

AAUW OF NORTH CAROLINA POLICY STATEMENT

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I. PURPOSE

The purpose of AAUW is to advance equity for women and girls through advocacy, education, philanthropy, and research. The purpose of AAUW NC is to further the AAUW mission, program, and policies within North Carolina and promote, encourage, and coordinate the work of the AAUW affiliates (branches) within North Carolina.

II. STATE MEETINGS

- A. All AAUW NC meetings shall be held at barrier-free facilities.
- B. The business at all AAUW NC meetings shall be governed by Roberts Rules of Order and the Meeting Rules adopted by the Board are included in these policies as Appendix A.
- C. Annual Meeting
 - 1. The AAUW NC President, after consulting with the Executive Committee, shall appoint the Annual Meeting Coordinator. The Annual Meeting Coordinator position may be held by two persons.
 - 2. The Annual Meeting Coordinator, in consultation with members of the Board of Directors, shall refer to the AAUW NC Annual Meeting Guidelines document which is appended to, and part of, these policies (as Appendix B) in planning all aspects of the Annual Meeting including dates, location, registration, program, fees, and all meeting income and expenses.

3. Resolution (s) to be presented at the Annual Meeting from any branch or committee shall be sent to the president, at least fifteen (15) days prior to the Annual Meeting. If a fifteen-day notification is not possible, the body may hear the resolution by a vote of two-thirds (2/3) of the those present.
4. Election Procedures
 - a. Prior to the Annual Meeting, the Branch Advocate shall appoint a three to five-member Election Committee from the President's Council, to manage all aspects of the annual election.
 - b. All AAUW NC members present shall cast no more than one vote.
5. Other State Meetings
 - a. AAUW NC may schedule other such meetings as are necessary to conduct the business of the state (such as leadership training) or to contribute to advancing the mission of the organization.
 - b. Webinars, conference calls, and other means as well as face to face encounters may be used for these meetings.
 - c. The incoming or continuing President may call meetings of the incoming Executive Committee and Board of Directors before starting the fiscal year (July 1) for approving appointments and making plans for the coming year.
 - d. The date, place, program, and budget for such meetings must be approved by the Executive Committee.

III. REGIONAL OR CLUSTER GROUPS OF BRANCHES/MEETINGS

These are groups of branches that are relatively close geographically. Each branch is encouraged to coordinate with the other branches by:

- A. sharing newsletters or other communication vehicles.
- B. making sure members in all branches are invited to each branch's major events.
- C. sending a branch representative to the major events of the other branches.
- D. cooperating on projects that would affect the entire area.
- E. holding meetings where all members from all the branches are encouraged to attend if such meetings can be scheduled and programmed to support mutual interests.
- F. Information about these meetings and events should be shared with the AAUW NC Board Liaison for these branches and with the Branch Advocate.

IV. ELECTED OFFICERS

- A. The Executive Committee is comprised of the four or more elected officers which are President (Administrative Officer), Branch Advocate, Vice President, and Treasurer (Financial Officer). Two (2) people may be elected to these positions to serve as a

team in these positions. The duties of these elected officers are defined in the bylaws.

- B. All elected officers will submit timely, relevant information for the general membership to the President as requested and at the request of the Newsletter Editor and Website Manager.
- C. The President shall ensure all elected and appointed officers understand the expectations of their jobs and have appropriate documents describing them.
 - 1. Fill all appointed positions with the approval of the Executive Committee, including Standing and Ad Hoc committees, and appoints their chairpersons.
 - 2. Serve as an ex officio member of all committees except the Nominating Committee.
 - 3. Act as the contact for AAUW NC in all matters for which another contact has not been appointed.
 - 4. Have available at all meetings a copy of the AAUW Bylaws, AAUW NC Bylaws, the policy statement, and a list of state officers, committees, and branch presidents.
 - 5. Propose and present the agenda for all Board of Directors meetings.
 - 6. Visit as many branch, state, regional and national meetings as possible.
 - 7. Ensure that required responsibilities from committees and task forces are handled.
 - 8. Appoint a member to take minutes and a parliamentarian for state meetings.
 - 9. Inform the Young People's Award winner author of her/his selection. Present her/him to the North Carolina Literary and Historical Society and the AAUW NC membership, and assure that the award winning book is delivered to the Special Collections Library at the University of North Carolina at Charlotte or delegate that task to an appropriate person. Refer to Appendix C for details and procedures for this award.
- D. Terms of Office
 - 1. Two (2) people may be elected to these positions to serve as a team in these positions.
 - 2. Elected officers shall serve for a term of two (2) years or until their successors have been elected or appointed and have assumed office.
 - 3. The terms of each elected office shall begin on July 1.
 - 4. No elected officer shall hold the same office for more than two (2) consecutive terms.

E. General Duties of Elected Officers

1. Meet expectations and assume responsibilities as described in the bylaws.
2. Submit written reports for each board meeting as appropriate.
3. Participate in the Executive Committee meetings.
4. Attend local, state, regional and national meetings as time and finances permit.
5. Maintain a “turnover” packet that will inform her/his successor in office about specific resources and guidelines necessary to do the job. (Bylaws, Policies, job description.)

V. APPOINTED OFFICERS

- A. The appointed officers include persons necessary to conduct the business of AAUW NC.
- B. Terms of Office
1. They shall be appointed by the President and with the approval of the Executive Committee.
 2. The term of each appointed officer shall expire when the appointing President leaves office.

VI. EXECUTIVE COMMITTEE

The Executive Committee is composed of all elected officers. The Executive Committee shall:

- A. determine the special committees necessary for the work of AAUW NC, and recommend for Board of Directors’ approval the establishment of special teams or committees necessary to perform the programs of AAUW NC .
- B. act as the Finance Committee to oversee the preparation of the budget and in consultation with the Treasurer, recommend adjustments to the budget when appropriate.
- C. oversee a strategic planning process and engage the Board of Directors in monitoring the plan.
- D. make recommendations to the Board of Directors.
- E. may award grants to the branches from AAUW NC funds per the policies set forward under “Mini-Grants”
- F. act for the Board of Directors in the interim between meetings of the Board whenever necessary but not assume those duties specifically
- G. report its activities and actions to the Board of Directors.

- H. perform such duties as may be assigned by the Board of Directors.

VII. BOARD OF DIRECTORS

The Board of Directors is composed of the elected officers and appointed officers (see Bylaws).

- A. Duties. The Board of Directors shall:
 - 1. approve the budget and accept the final accounting report.
 - 2. approve the program for state meetings.
 - 3. approve the establishment of committees and task forces
 - 4. fill a vacancy in any office except the office of President.
- B. Expectations for Board Members:
 - 1. attend all board meetings.
 - 2. demonstrate a financial commitment to the organization to the greatest extent possible.
 - 3. recruit new volunteers.
 - 4. set goals for assigned areas of responsibility.
 - 5. provide written reports for each board meeting if appropriate.
 - 6. continually advise and comment on the overall plans for the organization.

VIII. COMMITTEES AND TASK FORCES

When possible, the composition of the collective leadership of AAUW NC shall represent the demographic, ethnic and age diversity of the state. The work of AAUW NC will be organized into several areas of responsibility. Those assuming the responsibilities will be appointed by the board, given a budget by the board, and be expected to report to the board. If a member volunteers to lead one of these efforts, that member may be appointed to the Board of Directors, and then may appoint additional members to that team. If more than one person works in an area, the group is called a committee or task force.

The board must ensure that some responsibilities are covered. These areas are marked (*) below. The chair of each committee or task force shall submit an annual report to the President and/or Executive Board.

- A. *Public Policy, the chair and/or committee shall
 - 1. address public policy, international equity and educational equity issues.
 - 2. act as a liaison to coalitions which support the mission of AAUW.
 - 3. present public policy resolutions and platforms for approval at board meetings and the AAUW NC Annual Meeting.
- B. An Annual Meeting Coordinator may be appointed as necessary and shall:

1. take responsibility for organizing and carrying out the AAUW NC Annual Meeting and all other state meetings approved by the Board of Directors.
 2. Help update and establish a timeline of arrangements and details of the event.
- C. *Communications, the chair and/or committee shall:
1. maintain the AAUW NC website.
 2. print and distribute the AAUW NC newsletter on a regular, ongoing basis to all members of AAUW NC and others as deemed necessary.
 3. work with the Board of Directors and appropriate committees to oversee communications with branches when appropriate.
 4. oversee all other aspects of AAUW NC relations with the media.
- D. *Fundraising, the chair and/or committee shall:
1. coordinate efforts to raise money for AAUW Funds.
 2. coordinate efforts to raise money for AAUW NC and other entities.
- E. * Membership, the chair and/or committee shall:
1. advance leadership development in general at the local and state level.
 2. maintain working relationships with colleges and universities in the state to attract more C/U partners.
 3. support branches in their efforts to recruit new members.
 4. make other recommendations to strengthen the capacity of branches to maintain and increase membership.
- F. The Executive Committee shall:
1. update and monitor AAUW NC policies and bylaws.
 2. oversee and monitor the budget
 3. assemble and prepare regular communications to branches.
 4. maintain master lists of contacts.
 5. work with the Annual Meeting Coordinator to arrange the logistics of the Annual Meeting, including the preparation of agendas, reports, handouts, etc.
 6. ensure state records are archived appropriately.
 7. route inquiries about AAUW NC business and AAUW NC information in general to appropriate contacts.
- G. The Nominating Committee, chaired by the Branch Advocate and made up of members of the Presidents' Council is responsible for presenting a slate of officers to be elected at the AAUW NC Annual Meeting. The Nominating Committee will work

closely with the Board of Directors to assure that there is continued leadership on the Executive Committee by seeking and proposing qualified candidates for elected officer positions.

1. Before December 1, the Branch Advocate will form a nominating committee of 3-5 members from the Council of Presidents. The Branch Advocate will contact the members of the Council of Presidents either by email or conference call and ask for volunteers to serve on the nominating committee. If additional members of the nominating committee are needed, then she will contact branch presidents individually. In rare cases, a member of the Executive Committee can serve on the Nominating Committee.
 2. The Branch Advocate will aim for a balanced representation from the Presidents' Council on the Nominating Committee; that is, Mountains, Triad/Piedmont, Triangle, and Eastern, etc.
 3. If a member of the Nominating Committee is proposed as a candidate for office and agrees to stand for nomination, the place on the Nominating Committee shall be assumed by an alternate member of the Council of Presidents if this causes the number of members on the Nominating Committee to fall below three.
 4. Any branch, Board of Directors member, or individual member may propose nominees for an elected office to the Nominating Committee.
 5. The Branch Advocate serves as the chairperson of the Nominating Committee.
- H. The Board of Directors reserves the right to define other leadership roles and leadership structures which serve the mission of the organization and to act on proposals to strengthen the organization through recognition and inclusion of such roles/structures in the operation of the organization.

IX. RECOGNITION

- A. AAUW NC Grants to Branches. AAUW NC may award grants to the branches from AAUW NC funds, following a process recommended and approved by the Board of Directors.
1. The mini-grant application for branches is posted on the AAUW NC website.
 2. The Executive Committee decides whether to grant the money and reports it to the Board of Directors.

X. FINANCES

A. Introduction:

The Finance Policies will follow the guidelines in the AAUW Finance Toolkit, Including:

1. The president will name the treasurer and at least one other member of the executive committee to be added to the signature card on all financial accounts.
2. The treasurer will prepare an annual financial report (showing appropriately detailed income and expenses and the account balances at the beginning and end of the year) in July and the president will arrange for its review. Intermediate reports during the year will be filed to be resources for the review.
3. The treasurer will file the annual IRS form 990N either through the AAUW MSD or directly with the IRS. The AAUW deadline is October 15, and the IRS deadline is November 15.

B. The Budget

1. The budget planning process should begin in January, so a preliminary budget may be presented to the Board of Directors for their review in the spring. The proposed budget may be amended before approval by May 30 so it can be publicized for the membership on the website no later than 30 days before the start of the fiscal year.
2. If large unpredicted expenses arise, particularly opportunities, the budget may be amended. Minor variances may be covered in the treasurer's notes.

C. Oversight

1. The treasurer is responsible for maintaining receipts for all expenses, including those paid with a state debit card. Debit cards must be used as credit cards (no PIN number or cash withdrawals).
2. The treasurer should have approval for each payment from a board member. If the charge is within the budget limit, but more than \$100, it should be sent to the president for her information, but the committee chair would be the one who approves the payment.
3. For a payment exceeding the budget limit:
 - a. If it is less than \$100, the president may approve it.
 - b. If it is between \$100 and \$500, the Executive Committee may approve it.
 - c. If it exceeds \$500, the Board must approve it.
4. A final accounting statement shall be presented to the board for their approval at the end of each fiscal year.

D. Reimbursement for Bills

1. Bills must be submitted for reimbursement within 30 days of incurring the expense. Board member expense statements need to be presented for reimbursement before the end of the fiscal year.

2. Expenses incurred by a board member may include travel, lodging, postage, phone calls, duplication, etc. Reimbursement for approved mileage for board members shall be at the current IRS charity rate for round-trip mileage (\$.14/mile), documented with receipts. Reimbursement for approved lodging for board members shall have a limit of \$55/night, documented with receipts.
3. If board members document expenses but waive reimbursement, these amounts should be entered as expenses, but also entered under Donations to document actual costs of the organization.

E. Reimbursement for AAUW National Convention

1. Priority will be given to covering the expenses of an incoming or continuing president or co-president of AAUW NC, especially if s/he has not already attended a national convention.
2. Any request for reimbursement should be made by the end of July.

F. Fundraising

1. The president may appoint an ad hoc fundraising committee to raise funds for a special project or campaign.
2. The vice president may appoint a special fundraising committee to raise funds to cover a gift for the outgoing president and/or a donation to AAUW funds in the president's honor.
3. All proceeds from fundraising shall be reported as income and broken down on the treasurer's report to show the source of the funds.

G. Dues Schedule

1. The members of AAUW NC are the members of the AAUW affiliates in NC who collect AAUW NC dues from their members. National members who wish to associate with AAUW NC are encouraged to join a local affiliate and/or the Tar Heel Branch. There are no "at-large" members of AAUW NC.
2. State yearly dues are:
 - a.\$11 for other members of affiliates who are part of AAUW NC
 - b.\$0 for representatives of College/University members who join affiliates
 - c.\$0 for student associates of affiliates/branches
3. The state participates in the Membership Payment Program and the affiliates should also, so that the \$11 state dues can be collected directly when a member joins or renews. Otherwise, the affiliate treasurer must forward state member dues to the
4. As long as the AAUW MPP does not charge the state half-year dues to a national member joining a branch in January and February, AAUW NC will waive the half-year dues that would normally be collected.

XI. AFFILIATES (BRANCHES)

- A. Branch President - The Branch President shall:
1. be the official representative of the branch in the activities of AAUW NC and AAUW on all levels
 2. submit to Member Services Database (MSD) at www.aauw.org the names and addresses of all officers and committee chairs no later than May 30.
 3. be responsible for updating branch bylaws after each AAUW convention and submitting them as instructed to the MSD by the established deadline. If revised branch bylaws are not submitted, the privilege of voting on all matters at the AAUW NC Annual Meeting or the AAUW Conventions and/or AAUW NC Board of Directors meetings shall be suspended. Voting privileges shall be reinstated upon approval of branch bylaws.
 4. assume the responsibility for bringing branch bylaws into conformity with the bylaws of AAUW NC after each AAUW NC Annual Meeting.
 5. send a copy of the branch yearbook and monthly newsletters to the state president.
- B. Branch Treasurer (Branches are encouraged to use the Membership Payment Program through MSD to submit memberships and dues.). Unless otherwise authorized by the AAUW Board of Directors, the branch treasurer shall send state dues to the state treasurer, postmarked no later than July 1. Dues received after July 1 for late renewals or for new members shall be forwarded immediately.
- C. Duties of other branch officers and committee chairs shall make reports as may be requested by a member of the AAUW NC Board of Directors or by a special committee chair.
- D. New Branches
1. A new branch will function upon notification from AAUW that all qualifications have been met. It will receive recognition at the following AAUW NC Annual Meeting.
 2. Forming branches are encouraged to have their membership join AAUW and AAUW NC as soon as possible.
 3. If a branch is not chartered within a year after approval by the Board of Directors, the board shall review the request.
 4. If there is difficulty opening a bank account, the AAUW NC can help arrange a method to cover publicity and meeting expenses until the branch is officially recognized.

5. A travel grant to the AAUW NC Annual Meeting in the amount of \$50 is to be given to each new branch that has been chartered since the last annual meeting.
- E. Branch Board of Directors. If a member of the AAUW NC Board of Directors is not a member of their branch board, the AAUW NC encourages the branch board to welcome the AAUW NC board member as a resource person and encourages the AAUW NC board member to support the branch board where possible.

XII. COMMUNICATION

Most communication-related activities conducted on behalf of AAUW NC will be guided by the recommendations of the Communications Committee whose recommendations must be approved by the Board of Directors. The President will appoint the members of this committee which includes a newsletter editor, website manager and other members as needed.

- A. Minutes. Annual Meeting minutes will be reviewed and approved by a reading committee appointed by the president and posted as soon as possible. Board of Directors and Executive Committee meeting minutes will be reviewed, finalized, and posted.
 1. All official branch meetings and board meetings are recorded by someone other than the contacts for finance and administration. The person designated to take the minutes at the Board of Directors, Executive Committee, and membership meetings (Annual Meeting) shall
 - a. record the attendance.
 - b. record the minutes of the meetings.
 - c. make the minutes available to all members and the AAUW Board Liaison as required.
 - d. submit a copy of the minutes along with all other reports to the President.
 - e. once finalized, submit a copy to the Webmaster who will post all minutes on the AAUW NC website.
- B. Newsletter
 1. AAUW NC will use a print medium (currently the Tar Heel News newsletter) to disseminate reports and other information to the general membership and the public.
 2. The President and the Newsletter Editor, in consultation with the Communications Committee, shall determine the dates for publication of the Tar Heel News, including the issue which must be mailed within a minimum of six weeks before the Annual Meeting.

3. The President and the Newsletter Editor, in consultation with the Communications Committee, may recommend changes in the distribution of the Tar Heel News to the general membership.
- C. Website
1. State officers and committees/task forces will utilize the AAUW NC website for reports and other information.
 2. The President and Web Manager, in consultation with the AAUW NC Board of Directors, shall determine the design of the website. The President will assign responsibilities for maintaining the AAUW NC website.
- D. Correspondence. Copies of correspondence that are sent by state officers and committee chairs to their branch counterparts and committees shall also be sent to the AAUW NC President.
- E. Communication with the Public
1. AAUW NC shall maintain a toll-free telephone line to provide information about AAUW NC which is accessible to the public as well as the AAUW NC membership. The Executive Committee will assume responsibilities for maintaining and monitoring the AAUW NC toll free telephone line.
 2. The email address, *infor@aauw.org*, shall be maintained and monitored by the President, Web Master, and other members of the board of directors as designated.
 3. A Facebook page, Instagram, Twitter, and an AAUW NC blog may be used to convey official AAUW NC messages, information, and events. (Includes all social media as appropriate.)

XIII. AAUW FUNDS

- A. Criteria for Gifts and Donations
1. Monies to AAUW. All named gift/donation activities will be guided by the recommendations of the AAUW NC Board of Directors.
 2. Gift Honoring Outgoing President. At least \$1000 of the undesignated amount sent, in even-numbered years, to AAUW Funds may be designated a Named Gift honoring the outgoing AAUW NC President.
 3. Memorial Gifts. In the event of the death of a member of the Board of Directors or Past President of the State, the Executive Committee may propose a process to collect "in remembrance" gifts for current board members and past presidents. These gifts may come from individuals, branches or from the AAUW NC treasury. These gifts shall be contributed to AAUW Funds in general or designated to a specific fund in their names. A note shall be sent to the family informing them of the gift.

XIV. ELECTRONIC COMMUNICATION

- A. Mailing lists sponsored by AAUW NC will conform to the following policies:
 - 1. Messages will include only AAUW business.
 - 2. Messages will not contain jokes, chain letters, junk mail, personal messages or solicitations.
 - 3. The lists will not be used to campaign for AAUW elected or appointed office.
- B. Subscription to the AAUW NC mailing lists will be approved on request for the following:
 - 1. Members of AAUW NC.
 - 2. AAUW members residing in NC.
 - 3. Faculty and staff of AAUW College/University members in AAUW NC.
 - 4. Officers and committee members of AAUW who abide by XIV: A 1 of these policies.
- C. AAUW NC Board members may be subscribed to the list(s) without their explicit permission. Anyone may unsubscribe without administrator intervention. The mailing lists will be verified annually to remove lapsed members.
- D. The AAUW NC website will publish personal information with the following guidelines/restrictions:
 - 1. Names, phone numbers and e-mail addresses will be made available to the public for the following officers: AAUW NC elected and appointed officers and Presidents and Membership Vice Presidents for AAUW NC branches.
 - 2. Names, addresses, phone numbers and e-mail addresses of all AAUW NC officers and branch officers and will be posted to the web in a password protected area of the website. The password will be distributed to the e-mail list and to any AAUW NC member on request.
 - 3. Pictures taken at AAUW events may be posted on the AAUW NC website without the permission of the people appearing in the pictures. When a picture has been “posed,” names of those appearing in the picture may also be posted, but names will not be added to “candid” shots unless explicit permission has been received from those appearing in the picture.
 - 4. Anyone who objects to her/his contact information or picture being posted in this way may contact the Web Manager (info@aauwnc.org or through the AAUW NC President) and the information/picture will be removed as quickly as possible.

XV. ENDORSING PROPOSED NORTH CAROLINA LEGISLATION

Requests from outside organizations, individuals or branch members seeking AAUW NC's endorsement of legislation proposed for consideration by the North Carolina General Assembly shall be approved by the Executive Committee per the following process:

- A. Any request for such endorsement shall first be referred to the Public Policy Chair (or person charged with this responsibility) for review to determine if the proposed legislation is in conformity with AAUW's mission and public policy program. If the Public Policy Chair determines that the issue is outside the scope of AAUW's Public Policy Program, she shall so advise the requesting party and no further action will be taken on the request.
- B. The Public Policy Chair shall present any request for an endorsement of proposed legislation that is in conformity with AAUW's Public Policy Program to the Executive Committee together with her recommendation for approval/disapproval, and the Executive Committee shall vote to approve/disapprove the endorsement.
- C. If there is no Executive Committee meeting scheduled before the time when the endorsement is required, the Public Policy Chair shall send her recommendation electronically to the Executive Committee and request each member to respond with a vote to approve/disapprove the endorsement within five days. A majority of the four elected members of the AAUW NC Executive Committee (President, Vice President, Branch Advocate, and Treasurer) will be required to approve/disapprove endorsement of proposed NC legislation.

The vote tally shall be reported to the Executive Committee at the next meeting for recording in the official minutes. The Public Policy Chair shall advise the party requesting the endorsement of the decision of the Executive Committee.

XVI. REVIEW AND REVISION

- A. The Executive Committee shall review the AAUW NC Policy Statement every two years.
- B. The general membership may propose changes to the AAUW NC Policy Statement, following a process established by the Executive Committee to receive and review these proposed policy statement changes.
- C. Based on this review, any part of the AAUW NC Policy Statement may be amended, suspended, or rescinded by a 2/3 majority of the Board of Directors members at any board meeting.
- D. Changes will be reported to the general membership in the next issue of the Tar Heel Newsletter and on the website.
- E. The changes and dates of revision will be recorded in the AAUW NC Policy Statement.

Record of Changes

- 19-July-2002 Changed "Duties of Committees", Paragraph 1, Bylaws
- 27-October-2002 Incorporated the Financial Guidelines. Added section XII
- 11-October-2003 Revised formatting to number all sections and paragraphs. Changed VIII.E.1 to insert language on first 50 miles. (now IX.E.1)
- 2-October-2004 Added section VIII on Recognition. Modified IX.E.3 on accounting for travel/lodging expenses. Added IX.G on accounting for fundraising expenses.
- 20-October-2006 Adopted the Proposed Policy Statement for AAUW NC dated October 20, 2006
- 28-January-2007 Posted 20-Oct-06 AAUW NC Policy Statement V2 (containing editorial corrections)
- 20 -April-2007 Added Article X Finances, Section J Dues Schedule. Retitled Policy Statement to remove reference to V2 and re-dated to reflect April 2007
- 28-September-2008 Article X, Section F, Paragraph 1 revised to reflect reimbursement of mileage rates based on IRS volunteer rate
- 09-October-2009 Added section XV on the Endorsement process
- 31-March-2017 Completed revision of AAUW NC Policies after change in structure and transition years
- 6-January-2018 Updated Section X. Finances.

Appendix A: Meeting Rules

1. Meetings are conducted per Robert's Rules of Order. For example: discussion of the issue, motion, discussion and/or amendment of the motion, and a vote on the motion.
2. Agendas are provided in advance of the meetings.
3. A recorder is appointed by the president or presiding officer.
4. All motions and amendments must be written to ensure clarity.
5. All full standing AAUW members in attendance are eligible to vote.
6. Speakers identify themselves and their position before commenting, if there is a chance they are unknown to the audience.
7. Speakers are sensitive to meeting time constraints and limit their comments to approximately two minutes, allowing other speakers to comment before speaking for a second time.
8. A timekeeper may be designated to keep the meeting moving within the time constraints.
9. The presiding officer provides opportunities for everyone to participate and encourages innovative ideas. Pro and con positions should alternate.
10. All speaker's suggestions and contributions are valued and respected.
11. Any of the above rules may be suspended by a two-thirds vote of the delegate body.

Appendix B: Annual Meeting

1. Annual Meeting Preparations

- a. As early as possible, select a date for the next year's AAUW NC Annual Meeting — if possible, at the close of the previous annual meeting. (March/April)
- b. The president, with the approval of the board, appoints an annual meeting coordinator who may choose to become a member of the board or may not. If not, she keeps the board apprised of her plans.
- c. The Annual Meeting Coordinator, in consultation with the board, chooses an event location and hotel/motel or other facility in the Triad Area of North Carolina (April-June) by:
 - 1) Searching on the internet and making phone calls or emails to request proposals.
 - 2) Visiting sites to determine ability to meet housing and meeting needs.
 - 3) Referring to Friday and Saturday agendas and contracts of the previous year to determine room, meeting, and audiovisual needs.
 - 4) Obtaining the approval of the board for the final choice of place and site.
 - 5) Keeping costs down as much as possible and securing rooms at the lowest price possible.

Contract and payment is signed and confirmed with the President(s) and Treasurer.

2. Meeting Requirements Arranged by the Coordinator

- a. Meeting space for approximately (80) people for the Annual Meeting on Saturday.
- b. Meeting space for board meeting, president's council, and Wine and Conversation after-dinner on Friday.
- c. Board/branches arrange for wine/snacks for Friday.
- d. Dinner on Friday at the hotel or an outside restaurant at each person's expense.
- e. Check with the Tarheel Branch President to arrange for any meeting they would plan, preferable an early Saturday morning. Determine the size of the room needed, if they want a light breakfast and coffee for members, and arrange for separate payment from them.
- f. Buffett lunch on Saturday for approximately \$25 or under. Menu TBD (3) weeks before the event. Include any special needs (vegetarian, gluten free) on the registration.
- g. Overnight guests have breakfast on Saturday, which may or may not be included.
- h. Coffee/tea and water should be available Saturday morning.

- i. Two separate tables should be arranged inside the meeting room. One table is for the Juvenile Book Award Winner to sign books and have additional books for sale. A board representative handles this and handles the money. The other table is for display materials.
 - j. Arrange with the treasurer, before the meeting, about payment for any on-site registrations and who needs to handle this on either Friday or Saturday.
 - k. Designate a host branch or branches to handle the following:
 - 1) Check-in table for Friday and Saturday.
 - 2) Hand out nametags, agendas, and any other materials provided by the board. Additional materials from the Chamber of Commerce about the area and activities may also be obtained and handed out.
 - 3) The host branch/meeting coordinator may plan an activity Friday afternoon for those attendees/guests not involved in meetings.
 - 4) Dinner is planned for all attending on Friday.
3. Registration and Check-In Guidelines:
- a. Send notes about the annual meeting with as many details as possible to the Tar Heel News by mid-January.
 - b. The registration form is completed by the board and sent on to the web manager to post on-line. Registrations by mail is sent to Treasurer.
 - c. President(s) gathers a packet to send out to all the branch presidents, and inform the branch presidents by email of its contents. This includes a registration form, directions to the hotel, and other pertinent information. This should go out no later than the 2nd week in February.
 - d. By early March, the meeting coordinator should:
 - 1) Work with the president to finalize details, answer any questions, approve any expenditure, and serve as the “go to” person for any needs that might arise on Friday or Saturday.
 - 2) Go over contract with president to make sure everything is covered.
 - 3) Finalize Friday afternoon activities from 2 to 5 p.m.
 - 4) Finalize the lunch choice with the hotel catering staff.
 - 5) Finalize plans with hotel for coffee/tea and possible light pastries for Saturday morning and arrange for water during the meeting.
 - 6) Finalize previous arrangements with the Tar Heel Branch for room space and breakfast items.

- 7) Check to see if the hotel provides pads and pens.
- 8) Arrange for branch members to be at check-in table on Saturday morning by 8:00 a.m. Discuss having someone available to greet AAUW members as they check in on Friday with the possibility of a welcome table near the lobby to hand out name tags and packets for those coming early.
- 9) Provide nametags, supplied by the board, for members checking in.
- 10) Official materials for the check-in table are provided by the board. Feel free to give out any Chamber of Commerce materials about the area.

Appendix C. Award for Young People's Literature (rev 2017)

I. PURPOSE

Since 1953, the American Association of University Women, North Carolina (AAUW-NC), in an effort to reward the creative activity involved in the creating of juvenile literature and to stimulate interest in worthwhile juvenile literature, hereafter known as Young People's Literature, has presented an annual award to recognize the year's best work.

- A. Criteria: The award is given annually under the direction of the North Carolina Literary and Historical Association with the following stipulations:
 1. It must be an original book published during the twelve months ending June 30 of the year for which the award is given.
 2. Its author(s) must have maintained legal or physical residence, or a combination of both, in North Carolina for the three years preceding the close of the contest period.
 3. If the author's work received the AAUW NC Award in the immediately preceding year, the author is not eligible to receive the award the following year. The limit for granting this award to any one individual is three times.
 4. The entries may be either fiction or nonfiction, written in prose or poetry.
 5. All works are judged without regard to lengths, but each must be published in book form.
 6. The Awards Committee is looking at the creative and imaginative quality, excellence of style, universality of appeal, and relevance to North Carolina and its people.
 7. Young People's Literature generally in this case is considered Pre-K through grade 12.

II. SELECTION OF JUDGES

There are three judges, one being the president of the North Carolina Literary and Historical Association (NCLHA), another a specialist in children's literature, and another representative of the American Association of University Women NC.

- A. Criteria for Judges:
 1. NCLHA sends books to the three judges
 2. The judges may use the point system of
 - a. 30 points creative and imaginative quality
 - b. 30 points universality of appeal
 - c. 30 points excellence in style
 - d. 10 points relevance to North Carolina and its people

Please Note: This point system is only a suggestion for the judges. We shall not ask to see how the judges scored each book, but ask only that they complete the

ballot listing first, second, and third choices. In the event of inconclusive results, a second ballot may be called.”

3. Counting Ballots: Three points for first place, two points for second place, and one point for third place.
4. Ballots are returned to the NCLHA by mail or email by September 30.
5. In any year, if in the opinion of the judges, there does not appear a title worthy of recognition, the award will not be presented.
6. Only one award may be made in any one year.

III. SUBMISSION OF BOOKS

- A. Three (3) copies of each entry must be submitted to the Awards Coordinator for the North Carolina Literary and Historical Association no later than July 15 of the year for which the award is given. In reaching a decision, members of each panel of judges considers creative and imaginative quality, excellence of style, universality of appeal, and relevance to North Carolina and her people.
- B. E-mail inquiries accepted at **michael.hill@ncdcr.gov**. Deadline for receipt of nominated books each year is July 15.
- C. Books are mailed to the attention of Michael Hill, 4610 Mail Service Center, Raleigh, NC 27699-4610 or, if by overnight carrier, to 109 E. Jones Street, Raleigh, NC 27601-2807.

IV. PRESENTATION OF AWARD

- A. The plaque is known as the “American Association of University Women North Carolina Young People’s Award”. Each year the name(s) of the winner of the award is inscribed on the plaque. It remains in the permanent possession of the Literary and Historical Association.
- B. In lieu of a cup, the AAUW NC Board of Directors, upon the announcement of the winning title, purchases enough copies of the book, with a bookplate for the award, for each AAUW branch throughout the state to donate a copy to at least one public library in the hometown of the branch. When the title is announced to the branches, each branch is welcome to purchase additional copies for other libraries at the expense of the branches or individuals.
- C. One copy of the book is added to the permanent collection (Special Collections) at UNC Charlotte by AAUW NC.
- D. AAUW NC arranges with the author for the presentation of the award.

Generally, the author is acknowledged and presented a certificate at the annual meeting of the North Carolina Literary and Historical Association in November. In addition, the author is asked to attend the AAUW NC Annual Meeting in the spring. At this time, each branch receives a copy of the book. The author is asked to give a brief summary of her writings and the award book.