



AAUW *of* ARKANSAS

POLICY & PROCEDURE

Revised October 2011

Reference for Officers and Leaders of AAUW of Arkansas,
Branch Officers and Branch Leaders

These policies are consistent with, and expand upon, the bylaws of AAUW of Arkansas, and the policies and bylaws of the national office. They may be amended at any time by the Board of the AAUW of Arkansas. Pages shall be updated and replaced when amended. A copy shall be furnished to each member of the board and shall be passed along to that person's successor.

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MISSION

AAUW advances equity for women and girls through advocacy, education, philanthropy, and research.

VALUE PROMISE

By joining AAUW, you belong to a community that breaks through educational and economic barriers so that all women have a fair chance.

VISION STATEMENT

AAUW will be a powerful advocate and visible leader in equity and education through research, philanthropy, and measurable change in critical areas impacting the lives of women and girls.

IMPORTANT DATES

<i>ACTIVITY</i>	<i>DUE</i>
Policy manual updated by the Board	First fiscal meeting Fall
Annual report filed with Secretary of State's Office	August 1
Changes to state and local bylaws due to the National Bylaws Chair	December 31
Foundation Funds Year End	December 31
State Nominating Committee Report for the 1 st of the year Board Meeting, sent by newsletter or email to notify full membership	30 days before election
Arkansas Diamonds in the Rough Applications Due to Committee; Criteria set and sent to Committee	30 days prior to State Convention
Names of new Branch Officers sent to State President and submitted to National Database	May 1
State Membership Dues to be paid to State Finance Chair	As collected by the Branch
Branch Reports and Articles to State Newsletter, <i>Arkansas Diamond</i>	30 days prior to publication date

State Convention

The annual convention of AAUW of Arkansas, held in the spring at a time and place determined by the board of directors, includes a business meeting at which delegates from the branches elect offices for two-year terms. A president, program vice president and will be elected in the even-numbered years; a membership vice president and secretary will be elected in the odd numbered years. The convention will also act on any proposed amendments to the bylaws, review the budget, receive reports, give instructions to the board, and fix the amount of state dues (requires a 2/3 vote).

Board of Directors

The board of directors includes the elected and appointed officers, a parliamentarian, branch presidents and the immediate past president. The board meets at the call of the president, but shall meet at least twice a year. Meetings are open to all AAUW members.

Special meetings may be called by the president or upon written request of either 10 members of the board or 3 branches of the state, provided that at least ten days advance notice of such a meeting and its agenda have been given to the members of the board.

Between meetings votes may be taken at the request of the president on any question submitted in writing, by conference call, or by any electronic means to all members of the board. The deadline for responses is seven days after the question has been submitted.

The AAUW leadership team member(s) designated for Arkansas should be invited to all meetings.

The meetings should be financially self-supporting, except that mileage of members of the board is paid to those driving to attend board meetings.

The time and place of meetings should be planned far enough in advance so that they can be publicized to members.

Duties of Elected Officers

Co-officers may be elected to any of these roles.

President

Serves as the official spokesperson and representative for AAUW of Arkansas and is responsible for submitting reports and forms as required by the national office.

Submits annual report to Arkansas Secretary of State's Office to maintain state incorporation status.

After each AAUW National Convention, assures the state bylaws conform to with the AAUW Bylaws of National AAUW, and to report actions taken at the next board meeting.

Serves as presiding officer at all meetings of AAUW of Arkansas, including the board meetings and the state convention.

Serves as coordinator of all plans for state convention, board meetings, and conferences.

Calls a minimum of two board meetings per year.

Keeps in touch with all officers and committee chairs and stimulates them to action.

Informs members through articles in the *Arkansas Diamond* (state newsletter).

After consulting with the board, appoints a member to fill any vacant office until the expiration of the term.

Notifies the branches of all meetings of the AAUW of Arkansas.

Approves material sent out in the name of the AAUW of Arkansas.

Approves payment of all bills authorized by the board.

Program Vice President

Performs all the duties of the president in the president's absence of inability to act.

Chairs the program committee.

Plans programs, under the direction of the president, for the state convention and other meetings and conferences, which will carry out the programs of AAUW and AAUW of Arkansas.

Assists with other work as requested by the president.

Membership Vice President

Acts as presiding officer in the absence of both the president and the program vice president.

Chairs the membership committee.

Organizes activities with groups interested in forming a new branch, including the preparation of bylaws, at the direction of the president.

Informs Branch membership chair of National AAUW members living in their areas.

Keeps abreast and promotes national membership programs to branches.

Assists with other work as requested by the President.

Secretary

Records and keeps minutes of all business meetings.

Notifies the members of the board of the names and addresses of all appointed officers and committee chairs.

Distributes copies of the minutes of the preceding business meeting to all members of the board.

Has available at all meetings a copy of the AAUW bylaws, the state bylaws, state policies, and a list of state officers and member of committees and task forces.

Maintains a roster of the branch officers, chairs of committees and task forces.

Preserves minutes and other records of AAUW of Arkansas for a period of five years and transfers records over five years old to the archives.

Treasurer

Collects, disburses and accounts for the funds of the state and meets specified reporting and filing deadlines.

Keeps an accurate list of all members of AAUW of Arkansas and collects all state dues and other monies due unless otherwise directed by the board.

Makes disbursements only upon receipt of fully itemized bills or vouchers approved by the president.

Pays approved bills promptly by check.

Provides for the safekeeping of funds and keeps accurate records of receipts and disbursements.

Maintains a checking account in the name of AAUW of Arkansas, and reconciles and files all bank statements and deposit receipts for review.

Provides for investment of funds in such interest-bearing accounts as are appropriate.

Presents a financial report at each meeting of the board and annually at the state convention.

Proposes a tentative budget to the board.

Keeps financial records for five years, and transfers records more than five years old to the archives.

Facilitates the transition of funds and records to an incoming treasurer.

Appointed Officers

The following positions are appointed by the president.

College/University Chair

Plans and develops a mutually supportive relationship between institutions of higher education in Arkansas and AAUW of Arkansas.

Communications Chair

Responsible for the publication and distribution of the state newsletter, *Arkansas Diamond* twice annually.

Uses social and other media to promote local, state, and national AAUW activities.

Funds Chair

Encourages donations from members of AAUW of Arkansas to the various AAUW foundation funds.

Facilitates receipt of information from the National AAUW to AAUW Branches and their members, as appropriate.

Informs branches and members of the purpose of the individual funds and their accomplishments.

Public Policy Chair

Informs branches of the public policy program of AAUW and encourages their participation in enacting the program.

Formulates and implements a public policy for AAUW of Arkansas, in keeping with the public policy of the AAUW, with the assistance of the Public Policy committee and the approval of the board.

Parliamentarian

Advises the board on parliamentary procedure and gives rulings on parliamentary procedures when requested to do so by the president.

Bylaws Chair

Prepares bylaws amendments to conform with National AAUW bylaws changes as requested by the president.

Submits amended bylaws to the national office for approval.

Reviews branch bylaws and certifies their conformance with state and national bylaws.

Committees

Standing committees are program, membership, public policy, finance, funds, bylaws, Communications, college/university. Standing committee chairs are appointed by the president. The president, with the consent of the board, may appoint special committees.

Membership and Dues

The requirement for membership in AAUW is an associate or equivalent degree or higher. Individuals who meet these requirements are eligible to be members of AAUW of Arkansas.

This includes the following:

- a. National Member (formerly Member-at-Large) may become a state/branch member upon payment of dues to both.
- b. Paid life members only pay state and branch dues.
- c. Fifty (50) year members, or MBHLs, do not pay any dues.
- d. Student Affiliates - undergraduate students enrolled in a qualified educational institution are eligible for student affiliation with the state upon payment of fees established by the AAUW and the state board of directors. They may attend state and national conventions, but will not have a vote.

State Dues are \$8, \$1 for Student Affiliate members.

Branches are encouraged to take advantage of special membership programs developed by the national office. Examples include Give a Grad a Gift, Member Get a Member, and Shape the Future.

Publications

The State publication is the *Arkansas Diamond*. It is published twice a year, in fall and spring. A third issue may be published if needed due to actions at the state convention.

It is emailed to all members with email addresses. Branch presidents are responsible for providing physical addresses of members who do not have email to the communications chair. AAUW of Arkansas bears the cost of postage for *Arkansas Diamonds* mailed to physical locations and the communications chair is responsible for printing and mailing the newsletter unless other arrangements have been made with the president.

The newsletter should include:

Articles on implementing AAUW programs in Arkansas, written by board members or others

Announcements of upcoming state, regional and national AAUW meetings.

Registration forms and other relevant information for state meetings.

A column by the president of AAUW of Arkansas.

News from each branch.

Reports from treasurer, membership vice president, and committee chairs.

Any other material which is required information for all members, such as proposed amendments to bylaws.

Indemnification

(From Bylaws *ARTICLE XIX*)

Every member of the board may be indemnified by the state against all expenses and liabilities, including counsel fees, reasonably incurred or imposed upon such member of the board in connection with any threatened, pending or complete action, suit or proceeding to which the board member may become involved by reason of being or having been a member of the state, or any settlement thereof, unless adjudged therein to be liable for negligence or misconduct in the performance of duties. In the event of a settlement the indemnification herein shall apply only when the state board approves such settlement and reimbursement as being in the best interest of the state. The foregoing right of indemnification shall be in addition to and not exclusive of all other rights to which the member of the board is entitled.

Archives

The archives of AAUW of Arkansas are housed in the library of the University of Arkansas at Little Rock. Materials reflecting branch, state, or regional activities should be given to the UALR librarian. Branches should contribute such material as yearbooks, newsletter, photos, and news clippings of the branch activities. Guidelines for keeping materials in active files should be established by branches and minutes of meetings and financial records can also be placed in archives when they are no longer needed. Materials should be dated, and persons shown in photos should be identified.

Call the UALR Library to arrange for access to the AAUW of Arkansas archives. They are located at the Arkansas Studies Institute, 401 President Clinton Avenue, in Little Rock.

PRESIDENTS OF AAUW-ARKANSAS

1923-25	Blanche Martin	Little Rock
1925-27	Kate Martin Stanfield	Hot Springs
1927-29	Mrs. A. W. Jamison	Fayetteville
1929-32	Myrtle Charles	Conway
1932-35	Stella P. Hotz Gustav	Fayetteville
1935-37	Dr. Ada Jane Harvey	Conway
1937-39	Dorothy Yarnell Barton	Little Rock
1939-40	Jane Dow Thackery	Camden
1940-43	Mary Elizabeth Greening	El Dorado
1943-45	Nell Ramsey	Fort Smith
1945-47	Anne Archer Holmann	Little Rock
1947-49	Mrs. Tom W. Burress	Jonesboro
1949-51	Mrs. A. J. Collins	Texarkana
1951-53	Mrs. Dwight Iseley	Fayetteville
1953-55	Mary Burt Nash	Little Rock
1955-57	Ellene Johnson	Texarkana
1957-59	Mrs. L. M. McGoodwin	Fayetteville
1959-61	*Ruth Jane Stuck	Jonesboro
1961-63	Pauline Hoeltzel	Little Rock
1963-65	Bernice Smith	Arkadelphia
1965-67	Gay Gattis	Little Rock
1967-69	Marie Jackson	Hot Springs
1969-71	Dr. Jewel E. Moore	Conway
1971-73	Virginia Brooks Minor	Little Rock
1973-75	Sue Adcock Frueouff	Russellville
1975-77	Evelena Berry	Little Rock
1977-79	Marguerite Nichols	Bentonville
1979-81	Diana Glaze	Little Rock
1981-83	Sue Reehm	Bentonville
1983-85	*Mattie Mae Rice	Little Rock
1985-87	Wanda Jeraldean Roe	Pea Ridge
1987-90	Dr. Margaret Clark	Fayetteville
1990-92	Dr. Michael Ann Buell	Rogers
1992-94	Dr. Mary Burton	Fayetteville
1994-96	Dr. Diana Glaze	Little Rock
1996-98	Margaret Perritt	Hot Springs
1998-2000	Dr. Berta Seitz	Fayetteville
2000-2002	Eloise Rose	Hot Springs
2002-2006	Sue O'Neal	Bella Vista
2006-2010	Barbara A. Yarnell	North Little Rock
2010-	Dr. Deborly Wade	Conway

*Southwest Regional Director

Appendix B

2012-2013 STATE BOARD

Updated 8/2012

Elected Officers:

<i>FUNCTION</i>	<i>NAME</i>	<i>ADDRESS</i>	<i>CITY</i>	<i>ZIP</i>	<i>PHONE</i>	<i>EMAIL</i>
President	Deborly Wade		Conway	72032		araauwpres@gmail.com
Program VP	Cathy Luck		Bella Vista	72714		caluck@sbcglobal.net
Membership VP	Lula Brooks		Little Rock	72204		Lppb10@att.net
Treasurer	Maria Jones		Little Rock	72207		Mhjones2@comcast.net
Secretary	Heather Schneller		Springdale	72764		hschnel@uark.edu

Appointed Chairs:

<i>FUNCTION</i>	<i>NAME</i>	<i>ADDRESS</i>	<i>CITY</i>	<i>ZIP</i>	<i>PHONE</i>	<i>EMAIL</i>
College/University						
Communications	Victoria Leigh		Little Rock	72221		vleigh7@gmail.com
Funds	Kathryn Buriil		Little Rock	72223		kburiil@sbcglobal.net
Parliamentarian						
Public Policy	Berta Seitz		Fayetteville	72701		Berta.seitz@cox.net
Bylaws	Diana Glaze		North Little Rock	72118		dliow@aol.com

Branch Presidents:

<i>BRANCH</i>	<i>NAME</i>	<i>ADDRESS</i>	<i>CITY</i>	<i>ZIP</i>	<i>PHONE</i>	<i>EMAIL</i>
Bentonville/Bella Vista	Cathy Luck		Bella Vista	72714		caluck@sbcglobal.net
Conway	Annette Greenland		Conway	72173		agreenland@downhillfarm.com
Fayetteville	Felisha Perrodin		Fayetteville	72704		fperrod@uark.edu
Hot Springs/HSV	Becky Gifford		Hot Springs Village	71909		bjgifford@suddenlink.net
Jonesboro	Mona Fielder		Jonesboro	72401		Mona.felder@sbcglobal.net
Little Rock	Maria Jones		Little Rock	72207		Mhjones2@comcast.net

Appendix C Bylaws