, the deficit shall be paid out of the conference reserve line item.
 - 6. All conference financial records including bills, receipts, vouchers, canceled checks and bank statements should be mailed with the financial statement to AAUW OF VIRGINIA conference chair by June 15.
 - 7. The conference financial report should be mailed to the continuing or incoming state finance vice president by July 1 so the budget for the upcoming year can be prepared.
 - 8. The conference chair should present a written report to the AAUW OF VIRGINIA president by July 1.
 - 9. The conference books as well as brochures, evaluation summaries, other pertinent information, and all

AAUW OF VIRGINIA BOARD OF DIRECTORS HANDBOOK

conference records should be transferred to the AAUW OF VIRGINIA conference chair or the program vice president by July 1 so appropriate materials may be passed on to the next local arrangements chair.

10. AAUW OF VIRGINIA conference chair shall provide the AAUW OF VIRGINIA historian with one copy of the conference program book.
11. Other material shall be weeded to keep pertinent records, including one conference program book and stored by the conference chair or the program vice president. Records of the last four conferences shall be stored. Others may be discarded.
12. See also Conference Chair job description.

***Vision* Publication Schedule and Procedures**

A. Publication schedule and contents

Each issue will include articles and information of interest to members, such as, timely branch, state, and National news; AAUW OF VIRGINIA committee and/or activity reports; announcements; and other articles as requested by the AAUW OF VIRGINIA Board of Directors.

At least once a year the newsletter will contain a directory of AAUW OF VIRGINIA Board of Directors, roster of branch presidents, state budget, annual calendar and Association convention reports. The various issues shall be published:

- No. 1 Containing at a minimum: directory of AAUW OF VIRGINIA Board of Directors, roster of branch presidents, state budget, annual calendar, and reports/summaries of National conventions. (Deadline September 15)
- No. 2 Containing at a minimum: date and place of the next AAUW OF VIRGINIA conference, voting and elections guide, proposed state public policy, resolutions, bylaws amendments, and updated calendar of events. (Deadline January 15)
- No. 3 Containing at a minimum: A report of the state conference, elections and other business items on the One Member, One Vote ballot; summer/fall meeting information. (Deadline May 15)

B. Procedures

- 1. Order address file for members without an email address, for a fee, from National, prior to the newsletter distribution date. Include addresses of Virginia College/University partners and addresses of members who have opted to receive print copy. AAUW of Virginia Historian should also receive print copy. Ask printer to send vision editor 5 copies to have on hand..
- 2. Email Address-file and PDF file of *Vision* to printer when ready.
- 3. Distribute *Vision* via online link to all members via email. Mail *Vision* using nonprofit bulk mail to members with no email address (as of January 2015). Notify finance vice president when to expect billing for print edition and postal expense.
- 4. When changing printers, obtain bids from at least three printers. Printer changes would be determined by the Vice President of Communications and the *Vision* copy editor.
- 5. Send one copy to the AAUW OF VIRGINIA historian. Keep 5-10 copies of each issue on file.
- 6. Verify bills as requested by the finance vice president.
- 7. Consult/confirm with finance vice president for amounts of expenses related to the newsletter for use in preparing future budgets.

For more details on the procedures see pages 30 -32 of the handbook.

Policy on Diversity

AAUW OF VIRGINIA affirms the diversity statement adopted by the AAUW board of directors and the Conference of State Presidents in June 1988, the AAUW Educational Foundation board of directors in September 1988 and as revised at the Association Convention in 1991:

“In principle and in practice, AAUW OF VIRGINIA values and seeks a diverse membership. There shall be no barriers to full participation in this organization on the basis of gender, race, creed, age, sexual orientation, national origin, disability or class.” These shall be referred to as “underrepresented groups” in this document.

AAUW OF VIRGINIA will support diversity by the following:

A. Membership Recruitment and Development

1. Membership campaigns shall stress the pride and power of a diverse AAUW membership.
2. Branches shall be encouraged to determine an appropriate target group to increase diversity.
3. All state and branch publications shall include the statement: “AAUW OF VIRGINIA values and seeks a diverse membership. There shall be no barriers to full participation in this organization on the basis of gender, race, creed, age, sexual orientation, national origin, disability or class.”

B. AAUW OF VIRGINIA Program

1. Programming shall seek to increase member awareness of issues of concern to women of underrepresented groups.
2. Collaboration, coalitions, and networks with organizations for underrepresented groups by the state and branches shall be encouraged.
3. Speakers, panel participants, trainers, and facilitators at AAUW OF VIRGINIA conference and other events should include women of underrepresented groups.
4. Workshops or programs shall be presented at AAUW OF VIRGINIA conferences to sensitize members to the barriers faced by underrepresented groups.

C. Meeting Sites and Times

1. All AAUW OF VIRGINIA meetings shall be accessible to the physically challenged, and publicity about events will carry accessibility information.
2. AAUW OF VIRGINIA shall use only those meeting sites that welcome all people.
3. No AAUW OF VIRGINIA meetings will be held on the following major religious observances: Easter, Rosh Hashanah, Yom Kippur, Passover, and Christmas.

D. Branches are encouraged to adopt a similar diversity policy.

Policy on Participation in Coalitions and Other Organizations

- A. The AAUW OF VIRGINIA board of directors recognizes the value of joining together with other organizations to achieve a common objective. Through such coalition efforts we may be able to achieve economic use of resources and multiply our impact.
- B. When joining with other organizations, AAUW will retain control of the use of the name of the American Association of University Women.
- C. Financial support can include dues or a similar share of the administrative costs and/or a commitment to participate in the on-going financial support of the common objective.
- D. In the event that AAUW OF VIRGINIA is asked, at any time other than within two weeks before an AAUW OF VIRGINIA board of directors meeting, to support an agenda change proposed by a multi-issue coalition of which it is a member, the executive committee, in consultation with the public policy committee, shall act for the board of directors. The committee's decision should be consistent with AAUW historic principles and potential for impact.
- E. If there is a question regarding whether participation in a coalition is appropriate, the state should contact the AAUW Public Policy Department for further guidance.

AAUW OF VIRGINIA BOARD OF DIRECTORS HANDBOOK

Policy on Website and Online Communications

Note: Unless noted otherwise, the term “AAUW” refers to AAUW of Virginia.

The AAUW of Virginia website, aauw-va.aauw.net, and online communications provide information and services in furtherance of AAUW’s mission to advance equity for women and girls through advocacy, education, philanthropy, and research.

This policy is designed to maintain the integrity of AAUW on the World Wide Web and in other online communications and to avoid the use of AAUW’s name in ways inconsistent with its image, mission, policies, and programs.

- A. aauw-va.aauw.net (Including Logos, Written Content, Photographs, Graphics, Video, and Audio)
 1. The policy addresses two audiences:
 - a. AAUW members, branches, branch members, national members, partner member institutions, student affiliates, and interbranch councils
 - b. Other users
 2. Website content is developed by AAUW of Virginia’s state board of directors in consultation with leaders and members, and the website is maintained by the state webmaster. Any inquiries about the website or this policy should be directed to the state president or state webmaster.
- B. Any entity or individual who uses, accesses, or links to aauw-va.aauw.net—including logos, written content, photographs, graphics, video, and audio—is bound by this policy. Use of, access to, or linkage to aauw-va.aauw.net shall constitute acceptance of and agreement to be bound by the terms in this policy. Entities or individuals **who do not wish to be bound by these terms should not use, access, or link to aauw-va.aauw.net. AAUW has the right to restrict or revoke access to any entity or individual that violates any provision of this policy.**
 1. AAUW Members (Including Branches, Branch Members, Partner Member Institutions, Student Affiliates, and Interbranch Councils)
 - a. AAUW members may use aauw-va.aauw.net in AAUW branch websites and online notices for AAUW activities. Standardized logos and placement specifications are provided through the national AAUW Member Center at www.aauw.org.
 - b. AAUW members shall not amend, alter, distort, or otherwise change the standardized AAUW logo or any placement specifications.
 - c. AAUW members may reprint materials in accordance with this policy provided that credit is given to the AAUW of Virginia website and usage is consistent with AAUW’s mission, policies, and programs.
 - d. aauw-va.aauw.net cannot be linked to or used for personal or professional financial or political gain.
 2. Other Users
 - a. aauw-va.aauw.net (including but not limited to text, content, photographs, video, and audio) is protected by copyright as a collective work or compilation under U.S. copyright and other laws. Other users must abide by all additional restrictions in this agreement.
 - b. Other users may create Web links to any URL on aauw-va.aauw.net so long as such link is for educational and informational purposes; in furtherance of AAUW’s mission to advance equity for women and girls through advocacy, education, philanthropy, and research; and consistent with

AAUW OF VIRGINIA BOARD OF DIRECTORS HANDBOOK

AAUW policies and programs. Use may not create an implication of AAUW's endorsement of or affiliation with any third party.

- c. Without the explicit written permission of AAUW of Virginia, other users may not copy, reproduce, distribute, display, perform, modify, create derivative works, transmit, or in any way exploit aauw-va.aauw.net, except that external users may download material for their own personal, noncommercial use. Without limiting the generality of the foregoing, other users may not distribute any part of this service over any network, including a local area network, nor sell nor offer it for sale. In addition, aauw-va.aauw.net may not be used to construct any kind of database.

C. Links from aauw-va.aauw.net

1. aauw-va.aauw.net links only to websites that are affiliated with, working with, or supported by AAUW or web pages that support AAUW's mission to advance equity for women and girls through advocacy, education, philanthropy, and research, and are consistent with AAUW's policies and programs.
2. AAUW is not responsible for any content on sites or web pages linked from aauw-va.aauw.net.
3. AAUW does not support or endorse any activities on third party sites that may not be consistent with AAUW's mission, policies, and programs.

D. Social Media

AAUW of Virginia uses social media, including a Facebook page and a Twitter account. AAUW encourages members to utilize those. While posting on those sites is protected by the right of free speech, AAUW expects civil discourse and discussions and posts related to AAUW's mission, goals, priorities, events, and meetings and member accomplishments. Opinions and statements are those of the individual member. AAUW reserves the right to remove or not post any materials of external users that AAUW considers to be objectionable or outside its mission. Notwithstanding the reservation of this right, AAUW is not responsible for any material posted by any external users.

E. Privacy

AAUW is committed to protecting the privacy of people who use aauw-va.aauw.net.

1. General Browsing Information

Visitors to aauw-va.aauw.net remain anonymous, and AAUW does not attempt to obtain or retain personally identifiable information except as specifically stated, such as meeting registration. AAUW may maintain general aggregate information, such as the number of visitors to the site, which pages are most often viewed, or from which sites visitors have arrived.

2. Third-Party Sites

aauw-va.aauw.net has links to third-party sites. Since AAUW does not control those websites, individuals are encouraged to review the privacy and other policies posted on these third-party sites.

AMERICAN ASSOCIATION OF UNIVERSITY WOMEN VIRGINIA

II. Job Descriptions

General Job Description

- A. The responsibilities of each member of the AAUW OF VIRGINIA Board of Directors are as follows:
1. represent the interests of members to the Association and state;
 2. represent and promote the Association and state to the members and the public;
 3. establish the priorities for AAUW OF VIRGINIA;
 4. develop and approve policies and procedures implementing these priorities;
 5. identify and develop leadership; and
 6. assist branches.
- B. To accomplish these responsibilities, members of the AAUW OF VIRGINIA Board of Directors will:
1. participate in the board and committee meetings;
 2. provide pertinent information to members and counterparts through the official AAUW OF VIRGINIA publication(s), web site, facebook page, and other media means as practical. Communicate with branches via:
 - a. branch counterparts,
 - b. AAUW OF VIRGINIA web page,
 - c. other, as needed.
 3. approve the budget* and the investment policy annually;
 4. review and approve the program for state meetings;*
 5. participate in the annual conference and board-sponsored functions;
 6. review and recommend approval of the biennial state public policy priorities to state conference;
 7. participate as a liaison from the board to designated branches, including personal visits as practical;
 8. participate in leadership training opportunities;
 9. submit a biennial written report for the conference program book;
 10. participate in public meetings and serve on committees, as needed; and
 11. participate in strategic planning.

AAUW OF VIRGINIA BOARD OF DIRECTORS HANDBOOK

President

Refer to the current AAUW OF VIRGINIA Bylaws.

- A. In addition to the duties outlined in the AAUW OF VIRGINIA bylaws, the president (or her designated representative) shall:
1. represent AAUW of Virginia to the public;
 2. serve in an ex-officio capacity in all AAUW OF VIRGINIA committees with the exception of the nominating and resolutions committees;
 3. communicate with branch presidents, state board members, and the AAUW president;
 3. maintain a file of members who could serve as AAUW OF VIRGINIA board members, committee chairs, or committee members;
 4. update the:
 - a. AAUW OF VIRGINIA Bylaws,
 - b. AAUW OF VIRGINIA Board of Directors Handbook,
 - c. AAUW OF VIRGINIA Conference Planning Guide,
 - d. AAUW OF VIRGINIA History;
 5. inform the Association of state and board meetings;
 6. file a letter with the Manuscript Division, Alderman Library (Accession number: 6305) at the University of Virginia, granting permission to the historian to withdraw or deposit papers in the AAUW OF VIRGINIA archives;
 7. appoint non-elected members of the AAUW OF VIRGINIA board, including corresponding secretary, historian, parliamentarian, AAUW Funds, college/university, international relations (if a board member) and bylaws chairs and others as deemed necessary;*
 8. appoint, at the spring board meeting, with the approval of the elected officers, qualified persons to review financial records of the state operating funds prior to the assumption of duties of a new treasurer or at the end of odd-numbered fiscal years, whichever occurs first;
 9. prepare AAUW OF VIRGINIA calendar and present calendar for approval to the board of directors at the summer board meeting; and
 10. work with the historian in the ordering of the state president's files so the files coordinate with the historian's files and the archives.
- B. With regard to the AAUW OF VIRGINIA conference, the president or her designated representative shall:
1. issue the official call to the annual business meeting 30 days in advance. The call may appear in the newsletter;
 2. recruit a branch to host the AAUW OF VIRGINIA conference, at least two years prior to the conference and locate a conference site;

AAUW OF VIRGINIA BOARD OF DIRECTORS HANDBOOK

3. negotiate a contract with the conference site hotel at least two years in advance of the conference date;
 4. work with the conference chair and the local arrangements committee chair, who is appointed by the host branch, on all facility arrangements for the conference. The president shall approve all arrangements plans for the conference;
 5. prepare a conference agenda and description of workshops and any special events for use by the LAC in the branch mailing and for publication in the spring issue of the newsletter. The program agenda is included in the conference program book;
 6. appoint, at least two weeks before the conference, a committee of tellers, one of whom serves as head teller, ushers, and pages as needed (See AAUW OF VIRGINIA Conference Planning Guide for their duties);
 7. appoint three members of the minutes approving committee;
 8. consult with the parliamentarian prior to the conference regarding the conduct of business sessions and any anticipated parliamentary problems; and
 9. prepare a report for the conference program book.
- C. With regard to a group that petitions the AAUW OF VIRGINIA to form a branch, the President shall:
1. Visit a petitioning group desiring to form a branch and discuss with it the program of AAUW and the desirability of organizing a branch. The AAUW OF VIRGINIA president may designate an official representative to act in the president's stead. After advising the existing branches in the area from which the petitioning group may draw membership, the AAUW OF VIRGINIA president shall make a recommendation to the AAUW OF VIRGINIA's board of directors;
 2. When board approval is given, the AAUW OF VIRGINIA president shall notify the Membership Office of AAUW and direct the AAUW OF VIRGINIA vice president for membership and branch development to continue organizing activities with the petitioning group, including the preparation of the bylaws.
 3. In the event the board of directors fails to give approval to the petitioning group of graduates qualified to organize a branch, the AAUW OF VIRGINIA president shall send a written report to AAUW Board of Directors.

Corresponding Secretary

Refer to the current AAUW OF VIRGINIA Bylaws.

- A. The corresponding secretary shall:
1. assume responsibility for such correspondence of the AAUW OF VIRGINIA as the president shall delegate;
 2. notify committee and task force chairs of their appointments;
 3. create, maintain, and distribute by email or hard copy by September 1 of each year:
 - a. to the AAUW OF VIRGINIA board of directors:
 - (1) roster of state board members (if president has not done already) ,
 - (2) roster of committee and task force chairs;
 - (3) roster of branch presidents,
 - (3) roster of branch counterparts corresponding to board positions,
 - (4) roster of college/university representatives;
 - b. to the branch presidents:
 - (1) roster of state board members,
 - (2) roster of branch presidents,
 - (3) roster of college/university members and representatives;
 - c. to all college/university representatives in coordination with the college/university chair:
 - (1) roster of state board members,
 - (2) roster of branch presidents,
 - (3) roster of college/university members and representatives.
 4. update and distribute the preceding lists, as necessary; and
 5. perform other duties as assigned by the state president.

Bylaws/Resolutions Chair

Refer to the current AAUW OF VIRGINIA Bylaws.

- A. The bylaws/resolutions chair, as appointed by the president, shall serve as the chair of the Committee on Bylaws and Resolutions.
 - 1. **Composition**
The Committee on Bylaws and Resolutions shall consist of the chair and no fewer than three members appointed by the president. The parliamentarian of AAUW of Virginia shall serve as a consultant to the committee.
 - 2. **Duties**
The Committee on Bylaws and Resolutions shall:
 - a. call for resolutions and amendments to the AAUW OF VIRGINIA Bylaws from the branches in the fall of each year; and
 - b. have the authority to reword, clarify, or edit proposed bylaws amendments and submitted resolutions.
- B. **Bylaws** -- The bylaws/resolutions chair shall:
 - 1. update the AAUW OF VIRGINIA bylaws in accordance with Association directives, upon request of the president, following the Association biennial convention;
 - 2. review and certify, in accordance with Association directives, the branch bylaws submitted by branches for approval, following the Association biennial convention;
 - 3. maintain a file of current branch bylaws;
 - 4. review and approve proposed branch bylaws and amendments; and
 - 5. prepare a report for the conference program book.
- C. **Resolutions** -- The bylaws/resolutions chair shall:
 - 1. express resolutions of courtesy, appreciation, recognition or offer congratulations; and
 - 2. encourage resolutions of requests of the state board of directors be proposed from the floor for discussion by a two-thirds vote of the body. A three-fourths vote shall be required for the adoption of such resolutions.

Historian

Refer to the current AAUW OF VIRGINIA Bylaws.

- A. The historian, as appointed by the president, shall maintain the AAUW OF VIRGINIA historical files.
1. Current Files
 - a. Retain AAUW OF VIRGINIA records and papers significant to the history of the AAUW OF VIRGINIA for the current and past bienniums until the completion of the state history.
 - b. Keep files in such a manner that they may be easily reviewed by the president or designated persons, as needed. As listed in the Order of the Archives, the files shall include the following:
 - (1) AAUW OF VIRGINIA president's reports,
 - (2) AAUW OF VIRGINIA publications,
 - (3) AAUW OF VIRGINIA conference program books,
 - (4) reports of significant AAUW OF VIRGINIA projects and trends in the current files,
 - (5) minutes of conferences and board meetings,
 - (6) fiscal reports,
 - (7) bylaws,
 - (8) policies, procedures, and job descriptions,
 - (9) AAUW OF VIRGINIA resolutions and public policy statements,
 - (10) lists of state officers and branch presidents,
 - (11) branch establishment and dissolution information; branch histories,
 - (12) AAUW National convention information with list of AAUW OF VIRGINIA members attending,
 - (13) Conference of State Presidents information,
 - (14) National appointments or offices held by AAUW OF VIRGINIA members.
 - c. Work with the president in organizing the president's files so they are consistent with the files of the historian and the archives.
 2. AAUW OF VIRGINIA Archives
 - a. Located in Manuscript Division, Alderman Library (Accession number: 6305) at the University of Virginia.
 - b. Upon direction of the president, deposit the archival material of a biennium, after completion of the AAUW OF VIRGINIA history. Until that time, the material remains in the current files.

AAUW OF VIRGINIA BOARD OF DIRECTORS HANDBOOK

- B. The historian shall include reports on significant projects and trends in the current files.
- C. The historian shall familiarize herself with the published volumes of AAUW OF VIRGINIA history (1925-60 and 1960-70) and all future published volumes and shall be responsible for their preservation.
- D. The historian shall research questions on AAUW OF VIRGINIA history upon request, to the best of her ability.
- E. The president shall assign the writing of the history of the AAUW OF VIRGINIA. This author is responsible to the president and works in conjunction with the historian.

Parliamentarian

Refer to the current AAUW OF VIRGINIA Bylaws.

The parliamentarian may or may not be a member of AAUW OF VIRGINIA.

The parliamentarian shall:

1. serve on the Bylaws Committee;
2. attend meetings of the board of directors of AAUW OF VIRGINIA, at the discretion of the president;
3. serve as consultant on parliamentary matters;
4. provide current copies of the Association Bylaws and AAUW OF VIRGINIA Bylaws and *Roberts Rules of Order Newly Revised* at each meeting; and
5. shall be responsible for compiling or working with the president to compile the script for the AAUW OF VIRGINIA annual business meetings.

Recording Secretary

Refer to the current AAUW OF VIRGINIA bylaws.

The Recording Secretary's duties include taking minutes during meetings, corresponding with board members, keeping all records and files, and tracking attendance and voting records.

- A. With regard to minutes, the recording secretary shall:
1. email separate draft copies of the minutes of the board of directors meetings and state conference to each member of the Minutes Approving Committee (MAC), including the president as an ex-officio member, within three (3) weeks following the meeting;
 2. guidelines shall:
 - a. specify the deadline to be observed by the MAC member in submitting corrections,
 - b. state that if the secretary has received no response by the deadline, the lack of response will be considered approval of the draft as emailed;
 3. make the final decisions on a suggestion for a change when the change is suggested by only one MAC member;
 4. email approved minutes of the board of directors meeting to all board members and the regional director within nine (9) weeks of the board meeting;
 5. email approved minutes of the AAUW OF VIRGINIA conference and any other statewide meeting to all board members, and branch presidents within three (3) months of the conference meeting; and
 6. include with the official minutes, kept by the secretary, copies of all reports given in the meetings, including the finance vice president's reports.
- B. With regard to files, the recording secretary shall:
1. maintain a permanent file which shall contain:
 - a. minutes of all regular and special meetings of the board of directors for the past three (3) years,
 - b. minutes of the AAUW OF VIRGINIA conferences for the past three (3) years.
 2. in addition to materials listed in Article VII, Section 1(c) of the AAUW OF VIRGINIA bylaws, the secretary shall have available at all meetings of the board and the state:
 - a. current (unexpired) AAUW OF VIRGINIA resolutions,
 - b. current Association and state public policy,
 - c. minutes of the AAUW OF VIRGINIA conference and the board of directors for the past three (3) years.
- C. Additional duties of the secretary of AAUW OF VIRGINIA shall be to serve as chair of the Conference Rules Committee. The chair of the Conference Rules Committee shall write the conference rules, in consultation with the parliamentarian and president, and present the rules to the conference for its consideration. Consult prior year's conference program book for previous conference rules.

Vice President for Program

Refer to the current AAUW OF VIRGINIA bylaws.

- A. The program vice president shall plan and chair the Program Committee.*
1. Composition.
The members of the Program Committee shall consist of the chair(s) of the committees on college/university relations, AAUW Funds, international relations (if appointed), conference chair, public policy, and the district representatives. The membership vice president shall be an ex-officio member.*
 2. Duties.
The Program Committee shall:
 - a. plan and coordinate with the state president and conference chair for the annual state conference and leadership meeting;
 - b. identify and focus on all AAUW concerns and issues which are of interest to AAUW OF VIRGINIA; and
 - c. respond to Association as requested identification of emerging state and branch program issues.
- B. The program vice president shall:
1. act for the president in the president's absence and at the president's request;
 2. assess the overall program of AAUW OF VIRGINIA, including branches, and make recommendations as appropriate;
 3. encourage branches to build programming around AAUW issues and priorities and to develop action from Programs in the Box;
 4. encourage branches to work creatively on projects and to borrow ideas from successful projects to adapt to their situations;
 5. Work with the president and conference chair to plan the program for state conference;
 6. serve on the membership committee and work closely with the state membership vice president in keeping with the Association's emphasis on membership-program interrelationship;
 7. serve on the public policy, membership, and finance committees as ex officio member;
 8. prepare a report for the conference program book; and
 9. visit district meetings whenever possible, to promote interaction with the board and promote the state conference.

AAUW FUNDS Chair

Refer to the current AAUW OF VIRGINIA Bylaws.

- A. The AAUW FUNDS chair shall:
 - 1. educate branches and members about the AAUW FUNDS and its programs;
 - 2. serve on the Program Committee;
 - 3. serve as consultant to branch AAUW FUNDS chairs and act as liaison between branch AAUW FUNDS chairs, the state and the Association in all Funds matters;
 - 4. encourage and promote branch fund raising activities by:
 - a. citing successful fund raising activities;
 - b. providing assistance and advice to branches in order to strengthen their fund raising;
 - c. encourage sending funds to Association AAUW FUNDS activities.
 - 5. assist the program vice president with AAUW FUNDS recognition activities at AAUW OF VIRGINIA conference; and
 - 6. plan, with board approval, and implement any AAUW OF VIRGINIA FUNDS fund raising.
- B. The AAUW FUNDS chair shall:
 - 1. receive AAUW FUNDS reports from branches; and
 - 2. keep accurate records of all funds received and disbursed based on reports from Association.
- C. Time Table (AAUW OF VIRGINIA calendar to include appropriate dates.)
 - 1. Summer/Fall
 - a. Inform branches of names/addresses of current fellows and R&P grantees in their areas.
 - 2. Winter
 - a. Prepare conference report which includes:
 - (1) alphabetical list of branches, showing the previous year and current year AAUW FUNDS contributions, branch membership, and per capita contribution for each branch; and
 - (2) list of branches with named honorees.

Conference Chair

The conference chair is appointed by the state president to serve on the AAUW OF VIRGINIA board as the liaison between the board and the Local Arrangements Committee (LAC) chair. See AAUW OF VIRGINIA *Conference Planning Guide* for more details.

The conference chair:

1. serves on the Program Committee;
2. negotiates with the AAUW OF VIRGINIA president, a contract with the conference site hotel at least two years prior to the conference date. This contract must be signed by the state president, who keeps a copy for herself and supplies copies for the, program vice president, the conference chair, and the LAC chair;
3. meets with the AAUW OF VIRGINIA board at the summer board meeting and other appropriate board meetings prior to conference to plan the program structure and to review local arrangements;
4. consults with the president, program vice president and Program Committee regarding conference theme, speakers, number of workshops, and workshop presenters. The task of securing speakers/presenters for particular events is the responsibility of the president and program vice president with the assistance of the conference chair;
5. meets with the LAC chair and conference committees as needed in the fall preceding conference to review the tentative program, duties of conference committee chairs, and other details of local arrangements;
6. prepares a preliminary conference budget for approval of the AAUW OF VIRGINIA board at the fall board meeting in the year preceding the conference, estimating where necessary. The conference chair works in cooperation with the LAC chair and the conference treasurer to establish a revised budget, using additional information which has become available. The revised budget is submitted to the AAUW OF VIRGINIA board for review and approval at the winter board meeting preceding the conference;
7. prepares a brochure with conference registration and program details to be included in the Winter/Spring *Vision*;
8. works closely with the LAC chair, committee chairs, and hotel staff as needed with appropriate follow up;
9. is authorized to sign bills along with the LAC chair;
10. prepares an evaluation form and provides for its distribution as an enclosure in the conference program book, arranges for collection at the conclusion of the conference, and summarization;
11. orders any desired gifts for speakers and workshop presenters;
12. is available at the end of conference to go over the final bill with the LAC chair and the conference treasurer along with a representative of the hotel staff;
13. reports the evaluation summary along with a final written report at the next meeting of the AAUW OF VIRGINIA board;
14. delivers to the AAUW OF VIRGINIA finance vice president all conference financial documents for audit by July 1; and
15. maintains files with samples and detailed notes, by responsibility, to be sent to the conference chair of the next conference.

AAUW OF VIRGINIA BOARD OF DIRECTORS HANDBOOK

See also Board Policies, Section F.

District Representatives

Refer to the current AAUW OF VIRGINIA Bylaws.

- A. According to the Bylaws, the election of the district representative can be held at any time deemed best by the district. Usually the election occurs at the district meeting during the state conference when most members are present. District representatives shall be confirmed by the state president after being elected by their districts.*
1. Election.
 - a. A district nominations chair shall be appointed who is either a current district representative not seeking re-election or a branch president. The chair shall request nominations from the branches by January 15. Those wishing to run, including current district representatives seeking re-election, shall submit a written biography and statement of expertise to the chair by March 15. The chair shall provide the slate with their biographies and expertise statements to the branches by March 20. If there are no candidates, the branches shall be so notified by March 20. If there are no candidates, the chair shall ask the branches' leadership to identify potential nominees, and the chair will then contact those members.
 - b. At the district meeting the chair shall present the candidates. Election shall be by raised hands if there are multiple candidates and by voice vote if there is only one candidate. A majority vote elects or a plurality if there are more than two candidates. The chair may appoint one or two assistants to validate the count.
 - c. If there is no candidate by the district meeting, volunteers will be solicited and the members shall elect as per the above process.
 2. District representatives shall be elected in even-numbered years for a term of two years starting July 1.
 3. Vacancies.

In the event of a vacancy, the office of a district representative shall be filled by appointment by the state president, in consultation with the branches of that district.
- B. The district representatives shall:
1. serve on the Program Committee;
 2. represent state programs and concerns to the branches in their districts;
 3. represent the concerns of branches within their districts to the state board;
 4. facilitate communication among branches in the district, which includes coordinating at least one meeting in the district each year;
 5. encourage branch participation at district meetings, state conferences, and AAUW national conventions;
 6. serve as a member of the nominating committee for state board offices; and
 7. prepare a report for the conference book.

Vice President for Membership and Branch Development

Refer to the current AAUW OF VIRGINIA bylaws.

- A. The vice president for membership and branch development shall serve as the chair of the Membership Committee.
1. Composition.
The members of the Membership Committee shall consist of the chair, college/university relations chair and as many others as deemed necessary. The program vice president shall be an ex-officio member.*
 2. Duties.
The membership committee shall:
 - a. endeavor to increase membership in the state through the establishment of new branches and to develop methods to increase and retain membership;
 - b. assist branch membership chairs in the development of successful membership procedures and orientation programs;
 - c. promote and implement Association and state diversity goals;
 - d. assist the president in forming new branches by providing all possible ongoing help to the petitioning organization including:
 - (1) attending or participating virtually in organizational meetings,
 - (2) directing the organizing group to refrain from publicizing itself as an AAUW branch before receiving formal recognition from the Association board of directors,
 - (3) Attending or participating virtually in the meeting of the new branch at which permanent officers are elected and approved bylaws adopted,
 - (4) informing the state president on committee activities with the organizing group.
- B. The membership vice president shall:
1. keep branches informed of any changes in the status of colleges and universities on the AAUW list of qualified institutions;
 2. compare branch membership figures for the two preceding years for any significant differences. Analyze the data and report findings to the president and board of directors;
 3. before March 1, consult with AAUW OF VIRGINIA treasurer on total membership for each branch;
 4. serve on the Program Committee and coordinate with the program vice president on planning activities; and
 5. prepare a report for the conference program book.

College/University Relations Chair

Refer to the current AAUW OF VIRGINIA Bylaws.

- A. The college/university relations chair shall serve on the Membership Committee and as chair of the Committee for College/University Relations.
 - 1. **Composition**
The members of the Committee for College/University Relations shall consist of the chair, who is appointed by the AAUW OF VIRGINIA president, all the college/university representatives, as appointed by their colleges/universities.
 - 2. **Duties**
The Committee for College/University Relations shall:
 - a. represent and act as liaison with the institutions of higher education;
 - b. meet at least once a year during the AAUW OF VIRGINIA conference; and
 - c. promote membership in AAUW among the college/university faculty and staff and recent graduates.
- B. The chair for college/university relations shall:
 - 1. work with the AAUW OF VIRGINIA president to encourage college and university presidents to appoint college/university representatives;
 - 2. provide the president a list of all college/university representatives by August 1 of each year;
 - 3. work with state diversity chair to ensure the existence of diversity in college/university membership;
 - 4. serve on the Membership Committee;
 - 5. encourage formation of college/university branches and student affiliate groups;
 - 6. provide college/university representatives with appropriate AAUW information for marketing and promoting stronger college-branch relationships;
 - 7. prepare a report for the conference program book.

Vice President for Finance

The finance vice president shall be custodian of AAUW OF VIRGINIA financial accounts and shall serve as chair of the Budget and Finance Committee. Members of the budget and finance committee shall be no fewer than three (3) members: the chair, the program vice president, and the membership vice president.

A. The finance vice president shall:

1. collect state dues annually in the amount of \$15 for branch members, paid life members, state members at large, and those dual members whose primary branch is in another state, graduate students dues are \$8; honorary life members, student affiliates, and transfers whose current dues has been paid in another state, are exempt from payment of state dues; dual members whose primary branch is in Virginia shall pay state dues to the primary branch only;
1. make disbursements in accordance with the approved budget, or as directed by the board of directors;
2. monitor the flow of cash and present a detailed financial statement to the board of directors at each meeting and to the president when requested;
3. instruct board members as to reimbursement policies and procedures;
4. keep the president and membership vice president informed about current membership figures;
5. obtain a bond and renew when required;
6. prepare books for auditor's review at the end of term of office;
7. follow these bookkeeping procedures:
 - a. maintain the existing or open a new checking account, with the president as the alternate signature,
 - b. identify each deposit by:
 - (1) noting the budget designation in the checkbook stub area corresponding to the deposit,
 - (2) keeping duplicate deposit slips.
 - c. verify bills prior to payment:
 - (1) ensure that each bill is within budget allocation prior to payment (Enclose blank vouchers when mailing reimbursement checks to board members),
 - (2) disallow for payment any voucher that exceeds the budget allocation until approved by the budget and finance committee. The board of directors shall ratify this action at the next board meeting,
 - (3) itemize each receipt with the budget assignment.
 - d. indicate budget assignment(s) and amount(s) for each disbursement,
 - e. post receipts and disbursements in ledger regularly,
 - f. consider transferring, in the fall, with the approval of the president, a major portion of the checking account funds to an investment fund and return the funds to the checking account as needed throughout the year,

AAUW OF VIRGINIA BOARD OF DIRECTORS HANDBOOK

- g. review and renew liability and accident insurance policies on renewal dates. (See insurance files for details.),
 - h. close books on June 15 for the payment of vouchers out of the current budget,
 - i. project remaining fiscal year expenditures to anticipate budget shortfalls, and report anticipated shortfalls to the budget and finance committee and the board of directors,
 - j. survey every board member each spring to determine the amount of money the board member will need for the next year.
8. prepare an annual budget for review by the Budget and Finance Committee before submitting it to the board of directors for its approval at the first board meeting of the fiscal year. The committee shall consider the stated budgetary needs of each board member when preparing the budget;
 9. submit a financial report for the fall issue of the *Vision*; and
 10. recommend budget modifications to the board of directors for its approval at any time during the fiscal year.
- B. Time Table (AAUW OF VIRGINIA calendar to include appropriate dates.)
1. June. Mail deadline information for payment of state dues to branches. The outgoing or continuing AAUW OF VIRGINIA finance vice president will do this mailing.
 - a. Give procedures to be followed.
 - b. Emphasize the deadline for payment of dues.
 2. After July 1, receive the audited books from predecessor, along with the files and any pertinent materials.
 3. On or about July 1, prepare the annual report for the previous fiscal year and distribute copies to the board members at the summer board meeting and to branch presidents in the president's mailing.
 4. Before October 15, if receipts exceed \$50,000, prepare and file the appropriate tax forms with the director of the Internal Revenue Service. If receipts are less than \$50,000, file a 990-N e-postcard. This is done via a group exemption on the Member Services Database (MSD).
 5. On or about January 15, consult with the membership chair on total membership for each branch. Membership based on dues paid to the AAUW OF VIRGINIA finance vice president shall be the determining factor for branch membership figures.
 6. By March, prepare financial report for the conference program book.
- C. Maintain canceled checks, receipts, vouchers and other such materials for seven years. Treasurer's reports, budgets, and ledgers are archival and should be preserved.

Vice President for Public Policy

Refer to the current AAUW OF VIRGINIA Bylaws.

A. Virginia Public Policy Vice President

1. There are two areas of responsibility for the Vice President for Public Policy. In some years, two (2) officers are elected, one to handle Federal public policy issues and the other to handle State public policy issues that are priorities for VA women and girls.

B. Responsibilities of the state public policy vice president:

1. FEDERAL

- a. subscribe to the AAUW on-line resources: *Mission and Action* e-bulletin, *Washington Update*, and *Two-Minute Activist* and pass along information to branch public policy chairs;
- b. keep AAUW members informed and call for action on important issues throughout the House and Senate Congressional sessions;
- c. encourage branch members to contact their Federal legislators through electronic mail and personal visits on issues of importance to AAUW priorities;
- d. plan and hold a Federal Lobby Day in collaboration with AAUW public policy staff and Lobby Corps;
- e. prepare articles for the *Vision*;
- f. prepare a report for each board meeting and the convention program book;
- g. keep Website updated with Federal public policy issues important to AAUW priorities; and
- h. collaborate in the preparation of the state biennial public policy priorities for board and member approval at the state conference.

2. VIRGINIA

- a. monitor the AAUW resource, CQ State Track System, and pass along legislative issues to branches that are pertinent to AAUW policy priorities for women and girls;
- b. keep AAUW members informed and call for actions on important issues throughout the General Assembly sessions;
- c. communicate information to branch public policy chairs to encourage their members to contact their own Virginia legislators through electronic mail and personal visits;
- d. provide assistance and information to branches on AAUW voter education activities;
- e. keep Virginia elected officials informed on AAUW OF VIRGINIA's public policy priorities through email;
- f. plan and hold a State Legislative Day at least once during the General Assembly session;
- g. prepare articles for the *Vision*;

AAUW OF VIRGINIA BOARD OF DIRECTORS HANDBOOK

- h. prepare a report for each Board of Director meeting and the conference program book;
- i. keep Website updated with VA public policy issues important to AAUW priorities; and
- j. prepare the state biennial public policy priorities for board and member approval at the state conference.

Vice President for Communications

Refer to the current AAUW OF VIRGINIA Bylaws.

A. The vice president for communications shall serve as chair of the Communications Committee.

1. Composition.

The Communications Committee is composed of the chair, the Vision copy editor, Vision Desktop Publishing editor (layout editor), Webmaster, and managers of social media (Facebook, Twitter, other)..

2. Duties:

The vice president for communications shall:

- a. coordinate the distribution of AAUW information among the Association, state, branches, and members;
- b. oversee the publication of the state newsletter and operation of the state web site and social media;
- c. make the state newsletter, web site, and social media effective tools for sharing information as well as recruitment and retention of membership and increasing visibility;
- d. prepare reports for state board meetings; and
- e. prepare a report for the conference program book.

Webmaster

The Webmaster shall maintain a current website for AAUW OF Virginia.

The Webmaster shall:

1. serve as a member of the Communications Committee;
2. serve as a webmaster for AAUW OF VIRGINIA and as liaison with the Association webmaster; and
3. to the extent possible, see that information on the web page is current.

***Vision* Editors**

Refer to the current AAUW OF VIRGINIA Bylaws.

A. The *Vision* Copy Editor and Layout Editor shall:

1. serve on the Communications Committee; and
2. publish a newsletter at regular intervals during the year.

B. Copy Editor shall:

1. distribute deadlines for submission of articles to the newsletter;
2. provide guidelines for articles for the newsletter;
3. notify branches and officers of deadlines for submission of articles;
4. compile, edit articles, and email them to layout editor;
5. order address files from National for mailing and emailing *Vision*;
6. email address file and PDF file of *Vision* to printer; and
7. will make available a *Vision* online-link to all members with an email address, and mail print edition (in compliance with Post Office regulations) to members with no email address .

C. Copy Editor shall also distribute the *Vision* (via postal mail or online link) to:

1. college/university representatives;
2. The AAUW of VIRGINIA Historian (print copy) for the archives;
3. Virginia National members; and
4. Others as may be requested.

D. Layout Editor shall arrange articles and graphics for publication, oversee the proofreading, and email final edition to Copy Editor for distribution.

Social Media Managers (Twitter, Facebook, etc.)

Social Media Managers shall:

1. Serve on the Communications Committee; and
2. Post on and update social media as necessary.

Nominating Committee Chair

Refer to the current AAUW OF VIRGINIA Bylaws.

- A. The nominating committee chair, who is elected by the board of directors, shall chair the Committee on Nominations.
1. **Composition**
The members of the Committee on Nominations shall consist of the District Representatives. The state board at its first meeting of the fiscal year shall elect the chair of the nominating committee, who may or may not be one of the district representatives .*
 2. **Duties**
The Committee on Nominations shall:
 - a. nominate at least one qualified candidate for each office to be filled at state conference;

President, vice president for program, vice president public policy, and vice president for communications are elected in the even-numbered years;*

 - Membership vice president, vice president for finance, and recording secretary are elected in the odd-numbered years;*
 - b. encourage and actively seek qualified candidates for nomination to elected offices, considering the geographical area of the nominee so the entire state is represented, thus avoiding a concentration of the officers from a single area; and
 - c. encourage and actively seek qualified candidates to submit vitae for appointed offices and committee chairs.
- B. The chair of the Committee on Nominations shall:
1. inform the member whether she has been nominated to the slate;
 2. if nominated, inform whether there is any opposition;
 3. notify the president of the slate of nominees; and
 4. if slate of nominees is completed by the winter board meeting, notify the board of directors of the slate.
- C. Time Table (AAUW OF VIRGINIA calendar to include appropriate dates.)
1. Summer (after all members of the Committee on Nominations have been selected) check with current incumbents who are eligible for re-election, to ascertain if they plan run for another term.
 2. Fall (by October 1*) send emails to branch presidents:
 - a. List officers to be filled with a summary of the duties of each office;
 - b. State eligibility and nomination filing decision of incumbents;
 - c. State the deadline (from calendar and bylaws) for return of nominations to the chair;
 - d. Inform that acknowledgment of receipt of nomination will be sent within seven days; and

AAUW OF VIRGINIA BOARD OF DIRECTORS HANDBOOK

- e. For even-numbered election years, supply an alphabetical list of persons eligible for president. Candidates for the position of president shall have served previously on AAUW of Virginia Board of Directors.*
3. After nomination deadline:
 - a. recruit candidates, if necessary;
 - b. call a committee meeting to evaluate the qualifications of proposed nominees and carry out the committee business;
 - (1) Meeting may be via telephone or the Internet or any convenient arrangement,
 - (2) A majority vote of the committee shall nominate.
 - c. provide a list of nominees with biographical data for the pre-conference state newsletter; and
 - d. prepare a report for the conference program book by March 1.
 4. Forward vitae of persons qualified for appointed positions to state president.

Voting & Elections Committee Chair

Refer to the current AAUW OF VIRGINIA Bylaws.

- A. The voting and elections chair shall serve as chair of the Voting & Elections Committee
1. Composition:
 - a. the chair shall be appointed by the president and approved by the board of directors. The president shall also appoint at least three members to the committee;
 - b. the AAUW of Virginia recording secretary shall serve ex officio on the committee as the board liaison; and
 - c. the term of appointment shall be two years, coinciding with the term of the recording secretary.
 2. Duties: The Voting and Elections Committee shall:
 - a. prepare schedule for and oversee the annual process of voting on proposed state business (bylaws amendments, resolutions, and the biennial Public Policy Priorities in even years) and the election of state officers;
 - b. with the Communications vice president and others as appropriate, survey the membership to identify members willing to vote online;
 - c. write articles for the Fall and Winter/Spring *Vision* to educate members on the voting process and its importance;
 - d. receive from the Nominating Committee chair, the Bylaws and Resolutions chair, and the Public Policy vice president(s) print-ready proposed business items to create the draft ballot and Voter Guide;
 - e. With the *Vision* editor and webmaster, assure all proposed business items and rationale and candidate names and bios are printed in the Winter/Spring *Vision* and posted on the website;
 - f. prepare the ballot draft and email text and deliver to the voting service;
 - g. revise the ballot as necessary immediately following the state conference. Insure that the proposed business items and Voter Guide are revised on the state website before the final ballots go out
 - h. work with the voting service to create and finalize the ballot, send notification by email to members with email addresses in AAUW National's Membership Service Database (MSD) to vote online, and print and mail the ballot to those who do not wish to vote online. If the mailing is to be handled by members, identify a volunteer branch to stuff and mail the printed ballots
 - i. notify members in the ballot cover memo and through the branch presidents and website if there have been changes to the initial ballot as printed in the Winter/Spring *Vision*;
 - j. prepare text for email reminder to vote to be sent to members and branch presidents mid-way through the voting period;

AAUW OF VIRGINIA BOARD OF DIRECTORS HANDBOOK

- k. receive the final vote tallies and reports from the voting service. The board secretary shall issue the results to the state board, branches, and members via email and the state website; and
 - l. submit a final report, including demographic statistics and recommendations for the future, for the state board summer meeting.
- B. The voting and elections chair shall:
1. Communicate to the voting service provider the decisions of the committee and board on voting timeline, ballot content, and voting execution;
 2. Communicate the committee recommendations on the timeline for Spring elections to the board for the Fall board meeting;
 3. Receive the results of voting from the voting service provider and report the results to the Recording Secretary of the board who will announce the official results; and
 4. Report the statistics and demographics of voting to the board and membership.
- C. Timeline
- | | |
|-----------|--|
| Sept. 1 | Article for Fall Virginia Vision |
| Fall | Conduct survey of members to identify who will vote online |
| Jan. 1 | Receive proposed business items and candidates from respective chairs; |
| Jan. 10 | Determine voting period and final deadline |
| Jan. 15 | Submit article on voting process for Winter/Spring Vision |
| March 1 | Prepare draft ballot and email text for voting service and submit |
| April | Conference attendees discuss and determine any changes in proposed business items. V&E Chair provides a report at state conference |
| April | Finalize ballot and cover memo for voting service; finalize Voter Guide on website to reflect any changes made by conference attendees |
| April/May | Email ballots sent from voting service. Printed ballots stuff and mailed. |
| May | Work with voting service to send voting reminder to members via email |
| June | Final reports of election results and demographic voting statistics |
| June | Voting results reported to state board secretary, branches and members |
| July | Final report to state board |