



POLICY & PROCEDURE

Revised August 2018

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 AAUW. They may be amended at any time by the Board of the AAUW of Arkansas. These policies shall be posted on the state website.

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MISSION

To advance gender equity for women and girls through research, education, and advocacy.

VALUES

Nonpartisan. Fact-based. Integrity. Inclusion and Intersectionality.

VISION STATEMENT

Equity for all.

IMPORTANT DATES

| <i>ACTIVITY</i> | <i>DUE</i> |
|--|---|
| Policy manual updated by the Board | Fall board meeting and as needed |
| Annual report filed with Secretary of State's Office | August 1 |
| Changes to state bylaws due to the National Bylaws Chair | May 15 or as requested |
| Foundation Funds Year End | December 31 |
| State Nominating Committee Report sent by newsletter or email to notify full membership | Report due the 1 st board meeting of the calendar year; Membership notification due 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; Fall board meeting |
| Names of new Branch Officers sent to State President and submitted to National Database | June 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> | As requested |

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 treasurer will be elected in the even-numbered years; a membership vice president and secretary will be elected in the odd numbered years. A president-elect will be elected in the odd year when it coincides with the president's final term of office. 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 of members present at the meeting). See Appendix E for State Convention guidelines.

State Awards Program

“Diamonds in the Rough” is the program for recognizing branches for excellence in one or more areas. See Appendix C for award guidelines.

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. Meetings may be held face-to-face or through electronic means, such as conference calls and webinars.

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 face-to-face 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 reports 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) and social media.

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 or 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 email addresses of all appointed officers and committee chairs.

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

Ensures that a copy of the AAUW bylaws, the state bylaws, state policies, and a list of state officers and member of committees and task forces are available on the AAUW Arkansas website.

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 AAUW Arkansas archives at the University of Arkansas at Little Rock.

Treasurer

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

Ensures that the AAUW National website 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 for review.

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 AAUW Arkansas 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.

Identifies, networks and participates in Arkansas coalitions of organizations promoting issues consistent with AAUW policy and strategic planning priorities with Board approval.

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 to National AAUW bylaws changes as requested by the president and as duly adopted by members.

Committees

Standing committees are program, membership, public policy, finance, funds, bylaws, communications, and 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, \$0 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 branch president.

The newsletter may 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 XIV*)

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 members of the board in connection with any threatened, pending or completed 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.

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 or email 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.

AAUW branch materials donated by branches to libraries or institutions other than UALR should be reported to the AAUW AR Board so that they may be listed on the AAUW Arkansas website. This allows researchers to have a more complete picture of the history of AAUW in this state.

Appendix A: 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 | Dr. 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 | Little Rock |
| 2010-2014 | Dr. Deborly Wade | Conway |
| 2014-2018 | Maria Jones | Little Rock |
| 2018- | Felisha Perrodin | Fayetteville |

*Southwest Regional Director

Appendix B

2018-2019 STATE BOARD

Updated 08/2018

Elected Officers:

| FUNCTION | NAME | ADDRESS | CITY | ZIP | PHONE | EMAIL |
|-----------------|---------------------|----------------|-------------|------------|--------------|--------------|
| President | Felisha Perrodin | | | | | |
| President-Elect | vacant | | | | | |
| Program VP | vacant | | | | | |
| Membership VP | Lottie Adams | | | | | |
| Treasurer | Maureen Terrafranca | | | | | |
| Secretary | Myra Sanders | | | | | |

Appointed Chairs:

| FUNCTION | NAME | ADDRESS | CITY | ZIP | PHONE | EMAIL |
|--------------------|--------------|----------------|-------------|------------|--------------|--------------|
| College/University | Kathryn Buri | | | | | |
| Communications | Maria Jones | | | | | |
| Funds | Meg Koziar | | | | | |
| Parliamentarian | vacant | | | | | |
| Public Policy | vacant | | | | | |
| Bylaws | vacant | | | | | |

Branch Presidents/Administrators:

| BRANCH | NAME | ADDRESS | CITY | ZIP | PHONE | EMAIL |
|-----------------|--------------------|----------------|-------------|------------|--------------|--------------|
| Conway | Amanda Potter Cole | | | | | |
| Fayetteville | Felisha Perrodin | | | | | |
| Hot Springs/HSV | Sue Luerssen | | | | | |
| Jonesboro | Julia Payne | | | | | |
| Little Rock | Maria Jones | | | | | |

Appendix C
Arkansas Diamonds in the Rough Scoring Criteria

ARKANSAS DIAMONDS IN THE ROUGH:
THE MANY FACETS OF AAUW BRANCHES

Information and Criteria for Scoring

A. Branches may apply for the Community Action Diamond and the Public Policy Diamond. They may apply for both either by describing two projects or by documenting how one project meets the criteria for both diamonds.

1. Community Action projects

- a. Economic Justice/Title IX/Women in Leadership
- b. International program
- c. Higher education program
- d. Translating research into action (e.g., *The Simple Truth about the Gender Pay gap, Why so Few? Women in Science, Technology, Engineering and Mathematics and Crossing the Line: Sexual Harassment at School*)
- e. Other branch program that advances AAUW's mission and makes an impact on the community including but not limited to a mentoring program, leadership development program, math and science or career conference math and sports camp.

Projects may be undertaken by the branch alone or in conjunction with other groups. When collaborating with other groups, clear recognition of AAUW in project publications as well as branch financial support or participation by multiple members of the branch must be demonstrated.

2. Public Policy projects are designed to address one of the initiatives described in AAUW's biennial action priorities. (<http://www.aauw.org/what-we-do/public-policy/aauw-issues/>)

Examples of projects include

- a. Letter writing campaign, lobbying or similar activities about local, state or national legislation related to one of the priorities (e.g., Social Security and Medicare reform, reproductive choice, Title IX) with report back to branch members;
- b. Voter education/registration campaign;
- c. Candidate or issues forum;
- d. Attendance at school board, city council, county commission or similar meetings at which members raise issues and ask questions related to AAUW priorities and report back to branch members;
- e. Public testimony and comment on issues related to AAUW priorities with report back to branch members.

To achieve the Public Policy Diamond with any of the above or similar projects, clear mention of AAUW must be made in letters, testimony, advertisements, etc. and multiple members must participate.

B. Branches may submit documentation for any or all of the other diamonds.

C. When providing narrative in support of the Membership, Leadership/Project/Strategic Plan, Visibility, Education and Diversity, or Technology Diamonds, branches may provide supporting evidence related to the Community Action or Public Policy project or other branch activities.

D. Applications should not have duplicate information in different portions of the application. Activities related to Community Action or Public Policy projects that reflect membership, leadership, visibility, education and diversity, technology or planning should be described in the latter sections of the application rather than in the description of the project.

E. To be awarded the Membership Diamond, branches must do one of the following:

- a. increase membership by 5 members;
- b. increase membership by 10%;
- c. earn 14/20 points from the checked boxes and narrative.

F. Tax deductible contributions to any of the AAUW Funds will count toward fulfilling the criteria for the fundraising diamond. Any contribution either generally to AAUW Funds or individually to any of the tax-deductible components of AAUW Funds will count toward meeting the contribution criterion. Education to donors about AAUW Funds may be about any of the individual funds.

To be awarded the Fundraising Diamond, branches must do one of the following:

1. Contribute a minimum of \$35 per member to any combination of AAUW funds;
2. Contribute a minimum of \$25 per member to any combination of AAUW funds and provide narrative describing education to donors about AAUW Funds;
3. Contribute a minimum of \$20 per member to any combination of AAUW funds and provide narrative describing education to donors about AAUW funds.

G. To be awarded each of the remaining diamonds, the branch must earn 14/20 points for that diamond. Each checked box is worth 3 points and the narrative is worth 5 points. Raters may disallow points for a checked box if the narrative or supporting documentation does not provide evidence for that item.

H. The Diamonds in the Rough Application form is found on the AAUW Arkansas website with instructions regarding to whom it should be emailed. Once the applications are submitted, they are posted on the AAUW Arkansas website.

Appendix D

Bylaws

(See Bylaws Tab on website)

Appendix E. State Convention Planning and Implementation Guidelines

Each branch hosts the state convention once every six years, taking a turn in alphabetical order (e.g. Conway, Fayetteville, Hot Springs/Hot Springs Village, Jonesboro, and Little Rock).

Responsibilities of the Vice President for Programs:

- Work with host branch to complete AAUW National forms and submit by deadline.
- Keep in touch with host branch and offer assistance as needed.
- Provide host branch with assistance on estimating the number of attendees.
- Ensure that any national speakers attending have transportation to the venue.

Responsibilities of the Host Branch:

- Select date in April based on local events and availability of venues. This should be done as soon as possible, preferably by August of the year prior to the convention.
- Select venue for meeting and hotel for out of town guests.
- Keep AAUW Vice President for Programs abreast of details as they are available. Report to Arkansas Board at each board meeting.
- Select theme and speakers, reserving a 45 minute speaking slot for a representative from the National Office or Board. Theme should be consistent with AAUW mission-based programming and policy priorities.
- An AAUW AR Board meeting should be scheduled for the late Friday afternoon before the convention.
- Share agenda with AAUW Vice President for Programs and President before it is finalized.
- Determine registration cost, with the goal of covering all convention costs with registrations.
- Provide registration forms and meeting flyers to state communications by January, so they may be sent to the members statewide.

The host branch may opt to collect all registration money and pay expenses, or they may rely on the AAUW Arkansas Treasurer to serve both functions. This needs to be decided and communicated to the State Board before the registration forms are finalized and published.

Suggested agenda features include a dinner or movie or other activity on Friday evening, a welcome by a local official, a flag ceremony by a local Girl Scout troop, an on-site luncheon, and a fund raiser for either sending a college student to the NCCWSL conference or for AAUW funds.