

# **The AMERICAN ASSOCIATION of UNIVERSITY WOMEN STATE OF NEW MEXICO, INC. (AAUW-NM) MANUAL of POLICIES AND PROCEDURES**

## **I. AAUW - STATE RELATIONS**

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

## **II. AAUW-NM ADMINISTRATION**

### **A. Board of Directors (Leadership Team): Meetings and Duties**

1. A notification shall be prepared and distributed to each Leadership Team member two weeks prior to each regular meeting and shall constitute formal notice of such meeting. This notice shall include time and place of meeting, minutes of the previous meeting and other related materials that need study before the meeting. An agenda, Program Chair's report, Finance Chair's report, membership report, task force and committee reports will all be provided in the notification or at the meeting.
2. A calendar of AAUW-NM events for each fiscal year shall be compiled by the President in cooperation with the Program Chair and shall be presented at the spring Leadership Team meeting or as soon thereafter as possible. Dates to be included shall be workshops; AAUW-NM Convention, including location; other state meetings; due dates for specific reports; deadlines for nominations and resolutions; newsletter deadlines, and/or AAUW programs and other pertinent dates. A modified calendar shall appear in issues of the newsletter.
3. The President shall compile and maintain a directory of Leadership Team members. This directory shall include the contact information for all members and display the term of service (e.g., 2011-2013) for each appointed and elected officer.

### **B. Task Forces and Committees: Designations and Duties**

1. Standing Task Forces or Committees may include Membership, Program, Financial Review, Budget, Academic, Awards, Public Policy, Bylaws, Branch Project Grants Review, AAUW Funds and Nominations.
2. The duties of task forces 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. Date and place of task force or committee meetings shall be the responsibility of the chairs. Task force or committee members shall be notified at least two weeks prior to a meeting. The President and/or Program Chair may be informed of such meetings. Meetings may be held by e-mail, telephone or other electronic means.

4. There shall be a budget committee to prepare a budget for the coming year. Such budget is to be presented during the AAUW-NM Convention. The budget committee shall consist of the elected finance officer and two additional members appointed by the President and approved by the Leadership Team during the winter meeting. The committee shall draw up a budget based on actual and estimated expenditures, establish a travel allowance and submit them to the Leadership Team for discussion and changes. The Finance Chair will present the budget for action by the delegate body at the AAUW-NM Convention.
5. The Financial Review Committee shall consist of three members appointed by the Leadership Team, including one member from the general membership. No elected officer may serve.
  - a. All members shall have financial or budgetary experience, and at least one member shall have financial expertise.
  - b. Meetings or discussions may be held by telephone, e-mail or other electronic means.
  - c. The initial meeting shall be held following the close of the fiscal year.
  - d. The financial records shall be reviewed at the close of the Finance Chair's term. If a Finance Chair resigns during her/his term, the records shall be reviewed before the new Finance Chair takes office.
6. The Public Policy Task Force may consist of the Public Policy Chair, the Program Chair, the Academic Chair, the Media Relations Chair, all AAUW-NM lobbyists and others to be appointed as necessary.
  - a. Branches and individual members shall forward proposals for changes to the Public Policy Program to the Public Policy Chair/Task Force in accordance with the Calendar of AAUW-NM events.
  - b. The Program Policy Chair shall submit a report of pertinent changes in the Public Policy Program to the Convention delegates before the Annual Convention. This submission may be done electronically.
  - c. The Chair shall present the proposed Public Policy Program for action by the Convention delegates at a business session.
  - d. The Public Policy Chair shall be responsible for preparing a list of New Mexico legislative bills of interest to AAUW-NM members.
7. Nominating Committee members, excluding the Chair, who is elected, shall be approved by the state Leadership Team.
  - a. Committee Procedures
    - 1) Participation in meetings/discussions can be achieved by telephone, e-mail or other electronic means.
    - 2) If a member is unable to participate, an alternate, selected by the Leadership Team shall become a regular member of the committee.
    - 3) Prior to committee discussions, a list of suggested nominees and their qualifications with names of branches and the individuals suggesting such nominees, shall be sent to the committee members.
    - 4) The Chair shall make arrangements for any meeting and/or discussions in accordance with the current AAUW-NM calendar.
    - 5) Should a candidate withdraw before election, the committee shall select a replacement for the office. If time allows, the branches and Convention delegates shall be informed of the substitution before the Convention begins
  - b. Branch Procedures
    - 1) Each branch shall be guided in selecting nominees for state offices by the Qualifications for Nominees, Section II B.6.d (Below).

c. Committee Responsibility and Authority

- 1) Nominations shall be made for offices and their terms as specified in the Bylaws.
- 2) A nominee who is filling an interim term, or who is seeking a second or third term, shall be entitled to the committee's consideration for that office.
- 3) In selecting a candidate, geographic distribution and branch representation shall be considered, but qualifications of the nominee shall supersede other considerations.
- 4) The committee shall develop the slate of candidates from suggested nominees and from nominees of their own selection.

d. Qualifications of Nominees

- 1) AAUW background and experience.
- 2) Branch leadership demonstrated as an officer or chair in the position being considered.
- 3) State AAUW interest indicated by attendance at workshops and Conventions.
- 4) Sufficient time for branch visits, when requested.
- 5) Tact, punctuality, organizational ability, positive and constructive approach to problems, willingness to speak publicly and/or to work well behind the scenes.
- 6) Awareness of special needs of both large and small branches.

## C. Communications

1. Correspondence: All official communications shall be in writing with a copy to the state President. The communication may be electronic.
2. Notification: The President should be notified of all meetings in which AAUW-NM is a coalition partner.
3. Newsletter: The newsletter shall be the primary source for the dissemination of information, program development and news of AAUW-NM and its branches. The following is not all-inclusive:
  - a. Four issues shall be published each fiscal year at the following specified times: fall, winter, spring and summer.
  - b. The fall issue shall include the proposed program and information on facilities for the Fall Workshop, along with a registration form.
  - c. The winter issue shall include information about the Winter Leadership Team Meeting and Lobby Day, a report on Fall Workshop and a listing of the offices to be filled by election at the Convention.
  - d. The spring issue shall include the proposed Convention program, the report of the committee on nominations, information on Convention facilities, with a registration form, and the official call to Convention from the State President.
  - e. The summer issue shall include the Calendar of AAUW-NM events for the following fiscal year and the Public Policy Program as adopted by the delegate body.
  - f. Each issue shall include AAUW-NM calendar of events that will occur prior to the next issue.
4. Reports: Reports of the work of each task force and committee shall be compiled by specified dates prior to the Convention or by the end of each fiscal year. Such reports shall include AAUW reports, annual AAUW-NM reports, job descriptions and others requested.

## **D. Registered Agent for AAUW-NM, Inc.**

The registered agent shall be appointed by the Leadership Team and can serve as long as s(he) is willing without the necessity of being re-appointed. (S)he shall register her name and address with the New Mexico Public Regulation Commission. 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 treasurer.

## **E. Use of Roster**

The roster of the Leadership Team and membership of AAUW-NM may be furnished to other organizations only upon the recommendation of the Leadership Team. These rosters shall not be used for any non-AAUW purposes.

## **F. Review of Documents**

1. The following current AAUW-NM materials shall be posted on the AAUW-NM web site for access by AAUW-NM general membership.
  - a. Mission Statement
  - b. Calendar
  - c. List of officers and their e-mail addresses
  - d. Bylaws
  - e. Policies and Procedures
  - f. Budget
  - g. Strategic Plan and Goals
  - h. Duties and Responsibilities of each Task Force and Committee
  - i. Leadership Team Position Job Descriptions
  - j. Public Policy Program
  - k. AAUW-NM Past Presidents
  - l. Slate of nominated officers
2. AAUW-NM Bylaws shall be reviewed during the fall, following each AAUW Convention, to bring them into conformity with AAUW Bylaws. Proposed amendments, not governed by the Charter and Bylaws of AAUW, shall be presented to the delegate body at the Convention.
3. The Policies and Procedures shall be reviewed during the fall of the alternate year. These shall be in accordance with, and subordinate to, the Charter and Bylaws of AAUW and the Bylaws of AAUW-NM. Proposed changes shall be voted on by the state Leadership Team.
4. Revision of Bylaws and of Policies and Procedures shall be the responsibility of a committee on Bylaws, directed by the Bylaws Chair. Branches are required to send a copy of their bylaws revisions to the Bylaws Chair for comment prior to submission to AAUW.
5. The secretary shall distribute amendments to Bylaws or Policies and Procedures as an appendix to minutes of the state Convention or of a state Leadership Team meeting. Distribution shall be to state Leadership Team members.

## **G. 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 Leadership Team member to her/his successor at the close of her/his 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).
3. The President, with the assistance of the secretary and historian, shall maintain a full and complete file of AAUW-NM matters in the filing cabinet. The contents of the filing cabinet shall constitute the permanent records of AAUW-NM in addition to those maintained by the Secretary and the Registered Agent. At the close of her/his term, the retiring President shall review these records for possible archiving by the historian. After this review, the President shall deliver the filing cabinet to her/his successor. A table of contents shall be placed in the filing cabinet at the front of the first drawer.

## **III. AAUW-NM 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:
  - a. From the state budget:
    - 1) Mileage allowance for Leadership Team members.
    - 2) Rental fee for Leadership Team meeting room, when necessary.
  - b. From the host branch
    - 1) Hospitality breaks and decorations (optional).
  - c. 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 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;
    - 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 Convention.
3. The state AAUW shall fund or provide:
    - a. Mileage allowance for Leadership Team members attending the 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.

### **C. Additional State Meeting Guidance:**

1. Other state meetings, called either for program development or business, shall be conducted under rules for Workshops (III. A) with the proviso that all such meetings shall be for one day only or via teleconference.
2. Members attending Workshops, Conventions, or other meetings, shall make their own overnight reservations. The host branch shall in no instance be liable for uncanceled or unsatisfactory reservations.

## **IV. AAUW-NM - Branch Relations**

### **A. President's visits**

The State President is the liaison between the Leadership Team and branches. (S)he 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. (S)he 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. AAUW-NM FISCAL POLICY**

### **A. 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.



## **B. 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,
5. Special awards, other than membership, presented to individuals or to branches,

## **C. 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.

## **D. 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.

## **E. 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,
2. Reproduction of reports and materials for all officers,

## **F. Branch Project Grants**

1. Branch Project Grants of up to \$200 per branch per year, not to exceed total amount established by the annual budget, may be made for community projects, for projects to benefit AAUW or to start a new branch. After the budget has been adopted, branches shall be notified in writing and in the newsletter of the availability of the grants.
2. A Branch Project Grants Review Committee shall consist of the immediate past-President and two persons appointed by the current President and approved by the Leadership Team. The immediate past-President shall serve as Committee Chair. Committee members should be from various parts of the state and should have e-mail.
3. A branch seeking a Branch Project Grant shall submit to the committee chair a proposal in writing, preferably via e-mail, in a format of the branch's choosing. The project must have an outreach, education or mentoring component. The application, which needs to be submitted between July 1 and October 1, should include:
  - a. Branch name, contact person, e-mail and mailing information;
  - b. Project summary;
  - c. Grant amount being requested;
  - d. Simplified budget of project costs; and
  - e. A list of contributors/supporters, if any.
4. Upon receipt of a Branch Project Grant proposal, the Chair shall forward copies to the committee members for review and comment. The Chair may request further information from the branch. The committee shall meet in person or electronically to determine its recommendations on the projects. The committee may recommend a grant of less than the full amount requested. The committee shall bring the proposals and the committee's recommendations to the next meeting of the Leadership Team for acceptance/rejection. These Branch Project Grants will be awarded at the AAUW-NM Fall Workshop.
5. If all monies budgeted for the Branch Project Grants are not disbursed in October, a second call for grant proposals may be sent to the branches. The Leadership Team shall decide whether to issue the second call for grant proposals. The proposals are to be submitted between February 1 and April 1. These Branch Project Grants will be awarded at the AAUW-NM Spring Convention. The procedures outlined in #1 through #4 above will apply for the second set of proposals. Branches that did not receive a grant in the fall will be given first priority.

## **G. General Fiscal Policies**

1. Each Leadership Team member shall keep an accurate record of her/his 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 Finance Chair shall be responsible for completing and filing IRS Form 990N (E Postcard) with the Internal Revenue Service District director after July 1 of each year and prior to the IRS deadline. Further, it shall be her/his responsibility to call these same duties to the attention of each branch Finance Chair in time for her/him to comply with the IRS regulations.
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.
6. The President, after consultation with the Finance Chair, shall have the final authority on all expenditures.

## **VI. AAUW-NM Sponsored Fund Raising Activities**

### **A. Regulations**

Fund raising 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 fund raising 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 the 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 fund raising activities during each Leadership Team meeting.

### **VII. AAUW-NM Website and Online Communications**

#### **A. Website Content**

1. 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 in consultation with the Webmaster. The Webmaster shall maintain the website. Any inquiries about the website should be directed to the Webmaster and/or the Leadership Team.
2. Any entity or individual who uses, accesses or links to [www.aauw-nm.org](http://www.aauw-nm.org), 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.

#### **B. Electronic Mailing Lists**

1. These 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, as a forum to exchange ideas and opinions and to solicit votes on business matters.
2. The e-mail list is to be used exclusively to conduct AAUW-NM business.

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 \_\_\_\_\_  
Karyl Lyne

Co-President \_\_\_\_\_  
Michelle “Shelley” Rossbach