

# AAUW OF VIRGINIA BOARD OF DIRECTORS HANDBOOK

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**BOARD ELECTION/VOTING STRUCTURE**

Categories 1 and 2 are elected by state members

Category 3 are appointed by the AAUW of Virginia president

Category 4, the District Representatives, are elected by their respective districts

\*\* Not a voting Board Member unless also holds a voting Board position.

1. PRESIDENT
  3. ADMINISTRATOR
  3. CORRESPONDING SECRETARY
  3. BYLAWS/RESOLUTIONS CHAIR
  3. HISTORIAN
  3. PARLIAMENTARIAN
  
2. RECORDING SECRETARY
  3. VOTING AND ELECTIONS CHAIR\*\*
  
2. VICE PRESIDENT FOR PROGRAM
  3. AAUW FUNDS CHAIR
  3. STATE CONFERENCE CHAIR
  4. 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 EDITORS\*\*
  3. WEBMASTER\*\*
  3. SOCIAL MEDIA MANAGERS \*\*
  
2. VICE PRESIDENT FOR DIVERSITY, EQUITY AND INCLUSION

AMERICAN ASSOCIATION OF UNIVERSITY WOMEN OF VIRGINIA

I. Policy Sheet

Board Policy

A. Written Communications

Members of the American Association of University Women (“AAUW”) of Virginia Board of Directors (also referred to as “Board”) shall communicate with branch counterparts and other branch members as follows:

1. Official AAUW of Virginia (also referred to as “state”) media (including, but not limited to, conference calls, virtual meetings via internet, emails, newsletters, social media, and the state web page) should be used for general communications. Email communications should be clearly addressed to the branch position and copied (“bcc” as appropriate) to the branch president, state president, and/or state Board members.
2. If necessary, communications may also occur through DATED letters that are emailed to recipients. Copies of such letters shall be emailed to:
  - a. AAUW of Virginia president and administrator;
  - b. state historian if the material is of historical value;
  - c. appropriate Board members; and
  - d. appropriate AAUW national (also referred to as “national”) office staff, when necessary.

B. Board Member Reports

Board members shall prepare written reports for each Board meeting and for the AAUW of Virginia Annual Business Meeting (also referred to as “Annual Business Meeting”) pursuant to the instructions of the president and/or the administrator. Board members may also be required to make oral reports if they are in attendance at these meetings.

C. Files and Information

1. Board members shall maintain in hard copy or electronic format, as applicable, materials related to member’s activities and are responsible for passing such materials to their successor(s). The following specific materials are to be kept for three years from the end of each two-year term and shall be conveyed to the Board member’s successor, except for those materials maintained on the Board of Directors’ internet storage site that is accessible by all Board members:
  - a. Board meeting and the AAUW of Virginia Annual Business Meeting reports;
  - b. *Vision* articles; and
  - c. any other significant written correspondence, form letters and emails, and other pertinent material that would help a successor.
2. The vice president for finance shall keep for seven years (and pass to a successor) from the end of each two-year term in hard copy or electronic format, as applicable, bank statements, reimbursement requests with receipts, ledgers, and email confirmations of the IRS receipt of the state’s IRS Form 1099-N filing . The vice president for finance’s reports and budgets are archival and should be preserved.
3. The current version of the following materials, among others, are available on the state website:
  - a. AAUW of Virginia Bylaws;
  - b. AAUW of Virginia Board of Directors Handbook;

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- c. AAUW of Virginia Public Policy Priorities;
  - d. AAUW of Virginia Strategic Plan; and
  - e. AAUW of Virginia Conference Planning Guide.
4. Materials to be sent by state Board members to the AAUW of Virginia historian are resource materials of value to AAUW of Virginia and include information on significant state projects that are not included in the Annual Business Meeting program book.

### D. AAUW of Virginia Branch and District Visits

1. Official visits are those approved by the state president, which may result in vehicle and hotel expenses that will be reimbursed from AAUW of Virginia Board of Director funds in the same manner as permitted by the “Expense Reimbursements and Payments for or Exemption From Payments of Expenses” policy set forth in provision E. 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 or administrator each year. The visit can be held electronically if all parties agree.
3. Each district shall also be entitled to an additional official visit from a state Board member each year.
  - a. The district’s request for an official visit from a Board member, if not sent directly to the AAUW of Virginia president, shall be forwarded by the invited Board member to the AAUW of Virginia president for approval.
  - b. The invited Board member shall include information on the visit in its written report to the Board of Directors at its next meeting.
4. Official visits to branches by the AAUW of Virginia president or administrator or other state Board members shall be allowed within the constraints of the AAUW of Virginia Board of Directors budget. Mileage distances to branches shall be considered in assigning the specific Board member to visit a branch. In the case of overnight visits, Board members are encouraged to accept offers of overnight lodging and meals.

### E. Expense Reimbursements and Payments for or Exemption From Payments of Expenses

1. Expenses of AAUW of Virginia Board members and certain non-Board members speaking at or attending AAUW of Virginia events will either be reimbursed or paid for from AAUW of Virginia Board of Directors, AAUW of Virginia Conference (also referred to as the “State Conference”), or other statewide member meeting<sup>a</sup> funds or the person shall be exempt from payment of an expense as set forth below.
2. AAUW of Virginia Board Members’ Expenses
  - a. Travel expenses of AAUW of Virginia Board members shall be paid in connection with:
    - (1) the State Conference, Annual Business Meeting, and any other statewide member meeting;
    - (2) AAUW of Virginia Board of Directors meetings;
    - (3) branch and district visits in accordance with the “Branch and District Visits” policy set forth above in provision D. above;
    - (4) special committee and other meetings for state business as authorized by the president;

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<sup>a</sup> A “statewide member meeting” is a meeting held in-person that is arranged by the state President for AAUW of Virginia members.

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and

- (5) the advocacy-related activities of the vice president for public policy for State Lobby Day and other legislative advocacy-related activities, including providing testimony related to legislation.
  - b. Reimbursements to and payments of certain travel expenses incurred by Board members for branch and district visits and meetings held in-person shall be made as follows from AAUW of Virginia Board of Directors, State Conference, or other statewide member meeting funds, as applicable:
    - (1) reimbursement for vehicle expenses at \$0.40 per mile to the member whose vehicle is used. Board members are encouraged to travel together, when possible;
    - (2) reimbursement for hotel expenses up to \$50 per night for each member (including when sharing a room); and
    - (3) payment for meal expenses arranged for Board members as a group at any Board meeting up to a maximum of \$40 per meal (including gratuity and tax and the cost of a non-alcoholic beverage). Alcoholic beverages will not be paid for;
  - c. Board members shall be exempt from paying the registration fee for a State Conference, Annual Business Meeting, or other statewide member meeting, provided, however, that the Board member will pay any expense that may be separately charged for a special meeting event or meal, such as a banquet.
3. Non-Board Members' Expenses
- a. Reimbursements to and payments of certain travel expenses of certain non-Board members shall be made from AAUW of Virginia Board of Directors, State Conference, or other statewide member meeting funds, as applicable, in the same manner as provided above for Board members in connection with in-person meetings for:
    - (1) the non-Board members of the AAUW of Virginia Communications Committee;
    - (2) any member or non-member invited by the president or administrator to a Board meeting;
    - (3) a non-Board member who serves as parliamentarian for an Annual Business Meeting;
    - (4) the recipient of the *Woman of Achievement Award* and the recipient's guest; and
    - (5) a member or non-member speaker at a State Conference or other statewide member meeting, when deemed appropriate by the state president (except when the speaker receives an honorarium, unless an exemption is granted).
  - b. Speaker Honorarium: An honorarium of \$100 may be paid when deemed appropriate by the state president to a speaker at any in-person or virtual State Conference or other statewide member meeting; in which case, the speaker's travel expenses will not be reimbursed but the speaker may be exempt from the event registration fee and any expense that may be separately charged for a special State Conference or meeting event or meal when deemed appropriate by the state president, such as a banquet.

### F. AAUW of Virginia Conference

1. The State Conference registration fee shall be established and a State Conference budget, including all estimated expenses and income, shall be adopted at the fall AAUW of Virginia Board meeting or no later than the winter AAUW of Virginia Board meeting preceding the State Conference.
2. There shall be no refunds of any registration and special conference or meeting event or meal fees after the State Conference registration final registration deadline, except that the president or administrator may approve such refund(s) in extenuating circumstances on a case-by-case basis.

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3. It is desirable for a State Conference to yield neither a surplus nor a deficit.
  - a. If a surplus results, the funds should be allocated to maintain a \$2,000 State Conference reserve line item in the State Conference budget. At the discretion of the AAUW of Virginia vice president for finance, with AAUW of Virginia Board approval, a surplus may also be used to:
    - (1) subsidize branch attendance at future conferences;
    - (2) subsidize costs of future conferences; or
    - (3) allocate to the general operating fund of the AAUW of Virginia Board of Directors.
  - b. If a deficit results, the deficit shall be paid out of the State Conference reserve line item.
4. By June 15, the State Conference accounts shall be settled and the State Conference finance officer shall send:
  - a. the financial report for the State Conference to the AAUW of Virginia president and administrator, who shall review the report so that it can be completed in final form; and
  - b. all financial records including bills, receipts, vouchers, canceled checks and bank statements with the financial report to the State Conference chair, who shall review the report in coordination with the AAUW of Virginia president and administrator.
5. By July 1, the State Conference finance officer shall send the final financial report to the continuing or incoming AAUW of Virginia vice president for finance so that the budget for the upcoming year can be prepared.
6. By July 1, the State Conference chair shall send a written report on the State Conference to the AAUW of Virginia president and administrator.
7. State Conference material shall be reviewed to discard unnecessary records and keep pertinent records. By July 1, the State Conference program book, brochures, evaluation summaries, other pertinent information, and all necessary State Conference records shall be sent to the current State Conference chair or the state vice president for program so that appropriate materials may be passed on to the next State Conference chair, except for those materials maintained on the Board of Directors' internet storage site that is accessible by all Board members and any State Conference chair. Records of the last four State Conferences shall be stored. Others may be discarded.
8. The State Conference chair shall provide the AAUW of Virginia historian with one copy of the State Conference program book.

See also "Conference Chair" job description

**Board Succession Plan**

To ensure succession of leadership on the Board of Directors of AAUW of Virginia, the Board of Directors agreed at its meeting on November 8, 2020, to implement the following procedures, which are consistent with the AAUW of Virginia Bylaws.

- A. As required by the AAUW of Virginia Bylaws, the Nominating Committee shall be composed of the District Representatives. At the first Board of Directors meeting of the fiscal year, the Board shall appoint the chair of the Nominating Committee. The Nominating Committee shall:
  - 1. determine the willingness of current Board members to continue in office, if eligible, and interest in rotating to a different Board position;
  - 2. identify and discuss non-Board members for possible leadership roles;
  - 3. consult with the president regarding the president's recommendations;
  - 4. consider all aspects of the diversity, equity, and inclusion; qualifications; and experience of those considered for Board positions in the next election;
  - 5. encourage leadership participation by requesting in the fall issue of the *Vision* that state members submit the names of potential nominees for elected officer positions with the consent of the nominee to the Nominating Committee by December 1<sup>st</sup>;
  - 6. propose a slate of candidates for election by publication of the Nominating Committee Report to state members more than 30 days prior to the AAUW of Virginia Annual Business Meeting;
  - 7. request that state members submit to the Nominating Committee any additional nominations with the consent of the nominee within 30 days of the publication in the *Vision* of the Nominating Committee Report; and
  - 8. include the Nominating Committee Report slate of nominees and any other nominees proposed by state members in the program book and Voting Guide for the AAUW of Virginia Annual Business Meeting.
- B. By October 1<sup>st</sup>, the president and such other Board members as the president may wish to consult shall:
  - 1. review term limits for current Board members to identify those positions that will require replacement in the next election;
  - 2. review the current Board roster;
  - 3. evaluate the effectiveness of current assignments, job descriptions, and the Board configuration in terms of long-term plans and needs, in consultation with relevant Board members as necessary;
  - 4. identify potential new Board members from the state's branch membership and potential rotation of current Board members to different positions, applying considerations of diversity, equity, and inclusion; qualifications; and experience; and
  - 5. develop recommendations for consideration by the Nominating Committee.
- C. The president and/or the administrator shall meet, when the president deems appropriate, with any retiring Board member for an interview to discuss their Board experience.
- D. A retiring Board member shall meet with the successor Board member within 30 days of the expiration of their term.
- E. Any new Board member not having previously served on the Board shall be assigned a mentor from among the existing Board members for their first year in office.

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### Policy on Diversity and Accessibility

AAUW of Virginia affirms the Diversity Policy Statement adopted by the AAUW Board of Directors and the Conference of State Presidents in June 1988, as subsequently amended. AAUW of Virginia affirms the Disability Access Statement adopted by the AAUW Board of Directors in October 1994, as subsequently amended.

This policy is designed to promote the diversity of our members, the equitable treatment of all persons, opportunities for inclusion of all persons in our activities (including ensuring our activities are accessible to all persons), and an environment that creates a sense of belonging in all persons participating in any activity of AAUW of Virginia and the Virginia districts and branches.

#### A. AAUW of Virginia and Branch Membership Recruitment and Development

1. All state and branch websites and social media, newsletters, membership brochures, and other publications shall include the first paragraph of the current AAUW Diversity Policy Statement as follows:

In principle and in practice, AAUW values and seeks an inclusive membership, workforce, leadership team, and board directors. There shall be no barriers to full participation in this organization on the basis of age, disability, ethnicity, gender, gender identity, geographical location, national origin, race, religious beliefs, sexual orientation, or socioeconomic status.

2. Membership campaigns shall stress the positive impact and power of a diverse and inclusive AAUW membership as set forth in the AAUW Diversity Policy and Disability Access Statements.
3. Branches shall work towards creating a diverse and inclusive membership and a sense of belonging in accordance with the AAUW Diversity Policy and Disability Access Statements. Branches shall use a variety of approaches, including collaborating with other organizations, outreach to under-represented groups, and making personal connections, to attract and invite a population representing the categories in the AAUW Diversity Policy Statement, plus citizenship, color, and any other diverse backgrounds.

#### B. AAUW of Virginia, District, and Branch Programs

1. When possible, programs shall include presentations that enhance members' knowledge of issues of diversity, equity and inclusion and shall otherwise, as appropriate, address any aspects of diversity, equity and inclusion that are related to the subject being presented.
2. Collaborations shall be encouraged for programs, meetings, events and activities with organizations focused on supporting persons identified by the categories in the AAUW Diversity Policy Statement, plus citizenship, color, and any other diverse backgrounds.
3. Sincere efforts shall be made that speakers, panel participants, trainers, and facilitators at programs include persons representing the categories in the AAUW Diversity Policy Statement, plus citizenship, color, and any other diverse backgrounds.

#### C. AAUW of Virginia, District, and Branch Activity Sites and Dates

1. Programs, meetings, events and other activities shall be organized with the objective of being inclusive and welcoming to all to create a sense of belonging.
2. Planning for any activity shall include making sincere efforts to:
  - a. identify whether there are problems related to accessibility and the suitability of the meeting method and location for persons from diverse backgrounds;
  - b. address any identified problems by, among other things, not holding meetings in religious-



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connected facilities, providing closed captioning for video meeting attendees, obtaining guidance from the Vice President for Diversity, Equity and Inclusion, and, in general, endeavoring to make each person feel they are included and belong; and

c. provide any necessary accessibility information in publicity about the activity.

3. No activities shall be held on a date that conflicts with major religious and cultural observances, which include but are not limited to Easter, Orthodox Easter, Juneteenth, Rosh Hashanah, Yom Kippur, Passover, Christmas, Diwali and Eid al-Fitr.

### D. AAUW of Virginia and Branch Governance Policy and Operations

1. Diversity, equity, inclusion, accessibility, and belonging objectives shall be promoted in all aspects of governance and policy documents and the operations of Boards of Directors and committees.
2. Periodic reviews shall be conducted of governance and policy documents and the activities of the Board of Directors and committees for compliance with diversity, equity, inclusion, accessibility, and belonging objectives and any necessary adjustments shall be made.

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**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.

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### Policy on Website and Online Communications

The AAUW of Virginia website, [aauw-va.aauw.net](http://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 research, education, and advocacy.

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, programs, and vision.

- A. The AAUW of Virginia Website [aauw-va.aauw.net](http://aauw-va.aauw.net) (Including Logos, Written, Content, Photographs, Graphics, Video, and Audio)
  1. Website content is developed by AAUW of Virginia’s Board of Directors in consultation with members, and the website is maintained by the AAUW of Virginia webmaster. Any inquiries about the website or this policy should be directed to the state president or administrator or state webmaster.
  2. Any entity or individual who uses, accesses, or links to [aauw-va.aauw.net](http://aauw-va.aauw.net) — including all logos, written content, photographs, graphics, video, and audio — is bound by this policy. The use of, access to, or linkage to [aauw-va.aauw.net](http://aauw-va.aauw.net) shall constitute acceptance of and agreement to be bound by the terms of 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](http://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.**
- B. Application of Policy to Two Categories of Website Users
  1. AAUW Members (Including Branches, Branch Members, Partner Member Institutions, Student Affiliates, and Interbranch Councils)
    - a. AAUW members may use “[aauw-va.aauw.net](http://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](http://www.aauw.org).
    - b. AAUW members shall not amend, alter, distort, or otherwise change the standardized national AAUW and AAUW of Virginia 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](http://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](http://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](http://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 research, education, and advocacy; and consistent with AAUW policies and programs. **Other users may not cite or create a Web link to use “[aauw-va.aauw.net](http://aauw-va.aauw.net)” or use any URL that is on [aauw-va.aauw.net](http://aauw-va.aauw.net) in a manner that implies AAUW’s or AAUW of Virginia’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](http://aauw-va.aauw.net), except that external users may download material for their own

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personal, noncommercial use. Without limiting the generality of the foregoing, other users may not distribute any part of aauw-va.aauw.net 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 research, education, and advocacy 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 of Virginia.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, programs, and DEI values.

### D. 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.

### E. Social Media

AAUW of Virginia uses certain social media sites to communicate with members and the public.. While posting on those sites by AAUW members is protected by the right of free speech, AAUW expects civil discourse and discussions and posts related to AAUW's mission, goals, priorities, events, meetings, and member accomplishments. Opinions and statements are those of the individual member. AAUW and AAUW of Virginia 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 and AAUW of Virginia are not responsible for any material posted by any external users.

***Vision* Publication Schedule and Procedures**

A. Publication Schedule and Contents

Each issue of the AAUW of Virginia newsletter, the *Vision*, will include articles and information of interest to members, such as, timely branch, state, and national AAUW news; AAUW of Virginia Board member reports; announcements; and other articles as requested by the AAUW of Virginia president and Board of Directors.

The three *Vision* issues that shall be published with the standard articles and publications deadlines are the:

**Fall Issue** – Containing at a minimum: a directory of AAUW of Virginia Board of Directors, roster of branch presidents, state budget, annual calendar the date and place of the next State Conference and Annual Business Meeting, requests for officer/director nominations and submission of proposed bylaw amendments and resolutions. (Article deadline September 15/publication deadline October 15.)

**Winter/Spring Issue** – Containing at a minimum: State Conference and Annual Business Meeting arrangements information, a voting and elections guide with election candidate information, proposed state public policy priorities (every two years), and any proposed bylaws amendments and resolutions. (Article deadline January 15/publication deadline February 15.)

**Summer Issue** – Containing at a minimum: reports of the State Conference, election results, and other business items on the One Member, One Vote ballot; summer/fall meeting information. (Article deadline May 15/publication deadline June 15.)

B. Procedures to Proof and Distribute the *Vision*

1. The layout editor will send the first and any subsequent drafts of a *Vision* issue to the president, administrator, vice president for communications, copy editor, and any others who have been designated to proof the issue for their review, and the copy editor will incorporate their changes in the final version;
2. AAUW of Virginia president or administrator shall approve the final version of each issue of the *Vision*;
3. The vice president for communications shall maintain a residence address list for members that have no email address or have previously opted to receive a print copy of the *Vision*. The layout editor will email a *Vision* PDF final version to the vice president for communications and a *Vision* compressed PDF final version to the webmaster. The webmaster shall post the *Vision* to the state website;
4. The vice president for communications will distribute the *Vision* via email with an online link to the *Vision* version on the state website to AAUW of Virginia branch members, national members, college/university partners, and any others as requested;
5. The vice president for communications shall arrange the printing of the number of needed hard copies of the *Vision*, with consideration given to the cost of printing;
6. The vice president for communications shall mail the *Vision* to AAUW of Virginia members requiring a hard copy and others as requested. Hard copies shall also be distributed to the: historian (2 copies) and copy editor (5 copies); and
7. Printing and mailing bills will be submitted to the vice president for finance for reimbursement.

For more details on the *Vision* procedures, see the “*Vision* Editors” job descriptions below.

### Board Liaison Guidelines

**Board Liaison:** In order to establish a personal link and an effective two-way communications process between the state Board and the branches, state Board members, excluding the co-presidents, are designated assignments as a liaison to one or two branches. Liaison reports are required to be submitted for the November and March Board meetings.

**Contacts Between Liaisons and Branches:** By September 15<sup>th</sup>, liaisons should email assigned branches to introduce themselves and explain their role to be available to provide assistance to the branch and meet with the branch president/s to prepare two reports to the Board. Liaisons should schedule each conversation approximately one month in advance of the November and March Board meetings. Liaisons should be available on an *ad hoc* basis to answer questions and/or provide assistance to their liaison branch/es.

**Liaison Assessment Considerations and Report Template:** The list of Assessment Considerations below should be used to guide liaison conversations (usually by telephone or video conference) and the Liaison Report Template used to prepare liaison reports. Although the topics may be sent to your liaison branch/es prior to liaison conversations so that they can prepare for the calls, branches should not be asked to prepare their answers in writing in lieu of a telephone conversation, unless there are extenuating circumstances. The actual conversations contribute to the positive relationship between Board members and their liaison branches. The Assessment Guidelines should not be sent to branches.

Liaison reports should be submitted not later than the due date for all Board member reports for the November and March Board meetings. The reports will be discussed at these meetings.

### Liaison Assessment Considerations

Based on (among other things) these Assessment Considerations, the Board member shall identify any areas of branch operations that need assistance in the liaison report under the category for “issues, concerns, and recommended assistance.” In addition, the Board member shall consider whether a branch needing assistance would welcome assistance. After discussion of branch liaison reports at the AAUW of Virginia Board Meeting, in coordination with the Membership Vice President, the Board member shall determine the type of assistance that should be provided to an individual branch. Assistance should only be provided with the concurrence of the branch.

Examples of potential assistance include:

- confirming the benefits of social events to build fellowship;
- encouraging alternative branch leadership structures; and
- coordinating programs and interest groups with other branches.

## 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 AAUW and state;
  2. represent and promote the AAUW 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 State Conference and Annual Business Meeting and Board-sponsored functions;
  6. review and recommend approval of the biennial state public policy priorities to the Annual Business Meeting;
  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 or other written report for the State Conference and Annual Business Meeting program books as requested by the president and/or administrator;
  10. participate in public meetings and serve on committees, as needed; and
  11. participate in strategic planning.

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### 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 the administrator or other 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;
4. maintain a file of members who could serve as AAUW of Virginia Board members, committee chairs, or committee members;
5. be responsible for updating the:
  - a. AAUW of Virginia Bylaws,
  - b. AAUW of Virginia Board of Directors Handbook,
  - c. AAUW of Virginia State Conference Planning Guide,
  - d. AAUW of Virginia History;
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, administrator, college/university, and bylaws and resolutions 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 State Conference and Annual Business Meeting, the president (or the administrator or other designated representative) shall:

1. issue the official call to the Annual Business Meeting 30 days in advance. The call may appear in the newsletter;



## AAUW OF VIRGINIA BOARD OF DIRECTORS HANDBOOK

2. recruit a branch to host the State Conference, at least two years prior to the conference and locate a conference site;
  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 or the administrator as assigned by 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. for the Annual Business Meeting appoint, at least two weeks before the meeting, 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 for the Annual Business Meeting;
  8. consult with the parliamentarian prior to the Annual Business Meeting regarding the conduct of business sessions and any anticipated parliamentary problems; and
  9. prepare a report for the State Conference and Annual Meeting program books.
- C. With regard to a group that petitions the AAUW of Virginia to form a branch, the president (or the administrator or other designated representative) 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.

## AAUW OF VIRGINIA BOARD OF DIRECTORS HANDBOOK

### Administrator

Refer to the current AAUW of Virginia Bylaws.

- A. The administrator, as appointed by the president and approved by the executive committee, shall assist the president in performing certain duties assigned to the president in the AAUW of Virginia Bylaws and the AAUW of Virginia Board of Directors Handbook.
- B. The administrator may assist the president in performing duties assigned to the president as executive officer under the AAUW of Virginia Bylaws, Article X, Section 2.a.(1), with the exception of the duties at Article X, Section 2.a.(1) (a), (e), and (h).
- C. At the president's direction, in accordance with the AAUW of Virginia Bylaws, Article X, Section 2.a.(2), the administrator may perform the duties assigned to the president as the official representative of AAUW of Virginia in the activities of AAUW on all levels.
- D. At the president's direction, the administrator may assist the president in performing any duties enumerated in the AAUW of Virginia Board of Directors Handbook under Section II, *General Job Description*, and those duties under Section II, *President*, except for those under A.7. and C.3.
- E. The administrator may not sign checks drawn from AAUW of Virginia financial accounts.
- F. The administrator shall perform other duties as assigned by the president that arise in carrying out the usual business of AAUW of Virginia.

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### 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 such members as are appointed by the president. The parliamentarian of AAUW of Virginia, if the position is filled, 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 AAUW directives and as otherwise appropriate for the conduct of business by AAUW of Virginia upon request of the president or administrator;
  2. review and approve, in accordance with AAUW directives and as otherwise appropriate for the conduct of business by a branch, branch bylaws and any amendments or restatements to branch bylaws submitted by branches for approval;
  3. maintain a file of current branch bylaws; and
  4. prepare a report for the Annual Business Meeting 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.
- D. **Annual Business Meeting *Standing Rules*** – The bylaws/resolutions chair shall write the Annual Business Meeting *Standing Rules*, in consultation with the meeting parliamentarian, president, and administrator, and shall present the *Standing Rules* to the Annual Business Meeting for approval.

## 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, Annual Business Meetings, 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.

2. Work with the president in organizing the president's files so they are consistent with the files of the historian and the archives.

3. AAUW of Virginia Archives

- a. Located in Manuscript Division, Alderman Library (Accession number: 6305) at the University of Virginia.

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- 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.
- 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), *The History of the American Association of University Women of Virginia, 1925-2010*, 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 and may or may not be an appointed director on the Board of Directors.

The parliamentarian shall:

1. advise the bylaws and resolutions 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; and
4. shall be responsible for compiling or working with the president and/or administrator to compile the script for the AAUW of Virginia Annual Business Meetings.

**Recording Secretary**

Refer to the current AAUW of Virginia Bylaws.

- A. The recording secretary shall record the minutes of Board of Directors meetings, Executive Committee meetings, and AAUW of Virginia Annual Business Meetings and shall:
  - 1. email a draft of the minutes to each member of the minutes review committee appointed by the president or administrator, within three (3) weeks following the meeting, which email shall:
    - a. specify the deadline for the minutes review committee to submit corrections and comments; and
    - b. state that if the secretary has received no response from a minutes review committee member by the deadline, the lack of response will be considered approval by that member of the draft as emailed;
  - 2. revise the minutes as appropriate and email a red-lined version to the president (and any other person designated by the president) for review, with notes of any recommended revisions that were not made to the minutes; and
  - 3. present the minutes at the next Board of Directors meeting for approval, along with the results of any email or virtual meeting vote that occurred between Board of Directors meetings.;
- B. The recording secretary shall administer an internet storage site for the Board of Directors, which shall be used by board members to submit agendas, reports, minutes, and other related materials for Board of Director meetings, Executive Committee meetings, and Annual Business Meetings and any other board activity that the president or administrator determines should be accessible on the internet storage site and shall:
  - 1. distribute written instructions for using the internet storage site to the members of the Board of Directors who are in office as of each July 1<sup>st</sup>; and
  - 2. provide any needed training and assistance in the use of the internet storage site.
- C. The recording secretary shall comply with the recordkeeping requirements of Part I, Provision C.1. of the Board of Directors Handbook with respect to minutes of Board of Directors and Executive Committee meetings, copies of the written communications related to any email or virtual meeting vote that occurred between Board of Director meetings, and minutes of AAUW of Virginia Annual Business Meetings, which shall include copies of all reports given at each meeting and any other relevant materials.
- D. In accordance with Article X, Section 2.c. of the AAUW of Virginia Bylaws, the recording secretary shall have available the following documents in hard copy or electronic format at all Board of Directors meetings, the Executive Committee meetings, and AAUW of Virginia Annual Business Meetings: the current AAUW of Virginia Bylaws and Board of Directors Handbook, minutes of Board of Directors meetings and Executive Committee meetings for the past three (3) years, and the current AAUW and state public policy.
- E. The recording secretary shall create, maintain, and distribute by email by September 1 of each year a contact information list of AAUW of Virginia Board of Director members and of AAUW of Virginia branch presidents to the AAUW of Virginia Board of Directors and AAUW of Virginia branch presidents.

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- F. The recording secretary shall assist the president and administrator in carrying out the president's responsibilities as needed, including:
1. assisting with the preparation of the Board of Directors annual calendar;
  2. conducting a roll call of board members at Board of Directors and Executive Committee meetings and of branches at Annual Business Meetings;
  3. tracking and keeping a record of all votes of the Board of Directors at their meetings or via email and of members attending Annual Business Meetings;
  4. communicating with Board members to organize Board of Director and other meetings and any votes between Board of Directors meetings; and
  5. such other duties as may be assigned by the president or administrator.



**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/administrator 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 AAUW 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/administrator 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 AAUW'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 AAUW in all Funds matters;
4. encourage and promote branch fundraising activities by:
  - a. citing successful fundraising activities;
  - b. providing assistance and advice to branches in order to strengthen their fundraising; and
  - c. encouraging contributions to AAUW Funds, particularly the Greatest Needs Fund.
5. assist the program vice president with AAUW Funds recognition activities at AAUW of Virginia State Conference; and
6. plan, with Board approval, and implement any AAUW of Virginia Funds fundraising.

B. AAUW of Virginia State Named Honorees Committee

1. The AAUW of Virginia State Named Honorees Committee may nominate for consideration by the Board an honoree for each \$500 AAUW of Virginia has contributed to AAUW Funds in the previous calendar year. The honoree(s) shall be presented at the AAUW of Virginia State Conference.
2. The AAUW Funds chair shall:
  - a. chair the AAUW of Virginia State Named Honorees Committee which shall select honorees from nominations of members, non-members, or organizations whose actions have had broad impact in furthering the AAUW of Virginia mission and priorities in Virginia beyond the branch or local community; and
  - b. select committee members with the approval of the president\* who shall include the president or one of the co-presidents, another current state Board member, and two past state presidents or other past Board members, who are not currently Board members.
3. The State Named Honorees Committee shall:
  - a. solicit nominees in the fall of each year from current and past state Board members, branch presidents, members, and others as desired. Nominees cannot be a current state Board member or a person seeking elective office in the year of the presentation;
  - b. require that detailed information be presented that substantiates the contribution and service of the nominee;
  - c. select nominees that are:
    - i. AAUW of Virginia member(s) whose actions have had broad impact in furthering the AAUW of Virginia's mission and priorities in Virginia and, thereby, has provided outstanding or exceptional service to AAUW of Virginia itself beyond the branch or local community; or
    - ii. non-members or organizations that are special cases where the non-member or organization has provided exceptional service to AAUW of Virginia by furthering AAUW's mission and priorities;

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- d. submit recommendations for State Named Honoree to the AAUW of Virginia Board at the January Board meeting for approval by the Board and may recommend more or fewer than the possible number of honorees to be recognized or even none, as the Committee deems appropriate.
- C. The AAUW Funds chair shall:
1. distribute to each branch individually the quarterly report from AAUW of contributions to AAUW Funds by the branch and its members; and
  2. resolve with AAUW any incorrect or missing contributions as reported by a branch.
  3. keep accurate records of all funds received and disbursed based on reports from AAUW.
- D. Timetable (AAUW of Virginia calendar to include appropriate dates.)
1. Summer/Fall  
inform branches of names of current fellows and R&P grantees in their areas.
  2. Winter
    - a. recommend to the state Board at the January Board meeting a list of proposed Named Honorees for their consideration.
    - b. prepare conference report which includes:
      - (1) alphabetical list of branches, showing the previous year and current year AAUW Funds contributions for each branch; and
      - (2) list of branches with Named Honorees.

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### State Conference Chair

The conference chair for the AAUW of Virginia Conference is appointed by the state 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. coordinates with the AAUW of Virginia president or administrator to negotiate 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, administrator, 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 or administrator 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.

See also Board Policies, Section F.

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### District Representatives

Refer to the current AAUW of Virginia Bylaws.

#### A. Election of District Representatives

1. The election of the district representative for each AAUW of Virginia district shall be held every two years on a date, at a time, and using a method that is either in-person, virtual, conference call, or via email ballot, as designated by the current district representative. If there is no current district representative, then such election shall be held as deemed best by district, with the approval of the state president and/or administrator or the state bylaws and resolutions chair.
2. Priority shall be given to holding district representative elections at the AAUW of Virginia Conference in even-numbered years.
3. A district representative shall serve for a term of two years or until a successor has been elected and assumed office. An elected district representative may be elected to serve for one additional consecutive term as a district representative but may serve no more than two consecutive terms. The term of district representatives shall begin on July 1.
4. The current district representatives shall request that district members submit names of potential nominees for district representative in odd-numbered years (or as otherwise necessary) for the following year's election. Any member that is current in paying state Affiliate dues may submit the member's own name as a candidate (including the current district representative seeking a second term) or nominate another member by submitting the nominee's biography and statement of experience to the district's current district representative.
5. If no member volunteers to be a candidate and no nominations are received, the current district representative shall request district branch presidents to recruit one or more candidates for the position. If there is no candidate identified by the time of the election meeting in-person, virtual, or conference call, the current district representative will solicit members to be a candidate at the meeting.
6. In the case of in-person or virtual elections, voting shall be by raised hands of those attending the meeting if there are multiple candidates and by voice vote if there is only one candidate. In the case of elections by conference call, a roll call will be taken of attendees to record the vote. In the case of elections via email ballot, voting will be via submission of the email ballot with each member's vote. A majority vote elects or a plurality if there are more than two candidates. Proxy voting is not permitted.
7. 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 as directors on the state Board of Directors;
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. review branch liaison reports for branches within their districts;
5. facilitate communication among branches in the district, which includes coordinating at least two meetings in the district each fiscal year;

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6. encourage branch participation at district meetings, AAUW of Virginia Conferences, and AAUW of Virginia Annual Business Meetings;
7. serve as a member of the Board of Directors' nominating committee for the election of state Board officers;
8. collaborate, as appropriate, with non-AAUW members and organizations on issues of mutual interest; and
9. prepare articles for the *Vision* and a report for the AAUW of Virginia Annual Business Meeting program 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 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 AAUW 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 AAUW 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 Annual Business Meeting program book.

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### College/University Chair

Refer to the current AAUW of Virginia Bylaws.

- A. The College/University Chair shall serve on the membership committee and as chair of the college/university committee.
  - 1. Composition  
The members of the College/University Committee 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 college/university committee 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 college/university chair relations shall:
  - 1. work with the AAUW of Virginia president or administrator to encourage college and university presidents to appoint college/university representatives;
  - 2. provide the president and administrator 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 Annual Business Meeting program book.



**Vice President for Finance**

The vice president for finance 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 vice president for finance 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 have 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*;
2. make disbursements in accordance with the approved budget, or in case of urgency as directed by the Board of Directors or the Executive Committee;
3. monitor the flow of cash and present a detailed financial statement, including individual itemized expenses, to the Board of Directors at each meeting and to the president when requested;
4. instruct Board members as to reimbursement policies and procedures president and membership vice president informed about current membership figures;
5. prepare books for auditor's review at the end of term of office;
6. 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 noting the budget designation,
  - c. verify requests for reimbursement prior to payment to determine whether they are appropriate, are accompanied by sufficient back-up information, and can be paid in full from the balance in the appropriate budget line plus \$50 greater than the approved budgeted amount.
    - (1) A reimbursement request that meets the foregoing criteria shall be paid.
    - (2) A reimbursement request that is greater than \$50 above the budgeted amount shall be disallowed unless an amendment to the budget that covers the payment is approved by the Board of Directors.
    - (3) Itemize each receipt with the budget assignment.
  - c. indicate budget assignment(s) and amount(s) for each disbursement,
  - d. post receipts and disbursements in ledger regularly,
  - e. obtain president's approval for any reimbursement of an expense incurred by the vice president for finance,
  - 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,
  - 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, and
  - j. survey every Board member each spring to determine the amount of money the Board member will need for the next year.
7. 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;
8. submit a financial report for the fall issue of the *Vision*; and
9. recommend budget modifications to the Board of Directors for its approval at any time during the fiscal year.

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- B. Timetable (AAUW of Virginia calendar to include appropriate dates.)
1. After July 1, receive the audited books from predecessor, along with the files and any pertinent materials.
  2. 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.
  3. 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).
  4. 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.
  5. By March, prepare financial report for the Annual Business Meeting program book.
- C. The vice president for finance shall keep for seven years (and pass to a successor) from the end of each two-year term in hard copy or electronic format, as applicable, bank statements, reimbursement requests with receipts, ledgers, and email confirmations of the IRS receipt of the state's IRS Form 1099-N filing. The vice president for finance's reports and budgets are archival and should be preserved.

## AAUW OF VIRGINIA BOARD OF DIRECTORS HANDBOOK

### 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 coordinator;
- e. prepare articles for the *Vision*;
- f. prepare a report for each Board meeting and the AAUW of Virginia Annual Business Meeting program book; and
- g. keep Website updated with Federal public policy issues important to AAUW priorities.

##### 2. VIRGINIA

- a. prepare the state biennial Public Policy Priorities in even-numbered years for Board and member approval, which shall not conflict with AAUW Public Policy Priorities;
- b. 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;
- c. keep AAUW members informed and call for actions on important issues throughout the General Assembly sessions;
- d. communicate information to branch public policy chairs to encourage their members to contact their own Virginia legislators through electronic mail and personal visits;
- e. provide assistance and information to branches on AAUW voter education activities;
- f. keep Virginia elected officials informed on AAUW of Virginia's public policy priorities through email;
- g. plan and hold a State Legislative Day at least once during the General Assembly session;
- h. prepare articles for the *Vision*;
- i. prepare a report for each Board of Director meeting and the AAUW of Virginia State Annual Business Meeting program book; and

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- j. keep Website updated with VA public policy issues important to AAUW priorities.

**Vice President for Communications**

Refer to the 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* layout editor, webmaster, and social media manager(s) .

2. Duties

The vice president for communications shall:

- a. oversee the publication and distribution of the state newsletter, the *Vision*, via email and in hard copy as set forth in the “*Vision* Publication Schedule and Procedures” section of the *Handbook*, and the operation of the state website and social media sites;
- b. follow the procedures for the vice president for communications set forth in the “*Vision* Publication Schedule and Procedures” section of the *Handbook*;
- c. follow the procedures for the vice president for communications set forth in the Conference Planning Guide;
- d. make the state newsletter, website, and social media effective tools for sharing information as well as recruitment and retention of membership and increasing visibility; and
- e. coordinate with the president and/or administrator to establish any necessary adjustments to the standard deadlines for *Vision* articles and publication.

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### *Vision* Editors

Refer to the current AAUW of Virginia Bylaws.

- A. The *Vision* copy editor and layout editor shall:
  - 1. serve as members of the communications committee; and
  - 2. publish a newsletter, the *Vision*, at regular intervals during the year in accordance with the “*Vision* Publication Schedule and Procedures” section of the *Handbook*.
- B. The copy editor shall:
  - 1. establish the guidelines for articles (including Board reports, branch reports, and other materials) for the *Vision* in consultation with the vice president for communications;
  - 2. notify branch presidents or alternative contacts of deadlines for submission of branch articles for the *Vision*;
  - 3. be the recipient of all *Vision* articles;
  - 4. compile, edit, and email articles to the layout editor; and
  - 5. oversee the proofreading of each *Vision* issue in accordance with the “*Vision* Publication Schedule and Procedures” section of the *Handbook*.
- C. The layout editor shall:
  - 1. arrange articles and graphics for publication of the *Vision*; and
  - 2. follow the *Vision* procedures for the layout editor set forth in the “*Vision* Publication Schedule and Procedures” section of the *Handbook*.

### Webmaster

The Webmaster shall:

- 1. serve as a member of the communications committee;
- 2. maintain a current website for AAUW of Virginia;
- 3. serve as liaison with the AAUW National webmaster;
- 4. follow the procedures for the webmaster set forth in the “*Vision* Publication Schedule and Procedures” section of the *Handbook*;
- 5. assist members of the AAUW of Virginia Board of Directors to use the AAUW of Virginia website to enhance communications with Virginia members; and
- 6. assist AAUW branches to use the AAUW of Virginia website and establish and maintain branch websites.

### Social Media Managers

Social Media Managers shall:

- 1. serve as members of the communications committee;
- 2. establish and update AAUW of Virginia social media sites as necessary; and
- 3. assist AAUW branches to use the AAUW of Virginia social media sites and establish and maintain branch social media sites.

**Vice President for Diversity, Equity and Inclusion**

Refer to the current AAUW of Virginia Bylaws, and the AAUW Virginia Policy on Diversity in this Handbook.

The vice president for diversity, equity and inclusion (DEI) shall serve as chair for the diversity, equity and inclusion committee.

1. Composition

The diversity, equity and inclusion committee is composed of the chair and the DEI points of contact designated by AAUW branches in Virginia.

2. Duties

- a. Promote, advocate for, and engage in diversity, equity and inclusion, an understanding of intersectionality within the membership, and the importance of a sense of belonging;
- b. Support branch Affiliates in the implementation of diversity, equity and inclusion efforts;
- c. Establish a working relationship with AAUW's Inclusion and Equity Committee;
- d. Promote relationships with other diverse organizations; and
- e. Advise the Board on opportunities to advance diversity, equity and inclusion in any Board activities.

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### 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 the election following the Annual Business Meeting;
      - (1) President, vice president for program, vice president public policy, and vice president for communications are elected in the even-numbered years;\*
      - (2) Membership vice president, vice president for finance, vice president for diversity, equity and inclusion, 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;
    - c. encourage and actively seek qualified candidates to submit vitae for appointed offices and committee chairs; and
    - d. encourage and actively seek candidates to create a diverse Board of Directors.
- 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 the slate of nominees is completed by the winter Board meeting, notify the Board of Directors of the slate.
- C. Timetable (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 to 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;



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- 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
  - 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-Annual Business Meeting state newsletter; and
  - d. prepare a report for the Annual Business Meeting program book by March 1.
4. Forward vitae of persons qualified for appointed positions to the state president.

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### 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) 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*;

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- j. prepare text for email reminder to vote to be sent to members and branch presidents mid-way through the voting period;
- 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 <i>Vision</i>
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

\* \* \*

## AAUW OF VIRGINIA BOARD OF DIRECTORS HANDBOOK

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 to increase reimbursement to \$40 Meeting By  
Suzanne Rothwell, Bylaws/Resolutions Chair, AAUW of VIRGINIA (November 5, 2017)  
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Suzanne Rothwell, Bylaws/Resolutions Chair, AAUW of VIRGINIA (April 5, 2019)  
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Revised to Add Succession Plan and Administrator By Carol Dabbs, Bylaws/Resolutions Chair (January 11,  
2022)  
Revised to Add Board Liaison Guidelines and amend VP Finance Job Description By Carol Dabbs,  
Bylaws/Resolutions Chair (March 25, 2022)  
Revised to Increase Board Member Reimbursements by Suzanne Rothwell, Bylaws/Resolutions Chair  
(Nov.19, 2022)  
Revised Policy on Diversity by Suzanne Rothwell, Bylaws/Resolutions Chair (January 9, 2023)  
Revised Board Policy, District Representatives, 6 sections of Communications, and Vice President for Finance  
by Suzanne Rothwell, Bylaws/Resolutions Chair (July 9, 2023)  
Revised Corresponding Secretary, Bylaws and Resolutions Chair, and Recording Secretary by Suzanne  
Rothwell, Bylaws/Resolutions Chair (January 3, 2024)