

American Association of University Women

AAUW-Hawaii Policies and Procedures

Use of Name

1. The name of AAUW shall be used only to further the policies and programs of the Association. These policies and programs are binding on all members and Branches.
2. Article IV Sections 1 and 2 of the AAUW-Hawaii bylaws gives the framework for use and abuse of name. The intent of the policy is to promote member involvement while protecting the stated policies of AAUW and its public policy program. No member can use specified AAUW membership or the organization's name in public opposition to AAUW positions. The distinctions remain between "being" a member and "speaking as" a member.
3. If interpretation of stated policies or public policy programs becomes problematic, members shall consult the President or her delegated representative.
4. A copy of all public statements using the name of AAUW shall be given to the President and kept on file.
5. If the Association has no policy on a matter, the only action which may be taken by the members of Branches in the name of the Association is to use the established channels to effect the formulation of a policy.

Membership

1. Members holding Honorary Life Memberships in Branches are not required to pay State dues. These members are counted as Branch members.
2. State dues for Student Affiliates are waived. Student Affiliates are not voting members. AAUW has two categories of student affiliates:
 - a. E-student Affiliate - E-student affiliation is open to all undergraduate students attending an AAUW college/university partner member institution. National membership is free to e-student Affiliates.
 - b. Student Affiliate Undergraduate students at institutions that are not AAUW college/university partner members pay national dues of \$17 a year.
3. College University partner members shall pay no state dues.
4. State dues are waived for the first year of membership for members who are recipients of the AAUW "Give a Grad a Gift" program.
5. Membership dues are collected for the fiscal year beginning July 1 and ending June 30.
6. Dues for renewing members shall be collected by each branch and forwarded to the State Finance Officer by September 1.
7. Dues for new members who join during the fiscal year shall be collected by the branch and forwarded to the State Finance Officer as soon as received by the branch.

Financial Policies

1. The proposed State budget shall be prepared by the President and Treasurer and presented to the Board of Directors for approval at the Spring Board Meeting.
2. The State Finance Officer shall submit a financial report at each of the semi-annual board meetings. The report shall include a budget and actual variance report.
3. The line item in the budget for the Officers and Chairs shall be disbursed with approval of the President. Recognizing that, as a membership organization, some costs are absorbed, each Office and Chair, except for the President, shall have a minimal annual amount designated for miscellaneous postage, printing, and telephone calls if funds are available.
4. The Board of Directors may fund special projects if money is available.
5. The annual audit/review of the books shall be performed by at least two AAUW Hawaii members and shall be begun within 60 days of the fiscal year end June 30.
 - a. The State Treasurer shall close her books on June 30 for audit/review.

- b. All bills must be submitted to the Treasurer for reimbursement by June 15.
- c. Convention and workshop financial reports must be submitted to the Treasurer by June 15.
6. The State treasury shall reimburse elected and appointed officers and one branch representative (president or her designee) for travel to state board meetings, provided that adequate funds are available. Reimbursement amount shall be equal to the cost of inter-island coach airfare, as determined by the treasurer at least 30 days prior to the meeting. Reimbursement funds may be used for any expenses related to meeting attendance. If a member receives funds to attend a meeting but is unable to attend, the board, at their discretion, may request repayment of those funds. The President and Board of Directors shall plan meetings to minimize expenses for the State treasury and attendees.
7. Reserve travel monies for the Association Convention and State Meetings shall be:
 - a. Budgeted annually.
 - b. Allocated at the Spring Board of Directors' Meeting, depending on circumstances such as number of conventions, Association reimbursement, cost of airfare, etc.
8. Prior to receiving an advance for convention planning, the host branch shall present to the Board of Directors a proposed convention budget. Such funding is a loan and repayable by June 15th.
9. The convention planning committee is allowed up to five registration scholarships in the amount of \$50 each, pending a balanced budget.
10. The surplus of funds collected as convention or workshop registration fees, as well as funds advanced for convention planning, shall revert to the State treasury.
11. Gifts for visiting dignitaries and retiring state presidents are to cost no more than \$50. This provision will be allocated as a line item on the annual budget.
12. A statement of annual contributions to AAUW Funds is to be distributed to the members at the Spring Board Meeting.

Officers

1. Any elected or appointed office may be filled by co-officers.
2. In the event the presiding officer of a meeting is unable to perform her duties, an alternate will be designated by a consensus of the Board.
3. The Convention Chair will be appointed by the hosting branch. The Convention Chair may be a member of the Board for the period before and immediately following the bi-annual convention.
4. The president or co-presidents, shall be elected in even numbered years.
5. The secretary and finance officer shall be elected in odd numbered years.
6. The immediate past president shall be a member of the executive board.

Voting Procedures

1. A nominating committee shall be established according to the AAUW Hawaii bylaws to determine a slate of officers each year. The committee shall be appointed at least 60 days prior to the annual meeting.
2. Members of the nominating committee shall solicit names of potential nominees and present those names and qualifications to the chair of the committee at least 45 days prior to the annual meeting.
3. The chair shall contact each of the potential nominees and obtain their written consent (may be via email), then report those names to the board to determine a slate of officers.
4. The AAUW Hawaii secretary shall prepare ballots with the slate of officers and present them to the membership electronically via the AAUW Hawaii website, or some other online survey provider, such as Survey Monkey, and a mail ballot for those without an email address in the national database at least 30 days prior to the annual meeting.
5. The following schedule shall be followed for the election of officers and/or proposed changes to the bylaws:
 - a. The voting period shall last for 14 days, and open at least 30 days prior to the annual meeting.
 - b. Members can request paper ballots during this period.
 - c. All paper ballots must be received by the end of the online voting period.

- d. A majority of the votes cast shall be necessary for election.
6. All AAUW Hawaii members listed on the AAUW national database as members of AAUW-Hawaii will be eligible to vote.
7. The AAUW Hawaii secretary shall monitor the electronic voting, as well as receive all paper ballots to determine the outcome of the election.
8. Once the voting period has ended, the AAUW Hawaii secretary shall make the results known to the president/co-presidents, as well as the nominating committee chair.
9. The nominating committee chair shall make a report at the annual meeting announcing the results of the election.

Distance Board Meetings

1. Distance meetings shall be held whenever possible to reduce costs.
2. The distance meeting facilitator shall establish a quorum as Board members sign on.
3. Reports to be discussed shall be sent to all Board members via e-mail prior to the meeting.
4. If a recording is produced by the distance meeting program, it may be utilized by the secretary to compile meeting minutes.
5. Decisions shall be made by voice vote. In the case of unclear votes, voting will be conducted by roll call.

Committees

1. Qualifications and Terms of Chairs and Members
 - a. Committee Chairs shall be members of AAUW.
 - b. Members of committees shall be chosen for their experience and work in AAUW and/or their special aptitudes for the work of the committee and with due regard for geographic representation and rotation in membership.
 - c. Committee Chairs shall serve for a term of two years and shall be eligible for re-appointment for one term only in the same position.
2. Standing Committees
 - a. The Leadership Committee is responsible for developing and implementing training programs targeted to developing branch leadership.
 - b. The Public Relations/Media Committee is responsible for increasing the visibility of AAUW Hawaii through the use of the media (newspapers, magazines, radio interviews and public lectures), and through the use of a AAUW websites at all levels.
 - c. The Membership Communications Committee is responsible for putting in place and facilitating an electronic system of communication between state leadership and state members.
 - d. The Program Resources Committee is responsible for identifying areas of statewide interest and providing the resources for mission-based programming.
 - e. The Convention Committee is responsible for selecting a convention site, developing a budget, and working with the Board of Directors to establish a schedule of workshops and events.
3. Special Committees shall perform duties assigned by the Board of Directors.
4. The Chair of each committee shall submit an annual report to the state president to be included in the written materials to be distributed at the state convention/annual meeting.

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