

AAUW ND STANDING RULES 2014

The board of directors shall formulate written policies in the form of standing rules to be appended to the bylaws. Standing rules may be adopted at any meeting of the board of directors without previous notice by a majority vote. At any meeting of the board of directors, these rules may be suspended by a majority vote, or they may be amended or rescinded by a two-thirds vote. If notice of the proposed action was given at a previous meeting or in the call to the meeting of the board, standing rules may be amended or rescinded by a majority vote.

DUTIES OF OFFICERS

Section 1. Qualification-Elected and appointed officers shall be members of the AAUW.

Section 2. Duties of the board of directors.

President

- File the names and addresses of the incoming and continuing officers with the AAUW office.
- Be responsible for bringing the state bylaws into conformity with the Bylaws of the AAUW after each AAUW-ND annual meeting, in cooperation with the Bylaws Chair.
- Appoint a parliamentarian for the board to serve at board and annual meetings.
- Preside at all meetings of the state and the board of directors.
- Appoint and notify, after consultation with the board, all appointed officers, and special committees. Serve as an ex-officio member of special committees, except the current Nominating Committee.
- Be responsible for the preservation of the state's materials and files and placement of non-current files in the UND Archives in Grand Forks.
- Be responsible for annual meeting program planning and workshops in consultation with the president, and the board of directors.
- Arrange for visitors to the State under the AAUW travel program

As the official representative of AAUW-North Dakota in the activities of the AAUW on all levels, the president shall:

- Visit a petitioning group desiring to form a branch and discuss with it the program of the AAUW and the desirability of organizing a branch. The president may designate an official representative to act in the president's stead. After advising the existing branch or branches in the area from which the petitioning group may draw membership, the president shall make a recommendation to the board. When board approval is given, the president shall notify the Membership Office at the AAUW and direct the state membership chair to continue organizing activities with the petitioning group, including preparation of bylaws. In the event the board fails to give approval to the petitioning group of graduates qualified to organize a branch, the president shall send a written report to the AAUW Board of Directors.
- Notify a branch which appears to have forfeited the right to continue as a branch and request it to present its view in writing to the board within a designated period of time, and to determine any remaining funds.
- As the official representative of the state, the president or the president's designated substitute shall represent the state AAUW in all work with other organizations and at meetings and conferences.

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President-Elect

- The president-elect shall be elected at the annual business meeting one year prior to automatic succession to the office of the president.
- The president-elect shall assist in such matters as may be delegated to the president-elect by the president.
- The president-elect shall attend all meetings of the board.
- The president-elect shall assume the duties of the president in the president's absence or inability to serve.

Vice President

There shall be a vice-president to serve as chair of membership.

- Assume the duties of the president in the president's absence or inability to serve in a year when there is no president-elect.
- Guide the state in its effort to become a multicultural, equitable organization. There shall be no barriers to full participation on the basis of gender, race, creed, age, sexual orientation, national origin, disability, or class.
- Provide guidance, materials, and assistance to Branches for promoting diversity and growth of membership and for strengthening membership retention.
- Serves as the State Coordinator for the AAUW Student Affiliate Program which encourages and promotes student affiliate organizations and member at the local level.
- Serves as the Coordinator of the State AAUW Mentoring Program which supports the Branches in this endeavor to retain new members and offers creative ideas for promotion of this program within every Branch of the State.
- Act as the presiding officer in the absence of the president, president-elect

Secretary

- Record and keep minutes of the meetings of the board and state annual meetings.
- File all written reports presented at state meetings. Historical materials are filed at the University of North Dakota archives.
- Have available at all meetings a copy of the AAUW bylaws, the state bylaws, a list of all officers, and special committees.

Finance Officer

- Keep a list of current members, by Branch, and submit on-going membership status to the state Membership Vice-President.
- Keep an itemized account of all receipts and disbursements.
- Pay bills when properly verified by the person incurring the indebtedness.
- Present a detailed financial report to the board at each meeting and upon request of the president.
- Submit finance records for audit to a committee approved by the board, at change of Finance Officer.
- Submit required national reports/filings to AAUW
- Notify the board for approval of fund transactions and investment changes.
- Submit to the board of directors a proposed budget of estimated receipts and expenditure for the year.
- State board members and approved Branch representatives will be reimbursed for travel to the state meetings or any other travel approved by the president and the finance officer on the basis of at current rate approved by the board. Car pooling is strongly urged. The state will pay mileage for one car per Branch to attend the state meetings except under special circumstances approved by the board of directors.

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- The president's budget for travel allowance may be used at the discretion of the president for official travel. The president may visit each Branch at least once during a two-year-term. The state will pay travel, housing and on-program meals as approved by the board, unless provided by the host branch.

Section 3. Duties of Appointed Officer Positions

AAUW Funds Chair (Mandated by Bylaws)

- Educate the membership of opportunities available through the AAUW Funds.
- Provide AAUW Funds materials and information to appropriate entities.
- Collect and submit to the AAUW such funds as are sent by the Branches or are gathered at state meetings; keep the membership informed of AAUW Funds contributions.

Public Policy Chair (Optional)

- Formulate and implement state public policy in compliance with AAUW policy.
- Shall promote ongoing commitment to, and action for, equity and the advancement of women.
- Select legislative issues for branch action based on the priorities established by the AAUW.
- Contact and work with other state groups and/or coalitions on issues of concern to women and girls.
- Utilize *Action Alert* via AAUW website.
- Register as a lobbyist, or designate member to be a lobbyist, and be responsible for working with the legislature, representing AAUW's position to state and federal legislators.
- Appear before the legislature when appropriate and/or arrange for the appearance of an appropriate representative.
- In consultation with Branch Public Policy chairs and the State Board of Directors, formulate a proposed state public policy, noting new items/changes to all Branches at least 30 days in advance of the state annual meeting at which the public policy is to be voted. (odd years)
- Distribute all appropriate public policy information to each Branch in a timely manner, utilizing technology as able for increased communication and action by those involved.
- Work with state collaborative organizations to provide direction to mutual representatives.

State Website Manager (Optional)

The state website manager shall have the responsibility of maintaining and updating website information as well as gathering, editing and submitting information from branches and AAUW-ND to Site Resources, site-resources@aauw.org, for publication on the state website, <http://aauw-nd.aauw.net>

Parliamentarian (Optional)

- Attends meetings of the board of directors without the right to vote.
- Attends meetings of AAUW-ND to advise the president on matters of parliamentary procedure.

Bylaws and Resolutions Chair (Optional)

- Consider all suggestions for amendments to the bylaws and resolutions received at least 60 days preceding the annual membership meeting. May propose amendments and resolution for annual meeting consideration.
- Prepare standing rules for board adoption upon the order of the board or the president.

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- After each revision be responsible for furnishing a correct copy for duplication and distribution to the board.
- Send state bylaws to the AAUW for approval when there has been a revision of major importance.
- Receive from branch president copies of branch bylaws after each revision and process them promptly in accordance with AAUW directives.
- Be responsible for furnishing copies of proposed resolutions and bylaws amendments for the annual meeting and prepare the usual courtesy resolution before the close of the annual meeting.
- Keep on file a list of resolutions as adopted at the annual meetings and pass this file on to the successor.

Liaison to Partner Members (Optional)

The college/university liaison shall be responsible for planning and developing a mutually supportive relationship between institutions of higher education and the state AAUW. Upon direction from AAUW, shall contact those who have not renewed their AAUW membership and encourage them to join.

Section 4. Standing and Special Committees

Chairs and committees shall perform such duties as are assigned by the president and approved by the board.

Section 5. Reports

A written report shall be prepared, upon request of the president, by officers, board members, and chairs of standing and special committees and shall be submitted to the President prior to the state annual meeting.

Section 6. Vacancy/Removal

In the case of disability or failure of any officer or other member of the board of directors to carry out prescribed duties, such position may be declared vacated by a two-thirds vote of the board.

Section 7. Strategic Planning

The board, consisting of the elected officers, the appointed officers, and all branch presidents or branch representatives, shall have the responsibility for developing a two-year strategic plan at the summer board meeting. (even years)

DUTIES OF BRANCH OFFICERS TO THE STATE AAUW

Section 1. Duties of the Branch President

Be the official representative of the branch in the activities of AAUW on all levels.

- Send to the state president the names and addresses of all branch officers by June 1.
- File all required reports with the AAUW and the state.

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- Responsible to update branch bylaws after each AAUW convention and submit them as instructed. Responsible to bring branch bylaws into conformity with the state bylaws after each state annual meeting.

Section 2. Duties of Branch Finance Officer

Unless authorized by the AAUW Board of Directors, the branch finance officer shall perform the usual duties of the office and shall send the state dues to the state treasurer.

Section 3. Duties of Other Officers and Chairs

Branch officers and special committee chairs shall make reports as may be requested by the state board.

Section 4. Branch Representatives

Each branch shall appoint or elect a representative to the state board of directors. This representative shall attend board meetings and may serve as an appointed state officer.

ANNUAL MEETING

Section 1. Responsibilities of the President and Board of Directors

- The annual meeting program and the invitations to all speakers on the program are the responsibility of the state president in collaboration with the hosting branch committee. The apportionment of all time during the actual annual meeting is made by the president.
- A call to annual meeting shall be issued by the state president thirty (30) days prior to the opening of the annual meeting. The call shall include proposed amendments to bylaws, report of nominating committee, and an outline of the meeting agenda. It shall be individually mailed to each member.
- The date of the state annual meeting is set by the board.

Section 2. Responsibilities of the Host Branch

The host branch is responsible for all local arrangements for the state annual meeting and should work in close cooperation with the state president.

ANNUAL MEETING: Local Arrangements Chair is appointed by the branch president and shall:

- Be responsible for all local publicity.
- Appoint a registration committee and provide the necessary registration supplies.
- Appoint a local member to host each session at the annual meeting, be responsible for each session, attend to the introductions among the speakers, seating, room arrangements, etc.
- Hosts should give advance notice to persons to be acknowledged at special meals. When election results are available, newly elected officers should be presented at luncheon/banquet.

The president of the host branch should consult with the annual meeting local arrangements chair in deciding what hospitality the local branch can provide - without charge - to annual meeting participants, and is responsible to the chair for that hospitality.

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The president of the host branch should stimulate attendance at the annual meeting by notice of invitation to other branches.

Everyone, except guest speakers, must register, whether they attend all or part of the annual meeting.

Section 3. Finances

The annual meeting is financed, in part, by assessing each branch \$30. This Fee is provided to the host branch to aid in defraying expenses. Any balance from the assessment Fees shall be forwarded to the state treasury. Branches shall pay their Fee regardless of branch representation at the state meeting.

Expenses of the Annual Meeting

- The state shall provide and pay for speakers and any other program cost including music or special entertainment.
- The host branch shall provide for the required places of meeting, pay for all flowers, decorations, registration cards and badges, and pay the expenses of any guests of honor invited by the branch or the state. The AAUW pays the travel and lodging expenses when a representative of AAUW is in attendance. Registration and meal expense for the AAUW representative, during the annual meeting, are to be covered by the state.
- The host branch shall provide the state president and treasurer with the final annual meeting finance report by June 1. Any excess funds over expenditures of the annual meeting shall be returned to the state treasury by June 1. The AAUW-ND shall assume the risks for profit or loss.

Section 4. Meetings of the Board of Directors

It is in the best interest of the state to hold meetings of the board of directors just prior to the annual meeting and a brief one afterwards. Teleconferences are encouraged, as needed, to promote discussion of business items and communication amongst the state board members without incurring related on-site meeting expenses.

Section 5. Responsibilities to Attend the Annual Meeting

State officers, branch representatives, and chairs have a responsibility to attend the state annual meeting and board meetings. If a board member is unable to attend, that member shall notify the state president. Board members shall have no substitutes, but the state president may delegate someone to assume workshop or reporting responsibilities of a board member during board or annual meeting sessions. Such appointees shall have no vote on the board. It is necessary that each branch send as many branch members as possible to the annual meeting, as the purpose of the annual meeting is to update members on AAUW, state, and branch activities, and to plan future program and policies.

FILES OF OFFICERS AND CHAIRS

All files, state and branch, should be transferred as soon as possible by outgoing officers and chairs to their successors in order to help incoming officers with their work. Files should include an inventory, job analysis, calendar of important dates to be met during the year and the most recent copy of the state bylaws and standing rules.

MEMBERSHIP LISTS

Any list(s) of AAUW members' names and addresses shall never be sold or given to any other organization or agency. Such lists may be used to advance AAUW-sponsored programs or membership services such as insurance or travel, after such programs have been approved by the state board of directors.

ENDORESEMNT OF CANDIDATES FOR AAUW ELECTIVE OFFICE OR COMMITTEE SERVICE

Section 1. Members of AAUW-North Dakota who demonstrate outstanding ability through service in AAUW work, and whose experience would be an asset to the work of AAUW, and who shall have given written consent to serve, shall be recommended to the nomination committee of the AAUW for elective office or appointment to AAUW offices.

Section 2. Recommendations may be made to the state president by branches and individuals, citing experience and capabilities, and a vita shall be filed for each person so recommended.

Section 3. The state president shall transmit to the appropriate office the names and vitae of such members, together with recommendations for service in specific AAUW offices.

Revised: Kathleen Enzminger,	ND State President	Dec 1992
Revised: Mary Ann Walizer	ND State President	July 1999
Revised: LuAnn Stromme	ND State President	July 2000
Revised: LuAnn Stromme	ND State President	July 2001
Revised: Colleen Reuter & Kathy Ashe	ND State Co-presidents	July 2004
Revised: Colleen Reuter & Kathy Ashe	ND State Co-Presidents	July 2006
Revised: Colleen Reuter & Kathy Ashe	ND State Co-Presidents	April 2008
Revised: Julie Garrett	ND State President	April 2012
Maureen Kelly Jonason	ND State President	2012-2014