

**AAUW TEXAS POLICIES AND PROCEDURES**

**2014-16**

**NOMINATION AND ELECTION OF STATE OFFICERS**

# Nominating Committee

## Members. Members of the AAUW Texas Nominating Committee shall be the district representatives as stated in the AAUW Texas Bylaws, Article IX, Section 1a.

## Committee Chair. The chair and alternate chair of the AAUW Texas Nominating Committee shall be members from a preceding Nominating Committee who are not currently on the Board of Directors. The chair and alternate chair shall be elected by the newly elected Executive Committee.

## Purpose. Taking into consideration the duties specified in the job descriptions, the responsibilities of board membership, and the knowledge and experience needed for each elected office, the Nominating Committee shall search for, consider, evaluate, and propose one or more nominees for each elective AAUW Texas office.

# Solicitation of Candidates for Nomination

## The chair of the Nominating Committee shall make available to each branch president and district representative, on or before March 15 in the year prior to the biennial convention, the following information relating to nominating procedures:

### The list of AAUW Texas offices, including district representatives, to be filled by election at the convention

### A job description for each of those offices

### The Nominating Committee members

### Copies of each of the following forms used in the nomination process

#### *Nomination Form*

#### *Candidate's Goals and Experience*

#### *Members’ Evaluation of Officer Candidate*

## Upon request, the chair of the Nominating Committee shall supply additional copies of the forms described above and/or provide further information about the nomination process.

# Submission of Information to the Nominating Committee

## Nomination Form. Any AAUW Texas branch, branch board, or individual member may propose the name of one or more candidates for any AAUW Texas elective office. All names must be submitted in writing using the form provided by the Nominating Committee for that purpose.

## Candidate's Goals and Experience. Each candidate for nomination shall be responsible for submitting a completed "Candidate's Goals and Experience" form to the chair of the Nominating Committee. This form provides members of the Nominating Committee with current biographical information relevant to the office for which that candidate has been nominated. Only one "Candidate's Goals and Experience" form is required or will be considered.

## Members’ Evaluation of Officer Candidate. Members having first‑hand knowledge or personal experience relative to the leadership abilities of a candidate or candidates are encouraged to report such information to the Nominating Committee by completing the "Members' Evaluation of Officer Candidate" form. There is no limit on the number of these forms that may be submitted. However, each form must be submitted by a different evaluator and each must convey first-hand knowledge of or personal experience with, the candidate.

## Deadline for AlI Information. All forms must be sent to the chair of the Nominating Committee postmarked no later than October 1 prior to the biennial convention. The Nominating Committee will accept and consider only that information which has been submitted on the approved forms.

# Meeting of the Nominating Committee

## Meeting Date. The Nominating Committee shall meet no later than November 30 prior to the opening of the biennial state convention to prepare a slate of nominees for AAUW Texas elective offices.

## Consideration of Names. The Nominating Committee may properly consider for nomination any qualified member of AAUW Texas.

## Expenses. Members of the Nominating Committee shall be reimbursed pursuant to the rate paid for members of the AAUW Texas Board of Directors.

## Report. A committee report containing the names of all persons nominated by the Nominating Committee and the offices for which they are nominated shall be prepared by the Committee chair and signed by all committee members present at the meeting.

# Post Meeting Communications

## The chair of the Nominating Committee shall be responsible for reporting the results of the committee meeting to the AAUW Texas Board of Directors.

## The Committee chair shall notify in writing each person nominated by the Committee, sending each a copy of the current rules relating to elections, campaigns, and campaign finances.

## At least thirty (30) days prior to the state convention, the slate of nominees shall be published in the state publication sent to all members.

## Along with a recent photograph, a 200-word summary of each nominee's goals and experience shall be printed, exactly as submitted, in a state publication.

## Neither The University Woman Texas!, the link, nor any state publication shall accept paid advertisements from, or on behalf of, any candidate(s).

# Nominations from the Floor of the Convention

# Nominations for any elective AAUW Texas office may be made from the floor of the convention, provided that the written consent of the nominee has been obtained (*AAUW Texas Bylaws*, Article IX, Section 1d).

# Elections Committee

## Appointment. At least nine (9) months before the state convention, the AAUW Texas president shall appoint an Elections Committee consisting of a chair and two other members.

## Chair as Liaison. The chair of the Elections Committee shall serve as liaison between all of the candidates/nominees and the AAUW Texas Board of Directors and/or the Local Arrangements Committee.

## Duties of Committee. In cooperation with the Local Arrangements Committee, the Elections Committee shall be responsible for conducting the election of officers at convention, including the counting of any election ballots, and for monitoring and/or supervising convention activities associated with the promotion of candidates or election of state officers.

## Authority of Committee. The Elections Committee shall have authority to interpret these or other rules relating to elections that may be adopted by the convention body. Decisions of the Elections Committee shall be final.

# Mailing of Campaign Literature

## Limit of Mailings. Between February 1 and the date of the AAUW Texas Convention, candidates/ nominees may send no more than one mailing of campaign literature to any given recipient. Any individual or group acting as an independent support group shall also be limited to one mailing per recipient, so that no AAUW Texas member shall receive more than two mailings per candidate/nominee.

## Candidate Approval. All campaign literature must clearly indicate that it has been sent from, or approved by, the candidate/nominee.

## Mailing Lists. Candidates/nominees or their supporters may purchase mailing lists from AAUW.

## Use of Bulk Mailing Permit. AAUW Texas members (or their supporters) who are candidates/ nominees for AAUW Texas office may use the AAUW Texas bulk mailing permit for distribution of campaign literature and information. All expenses associated with such use shall be paid by the candidate/nominee. Use of the bulk mailing permit should be coordinated with the state president.

# Campaigning Activities at Convention

## Campaign Area. Before the state convention begins, the Elections Committee shall designate the specific convention campaign area in which signs may be displayed and campaign items may be distributed. All campaign signs and distribution of campaign literature and materials shall be confined to this area.

## Limit of Promotional Items. During the convention each candidate/nominee shall distribute no more than two promotional items including campaign literature. The Elections Committee shall provide tables in the campaign area for this purpose.

## Definition. Promotional items shall be defined as those items either bought or made especially for the candidate's/nominee's campaign and election, whether they be items distributed to AAUW members, or special items of clothing worn by campaign workers, etc. A brochure used both for mailings and for convention hand-outs counts as one item, provided that it is the same brochure.

## Reception. Receptions and other social events held at the convention by or on behalf of a candidate/ nominee shall be held at such times as may be designated by the Elections Committee. No such events shall be held during scheduled business meetings or other scheduled activities of the convention.

# Convention Expenses

# All candidates/nominees running for state offices shall pay for their own transportation, lodging, and other convention expenses.

# Application of Rules

# These rules shall apply to all candidates and nominees whether proposed by the Nominating Committee, nominated from the convention floor, or appearing as the result of a write‑in vote.

**NATIONAL CONVENTION**

1. The AAUW Texas president shall be paid travel expenses (the lesser of round trip coach airfare or $0.45 per mile by automobile), registration fees, program meals, and lodging for the duration of the convention.
2. Other members of the AAUW Texas Board of Directors attending the convention representing AAUW Texas may be reimbursed a portion of their expenses if funds remain. The amount shall be determined by the AAUW Texas president and the AAUW Texas finance officer.
3. All reimbursements will be made upon receipt of properly completed and signed expense vouchers.
4. AAUW Texas shall pay the expenses of officers invited to attend the National Leadership Conference, currently scheduled for the day before the National Convention. Such expenses shall include the cost of travel, lodging, meals, and scheduled events not paid by AAUW.

**AAUW TEXAS CONVENTION**

1. State Convention Program. The Local Arrangements chair, the AAUW Texas program vice president, and the AAUW Texas president shall cooperate to plan the state convention program.

# Registration Fees. Each member attending a state convention shall pay a registration fee.

1. There will be two registration fees for AAUW members: a registration fee for those who register on or before a designated deadline, and a late registration fee for those who register after the designated deadline. The amount of these registration fees and the postmark date for registration shall be set by the AAUW Texas Board of Directors.
2. Cancellations received 10 (ten) days before the opening ceremonies of the convention shall be charged a processing fee of $15. No refunds after that date.

# Convention Budget. At least one year preceding the convention, the Local Arrangements Committee, in conjunction with the AAUW Texas president, the AAUW Texas program vice president, and the AAUW Texas finance officer, shall prepare a convention budget and present it in writing to the AAUW Texas Board of Directors for approval. AAUW state board will designate funds to underwrite the convention budget and provide a convention checking account and or credit card to be used by the local arrangements chairpersons. Two signatures on file will be required for any convention expenses per the line items and within the total AAUW state board approved convention budget.

# Expenses. The AAUW Texas Board of Directors shall determine expenses that will be covered for guest speakers and workshop leaders prior to confirming their participation. AAUW Texas State Board will be responsible for all expenses of all state conventions and will determine what if any profits will be shared with the local branches. Profits will be invested to provide start-up funds for the following conventions. Local branches will not be involved in any financial obligation preceding or following the conventions.

# Accounting Report. The Local Arrangements chair shall furnish the AAUW Texas president and the AAUW Texas finance officer a full accounting of income, expense, and profit or loss within forty‑five (45) days following the conclusion of the convention.

# Grants/Sponsorships. AAUW state board members and convention committee members will actively pursue grants and sponsorships from entities compatible with AAUW’s mission to assist in defraying convention expenses. Sponsorship letters will be circulated with 4 levels of funding: $250, $500, $1000, and $1500 or over. Signage and program recognition acknowledging sponsors and/or grants will be provided throughout the convention facility.

**SITE SELECTION COMMITTEE**

1. Site Selection Committee. The state president shall appoint, with the approval of the Executive Committee, a Site Selection Committee composed of no fewer than three members, to include the state program vice president and prior convention local arrangements committee chair. The Site Selection Committee shall solicit and evaluate bids for the state convention and make a site recommendation to the AAUW Texas Board of Directors for approval.

**AAUW TEXAS DISTRICTS**

1. Geographical Districts.
2. In accordance with *AAUW Texas Bylaws* (Article XIII, Section 1) the state shall be divided into no fewer than four (4) geographical districts.
3. The number, boundaries, and distribution of branches in each district shall be determined by the Board of Directors on the recommendation of the Branch Services Officer no later than March 31 in the year prior to an AAUW Texas convention.
4. District Elections.

A. At the AAUW Texas convention, delegates from each district shall meet in caucus to elect a District Representative from that district.

1. Each caucus shall be chaired by a member of AAUW Texas Board of Directors, who is not a candidate in the district.

**INTERBRANCH COUNCILS**

1. An Interbranch Council (IBC) may be formed by the branches in areas where unified action, consistent with AAUW programs, is desired on area-wide issues. The AAUW Texas president shall be informed of Interbranch Council formation and subsequent activities.
2. Interbranch Councils are encouraged, but not required, to coincide with state districts.
3. The AAUW Texas president and the District Representatives in whose district the Interbranch Council is located, shall be placed on the IBC mailing list to receive notices and announcements, minutes of meetings, reports, etc.
4. The names of the officers of IBCs shall be included in the AAUW Texas Handbook.

**AAUW TEXAS BOARD OF DIRECTORS**

1. Meetings of Board of Directors.
2. Meetings of the AAUW Texas Board of Directors are to be held no less than twice a year at the call of the AAUW Texas president.
3. Not less than twenty‑one (21) days prior to each meeting of the Board of Directors, written notice of the meeting time and place shall be made available to each member of the Board. The proposed agenda shall be made available at least ten (10) days in advance of the meeting.
4. Expenses
5. Board members shall be paid the lesser of $0.45 per mile by automobile or round trip coach airfare for travel to regularly scheduled meetings of AAUW Texas Board of Directors and authorized branch visits. Board members who travel 450 miles or more to attend meetings of the board may select coach airfare even at the higher cost.
6. AAUW Texas will pay for hotel expenses for Board meetings, double occupancy, except the state president will be allowed a single occupancy. State will pay the double occupancy rate for members who request a double room but cannot be accommodated. Members who request a single room must pay ½ the double occupancy rate. (effective June 30, 2013)
7. Board members who make reservations but do not attend shall be billed for non‑cancelable charges made on their behalf. Every effort will be made to accommodate emergencies.
8. Actual cost of meals up to a maximum of $35.00 per day (maximum of $17.00 for dinner. $10.00 for lunch, and $8.00 for breakfast when a group meal is not paid directly by AAUW Texas), including reasonable travel meals, will be reimbursed.
9. Vouchers must be submitted to the finance officer no later than thirty (30) days from the time expenses are incurred. No voucher will be honored that does not meet these requirements.
10. Expenses incurred to attend committee meetings and/or AAUW Texas conferences or conventions authorized by the state president that require an overnight stay will be reimbursed in the same manner as AAUW Texas Board meetings.
11. Responsibilities of Individual Members.
12. Reports and Files. Each Board member shall transfer to her successor, or to the incoming president, an orderly file of materials and properties used in her state office. She should include a summary of the work done during her term of office with recommendations for future committee work. The transfer of files should occur no later than June 30.
13. Financial Responsibility.
14. Board members shall not exceed budgeted line amount(s) under their control by the smaller of $100 or 20% of budgeted amount without obtaining permission from the state president or approval of the AAUW Texas board.
15. AAUW Texas Board members will not be reimbursed for state sales tax paid.

**FINANCIAL POLICIES**

1. GAAP Review. The Executive Committee shall authorize a GAAP review of all state accounts at the end of the biennium.

II. Signature Cards. The AAUW Texas finance officer, secretary, program vice president, and president shall be included as a signatory on all accounts.

1. Review of Investments. The AAUW Texas Finance Committee will review all investment accounts at least semi‑annually.
2. Vouchers. Vouchers shall be submitted to the finance officer no later than 30 days from the time expenses are incurred or invoiced.

**DUES**

1. Membership Categories and Dues Amounts.

AAUW Texas dues vary with the category of membership:

1. Member of the branch - $10 to AAUW Texas
2. Life Member
3. Honorary life‑50 year members - $0 to AAUW Texas
4. Paid life (paid to AAUW only) - $10 to AAUW Texas
5. Student Affiliate - $1 to AAUW Texas
6. Dual member pays dues to AAUW Texas through only one branch.

Only new members and new student affiliates qualify for the half‑year rate AAUW Texas dues when they join from January 1‑March15.

1. Payment. By July 1 for renewing branch members/student affiliates, each Texas branch treasurer shall send to National and to the Texas Finance Officer a copy of the National Branch Dues Report and check, direct deposit of funds, or via transfer through the National Membership Payment Program (MPP) all state dues for AAUW Texas memberships. Dues for new members/student affiliates shall be sent in a timely manner any time after March 15.

**ORGANIZING A BRANCH**

Any group of five (5) people eligible for AAUW membership may form a new branch. The AAUW Texas Board of Directors shall approve the formation of the new branch.

**PROCEDURE FOR NAME CHANGE OF BRANCH**

1. The branch members vote to change the name of the branch according to the procedures to amend the branch bylaws.
2. The branch, after agreement with neighboring branches, if any, submits the proposed name to the AAUW Texas Board of Directors for approval.
3. If state Board approval is obtained, the branch submits the name change and state Board approval with the rationale for the change to the chair of the AAUW Governance Committee for approval.
4. AAUW Texas will recognize the branch by the new name when notified of National approval.

**GUIDELINES FOR DISCONTINUING A BRANCH**

I. Representatives of a branch that votes to disband should inform the AAUW Texas president and AAUW Texas membership vice president of its status.

II. The District Representative for the said branch under the direction of the Membership VP shall poll each member of the Branch to see that they have been notified of the request to disband the branch and that they concur with the action. Phone contact should be used for polling.

III. Branch members will become either transfer members of another branch, national members of AAUW, or inactive members.

IV. The form titled "Discontinuance of a Branch of AAUW” must be signed by the branch's president, treasurer, and secretary. They should send the form to the AAUW Texas president for signature. The AAUW Texas president will send the form to the Membership Office at National.

1. Dispersal of Funds. The branch must decide on the disposition of treasury funds and other properties. All money and other property must be deferred to AAUW. Branches may defer funds and property to AAUW, AAUW FUNDS or AAUW Texas.
2. Branch records shall be transferred to the state historian for transfer to the AAUW Texas archives, unless the branch records are already housed in an appropriate local archive.

**PROPOSED AMENDMENTS TO THE AAUW TEXAS BYLAWS**

**AND PROPOSED RESOLUTIONS**

1. Proposed Amendments to AAUW Texas Bylaws.
2. State‑wide call for proposed amendments. A call for proposed amendments shall be received by all members in the every member publication or by all branch presidents in a letter at least sixty (60) days before the deadline for submitting proposals.

B. Member and branch procedure. Members and branches of AAUW Texas shall be eligible to propose bylaw amendments by submitting the proposed text of the amendments, background information explaining the purpose or intent of the amendments, and the fiscal implications of the proposed amendments to the Bylaws and Resolutions Committee no later than 30 days before the Committee meets.

C. Committee consideration and report. The Bylaws and Resolutions Committee shall consider all Bylaws amendments submitted by members and branches. The Committee shall present a full report of its activities and recommendations to the AAUW Texas Board of Directors at the Fall Board Meeting preceding the Texas State Convention.

1. Notification of proposed amendments. The Bylaws and Resolutions Committee shall be responsible for submitting the entire text and rationale of all proposed amendments to the editor of the every member publication. The Committee shall send each branch president a notice to examine *The University Women Texas!* for information on proposed bylaw amendments. The pre‑convention issue of the every member publication shall contain the entire text and rationale of all proposed amendments and shall be received by members at least 30 days prior to the AAUW Texas state convention.

E. Adoption of amendments. Bylaw amendments that have been proposed as described above, may be adopted at the AAUW Texas state convention by a 2/3 affirmative vote of the delegates present and voting. Bylaw amendments proposed from the floor of the convention without the previous notice as described above may be adopted by:

1. Unanimous affirmative vote of the convention body, or

1. 2/3 affirmative vote of the convention body and ratification by 3/4 of the branches within the state.
2. Proposed Resolutions.

A. State‑wide call for proposed resolutions. A call for proposed resolutions shall be received by all members in the every member publication or by all branch presidents in a letter at least 60 days before the deadline for submitting proposals.

B. Member and branch procedure. Members and branches of AAUW Texas shall be eligible to propose resolutions by submitting the proposed text with substantiating documentation to the Bylaws and Resolutions Committee no later than 30 days before the Committee meets.

C. Committee consideration and report. The Bylaws and Resolutions Committee shall consider ail proposed resolutions submitted by members and branches on or before the deadline. After consideration, the Committee may:

 1. Approve or disallow any or all of the resolutions presented,

 2. Reword, clarify or combine resolutions,

 3. Propose resolutions of its own (provided that such resolutions are so identified in all publications)

The Bylaws and Resolutions Committee shall report all proposed resolutions, along with the committee’s recommendation on each, to the AAUW Texas Board of Directors for approval.

D. Notification of proposed resolutions. A copy of the resolutions approved by the Bylaws and Resolutions Committee and the AAUW Texas Board of Directors shall be printed in the pre‑convention issue of the every member publication and received by members at least 30 days prior to the convention. Synopsis of resolutions rejected by the Committee or the AAUW Texas Board of Directors shall also be printed in the every member publication, identifying the body that disallowed them and the reasons for rejection. The committee shall send each branch president a notice to examine *The University Women Texas!* for information on proposed resolutions.

E. Adoption of resolutions.

1. Resolutions approved by the Committee. Resolutions approved by the Committee and the AAUW Texas Board of Directors may be adopted at the Texas State Convention by an affirmative vote of a majority of the convention delegates present and voting.
2. Resolutions from the floor. Resolutions may also be proposed from the floor of the state convention without advance notice, provided that 2/3 of the convention delegates shall vote to allow such resolutions to be introduced; an affirmative vote of 3/4 of the convention delegates present and voting shall be required for such resolutions to be adopted.

**POLICY AND PROCEDURE FOR ADOPTION OF PUBLIC POLICY POSITION PAPERS**

I. Definition. A position paper is a written statement dealing with a current problem or social issue, and expressing opinions and recommendations relevant to that subject. In order to be valid, this statement must result from a comprehensive study, and must provide well‑documented and logical reasons for its conclusions. No proposed position paper shall conflict with AAUW policy and/or the AAUW TX Public Policy and legislative program.

II. Procedure. Any member, or group of members, may submit a proposed position paper for state consideration to the state public policy committee.

III. Purpose. Once approved by the AAUW Texas Board of Directors, a position paper may be used for legislative lobbying, as public testimony, as a press release, or for distribution to other persons and organizations soliciting cooperation and support for the position of AAUW Texas.

IV. Retention. The Public Policy Chair shall retain all approved position papers for future reference.

**STATE PARTICIPATION IN COALITIONS**

1. Definition. A coalition is an alliance of organizations or groups united for joint action or to achieve a common purpose.

II. Considerations. AAUW Texas recognizes the value of joining together with other organizations or groups in order to reach common goals, to take action on specific issues, to share information, and/or to generate greater political impact.

However before becoming associated with or deciding to commit resources and membership of the state or branches to any coalition, important factors must be examined and considered:

1. Does the coalition's purpose fall within the venue of the AAUW mission?
2. If the cooperation requires monetary involvement or a commitment of time of board members or branch members, is the issue of high priority to AAUW Texas?
3. If the cooperative effort requires a commitment of funds, does AAUW Texas have a voice in decisions of the coalition?

**POLITICAL CANDIDATE ENDORSEMENT**

1. Endorsement

AAUW Texas may endorse or oppose candidates for appointive office, including submitting names for appointive office. The following steps should be taken:

1. Criteria for endorsement requires that the candidate have general agreement with AAUW mission and positions on issues relevant to the particular race. The candidate need not strictly adhere to every AAUW position.

2. The state will determine the candidate's position by written questionnaire or verbal interview.

3. In multi‑seat races, the number of endorsements is not limited to the number of seats to be filled.

4. AAUW Texas has the responsibility of notifying every candidate in any race in which they are considering endorsement. The notification will include the following:

(a) That AAUW Texas is considering endorsement in the race;

(b) The criteria and process by which candidates will be considered for endorsement;

(c) A copy of the questionnaire (if applicable);

(d) In a multi‑seat race, a statement that the number of candidates endorsed is not limited to the number of seats to be filled;

(e) A timeline, including the date by which the candidate must respond to AAUW Texas to be considered for endorsement;

(f) A statement of how candidates will be notified of endorsement decisions.

5. The Public Policy committee will analyze candidates' replies and recommend to endorse, to oppose, or to take no action on the candidates.

6. The committee recommendation must be approved by a simple majority of the Board of Directors.

II. AAUW Texas may not endorse or oppose candidates for any elective office. National policy prohibits endorsement of partisan elections, and there are no state‑wide non­-partisan elective offices in Texas.