

POLICY REVIEW

The AAUW Florida president shall appoint a member to be responsible for maintaining the policies of AAUW Florida. The member will review the policies at least once during the term and shall present any recommendations for revisions or new policies to the Board.

VALUES AND CODE OF ETHICS

A. Personal and Professional Integrity

All AAUW Florida members will act with honesty, integrity and openness in all their dealings as representatives of the organization. AAUW Florida promotes an environment that values respect, fairness, and integrity.

B. Mission

The organization has a clearly stated mission and purpose, approved by the AAUW Board of Directors, in pursuit of the public good. All of AAUW Florida's programs support that mission and AAUW Florida members are loyal to that mission.

C. Legal Compliance

AAUW Florida is knowledgeable and complies with all Florida and IRS laws and regulations.

D. Responsible Stewardship

AAUW Florida manages its funds responsibly and prudently.

E. Inclusiveness and Diversity

AAUW Florida promotes inclusiveness and its leadership reflects diversity.

BYLAWS

AAUW Florida, in all actions related to amending its bylaws, shall follow its own bylaws and be consistent with those of AAUW.

PROCEDURES:

**I CHAIR OF THE STATE BYLAWS AND RESOLUTIONS COMMITTEE:
APPOINTMENT AND RESPONSIBILITY**

A. Chair of the Bylaws and Resolutions Committee shall:

1. Be appointed by the AAUW Florida president and shall select the committee members in consultation with the president.
2. Attend all meetings of the board of directors, by invitation of the president, and such special meetings as called by the president, making an up-to-date copy of the AAUW Bylaws and the AAUW Florida Bylaws available at all such meetings.
3. Assure that copies of the AAUW Florida Bylaws are made available to all members of the board of directors and all branch presidents.
4. Make all corrections and revisions necessary to update the AAUW Florida Bylaws and arrange for the distribution of the corrected pages.
5. Bring the AAUW Florida Bylaws into mandatory conformity with the adopted changes to the AAUW Bylaws.
6. Be responsible, following each sAAUW voting, for providing every branch president with copies of the mandatory bylaws changes and any necessary certification forms.
7. Develop and distribute to each branch guidelines for amending branch bylaws.
8. Be responsible for the receipt, review and approval of all amendments to branch bylaws.

9. Maintain a file of the most recently submitted copies of all branch bylaws.
10. Provide the AAUW Florida president, sixty (60) days prior to the annual meeting, with the name of any branch which does not have a current set of approved bylaws on file with the AAUW Florida Bylaws and Resolutions Committee.
11. Have the prerogative to delegate any of the above responsibilities to specific members of the Bylaws and Resolutions Committee.

II STATE BYLAWS AND RESOLUTIONS COMMITTEE: APPOINTMENT AND RESPONSIBILITIES OF MEMBERS

A. The AAUW Florida Bylaws and Resolutions Committee shall:

1. Be chaired by the AAUW Florida Bylaws and Resolutions Committee chair and be composed of at least three members, one of whom shall be the AAUW Florida parliamentarian.
2. Be appointed to serve a term concurrent with that of the incumbent state president.
3. Approximately six (6) months prior to the AAUW Florida annual meeting the committee will complete an annual review of the bylaws to assess the need for amendment, and review any proposed amendments that have been initiated by an AAUW Florida entity other than the members of the Bylaws and Resolutions Committee.

III AMENDING THE AAUW FLORIDA BYLAWS

A. Amendments mandated by the AAUW: Following each biennial AAUW voting, the mandated changes shall be made in the AAUW Florida bylaws in accordance with directions from the chair of the AAUW Governance Committee

B. Amendments proposed by the Bylaws and Resolutions Committee shall:

1. Be considered and revised by the committee in time to be included in the pre-state annual meeting issue of *FloriVision*.
2. Prepare a rationale in support of the proposed amendment(s). Rationale shall be included in the pre-state annual meeting issue of *FloriVision*.

3. Submit proposed amendment(s), as a matter of courtesy, to the board of directors for its information. The board shall not have the prerogative to direct that a proposed bylaw amendment be withdrawn, but, if the board is opposed to the amendment, the board may direct that a rationale, labeled as a board opinion, be included in pre-state annual meeting issue of *FloriVision*.
4. Submit proposed amendment to the Chair of the Florida Voting and Elections Committee on the timeline adopted by the board.

C. Amendments initiated by any Florida AAUW member, branch or interbranch shall:

1. Be included in the pre-convention issue of *FloriVision*, provided that:
 - a. eight (8) copies of or an e-mailed copy of the proposed amendment reach the Bylaws and Resolutions chair by the first (1st) day of the fourth (4th) month prior to the month of annual meeting;
 - b. the proposed amendment is accompanied by a rationale;
 - c. the name of the member, branch or interbranch initiating the proposed amendment, and the name of the contact person, are included with the submittal;
 - d. a review by the state bylaws and policies committee finds that the proposed amendment is not in conflict with the AAUW Bylaws.
 - e. be subject to review by the state Bylaws and Resolutions Committee which shall, in consultation with the submitter, make word changes which either improve clarity or make phrasing consistent with existing bylaws.
 - f. following wording revision, be submitted to the Florida Board of Directors as a matter of information. The board shall not have the prerogative to direct that a proposed bylaw be withdrawn, but the Board may direct that a rationale opposing the bylaw amendment be included in pre-convention issue of *FloriVision*
 - g. Submit proposed amendment to the Chair of the Florida Voting and Elections Committee on the timeline adopted by the board

2. A copy for every member present at the annual meeting shall be provided by the maker before a proposed bylaws change can be presented from the floor for consideration. Bylaws not governed by the AAUW Bylaws must receive a two-thirds (2/3) affirmative vote to be considered and a majority affirmative vote of those present and voting to be placed on the official OMOV ballot.

IV AMENDING BRANCH BYLAWS

- A. No amendments to branch bylaws shall be binding on the members of that branch unless the proposed bylaws have been approved by the AAUW Florida Bylaws and Resolutions committee.

- B. Branch bylaws changes mandated by AAUW shall be made in accordance with established AAUW and state procedures, and they shall be accomplished on or before December 1 following the adoption of the changes. Copy of the updated bylaws shall be filed with the chair of the Bylaws and Resolutions Committee.

- C. Proposed branch bylaws changes initiated by the branch shall:
 - 1. Be submitted to the chair of the state Bylaws and Resolutions Committee, and be approved for consistency with the AAUW Florida Bylaws and the AAUW Bylaws, before presentation to the branch membership for adoption.
 - 2. Upon approval by a vote of the general membership of the branch, be filed with the chair of the Bylaws and Resolutions Committee and with AAUW national office.

RESOLUTIONS

AAUW Florida will fairly consider all resolutions submitted by branches, interbranches, members, elected officers, and the Bylaws and Resolutions Committee.

I PROCEDURES:**A. RESOLUTIONS SUBMISSIONS REQUIREMENTS**

1. Proposed resolutions must be submitted to the AAUW Florida Bylaws and Resolutions Committee chair by the first (1st) day of the fourth (4th) month prior to the month of annual meeting. Each proposal shall include:
 - a. The completed Proposed Resolution form and supporting material.
 - b. Proposal for implementation and estimated costs for AAUW Florida.

B. FORMAT

1. Proposed resolutions must be submitted in the attached format. The rationale clause(s) should briefly outline the need for the resolution. The resolved clause should set forth in clear, concise language the action statement to be voted on. A sample resolution is included with the form.

C. CRITERIA

1. The following criteria will be used by the Bylaws and Resolutions Committee to determine whether a resolution will be presented to the members:
 - a. Appropriate emphasis or extension of AAUW Florida goals and program.
 - b. Timeliness and significance.
 - c. Practical probability for implementation.

D. NOTIFICATION

1. Each member or entity submitting a resolution will receive an acknowledgment of receipt from the Bylaws and Resolutions Committee chair.
2. Resolutions that do not meet submission requirements will be returned with an explanation of the committee's action.
3. Resolutions that will go to the annual meeting will be forwarded to the Chair of the Voting and Elections Committee to be prepared for the OMOV ballot and to the Director for Communications to be printed in the pre-annual meeting issue of *FloriVision*.

D. RESOLUTIONS FROM THE FLOOR OF CONVENTION

Strict rules must be followed in order to present a resolution from the floor.

1. A copy for every member present at the meeting must be provided, by the maker, before a resolution can be presented from the floor for consideration.
2. The resolution must receive a two-thirds (2/3) affirmative vote to be considered by the members present and voting and a majority affirmative vote of those present and voting to be placed on the official OMOV ballot.
3. Branches or entities expecting to propose resolutions from the floor should request assistance from the Bylaws and Resolutions Committee chair as far in advance of the annual meeting as possible.
4. Floor resolutions should be accompanied by the same documentation required of resolutions submitted in accordance with Paragraph II, A and B above. To insure proper consideration by members, copies of proposed resolutions must be made available to all attendees before the report of the Bylaws and Resolutions Committee is made at the annual meeting.

II RESOLUTION REVIEW PROCESS

- A. Resolutions to be proposed at the annual meeting may be initiated by any AAUW Florida member or entity.
- B. The Bylaws and Resolutions Committee shall be authorized to reword, clarify or combine the resolutions presented to it.
- C. The Bylaws and Resolutions Committee shall report the resolutions to the annual meeting and shall recommend suitable action. Resolutions may be amended at the annual meeting before going onto the OMOV ballot.
- D. The Bylaws and Resolutions Committee, by a two-thirds (2/3) vote of those responding, may refuse to report a resolution to the annual meeting. The members at the annual meeting, by a two thirds (2/3) vote, may order the committee to report. It shall then require a three-fourths (3/4) vote for placing on the OMOV ballot.
- E. Resolutions recommended to the annual meeting by the Bylaws and Resolutions Committee shall be included in the annual meeting packet distributed to all attendees.
- F. Following adoption on the OMOV ballot, the president will assign the responsibility for implementation of each resolution.

AAUW FLORIDA PROPOSED RESOLUTION FORM
ANNUAL MEETING

RESOLUTION TITLE/SUBJECT:

RELATIONSHIP TO AAUW PROGRAM:

RATIONALE CLAUSE(S):

RESOLVED CLAUSE:

SUBMITTED BY:

_____ Individual _____

_____ Entity _____

(Branch, Interbranch, Member, Committee, etc.)

Contact Person:

AAUW Position, if any:

Address:

Telephone:

Email:

DUE DATE: the first (1st) day of the fourth (4th) month prior to the month of annual meeting

Submit to: Bylaws and Resolutions Committee Chair

SAMPLE

AAUW FLORIDA

PROPOSED RESOLUTION FOR 2003 CONVENTION

RESOLUTION TITLE/SUBJECT: Resolution to support the adoption of the Equal Rights Amendment to the United States Constitution – **“equality of rights under the law shall not be denied or abridged by the United States or by any State on account of sex.”**

RELATIONSHIP TO AAUW PROGRAM: Our mission statement “...to promote equity for women and girls”.

RATIONALE CLAUSES:

Whereas, the United States Constitution fails to guarantee equal rights and equal justice to female citizens to their continuing serious detriment, and just because they are women and not men; and

Whereas, the Equal Rights Amendment provides the only uncontested remedy for gender discrimination for both women and men by providing a Constitutional guarantee of equal rights; and

Whereas, the ERA as worded above 80 years ago has been ratified by 35 states and thus needs the added ratifications of only 3 of the 15 unratified states to be adopted in the Constitution; and

Whereas, the 14th Amendment to the U.S. Constitution and the various state constitutional statements of sexual equality generally do not withstand legal challenge; and

Whereas, 72% of voters in a recently conducted poll by Research Opinion Corporation, Princeton, New Jersey, stated that they assumed an ERA was already included in the U.S. Constitution; and

Whereas, Florida is one of the 15 states that has not yet ratified the ERA, and

Whereas, ratification of the ERA would enhance the dignity of all Americans by proclaiming equality in perpetuity and would act to propel society toward a more civilized America by unleashing the talent and energies of all people, male and female alike,

RESOLVED CLAUSE:

RESOLVED, that American Association of University Women Florida will support any constitutionally viable means to add the Equal Rights Amendment to the United States Constitution and will take action using the resources at its command, including inspiring the support for the ERA from its members, citizens, and elected officials, coalescing with other organizations and encouraging our members and others to contact legislators and the media in support of the ERA.

SUBMITTED BY:

AAUW Greater Naples Branch

Contact Person:

Address:

Phone:

Email:

NOMINATING COMMITTEE

AAUW Florida will give equal consideration to all AAUW Florida members interested in running for state office. Members interested in running for a position must follow the rules set out in AAUW Florida Bylaws Articles VIII to X.

PROCEDURES:

I. NOMINATING COMMITTEE

Members of the Nominating Committee are elected as outlined in AAUW Florida Bylaws, ARTICLE VIII.

II. RESPONSIBILITIES OF AAUW FLORIDA PRESIDENT AND NOMINATING COMMITTEE

- A. Prior to the election of members to serve on the Nominating Committee, AAUW Florida president shall distribute to board members and branch presidents the names of branches eligible to have a member serve on the Nominating Committee based on provisions outlined in State Bylaws, ARTICLE VIII, Section 1.
- B. Immediately following the election of the full nominating committee, the state president shall:
 1. Appoint a temporary chair from the members elected to the Nominating Committee and direct the committee to meet prior to leaving the in-person portion of the annual meeting for purposes of organizing, selecting a permanent chair, and planning for the selection of nominees.
 2. Announce the appointment of a past AAUW Florida president to act as a consultant/advisor to the Nominating Committee for the duration of the committee's activities. The consultant shall be a non-voting member of the committee, but shall:
 - a. receive all oral and written information provided to Nominating Committee members;
 - b. attend all meetings and conference calls of the committee;
 - c. be available as needed to the Nominating Committee chair in an advisory capacity.
 3. The Nominating Committee shall seek diverse candidates for the overall slate.

4. At no time shall any committee member or alternate endorse or actively campaign for any candidate(s).
- C. No later than August 15 following the annual meeting, the committee chair shall forward a packet to all AAUW Florida branch presidents and members of the board of directors, to include:
1. List of offices for which candidates may be recommended for election to be held at the next annual meeting.
 2. List by name, branch, address (including e-mail address if available), and telephone number, members of the Nominating Committee.
 3. Copy of job descriptions for those offices to be filled.
 4. Copy of the "Candidate Vita for AAUW Florida Office".

III. ADMINISTRATION

A. Functions of the Chair

1. Sets the time and place for meetings or conference calls.
2. Maintains correspondence with committee members and alternates on pertinent matters.
3. Receives candidate forms, acknowledges their receipt to the candidates, and distributes copies to the members of the committee.
4. Sends follow-up letters to all candidates.
5. Notifies the Voting and Elections Chair of the nominees on the timeline adopted by the Board.
6. Notifies the Florida Board of Directors of the nominees at the winter board meeting.
7. Provides vita information to the Director for Communications for inclusion in annual meeting issue of *FloriVision*.
8. Presents the Nominating Committee Report at the AAUW Florida state annual meeting.
9. Prepares the wrap-up report of the committee for the Board of Directors no later than June 30 following the annual meeting.

B. Functions of the Committee

1. Studies the materials sent by the chair, including AAUW Florida policies, bylaws, etc.
2. Responds to inquiries and requests from the chair promptly.

3. Actively encourages the branch presidents and state officers to seek and cultivate members who are potential candidates, and makes appropriate forms available.
4. Implements AAUW's diversity plan as appropriate to the work of the committee.
5. Thoroughly familiarizes themselves with the qualifications of the candidates.
6. Keeps materials in readiness should the necessity for passing them to an alternate occur.
7. Attends the meetings/conference calls of the committee.

IV. CANDIDATE PROCESSING

- A. Candidate vita must be received by the chair of the Nominating Committee by November 15.
- B. A member elected to the Nominating Committee is not barred from becoming a nominee for a state office, but must resign from the Nominating Committee immediately after making the decision.
- C. Committee chair and/or committee members shall review each candidate vita as received to insure that authorized forms have been submitted, that each is complete and that no additional letters, forms or attachments have been included.
- D. Throughout the process the Nominating Committee chair and committee members shall be kept informed of all developments and vitae and shall communicate as a committee until the final list of nominees is set.
- E. As soon as possible following November 15, the Nominating Committee chair shall forward a list of members recommended, by office, to the Voting and Elections Chair and to the Director for Communications to be published in the pre-annual meeting issue of *FloriVision*.
- F. Letters circulated by individuals or branches seeking support for a recommended member may include both an endorsement statement and a copy of the official vita form, but shall not contain additional vita information in the body of the letter or attached to it.
- F. After November 15 each member recommended for state office shall be notified of the proposed nominees by the chair or a member of the Nominating Committee. Each candidate notified of being selected, shall send a picture and a brief statement based on their vita to the editor of *Florivision*. Announcement of nominees and their photos will appear in the pre-annual meeting issue of *FloriVision*.

- G. At least one (1) nominee shall be named for each office. The named nominees shall be submitted at the next annual meeting for election according to the bylaws.
- H. The nominee for the office of president-elect shall have served previously on the AAUW Florida board of directors or as branch president. Nominees for director for finance shall have a working knowledge of basic accounting procedures and budget preparation.
- I. The report of the committee shall be made at the annual meeting and there shall be an announcement that additional nominations may be made from the floor at the annual meeting provided written consent of the person has been obtained.

V. SPECIAL SITUATION

- A. If no candidate has filed for an office or position by the November 15th deadline, or if a candidate withdraws after selection by the Nominating Committee leaving no candidate for that office:
 - 1. The Nominating Committee chair shall notify the Board of Directors and branch presidents, asking them to submit the names of potential candidates.
 - 2. Potential candidates must submit Vita Forms within three weeks of the original posted deadline.
 - 3. These candidates will then be considered in the regular deliberations of the committee.
 - 4. Candidates cannot be nominated by the committee unless the Candidate Vita Form has been received.
- B. If a position has no candidates by the time of the pre-annual meeting issue of *FloriVision* deadline the committee shall continue to recruit qualified candidates for this position and these candidates, with their permission, will be nominated from the floor at the annual meeting.
- C. All candidates nominated from the floor will briefly state their major qualifications in lieu of a written candidate Vita Form.

AAUW FLORIDA

CANDIDATE VITA FOR AAUW FLORIDA STATE OFFICE

(If chosen as a candidate, you will be advised to send a photo to the *FloriVision* editor.)

Candidate for the office of _____

Name _____
Last First Middle Initial

Address _____
Street Apt. #

_____ City State Zip

Telephone (H) _____ (O) _____ Fax: _____

E-mail: _____

Current occupation or professional position: _____

Education. Give name of institution(s), major field(s), degree(s), and year(s) granted.

AAUW Positions (with dates): Year joined AAUW :

Branch

State

Association

Attendance at State, Regional, and Association meetings (with dates):

Goals or objectives you have for AAUW:

Other Experience Pertinent to Office:
(Include honors and/or special recognition)

Community Activities and/or Organizational Experience:

It is mandatory that this form be used. It may be reproduced on computer. No additional pages will be accepted.

Date

Candidate's Signature

Send or e-mail *before November 15* to

AAUW Florida is committed to fair and equitable voting by all state members (known as One Member One Vote OMOV) and specifies that OMOV shall be conducted in keeping with the Bylaws and according to the board adopted procedures of the Florida Voting and Elections Committee.

Procedures:

1. The voting and elections chair shall serve as chair of the Voting & Elections Committee.
 - a. Composition
 - i. The chair shall be appointed by the president and approved by the board of directors.
The chair shall appoint at least three members to the committee.
 - ii. The term of appointment shall be two years, coinciding with the term of the president.
 - b. Duties: The Voting and Elections Committee shall
 - i. Prepare schedule for and oversee the annual process of voting on proposed state business (bylaws amendments and resolutions) and the election of state officers.
 - ii. The board has approved online voting for all with an email address.
 - iii. Write articles for the state newsletter/website to educate members on the voting process and its importance.
 - iv. Receive from the Nominating Committee chair and the Bylaws and Resolutions chair the print-ready proposed business items to create the draft ballot and Voter Guide.
 - v. With the newsletter editor and webmaster, assure all proposed business items and rationale and candidate names and bios are printed in the Winter/Spring FloriVision and posted on the website.
 - vi. Prepare the ballot draft and email text and deliver to the voting service.
 - vii. Revise the ballot as necessary immediately following the state conference. Insure that the proposed business items and Voter Guide are revised on the state website before the final ballots go out.
 - viii. Work with the voting service to create and finalize the ballot, send notification by email to members with email addresses in AAUW National's Membership Service Database (MSD) to vote online, and print and mail the ballot to those who do not have an email address. If the mailing is to be handled by members, identify a volunteer branch to stuff and mail the printed ballots.
 - ix. Notify members in the ballot cover memo and through the branch presidents and website if there have been changes to the initial Voter Guide as printed in the Winter/Spring FloriVision.
 - x. Prepare text for email reminder to vote to be sent to members and branch presidents mid-way through the voting period.
 - xi. Receive the final vote tallies and reports from the voting service and convey the results to the president of the board who will announce the

official results to the state board, branches, and members via email and the state website.

- xii. Submit a final report, including demographic statistics and recommendations for the future, to the state board at the time specified by the president.

2. The voting and elections chair shall:

- a. Communicate to the voting service provider the decisions of the committee and board on voting timeline, ballot content, and voting execution.
- b. Communicate the committee recommendations on the timeline for Spring voting to the board for the preceeding Fall board meeting.
- c. Receive the results of voting from the voting service provider and report the results to the president of the board who will announce the official results.
- d. Report the statistics and demographics of voting to the board and membership.

I ANNUAL STATE MEETING

The annual state meeting will be held during either a convention (in the even-numbered years) or during a leadership conference (odd-numbered years). Business of the state will be conducted at the annual state meeting, including the presentations of the Nominating Committee report, the Bylaws and Resolutions report, the financial report and the public policy report, among others.

A. DATES

There shall be an annual state meeting, the date decided by the Board of Directors.

B. SITE SELECTION

Site selection will be made by the President in consultation with AAUW Florida Board of Directors and the Local Arrangements Committee chair. If possible, it will be announced to the meeting body at the prior year's annual meeting. Ushers, pages, timekeepers, and tellers who will work at the state meeting will be appointed by the Local Arrangements Committee Chair.

II AAUW FLORIDA ANNUAL CONVENTION/CONFERENCE

In the even-numbered years, AAUW will hold a state convention. In the odd-numbered years AAUW Florida will hold a leadership conference or similar meeting. Additional statewide and regional meetings or events may be held as determined by the Board of Directors.

A. MEETING RESPONSIBILITIES

1. The State Director for Program and Program Development Committee are responsible for:
 - a. Using needs assessment as basis for program.
 - b. Developing theme and focus of the annual convention/conference in consultation with the President and presenting the proposal to the Board of Directors.
2. Local Arrangements Committee Chair is responsible for:
 - a. Appointment of the treasurer, and the chairs of registration, elections and local site arrangements committees. These appointments shall be approved by the state president.
3. Other Responsibilities
 - a. Invitations to Association officers, chairs and staff members shall be written by the state president and/or the Director for Program.
 - b. Invitations to other speakers are the responsibility of the Director for Program.
 - c. Invitations to the presidents of Florida universities and colleges, which are members of AAUW, with the suggestion that each send a representative to the convention, shall be written by the College/University Chair

- d. Invitations to 50-year members are the responsibility of the Director for Membership.
- e. Obtaining a Legal Advocacy Fund plaintiff is the responsibility of the Director for Development.

B. PROCEDURES

1. LOCAL ARRANGEMENTS COMMITTEE

Under the direction of the Local Arrangements Committee chair, the committee members will accomplish the following:

- a. Make all arrangements for registration, hospitality, meeting places, housing, meals, name tags, tickets, decorations, local publicity, entertainment, transportation from carrier for special guests, and provide convention program to all registrants.
- b. In consultation with the President and Director for Program, set price for meals and arrange the method of collection for meals and registration fee.
- c. Clear with Director for Program and the state president instructions and information covering registration for the meeting and hotel, including due dates, time schedule for meetings and other events, and other items to be included in the call to meeting. Send this information to the Director for Communications to be published in *FloriVision*.
- d. Prepare program booklet for distribution to all registrants. Have Annual Meeting Rules reviewed and updated by the President, chair of Bylaws and Resolutions Committee, and Parliamentarian. (Current Rules for the Florida Annual Meeting follow this section) Obtain approval of state president prior to the final printing of the Program Booklet.
- e. Arrange for a free room from the meeting hotel for the state AAUW president, or engage her room to be paid for from annual meeting income.
- f. Arrange for pages and tellers at all business meetings and provide training (may request assistance of Parliamentarian.)
- g. Convention/Conference treasurer will pay all meeting bills and maintain financial records, and will make complete financial report to state AAUW president, state Director for Program, and state Director for Finance after close of convention/Conference and completion of all financial transactions. If total receipts exceed expenditures, a check for the balance will be forwarded to the state director for finance, and it will be deposited into Restricted Funds. If there is a deficit, it will be paid by the state Director for Finance from Restricted Funds.
- h. Keep an updated procedure book with samples of programs, badges, decorations, ideas for special events, and recommendations for procedures or changes. Send this book to the state director for program within 45 days after the convention for use by the next convention/conference committee.

Rules of the AAUW Florida Annual Meeting 2019

- A. Anyone desiring to enter the meeting /convention hall must wear a badge.
- B. The valid initiation of an in-person annual meeting requires representation from 40% of AAUW Florida branches.
- C. Members at the in-person portion of the annual meeting shall be entitled to discuss and amend all noticed state business items, including proposed bylaws amendments, noticed resolutions, and make nominations for state officers.
- D. A member wishing to speak to the question shall go to the nearest floor microphone and address the chair. When recognized, the member shall give name and branch name. No one may speak longer than two (2) minutes at a time without unanimous consent of the members present. The rulings of the timekeeper shall be final. A signal shall be given thirty (30) seconds before the time limit is reached.
- E. No one shall be allowed to speak a second time on the same question as long as any member who has not spoken to that question desires the floor. This rule does not apply to the chair of a committee making a report nor a speaker presenting a subject. These persons may have two (2) minutes for closing debate.
- F. All new, as well as noticed, motions and/or amendments shall be written on official forms in triplicate. Resolutions shall be accompanied by a completed motion form. Two (2) copies shall be sent to the secretary and the third copy shall be retained by the maker to be read as written. The signatures of the maker and seconder shall be on the form. Official forms may be obtained from one of the pages during business meetings or from the secretary prior to the start of the meeting.
- G. New materials distributed at the convention/annual meeting not pertaining to AAUW must have the approval of the Board.
- H. Anyone desiring to make an announcement at an annual meeting shall bring a legible copy of the announcement to the podium before or during the meeting. No announcement shall be made from the floor, and only the presiding officer or the Local Arrangements Committee chair may read or make announcements.
- I. There shall be no campaigning on the convention floor. Use of signs, distribution of literature and electioneering shall be allowed at all times in the pre-function area outside the convention hall and literature may be distributed to members entering the convention hall. Signs shall not be posted in the restaurant or lobby areas of the hotel.
- J. Length of time for debate of agenda items may be set by the Chair in order to assure completion of business.
- K. A copy for every member present shall be provided, by the maker, before a (1) resolution, or (2) proposed bylaws change can be presented from the floor for consideration. Resolutions and bylaws not governed by the AAUW Charter and Bylaws must receive a two-thirds (2/3) affirmative vote to be considered for debate and a majority affirmative vote of those present and voting to be placed on the official ballot. The amending votes taken during the in-person portion

of the annual meeting shall be one vote per member present. Any amended language shall be posted on the state website for the full membership vote.

- L. Seconded nominations for state officers from the floor will be placed on the official ballot. If there is only one candidate (co-candidate) for an office then the election will be by acclamation at the annual meeting.
- M. Voting at the in-person portion of the annual meeting shall be by raising of hands unless directed to do otherwise by the chair.
- N. Pages shall pass notes and carry messages. If the presiding officer is in doubt of the vote, tellers shall count the vote and report to the head teller who shall report the total count to the presiding officer.
- O. While any vote is being taken, the doors shall be closed and no one shall be permitted to enter or leave the convention hall until the count is completed.
- P. The vote shall be conducted for all state members according to the board-adopted Voting and Elections Policy. Voting shall close at a date proposed by the Voting and Elections Committee and approved by the board of directors but not less than 30 days following the website posting of the final candidate slate and other issues to be voted on by the membership.
- Q. The annual meeting will be officially adjourned when the vote ends and the results are announced by the president via email to the branches and on the website.
- R. The state board of directors is delegated authority to approve minutes of the annual meeting.
- S. The rules not governed by the bylaws may be amended and/or suspended by a two-thirds (2/3) vote of the members present.

Note: These Rules shall be reviewed and updated before each state annual meeting and convention by the President and the Bylaws, Policies, and Resolutions Chair, reviewed by the Parliamentarian and printed in the meeting/convention program.

I USE OF NAME AND LOGO

- A. The policies and program of AAUW Florida shall be binding on all members, branches and states, and no member, branch or state shall use the name of AAUW Florida to oppose such policies or program. Established channels may be used to change a policy or program.
- B. The freedom of speech of the individual member to speak a personal opinion in the member's own name is not abridged.
- C. On any national matter on which AAUW or AAUW Florida has no policy, the only action which may be taken by a member, branch, or state in the name of AAUW is to use the established channels to effect the formulation of a policy.
- D. Branches and states may use the AAUW name and logo for use in their standard AAUW-related operations.
- E. The AAUW name and logo cannot be used solely for personal or professional gain.

The AAUW Florida Leader-on-Loan (LOL) Program provides support to branches by sharing the expertise of designated AAUW member leaders.

Visits to branches by the state president/co-president shall not be considered as Leader-on-Loan visits. Branches are allowed one president's visit per fiscal year and reimbursement for her travel shall come from the President's Travel line item in the AAUW Florida budget.

I RESPONSIBILITIES OF THE LEADER-ON-LOAN COORDINATOR

- A. To coordinate the Leader-on-Loan visits.
- B. To review and update when necessary the Leader-on-Loan forms, and to submit proposed changes to the AAUW Florida Director for Program for approval.
- C. To submit an annual report to the state Director for Program a summary of all Leader-on-Loan visits made during the year.

II ELIGIBLE LEADERS-ON-LOAN

- A. Present and past state board members who have the expertise and experience that will fill the needs of the branch.
- B. Present and past Educational Fellows currently residing in Florida.
- C. Present and past Legal Advocacy Fund Plaintiffs living in Florida.
- D. AAUW Florida members whose education, expertise and special knowledge match a specific request of a branch, and who have applied for Leader-on-Loan status.
- E. National AAUW leaders who reside in Florida.
- F. Non-members who are known for their expertise on topics of interest to AAUW Florida members.
- G. All prospective Leaders-on-Loan must complete the LOL application form and be approved by the AAUW Florida Board of Directors.

III WHO MAY REQUEST A LEADER-ON-LOAN

Every branch shall be entitled to have one (1) Leader-on-Loan visit per program year, in addition to a visit from the state president/co-president.

IV AVAILABILITY OF LEADERS-ON-LOAN

- A. Requests for a Leader-on-Loan visit shall be on a first-come-first-served basis.
- B. If the specific Leader-on-Loan is not available or if the requesting branch does not request a specific Leader-on-Loan, the Leader-on-Loan coordinator will recommend a Leader-on-Loan whose skills and background best fit the needs indicated by the branch.

V PROCEDURE

- A. Branch contacts the Leader-on-Loan Coordinator to identify an appropriate LOL, or the branch may directly contact a specific LOL to determine availability.
- B. After the Leader-on-Loan and the branch have established mutually agreeable topic, date and time, the branch president must submit a Leader- on-Loan Request form from <http://aauw-fl.aauw.net/members/forms> available on the state website, to the LOL Coordinator.
- C. The Leader-on-Loan Coordinator approves the application, confirms arrangements between the branch and the LOL, and explains all obligations.

D. FOLLOWING THE VISIT:

1. The Leader-on-Loan must submit a completed report form and travel voucher to the Leader-on-Loan Coordinator within four weeks of her visit.
2. The Leader-on-Loan Coordinator makes a copy for the state Director for Program.
3. The Director for Program shares pertinent (successes and/or concerns) information with the state board.
4. The LOL Coordinator submits the travel voucher to the Director for Finance for reimbursement to the LOL.

E. FISCAL ARRANGEMENTS FOR LEADER ON LOAN VISITS

1. Transportation expenses by road or air, whichever is less, and presentation expenses up to \$50 are reimbursable to the LOL if accompanied by proper receipts.
2. The host branch is responsible for any necessary board and lodging.

**AMERICAN ASSOCIATION OF UNIVERSITY WOMEN – FLORIDA
Leader-on-Loan**

From _____ Date _____
 (name of branch or interbranch council)
 By: Officer _____ Title _____
 Address _____ Zip _____
 Phone (____) _____ E-mail _____ Date of Meeting _____
 Leader Requested _____ Title _____
 Address _____ Zip _____
 Phone (____) _____ Fax _____ E-mail _____ Type of
 Meeting: (circle one) Branch Board Other _____
 The purpose and goals of this request: _____

Other branches or groups participating in the meeting: _____

Travel is best by: (circle one) Auto Air

The state pays only for mileage; the host group pays registration, meals, and lodging, if necessary.

Contact the potential Leader-on-Loan for specific topic, title, content, and date needed.

E-mail this complete form to the Leader-on-Loan Coordinator. The Leader-on-Loan Coordinator will e-mail a copy to the leader requested, along with a Report of Visit Form and a travel expense voucher.

Leader's Response:

Confirms: _____
 (name of leader being requested)

Note to Leader: E-mail this letter of confirmation to the LOL coordinator. She will then confirm the visit with the branch and with the AAUW Florida Director for Finance.

Please note: if a change of plans is necessary, the Leader-on-Loan or the host group should contact the other party and inform the LOL coordinator.

The Leader should e-mail a copy of the Report of Visit Form to the LOL coordinator within two weeks of the visit; no payment will be made until the report and expense voucher are filed.

Name & address of LOL Coordinator

Phone number, fax number, e-mail address

AMERICAN ASSOCIATION OF UNIVERSITY WOMEN

FLORIDA

REPORT OF LEADER-ON-LOAN VISIT

Branch visited _____ Date _____

Leader-on-Loan _____ Position _____

1. Describe the activities in which you had contact with members (include number of members and duration of time).
2. In your perception, how was your visit beneficial to the branch?
3. Did the branch request any special help from the state? If so, what?
4. In your perception, are there other areas in which the branch needs assistance?
5. Please list names of members who appeared particularly capable and enthusiastic.

Report of visit form should be returned within two weeks of the visit; no payment is made until the report is filed.

Please fill in the following information and e-mail both sheets to the Leader-on-Loan Coordinator. She will submit your travel voucher upon receipt of this report.

Leader-on-Loan _____ Date of Visit _____

Round trip from _____ to _____

Payment authorized by _____, LOL Coordinator

To advance its mission to eliminate the barriers that prevent women and girls from fully participating equally in society, AAUW Florida is committed to a growing, diverse membership. There shall be no barriers to full participation on the basis of gender, race, creed, age, sexual orientation, national origin, disability, or class. Branch and national membership is open to persons holding an associate or equivalent, baccalaureate or higher degree from a qualified educational institution. Undergraduates enrolled in accredited two or four year institutions may become student affiliates. Refusal to admit an eligible graduate to membership shall result in loss of recognition of a branch.

I AAUW ELIGIBILITY

See AAUW FL Bylaws, ARTICLE IV

II TYPES OF MEMBERSHIP

A. Branch Members

1. An eligible person becomes a branch member through payment of branch, state, and National dues to the treasurer of a recognized branch.
2. Branches may:
 - a. Credit dues of new members that are received after March 15 to the following fiscal year.
 - b. Honor a member by waiving branch dues.
 - c. Offer a bonus for payment of dues prior to a specific date.
 - d. Charge a penalty for late payment of dues, if specified in branch bylaws.
3. Branches may not drop a member for nonpayment of dues prior to September 1.

B. Dual Members.

1. Dual membership is the term used by AAUW to refer to membership in more than one branch and/or state organization. Dual members must identify one branch, AAUW-affiliated entity or state organization as their primary membership. Dual members are entitled to all branch and state organization privileges, to hold office, and to vote on all questions in all branches and/or state organizations to which they pay dues, provided that each voting member exercises only one vote per candidate or item of business in any one state organization election.

2. Dues

- a. A dual member pays all local branch dues and fees in each branch to which s/he belongs.
- b. National membership is recorded and National dues paid through only one branch. That becomes the member's branch of record.
- c. A member holding dual membership in branches in two separate states pays state dues in the branch where s/he holds regular membership, i.e., where National dues are paid. Out-of-state dual members must pay AAUW Florida dues to receive Florida publications.

3. Privileges and Restrictions

- a. The dual member is entitled to all branch privileges and to vote on all questions in both the branch where s/he holds regular membership and the dual branch, since s/he pays local branch dues to both.
- b. In the dual branch, the dual members may hold any branch office.

C. National Member

1. A national member is an AAUW member who is not affiliated with any branch and who pays dues directly to AAUW. National members receive the every member publications and all AAUW services except those made available through the branch or state.
2. A National Member may not vote or hold office in a branch unless s/he pays branch and state dues.
3. National Members may be members of AAUW FL upon payment of state dues, and may hold state office and serve as members of state committees.

D. Life Member

1. Paid Life: a member who has paid a life membership to AAUW is exempt from National dues but pays state and branch dues.
2. Honorary Life: a member who has belonged to AAUW for 50 years is exempt from payment of state and National dues. Member is exempt from branch dues only if branch bylaws allow the exemption.

F. Partner Members

1. A partner member is an accredited educational institution, including two-year and community colleges, which pay annual dues to AAUW.
2. A partner member shall appoint a representative to AAUW who is eligible for membership.
3. A partner member does not pay state dues. The representative, however, is encouraged to participate in local branch activities and to pay branch dues.

G. Student Affiliates (See Florida AAUW Bylaws, ARTICLE V, Section 4).

1. A Student Affiliate is an individual enrolled as an undergraduate student in a two- or four-year regionally accredited institution, and who pays a fee to the AAUW. Florida AAUW waives state dues for student affiliates. Branch dues assessed are up to the individual branches.
2. Student affiliates receive the AAUW Florida state newsletter.
3. Student affiliates are entitled to attend branch, state, and National meetings. However, they may neither vote nor hold elective office.
4. Branches are encouraged to recruit student affiliates to insure a future membership that is aware of the mission of AAUW.
5. An E-Student Affiliate is a non-degreed undergraduate studying at an AAUW college/university partner member institution. E-students do not pay fees because AAUW does not provide them with any materials in print. E-Student Affiliates may choose to remain in that category until upon receipt of a bachelor's degree. E-Student Affiliates may affiliate with branches and/or states by paying such fees requires by those organizations.

III MEMBERSHIP AWARDS

As recommended by the membership committee, and within the restraints of the budget,

AAUW Florida may give awards to branches for membership recruitment and retention.

IV FLORIDA AAUW DIRECTOR FOR MEMBERSHIP

- A. Election (See Florida AAUW Bylaws,ARTICLE VIII, section 2 b

B. Duties: in addition to the duties described in AAUW FL Bylaws-- ARTICLE X, the director is:

1. A member of the executive committee.
2. The chair of the membership committee.
3. Serves as a consultant to branches, interbranches, and newly forming branches on membership issues.

V MEMBERSHIP COMMITTEE

The membership committee shall be chosen by the Director for Membership and shall consist of:

1. If possible, one (1) representative from each geographical region to reflect the diversity policy of AAUW Florida and for their interest in recruiting and retaining members.
2. Director for Program.
3. Chair of the College/University sub-committee.
4. Consideration shall be given to diversity and rotation of members.

B. The term of office shall be concurrent with the term of the current Director for Membership.

VI AAUW SATELLITES: Guidelines

A. Satellites may be classified into three categories:

1. A branch satellite composed of a small group not desiring autonomous branch organization at present, but interested in carrying on local study and action as part of the established branch, such as: retired members, geographically remote, special meeting time, etc. For general purposes, a branch satellite is defined as a group in a geographical location near an established branch. Branch satellite formation and alliance must be with the approval of the established branch and close cooperation should be maintained.
2. An overseas satellite composed of eligible United State citizens living temporarily in another country, who wish to be in touch with activities of AAUW. An overseas satellite is not linked to an established branch in the U>S> and may be established without regard to geographic location.
3. An AAUW student organization (affiliate satellite) is composed of undergraduates enrolled in a regionally accredited two- or four-year institution. The AAUW student organization may carry on local study and action as part of an established branch or it may operate independently.

B. Branch Satellites - Organization

1. Members in branch satellites pay full AAUW, state, and branch dues through the established branch, and are recorded with AAUW as members of that branch. The satellite name identifies its location or nature but is not separately recorded.
2. The satellite chair/president should be a member of the affiliated branch's board
3. The satellite chair/president should be listed with Association and in the State directory
4. A designated percentage of the dues paid to the affiliated branch should be returned to the affiliated branch to cover expenses.
5. A satellite must conform to all Florida AAUW Bylaws and Policies.

C. AAUW Student Organizations

A student organization (affiliate satellite) will maintain contact with AAUW directly, the established branch (if applicable) and state. Members of student organizations will be called student affiliates.

1. All AAUW student organization applications shall be sent directly to AAUW. Information about newly formed student organizations will be sent to the established branch (if applicable) and state.
2. The AAUW affiliate satellite shall designate a liaison to be the official contact with AAUW, the branch (if applicable), and state.
3. Finances
 - a. If the student organization is forming at a C/U Partner member school, members of the student organization will be eligible to enroll as free e-student affiliates and no additional dues will be assessed. For student organizations forming at non-partner member schools, AAUW's student affiliate dues shall be sent directly to AAUW. No additional dues shall be assessed to the student organization or student affiliate members thereof by branch or state.
 - b. The AAUW affiliate satellite shall determine the amount of funds needed for annual operation and shall assess and retain that amount in its treasury.
4. Unless in accordance with AAUW "Use of Name", the student affiliate satellite may not state positions or take unilateral action in the name of AAUW.

VII. BRANCH MERGER: GUIDELINES

A. Purpose

To provide a mechanism whereby branches that are having difficulty can remain affiliated with AAUW, when neither disbandment nor satellite formation is a desirable option.

B. Procedures and Guidelines

1. Leaders of the branches involved meet and plan the merger. A majority of members of each branch must agree to merge.
2. The state president (or state board representative) meets with the representatives of each branch involved in the merger. Upon mutual agreement of all parties involved, the state representative notifies the Membership Department of the pending merger.
3. Upon notification by the state, the AAUW Membership Department send to the state membership vice president a "Branch Merger Form", which includes a state section, branch name section, and officer and charter member section. The form is completed and copies sent to the AAUW Governance Committee chair, AAUW Executive Office and AAUW Membership Department.
4. A nominations and election process for officers of the new branch will be developed by the officers of the involved branches and implemented.
5. Bylaws must be approved by the AAUW Governance Committee chair for the newly merged branch.
6. All paid members of the merging branches listed on the "Branch Merger Form" become the charter members of the merged branch.
7. The AAUW Membership Department assigns a branch code and notifies the appropriate branch, state, and AAUW leaders.
8. The AAUW Board of Directors officially recognizes the merged branch at its next board meeting. In the months there is no board meeting, the AAUW Executive Committee is authorized to approve branch mergers, provided the list of those approved is included in the board documents for the following board meeting.
9. All monies of both branches are pooled to form the treasury of the new branch. No individual can benefit financially from the merger, in accordance with non-profit status.

VIII. INVESTMENT CLUBS

A. Under IRS regulations, no individual member of a 501(c)(4) organization may benefit financially from any profits generated by the organization. Therefore, AAUW branches and state organizations may not sponsor investment clubs that are in any way affiliated with AAUW, the state, the branch, or that use AAUW's name.

B. Existing investment clubs that use the name of an AAUW branch or state must desist.

IX. BRANCH ESTABLISHMENT AND BRANCH AFFILIATION REVIEW WILL BE EXECUTED ACCORDING TO THE AAUW BYLAWS AND POLICIES.

The AAUW Florida program initiatives shall advance the mission and priorities of AAUW as determined by AAUW and the AAUW Florida Board of Directors. The goals of the program are to advance the AAUW mission and develop the programmatic elements of the AAUW Strategic Plan. These principles and priorities provide the framework for the work of AAUW Florida – its communities, task forces, and branches.

I AAUW FLORIDA DIRECTOR FOR PROGRAM:

- A. Election (See AAUW Florida Bylaws, ARTICLE VIII section 2 b)
- B. Duties: in addition to the duties described in Florida AAUW Bylaws, ARTICLE X, the director
 1. Shall be a voting member of the AAUW FL Board of Directors and Chair of the Program Development committee.
 2. Shall be responsible for all program activities, which includes but is not limited to the annual meeting.
 3. Shall serve as a consultant to branches and interbranches in program development.
 4. Shall work with AAUW FL board members and branch leaders to promote and share program initiatives, increase membership, visibility and fund raising.
 5. Shall encourage member participation in the Every Member Survey.
 6. Shall promote and share program initiatives.

II PROGRAM DEVELOPMENT COMMITTEE

- A. The chair shall be the Director for Program.
- B. The Director for Program shall appoint members to the committee to facilitate implementation of the priorities approved by the AAUW FL Board, including Leader on Loan and Grants.
- C. The Chair will name sub-chairs for Mini-Grants, and Leader-on-Loan. These sub-chairs will be members of the Program Committee.
- D. Committee members shall be appointed to serve a term concurrent with the current Director for Program

The AAUW Florida Director for Finance and the Finance Committee shall provide fiscally prudent stewardship of AAUW Florida's resources. They shall develop an annual balanced budget and manage the state's expenses and cash flow.

I. THE FLORIDA AAUW DIRECTOR FOR FINANCE

- A. Election (See AAUW Florida Bylaws ARTICLE VIII section 2 b)
- B. Duties in addition to those described in AAUW Florida Bylaws, ARTICLE X:
 - 1. Shall be a member of the AAUW FL Board of Directors and chair of the Finance committee
 - 1. Shall open and maintain appropriate accounts.
 - 2. Shall prepare regular quarterly financial reports analyzing actual performance against budget.
 - 3. Shall file IRS 990 form if gross receipts exceed \$25,000.
 - 5. Shall secure adequate insurance coverage
 - 6. Shall cooperate with the qualified individual conducting the annual review of the AAUW Florida financial records
 - 7. Shall retain all financial records in good order.

II. FINANCE COMMITTEE

- A. The Finance Committee shall be chaired by the Director for Finance. Members of the committee shall be selected by the Director for Finance. Consideration shall be given to diversity, expertise, and rotation of members.
- B. The committee shall develop the annual budget, consistent with the bylaws and policies of AAUW Florida. The budget proposal shall:
 - 1. Be based on thorough study of past budgets and finance director's reports as well as input which has been solicited from state officers and chairs.
 - 2. Be in the hands of members of the Board of Directors at least five (5) days prior to the spring meeting of the board.

C. It shall also be the responsibility of the finance committee:

1. To review any budget overages during the fiscal year and take appropriate action.
2. To make recommendations to the board of directors concerning new finance policies or changes in existing policy.
3. To examine trends in membership, revenue sources and expenditures on a regular basis in order to forecast when a dues increase may be needed.

III BUDGET FORMATION AND ADJUSTMENT

- A. The proposed annual budget shall be prepared by the Finance Committee, based on goals set by AAUW Florida, and submitted to the state Board of Directors for approval prior to the beginning of the fiscal year. The board may, at its own discretion, adopt a provisional budget based on prior revenue and expense if figures are not available by the spring meeting. If a provisional budget is adopted, the adoption of the final budget may be delayed until the next meeting following the beginning of the fiscal year.
- B. There shall be no approval or reimbursement of any expenditure that exceeds 10% of the amount budgeted for that line item unless approved by the finance committee and the Board of Directors.

IV GENERAL EXPENSE AND REIMBURSEMENT GUIDELINES

- A. Expenses that are reimbursed by AAUW Florida must be provided for in the budget
- B. Expense reimbursement requests shall be accompanied by receipts.
- C. All requests for reimbursement of expenditures made during a fiscal year must have reached the Director for Finance by June 1 of that fiscal year in order to qualify for reimbursement.
- D. Persons elected to office as co-presidents or co-officers will be reimbursed as Follows:
 1. Administrative expenses: the same as all officers.
 2. Co-Officer travel: For a meeting where one co-president or co-officer is representing AAUW Florida, reimbursement will be made at the stipulated rate.
 3. Board meetings: Reimbursement for hotel rooms for board co-officers will be one quarter of the standard double room rate. Travel will be reimbursed at half the stipulated rate unless they travel together. Then driver receives stipulated rate.

4. National Convention: if both co-officers attend, the allocated funds will be divided between them.

E. All exceptions to the above policies shall be on a case-by-case basis, shall be approved by the board and shall be justified in writing

V. TRANSPORTATION

A. "Cents-per-mile" amount shall be determined by the Board of Directors. Mileage shall be computed by trip odometer readings or by an Internet map site. Mileage will be submitted to the Director for Finance on an AAUW Florida Travel Expense Voucher. When two (2) or more eligible persons drive together, reimbursement shall be made to the driver only. If an eligible member chooses to fly to a meeting, reimbursement will be made based on cents per mile or the airfare, whichever is less.

B. The following are authorized to receive cents-per-mile reimbursement:

1. All members of the AAUW FL board attending:
 - a. Annual AAUW FL State Meetings
 - b. Scheduled meetings of the Board of Directors.
2. Appointed chairs of statewide committees and task forces, and specifically designated persons in attendance at scheduled meetings of the Board of Directors which they are requested to attend by the president.
3. Committees or task forces that believe that they require a meeting may petition the board for pre-authorization for travel reimbursement.
4. Qualifying leaders-on-loan.

VI. MEALS AND LODGING

A. Cost of meals is not reimbursable.

B. The following persons are authorized cost of lodging: Board members attending state convention; all board members and others required to be present at a board meeting or convention/leadership conference that spans multiple days provided that they attend the meeting on multiple days. Reimbursement shall be limited to one-half the cost of a standard double room and shall not be paid if complimentary accommodations are provided on site. Requests for reimbursement shall be on an AAUW Florida Travel Expense Voucher accompanied by a paid hotel receipt. Co-officers are reimbursed one-fourth of the room rate per night. Board members will not be reimbursed for lodging the night prior to a *one*-day meeting (unless they must travel more than 200 miles one way to the meeting site) nor the night following the last meeting

VII. STATE Annual Meetings AND STATEWIDE CONFERENCES

- A. All AAUW Florida annual meetings and statewide conferences shall be self-supporting with all costs paid from registration fees and other meeting generated revenues.
- B. The Director for Finance shall advance funds to the Local Arrangements Committee sufficient to cover all expenses that will occur or be billed prior to the receipt of annual meeting/conference registration fees. These funds shall be taken from the annual meeting/conference surplus (Restricted) fund.
- C. The Local Arrangements Committee shall designate an annual meeting/conference treasurer who shall be responsible for all financial transactions related to the annual meeting/conference. The annual meeting/conference treasurer shall be responsible for submitting the final financial report to AAUW Florida finance director within 90 days following the annual meeting/conference.
- D. Should annual meeting/conference receipts exceed expenditures, the excess shall be returned to the annual meeting/conference surplus fund (restricted).
- E. Should annual meeting/conference expenses exceed receipts, the difference shall be made up from the annual meeting/conference surplus fund (restricted). When the surplus fund is inadequate to cover all the losses, the Board of Directors shall determine the funding source from which the additional monies will be transferred.
- F. The following shall be included as a annual meeting/conference expense:
The cost of meal tickets for AAUW national leaders-on-loan and meals and/or lodging for guest speakers.

VIII. AAUW NATIONAL CONVENTION

- A. The monies allocated for the AAUW National Convention shall be divided equally among those current members of the elected state board and incoming elected board members who attend. The current president/co-presidents shall have a separate line item allocation for these events. In the event that the sum of money each board member will receive will be greater than the line item allocation for the president/co-presidents, the monies allocated for the board and the president/co-presidents shall be combined and the total divided among the attending board members and the president/co-presidents.
- B. Disbursement or repayment of allocated funds:
 - 1. Disbursement may be made prior to the convention/conference; recipients who later decide against attending shall repay the money, unless the finance committee waives repayment for cause.

2. Recipients are neither expected to itemize anticipated expenses nor submit an expense report for AAUW convention, except in cases where it is obvious that dividing the funds equally would be giving a windfall to the recipients, in which case, the finance director, in consultation with the president, will determine an appropriate amount, or board members will be asked to submit a voucher for actual expenses. In such case, reimbursement is for flight, hotel, and registration. It does not include meals (for example, the banquet).

3. Those AAUW FL members receiving compensation for travel to the AAUW convention must attend the convention meetings and activities and represent AAUW Florida.

IX. UNDESIGNATED FUNDS

Undesignated funds are the difference between the Budget Income and Budget Expense and are only to be used with the approval of the board.

X. RESTRICTED FUNDS

- A. A restricted fund shall be any fund whose principal may be spent only for the purposes specified in the creation or acceptance of the fund. Such funds shall be entitled “restricted funds” and shall be held separate from operating funds.
- B. Restricted funds may be set up to receive money temporarily and to disburse it, as in the case of a grant that can only be used for a specific purpose.
- C. Restricted funds in excess of that needed as start-up funds for projects such as the mini-grants or for the annual meeting, may be used to meet a true one-time emergency and/or to allow AAUW Florida to avail itself of an exceptional opportunity with the approval of the board.

XI. INSURANCE

- A. AAUW Florida carries insurance that covers officers, employees and AAUW members while they are performing state level AAUW activities. This coverage includes liability insurance as well as Special Risk Accident, and is provided from the time the covered person leaves the normal place of employment or residence for the purpose of performing AAUW FL level business. Coverage does NOT apply to every-day travel to and from work.
- B. Since AAUW FL insurance coverage does not extend to branch members involved in branch activities, branches are

encouraged to carry comparable insurance coverage for their branches.

XII. DUES

A. Dues of new members.

B.

1. Refer to AAUW FL Bylaws, Article IV.
2. After July 1, each year, dues paid by new members shall be forwarded to the AAUW Florida Director for Finance immediately following receipt.
3. A member paying branch dues during the first year of a branch's existence shall be considered a charter member of that branch.
4. When AAUW National offers reduced dues, as in Shape the Future memberships, the State will **not** offer the same percentage reduction.

C. Exemption from payment of state dues shall extend to all AAUW fifty-year honorary life members (AAUW FL Bylaws, Article IV, Section 2 a (4) (b)).

I AAUW FLORIDA DIRECTOR FOR DEVELOPMENT

- A. Election (See AAUW Florida Bylaws, ARTICLE VIII)
- B. Duties (see AAUW Florida Bylaws, ARTICLE X)

II DEVELOPMENT COMMITTEE

- A. Shall be selected by the Director for Development in consultation with the AAUW Florida President
- B. Shall represent AAUW Funds in the branches.
- C. Development Committee responsibilities shall include but not be restricted to:
 - 1. Development and adoption of its own set of procedural guidelines which shall not conflict with AAUW policies
 - 2. Support of a statewide AAUW Funds fundraising project
 - 3. Support and promotion of the Florida Friends (annual \$100.00 donation to AAUW Funds).
 - 4. Development and maintenance of a corps of present and past Educational Foundation fellows and grant recipients resident in Florida for the purpose of promoting the AAUW Fellowship and Grants Program
 - 5. Education of AAUW members and the general public regarding the mission and purpose of the Fellowship and Grants, and Legal Advocacy Fund
 - 6. Provision of technical support to branches and individuals wishing to apply for Fellowship and Grants and/or Legal Advocacy support.
 - 7. Sponsorship and promotion of AAUW Funds workshops/focus groups and recognition activity and the state convention.
 - 8. Provision of assistance to branches with AAUW Funds fund raising activities.
 - 9. Development, in conjunction with the AAUW FL Board of a long range plan for promotion of AAUW Funds programs.

AAUW Florida Public Policy shall utilize AAUW's biennial public policy which is approved by vote of AAUW members nationwide every two years. AAUW Florida will initiate action consistent with AAUW, its Use of Name, and with these policies.

I AAUW FLORIDA PUBLIC POLICY: PROCEDURES AND POLICY

A. AAUW Florida Director for Public Policy

1. There shall be a Director for Public Policy whose qualifications and terms of office are stated in ARTICLE X of the Florida AAUW Bylaws.
2. In addition to the duties described in AAUW Florida Bylaws, ARTICLE X, the duties shall include:
 - a. With the Public Policy Committee, coordinate Lobby Days in Tallahassee.
 - b. Communicate with branches to inform and promote issues and actions.
 - c. Be responsible for efforts with coalitions.
 - d. Work with AAUW public policy staff on coordination of state actions with AAUW's Public Policy Program.

B. Public Policy Committee

1. The committee shall be selected by the Director for Public Policy. Consideration shall be given to diversity and rotation of members.
2. The Director of Program shall be a member of the committee.
3. The committee shall assist the Chair as directed.

C. . AAUW FLORIDA RULES FOR CANDIDATE ENDORSEMENT

1. Use of name (see ARTICLE III, Florida AAUW Bylaws). Members, branches, and states may not endorse or oppose candidates for partisan elections.
2. Endorsement or opposition to candidates for non-partisan office or appointive office is permitted. The state, branch, interbranch, or the public policy committee may make the decision to endorse or oppose by a simple majority vote.
3. State and local election laws define what constitutes an endorsement. It is the responsibility of the Director for Public Policy to keep members informed as to Florida election laws. Branches should contact local election officials to determine local regulations governing school board and local district elections.
4. Candidates who are AAUW members may state that they are members as long as they are not opposing AAUW's program or policy. Stating one's AAUW membership while opposing AAUW positions violates the Use of Name policy
5. The state, branches, interbranches, or individual members may not contribute money or anything of material value from AAUW funds to candidates for any elective office, partisan or non partisan, and may not publish paid political advertisements in any AAUW publication.
6. An individual member may, as a private citizen, endorse candidates for a partisan elective office and contribute monies to the candidate as long as the member does not use the name of AAUW in the endorsement.
7. Before a partisan election, candidate forums may be held to which all candidates in that election are invited. If three or more political parties have nominees for any office, AAUW may limit the invitations to the two (2) parties with the highest number of votes in the last general election. If an invited candidate declines the invitation, the forum may still be held.
8. Branches, interbranches, and the state may invite a declared candidate to speak at a meeting on a subject of the candidate's particular expertise, but not on the candidacy for political office.

The Director for Communications will promote visibility for AAUW Florida mission and programs among AAUW members and residents throughout the state and assure that all communications, Florivision, Website and Social Media, are consistent with AAUW Florida policies and that they are not in conflict with policies of AAUW.

The AAUW Florida website shall provide members and visitors to the site information about branch and state AAUW activities across the state and access to other sites that are of interest to AAUW Florida members.

I. CONTENT: The content will be limited to information about AAUW activities, and links to other AAUW sites, branch newsletters, and informational sites of potential interest to AAUW members. There will be no advertising, or special promotion of events other than those undertaken by AAUW Florida and its branches. If a question should arise about the appropriateness of any item or link submitted, the AAUW Florida Web Manager will consult with the AAUW Florida Board of Directors before including it anywhere on the website.

II. GENERAL SUBMISSION REQUIREMENTS: AAUW Florida board members, branch members and branch newsletter editors are encouraged to regularly submit information, articles, and photos for inclusion on the site to the web manager at flwebmgr@comcast.net.

- A. All submissions with the exception of small corrections to existing information must be sent in an email attachment. The subject line should briefly indicate what is being sent and for what page.
- B. Articles should be written in Microsoft Word, proofread and spell checked prior to submission.
 - 1. Information must be of interest, succinct, time sensitive, and have wide appeal.
 - 2. A title, the text, and dates must be included.
 - 3. The body of the email message should include a date when the information is to be removed. If not, the Web manager will remove information at her discretion.
 - 4. Be specific about where the material should be placed, i.e.:
 - a. Members' Corner; Calendar; forms, branch page, etc
- C. Photos should be submitted as jpeg files and the occasion and the individuals in each photo should be identified. Permission of the individuals in all photos must be obtained before they are sent to the web manager.

I Use of Social Media. Any entity or individual who uses, accesses, or links to www.aauw-fl.aauw.net—including logos, written content, photographs, graphics, video, and audio—is bound by this policy. Use of, access to, or linkage to www.aauw-fl.aauw.net shall constitute acceptance of and agreement to be bound by the terms in this policy. Entities or individuals who do not wish to be bound by these terms should not use, access, or link to www.aauw-fl.aauw.net. AAUW Florida has the right to restrict or revoke access to any entity or individual that violates any provision of this policy.

AAUW Florida reserves the right to remove or not post any materials of external users onto www.aauw-fl.aauw.net materials that AAUW Florida considers to be objectionable or outside its mission. Notwithstanding the reservation of this right, AAUW Florida is not responsible for any material posted by any external users, for instance on chat rooms or bulletin boards. AAUW Florida specifically disclaims any and all liability for any claims or damages that result from postings by external users. Although www.aauw-fl.aauw.net includes links providing direct access to other Internet sites, AAUW Florida has not participated in the development of those other sites and does not exert any editorial or other control over those sites.

II Bulletin Boards and Chat Rooms. AAUW Florida provides bulletin boards and chat rooms for discussion, informational, and networking purposes only. AAUW Florida does not control the content of information shared on this service. AAUW Florida may use comments on the web in print and online communications. Posting to the AAUW Florida bulletin boards/chat rooms signifies agreement to comply with this policy. While there is no obligation to monitor these bulletin boards, AAUW Florida reserves the right at all times to disclose any information necessary to satisfy the law, regulation, or government request, or to edit, refuse to post, or to remove any information or materials, in whole or in part, that in AAUW Florida's sole discretion are objectionable or in violation of these terms and conditions. Users of this service agree to hold AAUW Florida harmless against all claims and expenses, including attorneys' fees, arising out of the use of this service.

Members and nonmembers using AAUW bulletin boards and chat rooms agree to the following conditions:

- A. You will not post any material that is false, defamatory, inaccurate, abusive, vulgar, hateful, harassing, obscene, profane, sexually oriented, threatening, invasive of a person's privacy, or in violation of any law. Spam, flooding, advertisements, chain letters, pyramid schemes, and solicitations are prohibited. You may not post copyrighted material unless you own the copyright or you have permission from the copyright owner.
- B. You are responsible for the content of your messages. You agree to indemnify and hold harmless this forum and any related websites. AAUW Florida reserves the right to reveal your identity (or any information the organization has about you) in the event of a complaint or legal action arising from any information that you post.

C. When you register, you agree to choose an appropriate username. When you complete your user profile, you agree to present accurate information. AAUW will remove inaccurate or inappropriate information.

D. You agree not to give your password to anyone else and not to use another member's account to post messages or browse this forum.

E. If you object to any postings or profiles, notify the forum administrator immediately. AAUW Florida will remove objectionable content as soon as possible. This is a manual process, so AAUW Florida may not be able to remove or edit messages immediately.

F. AAUW cannot confirm or warrant the validity or accuracy of postings on this forum. Messages express the views of the authors, not AAUW Florida.

April 22, 2018