

**American Association of University Women (AAUW)  
Northville-Novu Branch, Inc.  
Policies & Procedures**

**PURPOSE**

It is the purpose of Policies and Procedures to clarify the practices and procedures under which the AAUW Northville-Novu Branch, Inc., hereinafter known as AAUWNN, operates to implement its programs, projects, and bylaws. This document shall serve as the operating rules for the Board of Directors. All activities shall be in keeping with the mission of AAUW and enhancing its image as a leader in the community.

**MEETINGS**

**Meetings**

Branch membership meetings are held usually the second Tuesday of each month, September through May.

**Board and Executive Committee Meetings**

Board of Directors meetings are held usually the fourth Tuesday of each month as needed, August through May, except December.

The Executive Committee consists of the elected officers and meetings are held at the call of the President.

**AAUWMI and AAUW Meetings**

The AAUWNN sitting President chairs the delegation to AAUWMI and AAUW meetings.

**Announcements and Handouts**

Announcements and handouts to be presented at meetings of the branch and/or meetings of the Board of Directors, which are outside the policies and programs of AAUW, shall be cleared 24 hours in advance with the President.

**Guest Policy**

Guests are welcome and may participate in up to three (3) branch meetings and/or interest groups prior to becoming a member.

**BOARD OF DIRECTORS AND COMMITTEE CHAIRS**

See Bylaws: Article XI

**Board Membership**

1. The Board of Directors shall be composed of the elected officers, the immediate past president, the chairs of the standing committees, and the chair of the nominating committee. These individuals are the voting members of the Board of Directors.
2. The standing committees may include the following: Bylaws and Policies & Procedures, Communication, Education Gifts Financial Development, Initiatives, International, Public Policy, Nominating, and others deemed necessary.

**Board Attendance**

Members of the Board of Directors are expected to attend board meetings. Chairs of Special Committees attend when appropriate for their responsibilities. Other branch members are welcome at any board meeting and should notify the President if they plan to attend; they shall have no vote.

**Special Committees**

1. Special committees may include, but are not limited to: Archivist, Historian, and Special Projects chairs and others as deemed necessary..
2. The chairs of the special committees shall not have a vote on the Board of Directors.

**Files of Officers and Chairs**

1. Officers and committee chairs shall maintain appropriate permanent files containing pertinent materials, correspondence, annual reports, job description, and recommendations for future plans and program development.
2. Officers and committee chairs shall submit a written report to the President summarizing the activities of the fiscal year, due by June 30.
3. Records and files are to be passed to each person's successor; files of the fourth prior year are to be turned over to the Archivist.

## **JOB RESPONSIBILITIES**

### **ELECTED OFFICERS**

#### **President**

1. Represent the branch at all AAUW levels and other organizations.
2. Submit officer forms to AAUWMI and AAUW by their deadlines and other reports as requested.
3. Interpret the provisions of AAUW's *Use of Name Policy* to branch members.
4. Prepare agendas, preside at all meetings of the branch, the Board of Directors, and the Executive Committee.
5. Call special meetings of the branch, the Board of Directors, and Executive Committee as provided by the bylaws.
6. Appoint chairs of all committees, except the Nominating Committee and those provided for by election.
7. Confirm with the Treasurer that all filing dates are met.
8. Direct the Treasurer to arrange for annual financial review of the books by the close of the fiscal year.
9. Maintain an accurate and up-to-date file of materials necessary to carry out the office of the President.
10. Review the branch Strategic Plan yearly with the Board of Directors.
11. Ensure that a permanent file is maintained of all legal documents including, but not limited to, Articles of Incorporation, Bylaws with amendments, board minutes, IRS Application for Recognition of Tax Exempt Status, IRS Letter Recognizing Tax Exempt Status, Michigan Charitable Solicitation License, and AAUW Affiliation Agreements.
12. Provide on-going education to the Board of Directors and branch members on the responsibilities and privileges of 501(c)(3) designation.
13. Schedule Board meetings and forward dates to Communication Chair for posting on the website.
14. Request suggestions for Named Honoree in the March newsletter.
15. Prepare the article on the Branch Named Honoree for the Newsletter following the Annual Meeting.
16. Serve on the Budget Committee; serve as ex-officio member of all other committees, except the Nominating Committee.

#### **Program Vice President**

1. Chair the Program Committee ensuring the programs are mission based.
2. Maintain an active notebook of possible speakers and program ideas.
3. Coordinate the program portion of branch meetings, including requests and requirements for use of electronic equipment.
4. Keep interest group chairs updated on branch activities.
5. Appoint a subcommittee responsible for planning the Annual Meeting which will include a member of the Program Committee (who serves as chair of the subcommittee), President, the chairs of Nominating, Education Gifts, and Scholarship committees, a past president, and others as needed.
  - a. Planning shall include location, date, menu, price, program, election, AAUWNN awards, installation of officers, and other recognitions.
  - b. Communication with the Program Vice President shall be the responsibility of the Chair of the Annual Meeting Subcommittee.
6. Submit reports and information to AAUW or AAUWMI by the date requested.
7. Preside at meetings in the absence or disability of the President; If the office of President is vacated, follow the process of succession outlined in the AAUWNN Bylaws, and become the president for the remainder of the term.
8. Order the past president's pin and present it to the out-going president at the Annual Meeting.
9. Serve on the Membership/Diversity and the Budget Committees.

#### **Membership/Diversity Vice President**

1. Chair the Membership/Diversity Committee.
2. Preside at meetings in the absence of the President and the Program Vice President; If the office of President is vacated, follow the process of succession outlined in the AAUWMM Bylaws; If the Program Vice President is unable to serve, become the President for the remainder of the term.
3. Prepare membership materials for new member recruitment and involve all branch members in new member recruitment.
4. Maintain active files of prospective members and membership profile sheets.
5. Organize annually at least one new member recruitment event.
6. Receive new member dues and forward them to the branch treasurer.
7. Keep a file on non-renewing members and report their reasons to the Board of Directors.
8. Provide orientation on AAUW to new members of the branch at least once a year. Encourage other officers and chairs to participate.
9. Provide updated member/new member information to the members of the Board of Directors.
10. Monitor member affiliation dates to identify potential 50 Year AAUW members; file necessary AAUW forms with the national AAUW Membership Office and plan appropriate branch recognitions.
11. Prepare and maintain an up-to-date membership roster. Forward information to the Directory Editor, to keep the directory updated and posted.
12. Serve on the Program and Budget Committees.

### Secretary

1. Record and keep a copy of the minutes of all Branch, Board of Directors, and Executive Committee meetings. Copies may be distributed electronically.
2. Forward a copy of the minutes to all Board members within two weeks after the meeting.
3. Attach a copy of the treasurer's report and other relevant material with the minutes.
4. Keep copies of the minutes of the current year and the previous year until submitting them to the Archivist.
5. Submit "Board Briefs" (Board of Directors), to the Newsletter Editor each month.
6. Have available for reference at all meetings a copy of:
  - a. AAUWNN Bylaws and Policies & Procedures.
  - b. List of the Board of Directors.
  - c. Minutes of the meetings of the current and previous year.
7. Handle and keep files of all correspondence and communications for the branch received and sent as delegated by the President or the Board of Directors.
8. Write thank you notes as requested.
9. Send cards on behalf of the branch to members who are incapacitated, hospitalized, or have had a death in their immediate family. Notify Board of cards which have been sent.

### Treasurer

1. Chair the Budget Committee.
2. Present the budget to the Board for approval at the first board meeting of the new fiscal year that begins July 1. After board approval, present the budget at the next branch meeting for membership approval.
3. Receive and deposit all monies due AAUWNN. An Income Voucher, properly completed, shall accompany every deposit. The Income Voucher must match the monies.
4. Disburse money for expenses only as authorized by the Board, or upon receipt of a properly completed voucher not in excess of budgeted amounts.
5. Forward membership dues for new members to AAUW Treasurer; Renewing members can renew electronically directly to AAUW. Forward dues by the due date for renewing members, who wish to pay by check, to the AAUW Treasurer via debit card by the date specified by AAUW; forward AAUW MI dues to the AAUWMI Treasurer in the same manner.
6. Prepare an article for the branch newsletter in April or as needed as a reminder for dues renewal.
7. Email copies of the monthly treasurer's report to the board members.
8. Prepare the books for the annual financial review; Present annual financial review findings and year-end fiscal report at the first Board meeting after the completed financial review.
9. Keep Treasurer's records for at least four (4) years; then forward to Archivist. Annual financial reviews and tax filings shall be kept permanently.
10. Receive from the Budget Committee the amounts approved for college endowments and high school scholarships.
11. File the appropriate IRS and State of Michigan documents before the filing deadline each year, and provide copies to the President.
12. Prepare scholarship checks for the graduating senior(s) made payable to the student scholarship recipient.
13. Maintain a file of the IRS documents, IRS Letter of Determination of Tax Status, State of Michigan filings and AAUW filings.
14. Prepare contribution checks to the colleges made payable to the established AAUW Northville-Novu Branch Endowments as directed by the Board of Directors.
15. Provide bills for the annual mailing (printing and postage) for members choosing to receive the newsletter and membership directory through the U.S. postal service.

## **JOB RESPONSIBILITIES**

### STANDING COMMITTEE CHAIRS

The Chairs of the Standing Committees serve on the Board of Directors.

### BYLAWS AND POLICIES & PROCEDURES CHAIR

1. Update branch Bylaws with mandated changes after AAUW and AAUWMI convention(s) and AAUWMI annual meeting(s), and submit them to the AAUWMI Bylaws Chair.
2. Submit proposed wording for branch bylaws to the AAUWMI Bylaws Chair for approval before submitting to branch membership for a vote.
3. Make recommendations for changes in the Bylaws to the Board of Directors in preparation for member vote.
4. Review the Policies & Procedures in the odd numbered years with a committee for recommendations to the Board for updating; serve as a resource and implementation person on both Bylaws and Policies & Procedures.

## COMMUNICATION CHAIR

1. Coordinate all aspects of branch communication and public relations. This includes:
  - a. Archivist/Historian
  - b. Facebook Manager & other social media
  - c. Directory Editor
  - d. Newsletter Editor
  - e. Webmaster
  - f. Print Media Specialist
  - g. Photographer
  - h. Zoom / hybrid meetings
2. Review communication tools and maintain files for login and passwords to access Facebook and branch Website.
3. Redefine and/or create new communication tools and methods that provide a consistent, positive image of AAUW at all levels.
  - a. Oversee website, Facebook, other social media, and newsletter development.
  - b. Approve ALL material to be distributed to the public for consistency in design and goals of AAUW, at all levels.
    - i. This includes tickets, brochures, newspaper/magazine articles, new member handouts, etc.
    - ii. Individual committees and projects create their own work; the chair approves for consistency and accuracy.
4. Oversee the maintenance and development of the branch website as an up-to-date major communication link to the community and members; The website is an archive of important information and photos.
5. Serve on the Initiatives and Program Committees.

### Communication Tools:

1. Archivist/Historian:
  - a. Evaluate and maintain permanent records and historically valuable documents.
  - b. Prepare items and documents for proper filing and storage and ensure preservation for future retrieval.
  - c. Research activities based on historical events that have influenced the empowerment of women.
  - d. Provide an updated history of AAUWNN events to complete and maintain the chronology of the organization.
  - e. Print a hard copy of the directory at the end of the fiscal year.
2. Facebook Manager:
  - a. Stay abreast of current trends and audience preferences for Facebook utilization.
  - b. Publish and share engaging content in a timely manner (e.g., original text, photos, videos, and news).
3. Directory Editor:
  - a. Maintain a current membership mailing list; Work with the Membership/Diversity Vice President and Treasurer to ensure accuracy.
  - b. Post and regularly update the on-line branch Membership Directory.
  - c. Create and maintain documents in WORD; Save in both WORD and pdf format.
4. Newsletter Editor:
  - a. Prepare the monthly branch newsletter and oversee the distribution process.
  - b. Create the monthly newsletter and forward to President and Communication Chair in pdf format for review.
  - c. Work with the president to keep the newsletter focused on branch issues and concerns.
  - d. Request newsletter articles from the elected officers, standing committee and special committee chairs.
  - e. Distribute the AAUWNN newsletter to AAUWNN members not receiving it electronically.
  - f. Send newsletters to other S.E. Michigan AAUW branches as requested by consortium members or the presidents.
  - g. Email the newsletter to state website for posting at: STATESERVICES@AAUWMI.ORG
  - h. Submit newsletter to Communication Chair for timely posting on the branch website.
5. Webmaster:
  - a. Maintain the branch website.
  - b. Design and implement social media strategy to align with AAUW goals at all levels.
  - c. Create, modify, and enhance the appearance and setting of the branch website.
  - d. Generate and revise web pages as needed.
  - e. Post current newsletter in a timely manner for communication with branch members and others.
  - f. Lay out content on web pages.
  - g. Ensure the web servers, hardware, and software are operating accurately, and are updated on a regular and timely basis.
  - h. Manage member access and passwords for the branch website.
  - i. Continuously test website to ensure that all aspects are user friendly and fix problems.
  - j. Test different browsers to ensure different operating systems can access the website.

- k. Stay up to date with current technologies and trends in social media, design tools, and applications.
6. Print Media Specialist:
    - a. Coordinate with the Communication Chair.
    - b. Develop/edit/proofread written materials for print publication to be useful, effective, and relevant.
    - c. Employ proper word usage and tone to reflect and safeguard the AAUWNN image.
    - d. Maintain ongoing communication with board members and committee chairpersons.
    - e. Attend committee meetings as necessary to document accurate and current information for publication.
    - f. Develop and maintain a list of print media contacts.
    - g. Maintain relationships with print media contacts; submit materials electronically by deadline.
  7. Photographer:
    - a. Attend branch events and take pictures.
    - b. Save pictures in a branch electronic file.
    - c. Distribute digital pictures to Facebook Manager, Newsletter Editor, Webmaster, Print Media Specialist, Archivist, and others as requested.

#### EDUCATION GIFTS CHAIRS

1. Keep records of contributions to the AAUW Funds.
2. Recommend to the Budget Committee dollar amounts for annual high school scholarships and donations to the college scholarship fund and the AAUW Northville-Novu Endowment Fund.
3. Serve on the Program and Budget Committees.

#### Scholarship Sub-committee Chair

- a. Communicate with the guidance counselors at Novi High School and Northville High School to begin preparation for their annual scholarship selection process.
- b. Make AAUW-NN scholarship applications available at each high school according to their timelines.
- c. Establish a committee to conduct review of applications according to the established rubric.
- d. Prepare vouchers for scholarship recipients at each high school made payable to the recipient.
- e. Notify scholarship recipients. Attend the scholarship honors event at each high school.
- f. Report to the Board of Directors and branch members the name of the scholarship recipients and amounts awarded.
- g. Invite scholarship recipients and one parent to attend the Annual Meeting as guests and to briefly address the group.
- h. Serve on the Annual Meeting and Budget Committees.

#### College Relations Sub-Committee Chair

- a. Work with the Schoolcraft College Coordinator about the selection process for the attendee(s) to the NASPA [*National Association of Student Personnel Administrators*] NCCWSL [*National Conference College Student Leaders*] conference
  - i. Review applications.
  - ii. Meet with the Schoolcraft College Coordinator for the selection process.
  - iii. Determine financial support based on budgeted amount.
- b. Attend and invite other branch members to collegiate scholarship functions hosted by the college.
- c. Serve on the Budget Committee and Annual Meeting Committee if needed.

#### FINANCIAL DEVELOPMENT CHAIR

1. Facilitate development of short- and long-term financial plans to achieve the budget annual objectives for board approval.
2. Present preliminary fund-raising plans for the up-coming fiscal year to the Board of Directors for approval at the May board meeting.
3. Facilitate the development and implementation of fund-raising plans.
4. Coordinate special fund raising committees.
5. Keep the membership informed and engaged in financial development activities.
6. Inform members on the availability of AAUW grants and deadlines for such grants.
7. Provide information on how to contribute to AAUW funds and report on member contributions and branch contributions to the AAUW Funds.
8. Serve on the Program, Budget, and Initiatives Committees.

#### INITIATIVES CHAIR

1. Facilitate development of short- and long-term initiatives and planned community projects for board approval.
2. Coordinate community projects (i.e., Let's Read Math, Career Path Day, etc.).
3. Participate in the annual budget process with a request for financial resources.
4. Guide the Initiatives Committee in its role to initiate, sanction, and develop an implementation strategy; help pilot and coordinate initiative programs.

5. Initiate new interest groups and present committee recommendation to the Board of Directors for approval.
6. Serve on the Program and Budget Committees.

**INTERNATIONAL CHAIR**

1. Prepare information and topics of concern relating to international issues as provided by AAUW at all levels and submit newsletter articles on these subjects.
2. Act as a liaison to local and international organizations and populations, with a focus to engage and involve these groups.
3. Prepare vouchers for any contributions made to international groups to which the branch provides assistance (e.g., Kids4AfghanKids).
4. Serve on the Program, Membership, and Budget Committees.

**PUBLIC POLICY CHAIR**

1. Interpret AAUW public policy at all levels to branch members.
2. Recommend action to members and/or Board of Directors on public policy positions.
3. Ensure the Board of Directors' sanctioned public policy activity conforms to the IRS Compliance Guide for 501(c)(3) public charities. Board officers and the Public Policy Chair are responsible for staying abreast of current rules.
4. Clear all statements of public policy taken in the name of AAUW with the President prior to initiation.
5. Communicate with elected officials in support of AAUW and AAUWMI public policy positions.
6. Communicate branch concerns to AAUWMI Public Policy Committee.
7. Encourage AAUWNN member participation in corresponding with elected officials on AAUW positions.
8. Prepare a report for each monthly newsletter and branch meetings.
9. Serve on the Program and Budget Committees.

**COMMITTEES: COMPOSITION, RESPONSIBILITIES, & PROCEDURES**

**BUDGET COMMITTEE**

COMPOSITION: Treasurer serves as Chair, Program Vice President, Membership Vice President, and the chairs of Communication, Public Policy, Education Gifts, Financial Development, Initiatives, and Scholarship committees, and others with information basic to budget development.

RESPONSIBILITIES:

1. Prepare the annual budget for adoption by the Board of Directors and the branch membership.
2. Monitor budget activity and report to the Board of Directors mid-year.
3. Receive and review project proposals and fiscal requests for unbudgeted expenses and make recommendations to the Board of Directors.

**COMMUNICATION COMMITTEE**

COMPOSITION: Communication Chair serves as chair, Archivist/Historian, Directory Editor, Newsletter Editor, Webmaster, Facebook Manager, Print Media Specialist, Photographer, Membership Vice President, Program Vice President, and chairs of Initiatives, Financial Development, and Education Gifts Committees.

RESPONSIBILITIES:

1. Maintain an ongoing process to inform the membership and community of the mission and activities of the branch.
2. Present a plan of communication for board approval.
3. Implement the plan.

PROCEDURES:

1. All branch publicity shall be submitted to the Communication Chair who will arrange the necessary print and electronic media contacts.
2. All media publicity for the branch should contain the AAUWNN website address, logo, email, and social media locations (i.e. Facebook, Instagram, etc.).
3. The president shall be kept informed of all publicity activities.

**NEWSLETTER EDITOR**

PROCEDURES:

1. The newsletter is used as a means of communication of branch business with members.
2. Announcement of births, illnesses, and deaths of members may be made in the newsletter.
3. Announcements that may be construed to be outside of AAUWNN business, programs, or policies must be approved in advance in writing by the President, after conferring with the Communication Chair, before it may appear in the newsletter.
4. Prospective members may receive three (3) monthly newsletters electronically prior to application for membership.
5. Communication Chair edits the newsletter before it is published.
6. Members without electronic capacity may receive hard copies at the prevailing cost of duplication and U.S. postal rate; The Treasurer will provide a bill to those choosing that option at the start of the fiscal year.

## DIRECTORY EDITOR

### PROCEDURES:

1. The directory is published electronically.
2. The directory includes all paid members as of the date of its publication.
3. Directories will not be available to non-members or other organizations.
4. Members without electronic capacity may receive hard copies at the prevailing cost of duplication and U.S. postal rate. The Treasurer will provide a bill to those choosing that option at the start of the fiscal year.

## FINANCIAL DEVELOPMENT COMMITTEE

COMPOSITION: Financial Development Chair serves as chair, Treasurer, Initiatives Chair, and others with diverse experience and interest in fund raising.

### RESPONSIBILITIES & PROCEDURES:

1. Develop and maintain short- and long-term financial plans to enhance the financial stability of the branch.
  - a. Proposed plans should include a master plan, time commitment, projected income, expense, and net.
2. Prepare the fund-raising plans to be included in the branch annual budget prior to the annual budget meeting.
3. Submit proposed plans to the Board of Directors for approval.
4. Implement the approved plan(s).

## INITIATIVES COMMITTEE

COMPOSITION: Initiatives Chair serves as chair, Facilitators of each initiative program, Communication Chair, and others with strong interest and skills in community projects.

### RESPONSIBILITIES & PROCEDURES:

1. Develop short- and long-term initiatives for Board of Directors' approval.
2. Participate in the annual budget process with a request for necessary financial resources.
3. Initiate, sanction, and develop an implementation strategy; help pilot and coordinate initiative programs.
4. Consider proposals for new interest group formation and make recommendations to the Board of Directors.

## INTEREST GROUPS

1. Interest Groups reflect and fulfill the program policies of AAUW at all levels or the interests of its members.
2. New Interest Groups wishing to organize shall present their plans to the Initiatives Committee for recommendation and then presentation to the Board of Directors for approval.
3. Funds are not budgeted for Interest Groups; prior approval by the Board of Directors must be obtained for reimbursement of expenses.
4. The Chairs of Interest Groups are responsible to forward updated information to the Communication Chair, who will forward the information, once verified, to Facebook, the Newsletter Editor, and the Webmaster for posting.

## MEMBERSHIP/DIVERSITY COMMITTEE

COMPOSITION: Membership/Diversity Vice President serves as chair, Program Vice President, International Chair, Directory Editor, and others with recruitment interest and skills.

### RESPONSIBILITIES & PROCEDURES:

1. Plan and implement recruitment strategies.
2. Contact potential members.
3. Continue personal contacts with all members.
4. Share new member interests with committee chairs.
5. Plan and implement recruitment events.
6. Develop and implement a branch mentoring program.
7. Plan and implement the new member orientation at least once each fiscal year.

## PROGRAM COMMITTEE

COMPOSITION: Program Vice President serves as chair, Membership/Diversity Vice President, chairs of Education Gifts, Initiatives, Public Policy, International Committees and others with program interests or expertise.

### RESPONSIBILITIES:

1. Integrate AAUW programs and public policy into planning monthly programs to ensure programming is mission-based.
2. Plan and implement the monthly programs.
3. Conduct a survey of members regarding interests and topics for programs as needed.

## NOMINATING COMMITTEE

PROCEDURES: (See Bylaws Article IX for composition, responsibilities, and procedures.)

1. Request suggestions for nominees from branch members.
2. Prepare a slate of officers for election at the annual meeting.
3. Ask candidates to submit biographical information for inclusion in the March newsletter.
4. Prepare information on nominees to be sent to branch members at least thirty (30) days prior to the election.

## **OTHER IMPORTANT GUIDELINES**

### FINANCE

1. When AAUWNN is asked to participate with other groups, the board will carefully consider all requests based on the program and the policies of AAUW and AAUWMI.
2. A gift of \$25 shall be sent in memory of a deceased member to "Remember the Ladies" or whatever organization or project is most appropriate and consistent with branch goals.
3. All bills for reimbursement of budgeted or approved expenditures shall be presented to the Treasurer as soon as incurred or by the end of the fiscal year.
4. Bills for reimbursements must be submitted to the Treasurer attached to a voucher provided by the Treasurer.
5. Every voucher must be signed by the branch President or the Committee Chair.
6. The person signing the voucher cannot issue the check.
7. The registrations for AAUW conventions, conferences, and workshops may be paid (or partially paid) for official delegates and members of the Board of Directors, subject to board approval.
8. Chairs of branch fundraising events shall present a written financial statement and a full written report to the branch President and Treasurer at the board meeting the month following the event.
9. The Board of Directors shall review the budget, comparing the budgeted amounts with expenses to date, in January of each year.

### POLITICAL ACTIVITY INVOLVEMENT

1. The branch and the Board of Directors may not endorse candidates for public office.
2. Individuals/members may support or oppose a candidate for public office in their own name only and not in the name of AAUW, AAUWMI, nor AAUWNN.
3. Nominating petitions for candidates for office may not be circulated at meetings.
4. Campaign materials regarding candidates for elected office cannot be distributed at meetings of the branch, interest groups, or Board of Directors.
  - a. Exceptions can be granted by the Board of Directors if materials for all candidates for a particular office are provided (i.e., in a candidates forum)
5. The branch directory is for the internal use of the members and shall not be given to others outside the branch.

## **AAUWNN NAMED HONOREE**

### Selection Process

1. The President shall request of the membership names and credentials of members who meet the criteria for the award.
2. The President will submit the names and credentials to the Executive Committee.
3. The Executive Committee makes the selection.
4. The name of the selected nominee shall be kept confidential until the date of the presentation of the award.

### Criteria

1. Awardee must be an active member of the branch.
2. Consideration is based on activities that demonstrate a significant commitment to the advancement of AAUW's mission.
3. Activities may represent a concentrated time frame or an extended number of years.

### Recognition

1. The Annual Meeting Committee Chair, or designee, shall be responsible for obtaining an appropriate gift
2. The gift is presented at the Annual Meeting.
3. If the Board of Directors chooses to purchase an ad in the annual AAUWMI convention booklet to recognize the named honoree, the Annual Meeting Committee Chair shall have this responsibility.
4. The previous Named Honoree announces the member selected as the Named Honoree at the Annual Meeting.

## **AAUWNN COMMUNITY ENRICHMENT AWARD**

### **Selection Process**

1. The selection of the Community Enrichment Award honoree is at the discretion of the Board of Directors in unique circumstances.
2. The award need not be given every year.
3. The award is intended for individuals in the community who are not members of AAUWNN.

### **Criteria**

1. Awardee must have made an impact in his or her community.
2. Awardee demonstrates the goals and values of education, equity, and women's issues in professional and personal endeavors.

### **Recognition**

1. Recognition of the awardee shall be at the Annual Meeting.
2. The committee planning the annual meeting shall determine how the awardee will be recognized.

## **WAIVER OF POLICY**

The Board of Directors may waive a policy by a majority vote of the Board for a specific purpose or period of time.

## **REVIEW AND REVISION**

1. The Bylaws and Policies & Procedures Committee shall review the Policies & Procedures In the odd numbered years.
2. It is the responsibility of the Bylaws and Policies & Procedures Chair to prepare and present the revisions to the Board of Directors for approval.
3. Approval of the Policies & Procedures by the Board shall be by a majority vote.

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