**100 OPERATIONS 100**

**BYLAWS AND POLICY REVIEW**

The AAUW Florida President with the Board’s approval shall appoint a Bylaws and Policies Chair to be responsible for keeping bylaws and policies current and in conformity with AAUW bylaws as directed in AAUW Florida bylaws Article X, Section 2d. The Chair will review the Bylaws and Policies at least once during the term and shall present any recommendations for revisions or new policies to the Board.

**100 OPERATIONS 101**

**VALUES AND CODE OF ETHICS**

1. **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.

1. **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.

**■ Our mission: Advancing gender equity through research, education and advocacy. ■ Our vision: Equity for all. ■ Our values: Nonpartisan. Fact-based. Principled. Inclusive and Intersectional.**

1. **Legal Compliance**

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

1. **Responsible Stewardship**

AAUW Florida manages its funds responsibly and prudently.

1. **Inclusiveness and Diversity**

AAUW Florida promotes inclusiveness and its leadership reflects diversity.

**100 OPERATIONS 102**

**BYLAWS**

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

PROCEDURES:

1. **CHAIR OF THE STATE BYLAWS AND POLICIES COMMITTEE: APPOINTMENT AND RESPONSIBILITY**

 A. Chair of the Bylaws and Policies Committee shall:

* 1. Be appointed bythe AAUW Floridapresident 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 Bylawsare made available to allmembers of the board of directors and all branch presidents.

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* 1. Make all corrections and revisions necessary to update the AAUW Florida Bylaws and arrange for the distribution of the corrected pages.
	2. Bring the AAUW Florida Bylawsinto mandatory conformity with the adopted changes to the AAUW Bylaws.
	3. Be responsible, following each AAUW voting, for providing every branch president with copies of the mandatory bylaws changes and any necessary certification forms.
	4. Develop and distribute to each branch guidelines for amending branch bylaws.
	5. Be responsible for the receipt, review and approval of all amendments to branch bylaws.
	6. Maintain a file of the most recently submitted copies of all branch bylaws.
	7. 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 Policies Committee.
	8. Have the prerogative to delegate any of the above responsibilities to specific members of the Bylaws and Policies Committee.
1. **STATE BYLAWS AND POLICIES COMMITTEE: APPOINTMENT AND RESPONSIBILITIES OF MEMBERS**

A. The AAUW Florida Bylaws and Policies Committee shall:

1. Be chaired by the AAUW Florida Bylaws and Policies 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 Floridaannual 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 Policies Committee.

**III AMENDING THE AAUW FLORIDA BYLAWS**

1. Amendments mandated bythe AAUW: Following each 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
2. Amendments proposed by the Bylaws and Policies 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:

1. eight (8) copies of or an e-mailed copy of the proposed amendment reach the Bylawsand Policies chair bythe first (1st) day of the fourth (4th) month prior to the month ofannual meeting;
2. the proposed amendment is accompanied by a rationale;
3. the name of the member, branch or interbranch initiating the proposed amendment, and the name of the contact person, are included with the submittal;
4. a review by the state Bylaws and Policies committee finds that the proposed amendment is not in conflict with the AAUW Bylaws.
5. be subject to review by the state Bylaws and Policies Committee which shall, in consultation with the submitter, make word changes which either improve clarity or make phrasing consistent with existing bylaws.
6. 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
7. 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**

1. 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 Policies committee.
2. 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 Policies Committee.
3. Proposed branch bylaws changes initiated by the branch shall:
	1. Be submitted to the chair of the state Bylaws and 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 Policies Committee and with AAUW national office.

**100 OPERATIONS 103**

 **RESOLUTIONS**

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

1. **PROCEDURES:**

 A. RESOLUTIONS SUBMISSIONS REQUIREMENTS

1. Proposed resolutions must be submitted to the AAUW Florida Bylaws and Policies Committee chair by the first (1st) day of the fourth (4th) month prior to the month ofannual meeting. Each proposal shall include:

* + - * 1. The completed Proposed Resolution form and supporting material.
				2. 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 Policies Committee to determine whether a resolution will be presented to the members:

* + - * 1. Appropriate emphasis or extension of AAUW Florida goals and program.
				2. Timeliness and significance.
				3. Practical probability for implementation.

 D. NOTIFICATION

* + 1. Each member or entity submitting a resolution will receive an acknowledgment of receipt from the Bylaws and Policies 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 Policies 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 Policies Committee is made at the annual meeting.
1. **RESOLUTION REVIEW PROCESS**
	1. Resolutions to be proposed at the annual meeting may be initiated by any AAUW Florida member or entity.
	2. The Bylaws and Policies Committee shall be authorized to reword, clarify or combine the resolutions presented to it.
	3. The Bylaws and Policies 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.
	4. The Bylaws and Policies 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.
	5. Resolutions recommended to the annual meeting by the Bylaws and Policies Committee shall be included in the annual meeting packet distributed to all attendees.
	6. Following adoption on the OMOV ballot, the president will assign the responsibility for implementation of each resolution.

**100 OPERATIONS 103**

**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 ofannual meeting

Submit to: Bylaws and Policies 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 uncontestable 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:

**100 OPERATIONS 104-1**

**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:**

1. **NOMINATING COMMITTEE**

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

1. **RESPONSIBILITIES OF AAUW FLORIDA PRESIDENT AND NOMINATING COMMITTEE**
	1. 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.

* 1. 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 within a month after 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:
			1. receive all oral and written information provided to Nominating Committee members;
			2. attend all meetings and conference calls of the committee;
			3. 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).
	2. 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 of the members of the Nominating Committee by name, branch, home address, e-mail address, and telephone number,
		3. Copy of job descriptions for those offices to be filled.
		4. Copy of the “Candidate Vita for AAUW Florida Office”.
1. **ADMINISTRATION**
	1. 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.
	2. 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.
2. **CANDIDATE PROCESSING**
	1. Candidate vita must be received by the chair of the Nominating Committee by November 15.
	2. 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.
	3. Committee chair and/or committee members shall review each candidate vita as received to ensure that authorized forms have been submitted, that each is complete and that no additional letters, forms or attachments have been included.
	4. 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.
	5. 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.*
	6. 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.

* 1. 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*.
	2. 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.
	3. 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.
	4. 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.
1. **SPECIAL SITUATION**
	1. 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.
	1. 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.
	2. All candidates nominated from the floor will briefly state their major qualifications in lieu of a written candidate Vita Form.

**100 OPERATIONS 104-2**

**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. #

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 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):

Page 2 Candidate Vita Form – Page 2

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 Chair of Nominating Committee

**100 OPERATIONS 105**

  **VOTING AND ELECTIONS**

**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.
	1. Composition
		1. 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.

* + 1. The term of appointment shall be two years, coinciding with the term of the president.
	1. Duties: The Voting and Elections Committee shall
		1. Prepare schedule for and oversee the annual process of voting on proposed state business (bylaws amendments and resolutions) and the election of state officers.
		2. The board has approved online voting for all with an email address.
		3. Write articles for the state newsletter/website to educate members on the voting process and its importance.
		4. Receive from the Nominating Committee chair and the Bylaws and Policies chair the print-ready proposed business items to create the draft ballot and Voter Guide.
		5. 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.
		6. Prepare the ballot draft and email text and deliver to the voting service that was recommended by the committee and approved by the Board.
		7. Revise the ballot as necessary immediately following the state annual meeting. Insure that the proposed business items and Voter Guide are revised on the state website before the final ballots go out.
		8. Work with the voting service to create and finalize the ballot, send notification by email to members with email addresses in AAUW National’s Community Hub 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 instead of the voting service, identify a volunteer branch to stuff and mail the printed ballots.
		9. 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.
		10. Prepare text for email reminder to vote to be sent to members and branch presidents mid-way through the voting period.
		11. 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.
		12. Submit a final report, including demographic statistics and recommendations for the future, to the state board at the time specified by the president.
1. The voting and elections chair shall:
	1. Communicate to the voting service provider the decisions of the committee and board on voting timeline, ballot content, and voting execution.
	2. Communicate the committee recommendations on the timeline for Spring voting to the board for the preceding Fall board meeting.
	3. 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.
	4. Report the statistics and demographics of voting to the board and membership.

**100 OPERATIONS 106**

**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.**

**NOTE: This policy assumes an in-person annual meeting. The policy can be adapted to meet needs of a virtual meeting. Rules for both in-person and virtual meeting follow below.**

1. **DATES**

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

1. **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:
	1. Using needs assessment as basis for program.
	2. 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:
	1. 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
	1. Invitations to Association officers, chairs and staff members shall be written by the state president and/or the Director for Program.
	2. Invitations to other speakers are the responsibility of the Director for Program.
	3. 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 President.
	4. Invitations to 50-year members are the responsibility of the Director for Membership.
	5. 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:

1. 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.
2. In consultation with the President and Director for Program, set price for meals and arrange the method of collection for meals and registration fee.
3. 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.*
4. Prepare program booklet for distribution to all registrants. Have Annual Meeting Rules reviewed and updated by the President, chair of Bylaws and

Policies 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.

1. 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.
2. Arrange for pages and tellers at all business meetings and provide training (may request assistance of Parliamentarian.)
3. 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.
4. 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 IN-Person Annual Meeting 2019**

1. Anyone desiring to enter the meeting /convention hall must wear a badge.
2. The valid initiation of an in-person annual meeting requires representation from 40% of AAUW Florida branches.

1. 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.

1. 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.

1. 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.

1. 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.

1. New materials distributed at the convention/annual meeting not pertaining to AAUW must have the approval of the Board.
2. 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.
3. 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.

1. Length of time for debate of agenda items may be set by the Chair in order to assure completion of business.
2. 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.
3. 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.
4. Voting at the in-person portion of the annual meeting shall be by raising of hands unless directed to do otherwise by the chair.
5. 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.

1. 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.
2. 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.

1. 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.

1. The state board of directors is delegated authority to approve minutes of the annual meeting.
2. 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.

**Virtual Annual Meeting Rules**

**April 3, 2020**

1. Anyone desiring to enter the virtual meeting must be an AAUW Florida member as of March 15.
2. The valid initiation of the virtual annual meeting requires representation from 40% of AAUW

Florida branches.

1. Members at the virtual portion of the annual meeting shall be entitled to discuss and amend all noticed state business items and make nominations for state officers.
2. A member wishing to speak shall first obtain recognition from the Chair by using the \*Chat Box.
	1. When recognized, the member shall give name and branch name.
	2. No one may speak longer than two (2) minutes at a time without unanimous consent of the members present.
	3. The rulings of the timekeeper shall be final.
	4. A signal shall be given thirty (30) seconds before the time limit is reached.
3. 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.
4. All motions require a second and shall be sent to the chair by \*Chat Box.
5. Length of time for debate of agenda items may be set by the chair in order to assure completion of business.
6. An electronic copy shall be provided to the chair, 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 ballot vote.

1. 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 virtual annual meeting.
2. Voting at the virtual portion of the annual meeting shall be by a poll unless directed otherwise by the chair. While any vote is being taken, virtual admittance shall be closed and no one shall be permitted to enter or leave the virtual meeting until the count is completed.
3. The ballot 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 ballot posting of the final candidate slate and/or other issues to be voted on by the membership.
4. The annual meeting will be officially adjourned when the ballot vote ends and the results are announced by the president via email to the branches and on the website.
5. The state board of directors is delegated authority to approve minutes of the annual meeting.
6. 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

approved by the members at the start of the meeting.

\*ZOOM Directions: The Chat Box is located at the bottom of the screen.

**100 OPERATIONS 107**

 **USE OF NAME AND LOGO**

1. 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.
2. The freedom of speech of the individual member to speak a personal opinion in the member’s own name is not abridged.
3. 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.
4. Branches and states may use the AAUW name and logo for use in their standard AAUW-related operations.
5. The AAUW name and logo cannot be used solely for personal or professional gain.

**100 OPERATIONS 108-1**

 **Leader on Loan POLICY DELETED BY BOARD AUG 17, 2023**

**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.**

1. **RESPONSIBILITIES OF THE LEADER-ON-LOAN COORDINATOR**
	1. To coordinate the Leader-on-Loan visits.
	2. 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.
	3. To submit an annual report to the state Director for Program a summary of all Leader-on-Loan visits made during the year.
2. **ELIGIBLE LEADERS-ON-LOAN**
	* + 1. Present and past state board members who have the expertise and experience that will fill the needs of the branch.
			2. Present and past Educational Fellows currently residing in Florida.
			3. Present and past Legal Advocacy Fund Plaintiffs living in Florida.
			4. 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.
			5. National AAUW leaders who reside in Florida.
			6. Non-members who are known for their expertise on topics of interest to AAUW Florida members.
			7. All prospective Leaders-on-Loan must complete the LOL application form and be approved by the AAUW Florida Board of Directors.
3. **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.

1. **AVAILABILITY OF LEADERS-ON-LOAN**
	* 1. Requests for a Leader-on-Loan visit shall be on a first-come-first-served basis.

**Leader on Loan POLICY DELETED BY BOARD AUG 17, 2023**

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.

1. **PROCEDURE**
	1. Branch contacts the Leader-on-Loan Coordinator to identify an appropriate LOL, or the branch may directly contact a specific LOL to determine availability.
	2. 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 [https://aauw-fl.aauw.net/leader-on-loan-and-speakers-bureau](https://aauw-fl.aauw.net/leader-on-loan-and-speakers-bureau/%20)/ available on the state website, to the LOL Coordinator.

* 1. The Leader-on-Loan Coordinator approves the application, confirms arrangements between the branch and the LOL, and explains all obligations.
	2. **FOLLOWING THE VISIT:**
	3. 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.
	4. The Leader-on-Loan Coordinator makes a copy for the state Director for Program.
	5. The Director for Program shares pertinent (successes and/or concerns) information with the state board.
	6. The LOL Coordinator submits the travel voucher to the Director for Financefor 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.

**LEADER ON LOAN POLICY DELETED but SPEAKERS BUREAU RETAINED BY BOARD AUG 17, 2023**

**AAUW-FL Leader on Loan Program and Sponsored Speakers Bureau 108-2**

**General Guidelines**

**Board and Program Committee**

1. Determine which board members or members will participate in the Leader on Loan Program and Speakers Bureau.
	1. Leader on Loan: A leadership resource for branches seeking assistance with declining membership, possible disbanding, lack of volunteer members for leadership roles or other organizational or program challenges
2. Speakers Bureau: Persons with expertise in various areas of interest to branches, such as equal pay, women’s economic security, strategic planning, membership; recruitment and retention, and introduction of State and National research projects.
3. Determine whether additional leaders or speakers may be needed.
	1. Leaders on Loan: Primarily current and former officers.
	2. Speakers Bureau: Anyone with the requisite expertise may be recruited.
4. Review and approve application materials and procedures provided by the Program Director.
5. Refer all requests under this heading to the Program Director.

**Director for Program**

1. Maintain a directory of leaders on loan and speakers. This may be listed on the website.
2. Receive applications and communications regarding these programs from branches.
3. Consult with the president and the program committee as necessary and approve these applications.
4. Facilitate contact between the leader/speaker and the branch.
	1. If the visit is to be in person, the branch will be responsible for logistics and all local arrangements. The state will pay for transportation. If the president travels to a branch, transportation expenses will be covered under the president's travel line item.
	2. If the visit is to be virtual:
		1. (1) Leader on Loan: Arrange for hosting through Zoom or other conferencing service through the state Communication Committee or the branch.
		2. (2) Speaker: The speaker is responsible for creating the program and recruiting a monitor to field questions and review chats. The speaker or branch may use the state Zoom account or another account. A prerecorded program may be used accessing AAUW State and National

**LEADER ON LOAN POLICY DELETED but SPEAKERS BUREAU RETAINED BY BOARD AUG 17, 2023**

files. Branch contacts would need to promote the program, coordinate sending invitations and conduct follow-up surveys.

1. Plan and execute a program of branch awareness via FloriVision, webpage, or other outlets to encourage branch participation. Provide a clear message to the branch leadership that this AAUW FL-sponsored program is a funded resource open to all branches.
2. Assessment: Track visits and outcomes for reporting to the Board.
	1. Gather data (feedback, survey, and post-visit reports.
	2. Conduct LOL Program evaluation.
	3. Report outcomes to the Board as an End-of-Year report.

**Branches**

1.Plan for programming needs and request speakers early in the calendar year for the next year. 2. Plan for logistics expenses and arrangements for the visiting speaker or leader. 3. Complete required forms, including the evaluation of the visit.

**LEADER ON LOAN POLICY DELETED but SPEAKERS BUREAU RETAINED BY BOARD AUG 17, 2023**  **108-3**

**AAUW-Florida Leader on Loan Program and Speakers Bureau**

**Request for Leader on Loan and Speaker Bureau Presenters**

The AAUW-Florida Leader on Loan Program offers support and guidance to branches by providing access to the expertise of current and past state leaders. The volunteer leaders are the backbone of this program. Branches may request the services of available leaders on two tracks.

**Directions:** Please understand that currently the Covid 19 pandemic requires all Leader on Loan services to be provided remotely via Zoom or other available virtual means.

 - Branches should make requests on or before October 1. (beginning 2022-23).

 - A volunteer leader will establish contact as soon as possible after AAUW-FL processes and approves your written request.

 - Branch members must be prepared to assist with logistics and expenses where applicable.

 - A follow-up report will be required from Leaders and Branch contacts.

Choose one:

[] **Leader on Loan**: This Section is designed for requesting a leader to act as an advisor/consultant to the branch’s leadership.

The Leader on Loan Program is a valuable resource for branches that seek assistance in exploring solutions for governance issues, such as; declining membership, possible disbanding, lack of volunteer members for leadership roles, or other organizational challenges.

Upon request by the branch, the assigned leaders will meet with the branch board, executive committee or designated branch members with an emphasis on working with the branch to identify problems, offer a variety of options as possible solutions and work to define a way forward.

Branch Name: Date:

Reason for Request:

Branch President’s Name:

Contact Info: Phone #: Email:

Branch President’s Signature:

**LEADER ON LOAN POLICY DELETED but SPEAKERS BUREAU RETAINED BY BOARD AUG 17, 2023**

[] **Speakers Bureau:** This section is designed for requesting a member of the Speakers Bureau to present a program of general interest to branch members either in-person or at present, remotely via a virtual means.

Volunteer presenters in the Speakers Bureau roster are current and past leaders in AAUW-FL, as well as state and local persons with expertise in various areas of interest to branches such as; equal pay, women’s economic security, strategic planning, membership; recruitment and retention, and introduction of State and National research projects.

Branch Name: Date:

Requested Program Date:

Requested Presentation Topic:

Branch Contact’s Name:

Contact’s Info: Phone #: Email:

Branch Contact’s Signature

Return Completed Request Form to Program Director

**LEADER ON LOAN POLICY DELETED but SPEAKERS BUREAU RETAINED BY BOARD AUG 17, 2023**

 **108-4**

**AAUW-Florida Leader on Loan Program and Speakers Bureau**

**Report for Leader on Loan and Speakers Bureau Presenters**

Leader’s name: Date:

Name of Branch Visited: Date Visited:

**[] Leader on Loan:**

1) Describe the nature of your meeting:

2) How many members were involved in your visit?:

3) What governance issue were discussed?:

4) What remedies or actions were offered?;

5) Is a follow-up contact/visit necessary:

6) Do you believe your visit was beneficial to the branch?;

 \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

[] **Speakers Bureau Presenter:**

1) Describe the Program presented and by what means:

2) Number of members participating: Duration:

3) Were any participants invited as part of an outreach program? []Yes []No

 if Yes, please explain (for example; college students, partnership, local womens group, community members?)

**LEADER ON LOAN POLICY DELETED but SPEAKERS BUREAU RETAINED BY BOARD AUG 17, 2023**

4) Do you believe your program was well-received?

5) Is a follow-up contact necessary?

6) Did the branch present any other problems or requests?

7) What recommendations would you make for changing the program based on questions participants asked or feedback they provided about the topic or method of delivery?

Return Completed Report Form to Program Director

**100 OPERATIONS 109-1**

**AAUW-FLORIDA PROGRAM GRANTS**

**THE AAUW FLORIDA PROGRAM GRANTS ASSIST BRANCHES IN TAKING ON LARGER PROJECTS THAT SUPPORT AAUW MISSION, IMPACT THE COMMUNITY, AND ARE ACTION ORIENTED.**

Please read the guidelines and instructions carefully before completing the grant application. It is important that you follow the directions and answer all the questions completely. The Project Grant Application Forms are available on the AAUW-FL website [aauw-fl.aauw.net](http://aauw-fl.aauw.net/) Look for Project Grants under ‘Branch Resources’.

There are three forms: 1) Cover Page with the Branch President’s and Project Manager’s signatures; 2) Application Form; 3) Report Form.

**Application Forms must be submitted by one of the following deadlines: October 1, January 1, March 1.**

**Purpose:** Project Grants will provide applicants with funds in the amount of $100 to $500 to advance the AAUW-FL mission and/or provide opportunities for women and girls to achieve their full potential.

***New this year: Any two branches who work together on a larger project may apply for up to $1500. Each branch should submit a cover page, including a Project Manager, but one branch should take the lead and continue the application. Make sure it is clear which branch will receive and administer the grant and be responsible for the final report.***

**Eligibility:** Any AAUW-FL branch may submit a proposal that has direct community impact and follows the stated purposes mentioned above. However, no branch may receive a grant in two consecutive years for the same project.

**Criteria for Selection:** (1) Clear and specific objectives; (2) Creativity of solution to problem or concern; (3) Evidence of careful planning, feasible plan of action, realistic time frame and clear evaluation process; (4) Validity of budget proposal; (5) Clarity of written proposal.

**Funds may be used for**: postage, mailing, shipping, copying, equipment leasing, audio-visual materials, project related communication costs, advertising, publicity, graphic design, food or beverages for the event. Funds cannot be used for salaries, scholarships, building funds, purchase of equipment, personal expenses, or previous expenses.

**Regulations**: 1) The grant *must be administered by the branch.* Branches are welcome and encouraged to collaborate with other organizations, but the project must have an AAUW-FL member in charge. 2) Grant recipients must complete the Project Grant Report Form found on the AAUW-FL website within 30 days of the project’s completion to allow for accountability, evaluation and sharing among Branches. 3) The project must be completed by the end of the appropriate fiscal year, which is June 30. In special circumstances an extension for completion date may be requested. 4) Project Grant recipients may be asked to report on their projects at the AAUW-FL state convention. 5) Projects may not seek to favor a political candidate or party. 6) Unsuccessful proposals may be resubmitted only once. 7) Funds not used or fully expended must be returned.

**Suggestions for Projects**: Projects should be action oriented and should involve the community in some way. The following projects have been proposed by branches: Start Smart programs; math/science camps or programs; mentoring of students; community expo; local women’s history; get out the vote campaign.

**Instructions for Completing the Application**

Forms may be downloaded from the [aauw-fl.aauw.net](http://aauw-fl.aauw.net/) website. Look for Project Grants under ‘Branch Resources’.

1. Complete the Cover Page.

2. Complete all items on the Application Form. Be brief but specific.

 The budget page should show the full expenses for the project and include evidence of availability of additional funding for the project from sources other than the Grant, even if it is in-kind funding.

 List specifically what you are purchasing (e.g., if a video, give its name; if office supplies, state specific items). Other funds may be from your branch or financial donations outside your branch.

In-kind contributions might be number of hours worked by the project director and committee members, etc. Assign a dollar value per hour taking into account your volunteer status. For the donation of a facility, list the usual rental charge. Contact the Director for Programs with any questions.

3. Submit your completed forms via email to Diana Sells, Director for Program; aauwflsells@gmail.com.

4. Completed Applications are subject to review by the Director for Program and the Board for action.

5. The applications will be reviewed within a reasonable time period. Applications may be approved, denied or returned with a request for further information.

6. The AAUW-FL Project Grant Report Form must be submitted within 30 days after the project is completed to Director for Program

 109-2

AAUW-FLORIDA PROJECT GRANT APPLICATION COVER PAGE

DIRECTIONS -Complete the information below and submit with completed Project Grant Application Form to Director for Program.

*If two branches are working together, submit one cover page for each branch. Indicate which branch will be the lead contact who will receive the grant and administer the funds.*

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

Project Title:

Amount Requested:

Branch Name:

Number of Branch Members:

Branch President’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Manager’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

President’s Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Manager’s Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_

**AAUW-FL PROJECT GRANT APPLICATION FORM 109-3**

NOTE: Application Forms must be submitted on or before October 1, January 1, or March 1 to be considered for funding in the current term - 2022-2023.

DIRECTIONS - Complete the information below and submit with the completed Project Grant Application Cover Page(s) to Director for Program.

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

Name of Project:

Target Group:

Purpose:

Amount Requested:

Description of Project: What is the branch proposing to do? When will it be done? How will branch members be involved? Will other groups be involved?

Impact: How will this program align with the AAUW mission of advancing gender equity for women and girls through research, education and advocacy?

Evaluation Plan: What objective measures will be used to determine outcomes?

Publicity Plan: How do you plan to make the target group aware of the project?

Budget: Prepare an itemized budget using the categories below.

 List of All Expenses--Total

 Grant Request--Total

 Other Funds—Total

 In-Kind Contributions—Total

 Total Amount Required (Sum of Mini Grant Requested, Other Funds, and In-Kind)--Total

**AAUW-FLORIDA PROJECT GRANT REPORT FORM 109-4**

Within 30 days of your Project’s completion, complete the information below and submit to Director for Program.

*If two branches worked together, enter both branch names and contact information and explain how the collaboration worked. If this form isn’t adequate, feel free to attach more information.*

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

1. Branch Name(s):

2. Project Title:

3. Project Director’s Name(s) (and Branches, if more than one)

 Phone: Email:

 Project Director and Branch

 Phone: Email:

4. Were you successful in reaching the targeted group? Give a brief explanation.

5. Did the project fulfill your purpose? Give a brief explanation.

6. How did the program advance the AAUW Mission?

7. Attach a copy of the evaluation used and provide a brief summary of the evaluations.

8. Attach a copy of any printed media articles and a copy of the printed program.

9. Provide a final copy of the project budget.

10. Include any additional information that you feel is pertinent.