



AMERICAN ASSOCIATION of UNIVERSITY WOMEN
of the STATE of NEW MEXICO, Inc. (AAUW-NM)
MANUAL of POLICIES AND PROCEDURES – VOLUME I

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I. AAUW - STATE RELATIONS

The President of AAUW-NM is the liaison between the American Association of University Women (AAUW) and the State entity (AAUW-NM). She is the official delegate to all AAUW meetings. She should receive copies of all communications on AAUW-NM business or programs between Leadership Team members and AAUW.

II. ADMINISTRATION

A. Leadership Team: Meetings and Duties

1. A meeting notification should be prepared and distributed to each Leadership Team member two weeks prior to each regular meeting. This notice shall include an agenda, time and place of meeting, minutes of the previous meeting and other related materials that need study before the meeting.
2. Officers' duties are discussed and described in detail in *Volume II – Leadership Team, Committees, Task Forces, and Working Groups* of this Manual.

B. Task Forces, Working Groups, & Committees: Designations and General Duties

1. Standing task forces, working groups, or committees may include Awards, Branch Project Grants Review, Budget, Governance, Financial Review, Membership, Nominations, Program, and Public Policy.
2. The duties of task forces, working groups, and committees shall be in accord with the Bylaws, these Policies and Procedures, official directives, adopted resolutions and legislative programs, and other Convention actions of AAUW or AAUW-NM.
3. Specific Duties for task forces, working groups, and committees are described in detail in *Volume II – Leadership Team, Committees, Task Forces, and Working Groups* of this Manual of Policies and Procedures. They are included in the job description for the chair of each such group.
4. Date and place of task force, working group, or committee meetings shall be the responsibility of the chairs. Task force, working group, or committee members shall be notified at least two weeks prior to a meeting. The President may be informed of such meetings. Meetings may be held by e-mail, telephone or other electronic means.
5. Reports of the work of each task force, working group, and committee shall be submitted by specified dates prior to the State Convention or by the end of each fiscal year.

C. Communications

1. All official communications shall be in writing with a copy to the state President. Communications may be electronic.
2. The President should be notified of all meetings in which AAUW-NM is a coalition partner.

3. The *Roadrunner* newsletter is the primary source for the dissemination of information, program development, and news of AAUW-NM and its branches. Refer to Volume II – Leadership Team, Committees, Task Forces, and Working Groups for details on contents of the newsletter.
4. Website content, designed to maintain the integrity of AAUW-NM and to avoid the use of its name in ways inconsistent with its image, mission, policies and programs, is developed by the AAUW-NM Leadership Team members and submitted to the Website Manager. The Website Manager shall maintain the website. Refer to *Volume II – Leadership Team, Committees, Task Forces, and Working Groups* for details on contents of the website.
5. Any entity or individual who uses, accesses or links to the website aauw-nm.aauw.net, including their logos, written content, photographs, graphics, video and audio, is bound by this policy. AAUW-NM has the right to restrict or revoke access to any entity or individual that violates any provision of this policy.
6. Electronic mailing lists are established to facilitate communications within the AAUW-NM membership and between the Leadership Team and members. They provide a vehicle to release information quickly; a forum to exchange ideas and opinions; and to solicit votes on business matters. All lists of members of AAUW-NM (including e-mail lists) are to be used exclusively to conduct AAUW-NM business.

D. Registered Agent for AAUW-NM, Inc.

The registered agent shall be appointed by the Leadership Team and can serve as long as she is willing without the necessity of being re-appointed. She shall register her name and address with the New Mexico Secretary of State's office. The agent, who will serve without recompense, shall perform the following duties for AAUW-NM:

1. Keep the Corporate Book updated with current annual minutes, bylaws, policies and procedures, corporation documents and the like;
2. Forward any legal documents or tax notices to the State President;
3. Accept legal service of process and forward to the State President; and
4. Prepare and file the annual report form in consultation with the State President and Finance Chair.

The current registered agent is Nancy Scheer of Santa Fe.

E. Materials and Files

1. Materials received from AAUW or from the branches remain the property of AAUW-NM.
2. The following materials shall be delivered by a retiring state officer to her successor at the close of her term:
 - a. Relevant AAUW materials and communications;
 - b. Materials and communications from the retiring Leadership Team member to branches and/or AAUW correspondence and completed reports from branches (2 years); and
 - c. Current job description and annual reports for the specific job (2 years).

III. MEETINGS

A. Workshops

AAUW-NM shall hold a statewide annual workshop (preferably in the fall). The date for this workshop should be set by Leadership Team action one year in advance. Prior to setting that date, the location shall be arranged by the AAUW-NM President, after consulting with the Program Chair in correspondence with the branches. Due consideration shall be given to the schedule of previous workshops and Conventions. The state Leadership Team may modify the workshop requirement when it conflicts with AAUW programs. The planning committee (State President, State Program Chair, host branch chair and others as desired) shall plan all aspects of the program, take financial responsibility for those items covered by registration fees or the state budget and make all final decisions.

1. Host Branch Responsibilities
 - a. Make all arrangements for advance information, registration and hospitality in collaboration with the planning committee.
 - b. Give an itemized list of income and expenses and one-half of any monies remaining from the registration fees to the state Finance Chair no later than six weeks after the workshop.
 - c. Give a complete list of attendees to the state Secretary no later than six weeks after the workshop.
2. Allocation of Workshop expenses shall be as follows:
 - d. From the state budget:
 - 1) Mileage allowance for Leadership Team members.
 - 2) Rental fee for Leadership Team meeting room, when necessary.
 - e. From the host branch
 - 1) Hospitality breaks and decorations (optional).
 - f. From the registration fees:
 - 1) Special meals only (i.e., scheduled) for guest speakers and AAUW travel visitors, rental fee for workshop meeting room, name tags, pencils and note-pads, copying and other relevant expenses.
 - 2) Gifts to speakers and/or other special guests.
3. The host branch and the state shall divide any excess of registration fees over expenses equally. Any monies returned to the state shall be applied to the general fund.

B. Conventions

Dates for the Annual Meeting/Convention shall be set by the Leadership Team a year in advance. In determining the date, time and place, due consideration shall be given to the schedule of previous workshops and Conventions. The State President's call to Convention shall appear in the spring newsletter. The planning committee (State President, State Program Chair, host branch chair, appointed branch members and Leadership Team members, as needed) shall plan all aspects of the State Convention program, invite outside participants

and guests, take responsibility for all Convention expenses covered by registration fees or the state budget and make all final decisions.

1. Planning Committee Responsibilities:

- a. Formulate a budget, including a recommended registration fee to be forwarded to Leadership Team members for approval. The registration fee shall cover:
 - 1) Programs and other necessary printed materials;
 - 2) Materials for delegate kits;
 - 3) Scheduled meals for press representatives, guest speakers and other invited participants;
 - 4) Gifts for speakers and/or special guests; and
 - 5) Room rental for Convention headquarters, if necessary.
- b. Prepare the registration form for the spring newsletter, indicating time and place of sessions, the advance registration deadline, time and cost of all scheduled meals;
- c. Publish rules of the parliamentarian, proposed resolutions and election ballot;
- d. Request Program Chair to prepare Convention program and forward to the host branch for publication;
- e. Appoint timekeepers and three tellers, one as head teller, for Convention sessions;
- f. Request free-time events; and
- g. Request post-Convention Leadership Team meetings, if any.

2. Host Branch Responsibilities:

- a. Determine the cost of lodging and its location;
- b. Secure meeting rooms;
- c. Handle advance registrations, including registering delegates and guests for Convention sessions, registrations for scheduled meals, collecting registration fees and meal costs;
- d. Compile a list of the number of voting delegates present and number of branches represented at each business session;
- e. Provide hospitality breaks and post-Convention Leadership Team meetings and special free time events requested by the planning committee;
- f. Provide any decorations, favors and entertainment;
- g. Assemble delegate kits, including, but not limited to: Convention program, pencils, notepads, delegate and/or guest badges, local maps and local publicity materials;
- h. Publish Convention program;
- i. Fund local transportation for Convention speakers and guests;
- j. Give a complete list of attendees to the state Secretary no later than six weeks after the workshop; and
- k. Give an itemized list of income and expenses to the state Finance Chair no later than six weeks following the close of the State Convention.

3. The AAUW-NM shall fund or provide:

- a. Mileage allowance for Leadership Team members attending the State Convention;

- b. Rental for Leadership Team meeting room, if needed; and
 - c. Any deficit not covered by registration fees.
4. The host branch and the state shall divide any excess of registration fees over expenses equally. Any monies returned to the state shall be applied to the general fund.

IV. STATE - BRANCH RELATIONS

A. President's visits

The State President is the liaison between the Leadership Team and branches. She is available to make one official visit to each branch during the two-year term of office. Such visits may be to a general branch or branch board meeting. She shall use her discretion in deciding which type of visit will be most beneficial to the branch and to the state. Branches desiring the visit to coincide with some special occasion should make the request in writing 90 days in advance of the proposed visit.

B. Leadership Team Member visits

Branches may request one Leadership Team member visit, other than the State President, in each biennium. The Leadership Team shall not consider requests for additional visits unless the entire expense is borne by the branch. The Leadership Team member shall file a report with the President within two weeks of a visit.

C. Communications

1. State chairs are encouraged to communicate regularly with their branch counterparts.
2. Branches publishing newsletters shall send copies regularly to the following state officers: President, Program Chair, Newsletter Editor and Historian. Branches are encouraged to enlarge the distribution of their newsletters.
3. The branches shall distribute their yearbooks, when published, to their members and to the following state officers: President, Membership Chair, Newsletter Editor, Historian and Nominations Chair. Additions or corrections to the yearbook shall be sent to these state officers as they occur.
4. News items about branch activities shall be forwarded to the state newsletter editor in time to meet announced deadlines.

D. Materials and Files

1. Materials forwarded by AAUW or AAUW-NM to branch officers and committee chairs remain the property of the branch.
2. The AAUW-NM Leadership Team encourages each retiring branch officer and committee chair to deliver to the successor those materials necessary for the continuity of each position. Such materials need not be older than 2 years and may include, but not be limited to:
 - a. Branch Bylaws and Policies and Procedures;
 - b. Branch newsletters;

- c. Branch yearbooks;
 - d. Job description;
 - e. Correspondence and reports; and
 - f. AAUW materials and communications.
3. The following current on-line AAUW-NM materials shall be available for access by the successor:
 - a. AAUW-NM Bylaws and Policies and Procedures;
 - b. Current AAUW-NM officer list;
 - c. AAUW-NM calendar; and
 - d. AAUW-NM newsletters.

E. Meetings

1. A Branch Presidents' meeting may be scheduled during the AAUW-NM Convention or other state meetings to identify any areas of concern in state-branch relations and to make recommendations to AAUW-NM Leadership Team.
2. Branches shall take turns as hosts for workshops or Conventions at the request of the State President. A rotating schedule shall be maintained so that no branch is unduly burdened.
3. Branch Presidents may invite members of the State Leadership Team, who are also members of the branch, to attend branch board meetings regularly and may include such resource people in branch program planning.

V. FISCAL POLICY

A. Dues

The current dues for AAUW-NM are as follows:

- New Mexico Branch members pay \$16;
- New members joining between January 1 and March 15 pay dues of \$8;
- Paid Life Members pay \$16 per year;
- Honorary Life Members pay nothing;
- C/U partner representatives pay no state dues unless they affiliate with a Branch and that Branch's bylaws require that they pay state and branch dues; and
- **Student Associates pay nothing.**

B. Administrative Expenses

Administrative expenses shall be concerned primarily with the work of the President, the secretary and the treasurer. The items to be included for reimbursement shall be:

1. Communication expenses not related to program development, such as postage, telephone calls, stationery, computer storage media and printer cartridges;
2. Budget and financial reports and expenses of financial review;
3. New Mexico corporation fees;
4. Liability insurance;

5. Official AAUW stationery;
6. Gifts for outgoing officers and Branch Presidents; and
7. Reproduction of official AAUW-NM documents such as, but not limited to: bylaws, policies and procedures, calendar of AAUW-NM events, minutes of Leadership Team meetings and appendices, Convention minutes and appendices, report of the nominating committee, list of Leadership Team members, list of Branch Presidents and job descriptions.

C. Program Development Expenses

Program Development expenses shall be concerned primarily with the work of the Program Chair, the Public Policy Chair and the President. The items to be included for reimbursement shall be:

1. Communications expenses related to program development, such as postage, telephone calls, stationery, computer storage media and printer cartridges;
2. Reproduction costs related to program development;
3. Photographs taken for the newsletter, the web page or for historical records;
4. AAUW publications and other materials for programs either purchased or on consignment for workshop use; and
5. Special awards, other than membership, presented to individuals or to branches.

D. Membership Expenses

Membership expenses shall be concerned primarily with the Membership Chair and the Media Relations Chair. The items to be included for reimbursement shall be:

1. Communications expenses related to membership and media relations such as postage, telephone calls, stationery, computer storage media and printer cartridges;
2. AAUW membership materials;
3. Membership incentives and awards;
4. AAUW-NM web page fees;
5. Photographs needed for publicity; and
6. Advertising.

E. Travel Expenses

The travel program shall cover all expenditures related to Presidential, Leadership Team and committee members' duties. The budget line items for travel shall cover:

1. Mileage allowance (40¢ per mile) for Leadership Team members (including the State President) and committee members for meetings of the Leadership Team and AAUW-NM committees. The line item entitled "Meeting Expenses" is to be used to pay for meeting rooms for Leadership Team meetings when necessary (refer to Section III above).
2. The Leadership Team may decide to offer "travelships" for AAUW-NM members (including members of the Leadership Team) to the AAUW Convention and/or other

AAUW conferences. If offered, the money can be used to offset any travel costs at the discretion of the recipient.

3. General allowance (which can be used for travel costs, lodging, meals, registration, etc.) for the President as the official delegate to AAUW Convention, or to other AAUW conferences.
4. Mileage (or the cost of another travel method) and registration allowance for any meeting at which AAUW-NM representation has been requested, with approval of the President and concurrence of the Finance Chair.
5. Mileage allowance and lodging, when necessary, for each official branch visit made by the President during each biennium. The branch shall provide any special meals (e.g., luncheon or dinner).
6. Mileage allowance for each Leadership Team member invited to make an official branch visit. If lodging is required, the branch will be responsible for providing it. The branch is also responsible for providing special meals.
7. As a general rule, the mileage allowance paid to Leadership Team and committee members for attending Leadership Team or committee meetings will be mileage for one car from each branch having an AAUW-NM Leadership Team or committee member. If a branch has more than four Leadership Team members, mileage will be paid for two cars from that branch.

F. General Expenses

General expenses shall be concerned primarily with the work of the Leadership Team members and all committees. The items to be included for reimbursement shall be:

1. Postage, stationery and required telephone calls and
2. Reproduction of reports and materials for all officers.

G. Branch Project Grants

1. The amount available for Branch Project Grants will be established each year in the budget, and may be adjusted during the fiscal year by the Leadership Team.
2. All information regarding the awarding of these grants is in *Volume II – Leadership Team, Committees, Task Forces, and Working Groups: Job Description for the Immediate Past President*.

H. General Fiscal Policies

1. Each Leadership Team member shall keep an accurate record of her expenses and submit written requests for reimbursements. The expense allocation shall be clearly designated for each item.
2. Special expense requests (items not in the annual budget) in excess of \$50 shall be approved beforehand by the President and forwarded to the Finance Chair. These two officers may decide whether a vote of the Leadership Team is necessary to approve the special expense.

3. All reimbursement requests for a fiscal year must reach the Finance Chair by June 15 in order for the books to be closed by the end of the fiscal year.
4. The financial records shall be reviewed at the close of the Finance Chair's term by the Financial Review Task Force (refer to *Volume II – Leadership Team*). If a Finance Chair resigns during her term, the records shall be reviewed before the new Finance Chair takes office.
5. **The Finance Chair and the AAUW Funds Chair shall be covered against monetary loss by a Position Bond, currently arranged by AAUW headquarters on a three-year basis. The Finance Chair shall be responsible for keeping such a bond in force at all times. Does this still happen?**
6. The President, after consultation with the Finance Chair, shall have the final authority on all expenditures.

VI. AAUW-NM - SPONSORED FUNDRAISING ACTIVITIES

A. Regulations

Fundraising shall:

1. Be consistent with the mission and goals of AAUW and AAUW-NM;
2. Follow the AAUW Use of Name and Logo Policy;
3. Adhere to U.S. and New Mexico tax laws;
4. State in all publicity where the proceeds are to be directed. If more than one recipient is involved, the proportion of the proceeds for each must be fixed;
5. Not directly compete with existing AAUW, AAUW-NM or branch fundraising activities; and
6. Be presented to the Leadership Team for approval.

B. Guidelines

Project proposals shall:

1. Consist of an outline and/or narrative description of the project;
2. Estimate any start-up and/or continuing expenses and sources of financial support; and
3. Include, when required, an investigation of the feasibility of a particular project or consultation with a possible coalition organization.

C. Approval

The Leadership Team will approve only one major activity at a time, but at its discretion, the Leadership Team may approve other concurrent fundraising activities.

1. Examples of such situations are:
 - a. On-going sales of raffle tickets and/or stationery;
 - b. A luncheon for which the ticket price includes a donation to AAUW Funds; and
 - c. A silent auction during the Annual AAUW-NM Convention.

D. Project Implementers Shall:

1. Estimate and find funding for any start-up and/or continuing expenses;
2. Utilize appropriate promotional activities, including, but not limited to brochures, the newsletter, direct mail, e-mail and AAUW-NM Website; and
3. Present status reports on fundraising activities during each Leadership Team meeting.

Revision: January 2017 to add Job Descriptions and re-arrange wording; not a complete revision. Approved by the Leadership Team on February 5, 2017

Revision: April 2014 to reflect a change to the mileage reimbursement rate from 20¢ per mile to 40¢ per mile approved by the Leadership Team on October 12, 2013.

Revision: February 2013 to reflect changes to the Mini-Grant Program (name changed to Branch Project Grants and dollar limit changed to \$200) approved by the Leadership Team on July 21, 2012. The vote also approved the revision of this document to include these changes.

Mandatory Revisions: March 2012

Previously Revised: October 15, 2011

Signatures:

Co-President

Co-President