

<p>AMERICAN ASSOCIATION OF UNIVERSITY WOMEN</p>	<p>STATE BOARD STANDING RULES (2011)</p> <p>AMERICAN ASSOCIATION OF UNIVERSITY WOMEN of MINNESOTA</p>
---	---

Note: To be consistent with the bylaws of the American Association of University Women of Minnesota, the terms "state" and "AAUW Minnesota" are used interchangeably to refer to the state AAUW organization.

I. FINANCES

A. Income. Income shall be obtained from the following sources:

1. Annual state dues (cannot be changed unless ratified as a bylaws change at a state convention as outlined in Articles IV of the state bylaws).
 - a. State dues for each AAUW branch member, including each life member and each associate member (\$9.00 effective to begin July 1, 2008, as approved at the April 2007 state convention).
 - b. State dues from members-at-large who are members of AAUW Minnesota (\$9.00 effective to begin July 12, 2008, as approved at the April 2007 state convention).
2. Annual fees for student affiliates (\$2.00 voted at the October 1991 board of directors meeting; amount to be established by the state board of directors as stated in Article IV of the state bylaws).
3. Earned interest.
4. Special projects.
5. Carryover reserve fund (transferred).

B. Expenditures.

1. General Guidelines.

- a. Board members must submit a requisition on the state form to the finance chair for payment of any expense to be reimbursed. Upon approval, the treasurer will issue a check and provide a copy of the requisition for the member's records. Full documentation of expenses is required. Unless substantial expenditures are involved, board members may submit requisitions for payment at regular board meetings.
- b. No money shall leave AAUW Minnesota checking account for payment of bills except by properly approved requisitions. All payments must be made by check.
- c. The treasurer may place funds not needed until later in the year into savings accounts drawing higher interest. Without further action of the board of directors or state convention, the treasurer may transfer monies into accounts/funds as appropriate.
- d. The books of the finance chair and treasurer close June 30th. All bills for that fiscal year must be submitted by June 15th.

2. Annual Operating Budget.

- a. AAUW Minnesota shall budget available funds to enable any member in the state to serve on the state board of directors without personal hardship. Due to the limitation of state funds, however, members of the board of directors shall be assisted primarily as follows:
 - (1) Payment of 25 cents per mile round trip for travel to board meetings and approved travel visits to branches.
 - (2) Payment of meals occurring during board meeting time and meals within a 24-hour accommodations package for board meetings.
 - (3) Payment of overnight lodging, based on double occupancy, during board meetings.
 - (4) Funds to cover the cost of counterpart mailings, reports to the board, and other correspondence.
 - (5) Funds to cover state board-related telephone expenses.
- b. Meals before a meeting convenes and after a meeting adjourns, unless otherwise specified, shall not be covered by AAUW Minnesota.

c. Parking fees shall not be paid by AAUW Minnesota unless otherwise specified. Mileage and other expenses incurred by coalition delegates to attend regular coalition meetings are not reimbursed. However, the public policy chair or designated representative shall be allowed to use monies as the board directs from the mileage budget line item for parking and mileage for lobbying and legislative activities at the Capitol.

d. If mileage or other funding is necessary for a special committee or task force, for a workshop, or for a special project, a tentative budget to cover participation and mileage shall be submitted to the board for its approval before the workshop or project is undertaken as outlined under Special Funds.

e. Car-pooling is encouraged when possible.

f. Unless associated with a specific project unique to a committee responsibility and budgeted accordingly, all printed stationery, envelopes, and post cards are supplied by the state as part of the administrative budget and should be procured from the administrative assistant. The administrative assistant will have these supplies available at board meetings. Unused materials should be passed on to the successor or returned at the end of a board member's term.

g. Board members should use the least costly methods of conducting business as possible.

h. Guests for meals at meetings of AAUW Minnesota board, workshops, and/or the annual convention must be approved by the state president before the invitations are issued.

i. Upon the death of a member of a current Minnesota state board, a contribution shall be arranged to AAUW Funds.

j. Official expenses of the state president, as a delegate to the AAUW convention, are authorized. Any budgeted money for the AAUW convention not used by the president shall be divided equally for official expenses of the other state board members attending that convention. No member of the board shall receive more money than spent by the state president.

k. For purposes of reimbursement for expenses at conventions and conferences occurring between the annual state convention and July 1st of that year, any newly elected or re-elected board member whose term begins July 1 will be considered to be the official board member.

l. If an unauthorized or emergency expenditure occurs, the state president and finance chair in consultation with the treasurer may authorize the expenditure, and a full explanation shall be given at the next meeting of the board.

m. When a nominated or elected incoming board member is invited by the current president to attend a board meeting to cover a position that is vacant or **where** the position holder **will be** absent, their expenses, not otherwise reimbursed, shall be covered in the same manner as though they were a board member.

3. Non-Operating Budget. Funds which are not allocated for current operating budget expenditures shall be placed into one of these categories: Reserve Fund, Carryover Reserve Fund, Administrative Reserve Fund, or Special Funds. Interest from any and all of these funds shall become a part of the annual operating budget.

a. Reserve Fund

(1) A balance shall be maintained in the reserve fund of at least \$25,000.

(2) All changes in the funding level of the reserve fund must be voted by the board of directors or the state convention.

(3) Each new branch in the state shall receive \$100.00 from the reserve fund.

b. Carryover Reserve Fund

(1) The budget may reflect biennial or multi-year funding with monies held in the carryover reserve fund until the year of expenditure AAUW convention. presidents' workshop, fidelity bond, etc.).

(2) Dues payable in the current fiscal year for use in the next fiscal year's operating budget shall be held in the carryover reserve fund.

(3) The state treasurer, without further action of the state board of directors, shall transfer all money that is allocated for the current year from the carryover reserve fund to the

operating budget.

c. Administrative Reserve Fund

- (1) Any balance remaining in the previous year's operating budget shall be placed in the administrative reserve fund.
- (2) Any dues collected after the close of the related fiscal year's operating budget shall be placed in the administrative reserve fund.
- (3) All disbursements from the administrative reserves must be voted by the board of directors or the state convention.
- (4) Funds shall be taken from the administrative reserve fund only for projects/activities recommended by the board of directors to assist in accomplishing AAUW Minnesota goals and objectives.

d. Special Funds

- (1) Accounting of monies received and disbursed for particular uses and/or special occasions may be maintained in the special funds account to facilitate tracking of the income and expenditures for special projects (i.e. fall conference, leadership training, I'm Going to College, public policy, etc.).
- (2) Insofar as it is practical, the person designated by the board of directors to manage a special project and, in turn, its special fund, shall prepare a proposal to direct the fund.
 - (a) The proposal should address such items as scope and description of the project, anticipated sources and amounts of income, expected and/or allowable expenditures, and proposed disposition of the balance at close of fund.
 - (b) The proposal shall become effective by vote of the state board of directors or state convention.
- (3) In general, special funds are not part of the operating budget. It is expected further that expenditures from a special fund should not exceed income to a special fund.
- (4) The state board of directors or state convention shall designate how a special fund balance (positive or negative) shall be distributed when a special fund is closed.
- (5) Balances remaining in a special fund at the end of a fiscal year may be carried over to the next year provided that the project is ongoing and continuing.

II. MINNESOTA STATE CONVENTION

A. Registration Fee. The convention registration fee, based upon a budget reflecting all the costs of the convention, shall be determined annually by the board of directors no later than the January meeting. A registration fee shall be paid by all branch members attending the convention, including members of the board of directors and delegates and alternates representing the host branch. Host branch volunteers working on the state convention are allowed to exchange a set number of hours worked for the equivalent number of hours in attendance at the convention. Any convention meals must be paid for by the volunteer.

B. Speakers and Honored Guests. AAUW Minnesota program vice president and the convention program committee may arrange for convention speakers and honored guests. Expenses for these speakers or guests will be negotiated and paid from the state convention budget.

C. Host Branch Advance. An advance, as needed and approved by the state board, is available to the host branch for payment of necessary convention expenses, which must be paid before registration fees are collected.

D. Final Convention Finance Report. The host branch shall provide the state president and finance chair with the final convention finance report by June 15. After the advance and any amount per registrant added to the registration fee by the state is returned to the treasurer, any excess amount over expenditures and any amount per registrant added to the registration fee shall be shared 50% between the host branch and the state by June 15. AAUW Minnesota shall assume all risks for profit and loss.

E. Parliamentarian. The requisition for the fee and expenses for the parliamentarian shall be submitted by the state president to the state finance chair and be paid without approval of the board.

F. Program Expenses.

1. All Presenters.

- a.** Up to \$35.00 for workshop materials will be budgeted from the convention program budget for each workshop presented by one or more presenters.
- b.** A presenter who takes part in a state convention as a speaker or a panel member at a luncheon or dinner meeting shall be the guest of the state at that meal.
- c.** The Program Vice President will arrange for anyone, depending upon their availability, who presents directly before or after a luncheon to be a guest of the state at the meal.
- d.** Each presenter is given a small gift.

2. An AAUW member who makes a program presentation, not otherwise reimbursed for transportation, will be reimbursed for mileage at \$.25/mile when not local.

3. Program presenters from outside of AAUW Minnesota will receive honoraria of \$50.00.

G. Special Committee Chairs. The chair of a special committee asked to report the action of this committee to the convention shall be reimbursed for expenses of that day (one night's lodging, a meal or meals involved, and \$.25/mile for transportation) provided reimbursement is not provided by any other source. The other members of the committee shall not be reimbursed for convention expenses.

H. Board Member Expenses. For members of the state board of directors, one night's lodging based on double occupancy and the Friday evening dinner shall be charged to the board meeting; and one night's lodging based on double occupancy and scheduled convention meals shall be charged to the state convention. Transportation to the state convention shall be reimbursed at the rate of \$.25/mile with half to come from the state convention fund and half to come from the board meeting fund.

III. AFFILIATION WITH AND CONTRIBUTIONS TO OTHER GROUPS

A. Ability to Take Action. State delegates to other organizations do not have the authority to vote in the name of AAUW or AAUW Minnesota on any issues outside of approved policies without first securing the approval of the state board. AAUW Minnesota cannot take action, indirectly through another organization, which it is not permitted to take as stated in the AAUW MN Bylaws Article III Use of Name.

B. Actions of Delegates. State delegates shall vote as individuals and their actions shall in no way bind AAUW Minnesota. In order to commit the state, the proposed action must be referred to the state board for approval. It is understood that the approval must be given at the time the issue is current and action by the civic organization is contemplated.

C. Representatives to Other Organizations. Because AAUW is asked to send representatives to meetings of many other organizations, attendance must be limited to organizations closely allied with the AAUW program. Effort should be made to send a member who lives close to the place of the meeting.

D. Work with Coalitions. AAUW Minnesota will work in coalitions that share the mission of AAUW. The coalitions delegates will provide written reports to the state public policy chair including the purposes and goals of the coalition in relation to the AAUW mission statement, activities, membership benefits, and costs. The state public policy committee will provide an evaluative report at the fall state board meeting that will include recommendations for renewals and new memberships. The coalitions committee report will help determine the funding recommended in the budget for this line item.

E. Dues and Coalition Budget. The amount budgeted annually for dues and coalitions will be reviewed and approved by the state board of directors.

F. Personal Affiliations. Board members may wish to maintain their own personal affiliation with

other organizations and do so as individuals, not as representatives of AAUW Minnesota. Such involvements are not reflected in state financing.

IV. Minnesota Leader on Loan Program

A. Program Purpose. The Minnesota Leader on Loan program provides branches the opportunity to have a board member, team of state leaders, or team of past leaders provide branch support/and or branch programming.

B. Travel Costs. The state shall cover the transportation cost at \$.25 mile for the team or state Leader on Loan to visit a branch every other year or when the need arises.

C. President's Approval. To avoid duplication, approval of the state president is necessary prior to the acceptance of the Leader on Loan or the state leader team for a branch visit.

D. Host Branch Responsibilities. The host branch is responsible for any meals or overnight accommodations.

E. Honorariums. State Leader on Loan members may not receive honorariums for official visits to branches.

F. Branch Contributions. The branch may offer, and the state Leader on Loan may accept, transportation monies in lieu of state payment.

G. Reports. Following the visit, a State Leader on Loan to branches shall submit a report to the state president.

H. President's Suggestions. The president may suggest an equally qualified board member, past leader, and/or team in closer proximity to the host branch.

V. OFFICERS AND CHAIRS

A. General Duties

1. Each officer and chair shall be familiar with the *AAUW Bylaws* and Minnesota Bylaws and Standing Rules and with the AAUW programs and policies.
2. Members of the board of directors shall become familiar with AAUW public policy and resolutions and work toward promoting and implementing both.
3. Members of the board of directors shall attend all Minnesota state board meetings and the state convention and present reports when appropriate. The schedule for the board meetings shall be arranged by the board at the first meeting of the fiscal year.
4. In addition to their specific assignments, board members shall serve on other committees as appropriate.
5. When requested by the President, submit an article for the *Minnesota Pine*.
6. Board members shall clarify, interpret, and implement the purposes and programs of the AAUW as established in the *AAUW Bylaws*.
7. Board members shall serve as liaison between AAUW and branches; stimulate branch involvement and implementation of program issues; assist branch leaders in developing programs locally; launch state-wide projects and develop continued communication among branches and the state; and serve as a consultant, state Leader on Loan, or Board to Branch Connections contact to branches as appropriate.
8. Board members shall identify and develop new leadership potential at the branch level.
9. Board members shall plan and conduct appropriate workshops at conventions, etc.; represent AAUW on state coalitions; and serve on state task forces or special committees when requested and approved by the board.

10. All correspondence by board members shall be on letterhead stationery or carry the AAUW logo if sent electronically and shall include copies to the state president when the content of the letter is relevant to AAUW concerns. Each board member is to give prompt attention to correspondence. All correspondence and reports shall be dated.
11. Information and materials shall be shared with all branches, as appropriate. Copies of said correspondence shall be sent to the appropriate AAUW officer and state president to be circulated at regular board meetings.
12. Board members shall use *The Minnesota Pine* as the vehicle for reaching the statewide membership.
13. Board members shall be responsible for establishing a deadline date for soliciting information for annual state reports and advising branches of this date in their counterpart letters.
14. Board members responsible for presenting awards at the state convention, as established by the board of directors, shall notify branch counterparts or branch presidents in January of criteria and procedures (*i.e.* Membership, AAUW Funds, Newsletter/Bulletin, Mission in Motion, Young Women for Equity, etc.).
15. An annual report shall be prepared by each officer and chair by March 15, or as directed by the convention program committee, for inclusion in the state convention booklet. The final report of the historian, treasurer, and the finance chair shall be completed by July 15.
16. Files shall be kept up-to-date, but records of which there are no copies and which may be needed later by the historian shall not be destroyed. Each file should include:
 - a. Up-to-date copy of the *AAUW Bylaws*;
 - b. Up-to-date copy of *AAUW Minnesota Bylaws* and *Standing Rules*;
 - c. Copies of the convention booklets for the four previous years. Each board member receives two copies of the convention booklet: a file copy and a personal copy;
 - d. Reports sent by branches to the state chairs for the previous four years;
 - e. Specific material such as copies of publications from AAUW chairs;
 - f. A current AAUW Minnesota public policy brochure;
 - g. Minutes of the state board meetings from the preceding four years.
17. Materials should be sorted, as appropriate, and presented by June 1 to the person responsible for maintaining and preserving the historical record of AAUW Minnesota for placement in the state archives according to guidelines provided by that person or by the president.
18. When a board member leaves the board, a personal meeting with the successor should be held to turn over the files by July 1 and no later than the July board meeting. However, the treasurer and AAUW Funds vice president must wait until after the audit. Time may be allotted for this purpose at the state convention.
19. In keeping with AAUW policy on release of names of members, any organization requesting the list must be reviewed by the state president, program vice president, and treasurer for approval.
20. If any controversial matter in the state arises which affects or reflects on the Minnesota AAUW in any way, board members must clear statements, letters, or other communications with the state president prior to transmitting such communications.
21. The AAUW Minnesota state board shall not vote to assign duties to an absent board member unless the consent to said duties has been obtained in advance.
22. Each member of the state board shall have one vote at all meetings whether or not she/he holds more than one position.
23. Procedures for electronic written vote.
 - a. This provision is for the Board of Directors to take action on items that are urgent when their implementation cannot wait until the next scheduled meeting of the Board. Such motions may develop in either of two ways. The President may call for a motion or any member may confer with the President about a desired motion. The motion, once developed, then goes forward and is treated under parliamentary procedure.
 - b. The President states the proposed motion in written form to the Board of Directors, states why the motion is urgent, and indicates who is seeking the motion.
 - c. The President calls for a second, and when a second is received from a Board member other

- than the one seeking the motion, a period of discussion and vote is open for five days. Board members send their comments to all other Board members. Board members announce their votes to all other Board members. Should there be no quorum of votes cast, the motion dies. The President or the President's designee tabulates the vote and publishes the result.
- d. The Secretary files the published result with the official minutes.

B. Specific Responsibilities (in addition to those listed in AAUW Minnesota *Bylaws*)

1. President

a. Administration

- (1) Be an ex officio member of all committees and task forces except the nominating committee.
- (2) Appoint officers and chairs to fill the appointive positions listed in AAUW Minnesota Bylaws and Standing Rules.
- (3) Acquaint the president-elect with the functions and mechanics of AAUW Minnesota.
- (4) Appoint a committee of two to review the minutes of each meeting of the board of directors.
- (5) Be responsible for the work of the administrative assistant in preparing and distributing the state directory and sending two copies of the state directory to AAUW as soon as it is printed.
- (6) Financial Records Review Committee.
 - (a) The president annually establishes a financial records review committee with an appointed chair and also appoints two other members. The chair serves a two-year term, and the succeeding president may reappoint the chair. Every effort should be made to include one former state finance chair or one former state treasurer. The committee should always contain at least one holdover member from the previous year.
 - (b) The committee, at the end of each fiscal year, shall review the records of the treasurer and the records of the AAUW Funds Vice-President. Records shall consist of bank statements and other records regarding receipts and deposits, and statements of charges, bills or invoices for all expenditures. The treasurer must also provide from the Board minutes motions to make expenditures where there is no other statement of charges.
 - (c) The committee shall convene on the second Saturday of August unless otherwise determined by the committee chair. The financial records review shall be completed by September 15 of each year. The president and the committee chair shall determine the location of the meeting.
- (7) Be, when appropriate, one of the lobbyists for the state at the Minnesota legislature.
- (8) Be the official spokesperson for AAUW Minnesota. If any controversial matter in the state arises which affects or reflects on AAUW Minnesota, board members must clear statements, letters, and other communications with the president prior to the transmitting of those communications.

b. Meetings, Workshops, and Conventions

- (1) Be responsible for the direction and coordination of AAUW Minnesota state convention and workshops.
- (2) With the approval of the board of directors, engage an experienced parliamentarian for the state convention.
- (3) Appoint the chair of the convention standing rules committee, the chair and any additional members needed for the convention resolutions committee, and the chair and members of the minutes-condensing committee.
- (4) Issue the call to state workshops, state convention, and any special state meeting.

c. Branches

- (1) Following procedures specified in the *AAUW Bylaws*, assist a petitioning group desiring to form a branch.
- (2) Notify a branch which appears to have forfeited the right to continue as a branch and request it to present its view in writing to the state board within a designated period of

time or reasonable length.

(3) Any member is welcome to attend state board meetings.

d. AAUW

(1) File the names and addresses of incoming and continuing elected and appointed officers and chairs with AAUW no later than June 1.

(2) If required, file an annual report with the executive director no later than June 1.

(3) Be responsible for bringing the state bylaws into conformity with AAUW bylaws after each AAUW convention.

(4) Be an official delegate from the state to the AAUW convention.

(5) Encourage members to submit vitae for appointment to AAUW committees.

e. Perform all other duties usually pertaining to the office of president.

2. President-elect

a. Become acquainted with the functions of the state president and AAUW Minnesota.

b. In the event of a vacancy in the office of president, the president-elect shall assume that office for the unexpired term. (See Bylaws, Article VI, Section 5)

c. Carry out such duties as are assigned by the state president and/or state board of directors.

3. Vice President for Program

a. Serve as chair of the program development committee; chair of the state convention program committee; and as a member of the finance, public policy, membership, and branch bulletin awards committees.

b. Be responsible for providing policy guidance for program direction in the program areas and issues of AAUW and for continuing program concerns of the state.

c. Be responsible for convention program planning and workshops in consultation with the president, program planning committee, and the board of directors.

d. Arrange for visitors to the state under AAUW's travel program.

e. Assist branches in developing AAUW programs through leadership training, group dynamics, and program techniques.

4. Vice President for Membership

a. Serve as chair of the membership committee, as an ex officio member of the program committee, and as a member of the finance and branch bulletin awards committees.

b. Understand the eligibility rules and membership requirements for branch members and assist the branch membership chairs in problems of qualifications for membership and in the development of membership orientation programs.

c. Provide guidance, materials, and assistance to branches for promoting diversity and growth of membership and for strengthening membership retention.

d. Endeavor to increase membership in the state AAUW through the establishment of new branches.

e. Continue organizing activities with a petitioning group at the direction of the state president and, with the assistance of the bylaws chair, help the petitioning group in the preparation of its bylaws.

f. Have jurisdiction over new branches for two years and, during this time, arrange visits of state board officers, past leaders, and/or liaison team members as necessary with costs of these visits to be paid by the state after prior consultation and approval of the president and the finance chair.

5. Vice President for AAUW Funds

a. Serve as chair of the AAUW Funds committee and as a member of the program committee. AAUW Funds includes Legal Advocacy Fund, Educational Opportunities Funds, Public Policy Fund, Eleanor Roosevelt Fund, and Leadership Programs.

b. Provide for the implementation of the AAUW Funds programs on fellowships, research and projects, Legal Advocacy programs and such others as may be established by AAUW.

c. Keep records of contributions received and credited to the respective branch and forward

branch and individual contributions to AAUW as they are received. Verify with AAUW that funds are received and properly credited to the branch and state. Examine AAUW Funds reports received and check them against Minnesota records.

d. Be responsible for explaining all AAUW Funds programs to the branches; suggesting programs, speakers, and fund raising methods; encouraging each branch to raise the per capita gift and to work for 100% participation by its membership; introducing the AAUW Funds to new branches; encouraging publicity for AAUW Funds; collecting branch AAUW Funds contributions with the deadline to be determined by the vice president for AAUW Funds; and for receiving checks from the branches. .

e Welcome to Minnesota, either by letter or in person, any AAUW Fund recipients who are studying in the state and extend to them whatever help, advice, and hospitality will make their stay more pleasant and profitable.

f. Arrange for recipients of any AAUW Funds to speak at state conventions.

g. Schedule branch visits of fellows at branch expense Determine the availability of each fellow, and send an invitation to attend the state convention after approval of the board.

h. Design, plan and organize, in conjunction with the Program Committee, an event at state convention; and inform all branches how they can participate in this fundraiser which will benefit all of the state's contribution to AAUW Funds.

i. Figure the per capita contribution on the membership as of February 1st of the current year as reported in the state convention booklet.

j. Have the AAUW Funds report printed in the convention booklet using audited contributions and membership statistics from the preceding year.

6. Vice President for Public Policy

a. Serve as chair of the public policy committee and as a member of the program and convention resolutions committees.

b. Formulate and implement AAUW Minnesota public policy in compliance with AAUW policy.

c. Coordinate and activate legislative work reflecting the public policy program and direct its execution under the guidance of the state board of directors.

d. Develop effective Capitol Corp and branch leadership to implement public policy.

e. Provide information and leadership to the branch public policy chairs.

f. Encourage branch public policy chairs to know AAUW's public policy and provide leadership on those issues.

g. Appear before the legislature when appropriate and/or arrange for the appearance of an appropriate representative.

h. In consultation with branch public policy chairs, members of the state public policy committee, and the state board of directors, formulate a proposed state public policy for presentation to the state convention for vote.

i. Send the proposed state public policy, noting new items and changes, to all branches at least 60 days in advance of the state convention at which the public policy is to be voted.

j. Print the public policy, in pamphlet form, and distribute to branches and other appropriate organizations and individuals.

k. Work with the state coalitions chair to provide direction to coalitions representatives.

7. Secretary/Historian

a. Record the minutes of the meetings of the state executive committee, the state board of directors and AAUW Minnesota convention.

b. Serve as an ex officio member of the convention minutes-condensing committee.

c. Within thirty (30) days after an executive committee meeting, be responsible for sending copies of minutes to all members of the board of directors.

d. As soon as possible after each meeting of the board of directors, send advance copies of the minutes to the appointed committee of three for review. After recording recommended corrections and changes, arrange for copies to be sent by the administrative assistant to all

members of the board of directors in time for review prior to approval at the next board of directors meeting.

e. Be responsible for providing copies of the full and complete state convention minutes to all board members prior to the summer board meeting. After board approval of the full and complete convention minutes, send copies to members of the convention minutes-condensing committee who should return the condensed version to the state secretary in time to be sent to board of directors members prior to the fall board meeting. After approval by the board of directors at the fall board meeting, submit the approved condensed convention minutes for printing in the next convention booklet. Include copies of lists of recipients of special awards at conventions (i.e. Newsletters/Bulletin, Membership, AAUW Funds Mission in Motion, Young Women for Equity etc.) as part of both the complete and the condensed convention minutes.

f. Be responsible for collecting and preserving the historical record of AAUW Minnesota:

(1) Compile an annual history of AAUW Minnesota (including dates, full names, and addresses) from the reports of the branches and the board, which shall be the legal record of the state AAUW.

(2) Provide guidelines and receive from each retiring board member copies of significant materials which originated during her/his tenure for placement in the archives.

(3) File yearbooks, minutes, convention reports, and other pertinent material of a permanent nature in the archives at the Minnesota Historical Society.

(4) Submit information to be printed in the annual convention booklet or send each branch copies of the historical report, whichever is appropriate.

(5) Remind the state presidents that summaries of each decade are to be written.

g. Have available at all meetings of the state, board of directors, and executive committee copies of the current *AAUW Bylaws* and the *AAUW Minnesota Bylaws* and lists of state officers, board members, committees, and task forces.

h. Assume responsibility for such correspondence of the state, board of directors, and executive committees as the president, board of directors, or executive committee shall delegate.

8. Treasurer

a. Serve as a member of the finance committee.

b. Assume responsibility for the collection of all state dues and other monies due the state unless otherwise authorized by the Minnesota board of directors or AAUW.

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

d. Arrange for at least one additional signature on the accounts.

e. Bill branches after July 1 for unpaid state dues and assessments.

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

g. Present a detailed financial report to the executive committee and board of directors at each meeting and upon request of the president at other times.

h. Submit an annual written financial report to the state.

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

j. Pay all budgeted bills when properly verified by the person incurring the indebtedness and by the finance chair.

k. Pay all unbudgeted bills after payment for same has been approved by the board of directors when presented to them by the finance chair.

l. Turn over all necessary ledgers, books, and papers to a successor by August 15th.

m. Be certain that no money shall leave the state treasury except through requisitions approved by the finance chair and that all disbursements shall be made by check.

n. Provide that the state checking account shall be in the name of AAUW Minnesota and that checks for state dues shall be made out to AAUW Minnesota, not to the treasurer.

o. Sixty days prior to the state convention send to the administrative assistant, the president, the finance chair, and the membership vice president the membership figures for AAUW Minnesota as of February 1 of the current fiscal year.

p. Recommend to the board of directors the investment of state AAUW funds.

9. College/University Representative

- a. Serve as a member of the membership committee.
- b. Serve as the liaison of AAUW to retain and develop potential college/university memberships.
- c. Communicate the concerns of the college/university representatives to the state board.
- d. Communicate the concerns and programs of AAUW to the college/university representatives and facilitate mutual support.
- e. Prepare the annual report and roster of the college/university representative for the state convention program book.
- f. Update the roster information with addresses and telephone and fax numbers for AAUW Minnesota state directory by June 1.

10. Administrative Assistant

- a. Responsibilities as Administrative Assistant
 - (1) Work with the state board in the performance of stated duties and perform such other duties as assigned by the state president or board of directors.
 - (2) Coordinate details for board meetings (i.e. meeting place, room and meal reservations, equipment).
 - (3) Provide the latest copy of *Robert's Rules* at each board meeting and be prepared to serve, when appointed by the state president, as the Parliamentarian for the board meeting.
 - (4) Work with the president, as directed, in the preparation of AAUW Minnesota documents (i.e., agendas and agenda items, correspondence, strategic plan, workshop materials, Convention booklets).
 - (5) Work with the president, as directed, in the preparation of the state directory and computerized mailing lists.
 - (6) Arrange for and coordinate, as directed by the president, printing for board meetings, mailings to branches, workshop materials, the state directory, stationery and envelopes.
 - (7) Have available to board members at each meeting AAUW Minnesota stationery and envelopes.
 - (8) Keep current files of the goals/objectives and/or guidelines/responsibilities approved by the board of directors for appointed chairs and committees.
 - (9) Keep a current file of the AAUW Minnesota's strategic plan.
- b. Responsibilities as Convention Credentials Chair
 - (1) Serve as chair of the Convention Credentials Committee. The committee typically consists of a member of the local convention committee who works with the chair in keeping the tally of registrants who are delegates.
 - (2) By February 15, notify the first president of each branch the number of delegates that the branch is eligible to send to Convention from the membership figures secured from the treasurer and in accordance with the *AAUW Minnesota Bylaws*. Supply the form for the branch to list the named delegates and alternates for return by the deadline date.
 - (3) Remind two weeks in advance those branches from which no delegate forms have been received of the approaching deadline date.
 - (4) Compile a list of all eligible delegates to check against Convention registrants in attendance.
 - (5) With the assistance of the local committee member, establish the opening and final delegate count for reporting during the Convention agenda.
 - (6) Make changes or substitutions in the delegate list as the need arises so that each branch is as fully represented as possible by the number of delegates they are able to send.
 - (7) Consult with the Convention Standing Rules Committee to assure that credentials procedures, Convention Standing Rules, and state bylaws are consistent with one another.

11. Bylaws Chair.

- a. Serve as chair of the state bylaws committee. Though a committee may be appointed, the state board serves as the committee to consider and recommend changes in the state bylaws.
- b. Routinely review the state bylaws and board standing rules to assure that they are internally consistent and provide for the legitimate and desired current operations of AAUW Minnesota.
 - (1) Prepare a presentation for a vote at the state convention with recommended amendments to the state bylaws as prescribed in Article XVII of the state bylaws.
 - (2) Prepare a presentation for board action with amendments to the board standing rules.
- c. Maintain up-to-date copies of the state bylaws and board standing rules, and keep state board members and others, as appropriate, supplied with current copies.
- d. Provide AAUW and AAUW Governance Chair with current copies of the state bylaws.
- e. Provide the Nominating Committee and the website with the position portions of the state bylaws and board standing rules for every board position that is currently up for election.
- f. Maintain a file of current copies of bylaws from each branch in the state.
 - (1) Assist new branches in developing their bylaws and existing branches in updating or changing their bylaws, including review before branch passage of proposed bylaws and changes for their accuracy and consistency with AAUW and state requirements.
 - (2) After each biennial AAUW convention, review branch bylaws (or certification forms in lieu of copies if so instructed by AAUW) for compliance as prescribed in Article XVII of these state bylaws and forward copies to AAUW.
 - (3) After each state convention, notify branches of changes that need to be made to bring branch bylaws into conformity and verify conformity.

12. Finance Chair

- a. Serve as chair of the finance committee.
- b. Be familiar with all financial policies of AAUW Minnesota and perform those duties assigned to her/him.
- c. Be responsible for keeping an up-to-date record of all actions taken on finances by the board of directors.
- d. Keep members of the board of directors and other committee chairs regularly informed of amounts budgeted and balances.
- e. Approve all budgeted requisitions for reimbursement.
- f. With the help of the finance committee, prepare an annual budget for presentation to the January meeting of the board of directors and to the state convention for approval.
- g. Assure the bonding of the necessary board of directors.
- h. Submit to the board of directors for ratification any indebtedness incurred.
- i. Advise the board of directors on the administration of financial affairs of AAUW Minnesota.

13. Newsletter Editor

- a. Serve as a member of the membership committee.
- b. Be the editor of the Minnesota state newsletter known as *The Minnesota Pine*, which shall be sent to all branch members of AAUW Minnesota and to others, at the discretion of the president, in consultation with the editor.
- c. Be responsible for securing printing and production bids for *The Minnesota Pine* and for determining the most economical method of printing, with the approval of the president.
- d. Arrange for the transfer of the mailing permit.
- e. Be responsible for gathering information from the branch newsletters for use in *The Minnesota Pine*.
- f. Chair the annual branch newsletter/bulletin awards committee consisting of the president, program vice president, and membership vice president.
- g. Determine the schedule of publication of *The Minnesota Pine* with the president, subject to the approval of the board.
- h. Maintain files, which shall include at least two (2) copies of back issues.
- i. Furnish one copy of each issue to the person responsible for maintaining and preserving the historical record of AAUW Minnesota.

14. Other Appointed Chairs

- a. Serve as a member of the program development, public policy, or other committees as appropriate.
- b. In consultation with the state president, establish and chair a committee as needed.
- c. Develop goals/objectives and/or guidelines/responsibilities to be reviewed and approved by the state board of directors.
- d. Act as the liaison between the state board of directors and branches, communicating with branches with encouragement and suggestions for programs, activities, and projects and conveying AAUW directives to them.
- e. Report periodically in *The Minnesota Pine*.
- f. Prepare and send to branches the necessary forms from which an annual report for the state is compiled.

VI. NOMINATIONS FOR OFFICES

A. The nominating committee chair

1. Informs the membership of the opening of applications September 15 and closing November 15 via *The Minnesota Pine* and notification to the branch presidents.
2. Conducts all nominating committee meetings.
3. Is responsible for all correspondence and records of the nominating committee, including the distribution and collection of vita sheets.
4. Reports to the state board at the January board meeting.
5. Sends letters of acceptance/rejection to all candidates immediately following board approval of the slate at the January board meeting.
6. Reports to the state membership via *The Minnesota Pine*.

B. The nominating committee

1. Reviews and recommend/reject applications.
2. Is required to conduct a conference call or meet in person to discuss candidates' qualifications if more than one candidate per office seeks nomination.

C. Persons seeking nomination

1. Completes an official vita sheet
2. Submits two letters of recommendation: one from a board member from the candidate's branch and one from another person of the candidate's choice.

D. Vacancy in office of President-elect

1. If a vacancy shall occur in the office of president-elect, that office shall remain vacant until the next state convention at which time the nominating committee shall submit a nominee for the office of president to be elected at that convention.

VII. NO SMOKING

A no smoking rule shall be in force in all meeting, workshop, exhibit, and dining rooms at all AAUW Minnesota meetings.

VIII. PROCEDURE FOR AMENDMENT

Any provisions in these Standing Rules not governed by AAUW at any state board meeting by a majority vote of those in attendance.