

**AMERICAN ASSOCIATION OF UNIVERSITY WOMEN
NORTHWEST TUCSON AFFILIATE**

POLICIES, PROCEDURES AND JOB DESCRIPTIONS

2016 - 2018

I. PURPOSE

- A. To define the aims and objectives, services, and organization of the Affiliate.
- B. To assure administrative efficiency.
- C. To define the duties and responsibilities of officers and committees.

II. ORGANIZATIONAL POLICIES

- A. The Affiliate shall allow co-officer and co-committee elected and appointed positions.
- B. All new Board members shall receive copies of the current Affiliate bylaws, policies and procedures and job descriptions at the first meeting of the year. Board members shall be held responsible for reading and understanding their contents. Board members shall retain these documents in their permanent file.
- C. Any member may request copies of the Affiliate bylaws, policies and procedures and job descriptions.
- D. The bylaws chair shall bring into conformity the Affiliate bylaws with those of the AAUW after every AAUW convention and so notify the Association.
- E. The Affiliate shall send to the State bylaws chair a copy of any amended bylaws and/or policies and procedures.
- F. A copy of all correspondence that officers and committee chairs send in the name of the Affiliate shall be sent to the president and secretary.

III. MEMBERSHIP POLICIES

- A. Annual dues of Individual Members of the Affiliate shall include those of the Affiliate, State and AAUW. Cases in which Affiliate members cannot afford annual dues shall be handled on an individual basis by the Board.
- B. A dual member of the Affiliate who has paid AAUW and State dues in another Affiliate shall pay only the Northwest Tucson Affiliate dues.

- C. Prospective members may attend two (2) meetings (Affiliate and/or interest group) during the Affiliate year before applying for membership.

IV. BOARD POLICIES

- A. Board members shall notify the president, in advance, of items they wish to be placed on the Board or Affiliate meeting agenda.
- B. Four (4) copies of the Board member's annual report shall be made and sent to the following: Affiliate president, State counter-part, Affiliate archivist, and member's file.
- C. Each Board member shall review and update her job description biennially. One (1) copy shall be sent to the Affiliate president, one (1) copy to the bylaws chair and one (1) shall be kept in the Board member's file.

V. FINANCIAL POLICIES

- A. **Audit.** The Affiliate treasurer's monthly financial statements shall be filed for audit. The treasurer's books shall be audited as soon as possible after the close of the fiscal year. An audit committee of at least two people shall be appointed by the president. The audit committee's report shall be presented at the October Affiliate meeting for acceptance or adoption.
- B. **Reimbursement of Expenditures.** In order to be reimbursed for expenditures, the person incurring the expenditure must submit a request for reimbursement, within sixty (60) days, on the reimbursement form supplied by the treasurer. If the expenditure is not a budgeted item the Board will need to approve the reimbursement.
- C. **Solicitation of Monetary Funds.** The Affiliate Board of Directors shall limit the use of the Affiliate funds to only supporting the AAUW Funds, scholarships for PCCF and Virginia Gildersleeve International Fund (VGIF).
- D. **Contracts.** All contracts shall be reviewed and approved by the Board before they are signed by the president or secretary. It is the responsibility of the officer or chair of the committee involved to present the contract (s) to the Board.

VI. NOMINATING COMMITTEE AND ELECTION POLICIES

- A. The nominating committee shall be elected at or before the January Affiliate meeting to serve for a period of one (1) year. The nominating committee shall select its own chair.

- B. The nominating committee shall present the slate of nominees to the Affiliate at least two (2) weeks prior to the election at the annual meeting in April.
- C. The slate of nominees shall be published in the newsletter on or before April 1st.
- D. The nominating committee shall provide all nominees with job descriptions as stated in the Affiliate Policies and Procedures and Job Description Manuals.
- E. The nominating committee may act as a resource to the president when a vacancy on the Board needs to be filled.

VII. AAUW FUNDS POLICIES

- A. The Affiliate shall contribute to the AAUW Funds as recommended by the Board and approved by the Affiliate.
- B. The Affiliate shall have at least one (1) AAUW Funds annual fund raising project.
- C. Contributions to the AAUW Funds are tax deductible. Checks should be written to: AAUW Funds. If an Affiliate member wishes to designate her gift to a specific program or fund, the name or fund number of that program should appear on the unrestricted memo line of the check. If the memo line is blank the donation will go to funds of the AAUW Funds designated by the Board and recommended to the Affiliate for vote. Checks should be sent to the Affiliate treasurer.

VIII. INTEREST GROUPS POLICIES

- A. Interest groups are open only to Affiliate members. Exceptions must be approved by the Board of Directors.
- B. All interest groups will be financially self-sustaining.
- C. The interest groups shall elect their individual chairs.
- D. The program vice-president shall submit to the Board for approval any proposed interest groups.

IX. CONVENTIONS, CONFERENCES AND WORKSHOPS POLICIES

The treasurer shall budget an amount each year to assist with the expenses of the president, or her official representative, to attend State convention, regional meeting and AAUW convention. This money shall be designated in the budget as restricted funds.

X. STATE TRAVEL PROGRAM POLICIES

- A. The Affiliate shall extend an invitation to the State president to visit the Affiliate one time during the current president's term.
- B. The Affiliate shall provide meals and lodging if necessary.

XI. RELATIONSHIPS WITH OTHER ORGANIZATIONS' POLICIES

- A. The Affiliate may seek and work in coalition/network with other organizations within the guidelines established by the AAUW.
- B. Membership in a coalition/network by the Affiliate shall require approval by the Board. Coalitions/networks that require dues/reimbursements shall be reviewed yearly by the Board.
- C. The Board or president shall give official approval before membership involvement, public testimony and/or media presentations that occur within the coalition/network.
- D. The Board may reconsider membership should any changes occur in the purpose/objectives of a coalition/network to which the Affiliate has already lent its support.

XII. REVIEW

Policies and procedures and job descriptions shall be reviewed at least every two (2) years by the bylaws chair and revisions shall be presented to the Board of Directors for their vote.

XIII. JOB DESCRIPTIONS

NOTE: Many offices and committees may have 2 persons acting as “co’s” or “Assistant”, in which case those involved will divide up responsibilities of their position as they determine.

OFFICERS

- A. **The president** shall:
 - 1. preside at all meetings of the Affiliate and the Board of Directors;
 - 2. be responsible for the Affiliate bylaws being brought into conformity with those of the AAUW after each AAUW convention;

3. serve ex-officio with vote on all committees except the nominating committee;
4. appoint all appointed officers and committee chairs with the approval of the Board of Directors;
5. be the official representative of the Affiliate in the community and speak for the Affiliate in the media;
6. encourage Affiliate members to attend State, regional and AAUW meetings;
7. visit interest groups of the Affiliate at least once during her term;
8. work closely with the newsletter editor to assure the release of accurate and pertinent information to Affiliate members;
9. assign responsibilities to the president-elect and help develop the president-elect's leadership skills;
10. delegate responsibilities;
11. appoint the audit committee to review the treasurer's books after the close of the fiscal year;
12. appoint special committees authorized by the Affiliate or Board;
13. appoint a parliamentarian;
14. attend all Board and Affiliate meetings;
15. perform all other duties that usually pertain to the office;
16. appoint a member to be responsible for sending Board communications to Affiliate members as needed.

B. The president-elect shall:

1. become acquainted with all phases of the president's duties;
2. preside at all meetings in the absence of the president;
3. attend State meetings and conventions;

4. attend all Board and Affiliate meetings;
5. perform other duties as the president and/or Board may assign.

C. **The program vice-president** shall:

1. be responsible for the programs of the Affiliate meetings;
2. preside at meetings of the Affiliate and Board in the absence of the president and president-elect;
3. become familiar with AAUW and State materials and make use of them;
4. chair the program committee composed of the membership vice-president, the public policy chair, the AAUW Funds chair and others as deemed necessary;
5. serve on the membership committee;
6. become familiar with programs and materials for building leadership skills and program planning;
7. send a list of monthly Affiliate programs to the membership vice-president to be published in the Directory;
8. send announcements of monthly Affiliate programs and credentials of Affiliate guest speakers to the newsletter editor and to the webmaster for publication in the newsletter and website; notify the public information chair in time to ensure that other media deadline dates are met;
9. confirm with meeting room liaison that requirements for the speaker are met;
10. attend State, regional and AAUW meetings, when possible;
11. attend all Board and Affiliate meetings;
12. perform other duties as usually pertain to this office.

D. **The membership vice-president** shall:

1. chair the membership committee consisting of the program vice-president, treasurer, and others as deemed necessary;

2. preside at Affiliate meetings in the absence of the president, president-elect, and program vice-president;
3. have published during the late summer the Affiliate Directory consisting of a list of officers and chairs of committees; information about interest groups; Affiliate monthly programs; information on AAUW Funds and local scholarship fund; list of past Affiliate presidents and directory of membership;
4. distribute Directories to members at the September and October Affiliate meetings and those not picked up at Affiliate meetings shall be sent to members by other means;
5. send Directory errors, corrections and additions to the newsletter editor for monthly publication;
6. seek new ways to recruit and retain members;
7. coordinate all membership recruitment events;
8. plan Affiliate orientation for new members;
9. keep a file of the membership profiles of the members and encourage new members to become involved in Affiliate activities according to their interests;
10. serve on the program committee;
11. send new members names, addresses, phone numbers (e-mail and/or fax number) monthly to the newsletter editor to be printed in the newsletter and added to the mailing list and be sent to the appropriate people at AAUW and State;
12. attend State meetings;
13. attend all Board and Affiliate meetings;
14. perform other duties as usually pertain to this office;.

E. The secretary shall:

1. be responsible for the procedural records of the Affiliate and Board of Directors as they serve as the legal record and history of the Affiliate;

2. have at each Affiliate and Board meeting a copy of the Affiliate bylaws, policies and procedures and job descriptions, and the Affiliate Directory;
3. file the financial statement given by the treasurer with the official copy of the minutes of all Board and Affiliate meetings;
4. send the minutes of the Affiliate and Board meetings to the appropriate members for corrections and approval;
5. notify the president of any unfinished business from the previous meeting of the Board or Affiliate for the preparation of the meeting agendas;
6. send Board minutes to the Board members;
7. write a summary of the Affiliate meeting minutes to be published in the Affiliate newsletter;
8. retain all copies of correspondence sent in the name of the Affiliate by officers and committee chairs as long as needed for reference;
9. attend all Board and Affiliate meetings;
10. perform other duties as usually pertain to this office.

F. **The treasurer** shall manage the day to day financial matters of the Affiliate and manage the budget process. with the help of the Assistant Treasurer who shall be appointed by the President with the approval of the Board

1. Duties for managing the day to day financial Affiliate matters shall be to:
 - a.. serve as custodian of all the Affiliate funds;
 - b. be responsible for the collection of all dues and monies;
 - c. keep an itemized account of all receipts and disbursements and have available for audit;
 - d. forward State and AAUW dues to the proper persons and update the roster as necessary;
 - e. arrange for signature cards for all accounts;
 - f. pay all bills and reimburse all authorized expenses;

- g. present a financial statement at each Board and Affiliate meeting with a signed copy for the president and secretary and retain a copy for the treasurer's file; each Board member shall receive a copy of the financial statement at Board meetings;
 - h. review all signed contracts prior to disbursement of funds to assure compliance of contract;
 - i. work closely with the Affiliate membership vice-president to assure accurate records;
 - j. serve on the membership committee;
 - k. budget for the purchase of the president's pin to be presented to the president at the end of the first year of her term;
 - l. attend all Board and Affiliate meetings;
 - m. perform other duties as may pertain to this office.
2. The treasurer shall manage the budget process as follows:
- a. seek input from the Board members regarding budgetary needs;
 - b. prepare a proposed budget for the fiscal year and present said budget for approval at the May Board meeting;
 - c. have printed in the September newsletter the proposed budget with the Board's recommendations;
 - d. present proposed budget for vote at the October Affiliate meeting;
 - e. make recommendations to the Board regarding the distribution of funds according to the budget and recommendations for unbudgeted expenditures.

COMMITTEES

A. **The Bylaws chair** shall:

- 1. be responsible for bringing into conformity the Affiliate bylaws after each AAUW convention and sending to the Association the most recent Affiliate bylaws;

2. review and propose any necessary amendments to the Affiliate bylaws, policies and procedures every two years and at such other times as may be necessary;
3. attend all Board and Affiliate meetings;
4. perform other duties as may be requested by the Board or president.

B. The Newsletter Editor shall:

1. be responsible for publishing and sending the Affiliate newsletter to the membership at least six (6) times a year;
2. set the newsletter deadline date and inform the Board and Affiliate;
3. be familiar with the Affiliate bylaws, policies and procedures and the deadlines required to publish particular information (nominating committee report, budget, dues deadline, registration for various meetings, etc.);
4. publish extra copies of the newsletter to be given to the membership vice-president for membership recruitment and send copies to the State president, president-elect, program vice-president, archivist, *Arizona Sun* editor and AAUW as necessary;
5. send the newsletter via email to those who have online access; send by post to those without email capability;
6. attend all Board and Affiliate meetings.

C. The Communication Chair shall:

1. maintain the list of member addresses and email addresses up to date;
2. expedite messages from the Board and individuals to the membership as requested;
3. forward the *Arizona Sun* to all Affiliate members;
4. attend all Board and Affiliate meetings.

D. The Community Action chair shall:

1. promote Affiliate participation in community action projects that further

the mission of AAUW;

2. encourage participation in coalitions/networks with other organizations involved in community action projects for women and girls;
3. work closely with the Affiliate public information chair to maximize potential for publicity for the event(s) and to assure AAUW exposure;
4. answer communications with State counter-part;
5. attend all Board and Affiliate meetings.

E. The AAUW Funds chair shall:

1. be responsible for the planning and execution of the AAUW Funds luncheon in March;
 - a. identify lunch location;
 - b. negotiate venue contract for presentation to the Board;
 - c. plan menu;
 - d. identify program/speaker;
 - e. coordinate special fundraising activities at luncheon;
2. in consultation with the treasurer, recommend to the Board how the Affiliate contributions for the year should be designated on the AAUW form;
3. serve on the program development committee;
4. answer communications from the State counterpart; .
5. attend all Board and Affiliate meetings.

E. The Archivist shall:

1. prepare a history of the current administration of the Affiliate to be added to previous Affiliate history;
2. compile each year:

- a. all copies of the Affiliate newsletters and Directory;
 - b. annual reports of elected and appointed officers and standing and special committees;
 - c. well labeled photographs of Affiliate events and people;
 - d. publicity and media articles;
 - e. signed copies of official minutes of the Board of Directors and Affiliate meetings including signed financial statements;
 - f. any other items of historical value about the Affiliate;
3. deliver all historical documents to the Arizona State Historical Society on the even-numbered years;
 4. attend all Board and Affiliate meetings.

F. The Luncheon chair shall:

1. consult with the Program Vice President and the Treasurer regarding the development and cost of the luncheons;
2. be responsible for the planning and execution of the December Holiday luncheon and the May Installation luncheon;
 - a. identify luncheon location;
 - b. negotiate venue contract for presentation to the Board of Directors;
 - c. plan menu;
 - d. identify program for December Holiday luncheon.

G. The Public Policy chair shall:

1. serve on the program development committee;
2. be responsible to inform the Affiliate membership about the public policy program of the State and the AAUW;
3. encourage Affiliate members to lobby for the public policy program of the State and the AAUW;

4. inform the Affiliate members about local, State, national and international public policy issues;
5. encourage the Affiliate to have one program on an international issue each year;
6. encourage members to register and vote;
7. answer communications from the State counterpart;
8. attend all Board and Affiliate meetings.

H. The Public Information chair shall:

1. be responsible for any media publicity:
 - a. Affiliate programs and events;
 - b. special luncheons;
 - c. community action;
 - d. marketing for membership;
 - e. any other the chair and/or Board deems appropriate;
2. attend all Board and Affiliate meetings.

I. The Scholarship Committee chair shall:

1. be responsible for appointing the members of the scholarship committee with the approval of the Affiliate president;
2. hold regular committee meetings;
3. by December 1, the Affiliate scholarship chair or her designee shall provide scholarship information and application materials to the Pima Community College Foundation office, to be posted on the Foundation website for students to access and download.
4. with the committee, review applications, interview selected applicants, and choose students to receive the scholarship;

5. notify scholarship recipient(s) and invite them to attend the Affiliate scholarship luncheon as the guest of the Affiliate;
6. notify the PCC Foundation office of the winner(s).;
7. with the help of the scholarship committee, raise funds for the scholarships;
8. shall track, for a reasonable amount of time, the scholarship recipients with regard to their college progress in reaching their stated goals;
9. attend all Board and Affiliate meetings.

J. The Webmaster shall:

1. serve as the single point of contact between the Affiliate and AAUW's Information Technology Department for website questions, issues and concerns;
2. serve as the single point of contact between the Affiliate and the AAUW AZ State webmaster;
3. serve as the single point of contact for receipt of proposed content for the website from the Affiliate Board members and committee chairs;
4. be responsible for obtaining initial and on-going training on WordPress software;
5. be responsible for monthly maintenance of the existing website content, as well as the addition of new content and/or features;
6. assist Affiliate members with accessing the website and/or website content;
7. attend all Board and Affiliate meetings.

XIV. AMENDMENTS

- A. At any regular meeting of the Board of Directors, a majority vote may amend these policies and procedures and job descriptions provided notice of said amendment(s) has been given in writing to each member of the Board at least two (2) weeks prior to the meeting at which the vote is taken.
- B. A two-thirds (2/3) vote is required to amend these policies, procedures and job descriptions, without previous notice, provided there is intervening business

between presentation of the amendment(s) and voting thereon.

- C. These policies and procedures and job descriptions are a supplement to the Affiliate bylaws and shall be in agreement with and subordinate to the AAUW, State and Affiliate bylaws and Public Policy Programs of the AAUW and State.

Adopted: March 4, 2000

Amended: July 2001; April 2002; May 2007; September 2007; February 2010; October 2012; April 2014; May 2014; October 2015; November 2016; March 2018 (change of name of the Affiliate to Northwest Tucson)