

**AMERICAN ASSOCIATION OF UNIVERSITY
WOMEN OF VIRGINIA**



BOARD OF DIRECTORS HANDBOOK

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AMERICAN ASSOCIATION OF UNIVERSITY WOMEN OF VIRGINIA
BOARD STRUCTURE

1. PRESIDENT
 3. CORRESPONDING SECRETARY
 3. BYLAWS/RESOLUTIONS CHAIR
 3. HISTORIAN
 3. PARLIAMENTARIAN **
2. RECORDING SECRETARY

2. VICE PRESIDENT FOR PROGRAMS
 3. EDUCATIONAL FOUNDATION CHAIR
 3. CONVENTION CHAIR
 3. LEGAL ADVOCACY CHAIR
 3. INTERNATIONAL AFFAIRS CHAIR
 3. DISTRICT REPRESENTATIVES

2. VICE PRESIDENT FOR MEMBERSHIP AND BRANCH DEVELOPMENT
 3. COLLEGE/UNIVERSITY CHAIR

2. VICE PRESIDENT FOR FINANCE

2. VICE PRESIDENT FOR PUBLIC POLICY
 3. STATE PUBLIC POLICY CHAIR
 3. LOBBYIST

2. VICE PRESIDENT FOR COMMUNICATIONS
 3. WEBMASTER
 3. VISION EDITOR

Categories 1 and 2 are elected by the state convention

Category 3 is appointed, with the exception of the District Representatives who are elected by their respective districts at the state convention

** may be off board

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I. Policy Sheet

Board Policy

A. Written Communications

Board members shall communicate with branch counterparts as follows:

1. Official AAUW OF VIRGINIA media (email, newsletter and the web page) should be used for general communication.
2. When possible, send communications for branch counterparts in the president's mailing at least **once** each year.
3. If necessary, communication may also occur through DATED letters. Copies of such letters are sent to:
 - a. AAUW OF VIRGINIA president and program vice president
 - b. appropriate board members (with copies distributed to the others at the next board meeting)
 - c. regional director
 - d. Association counterparts if applicable
 - e. appropriate Association staff.

B. Annual Reports

Board members shall prepare an annual report for inclusion in the convention program book.

1. The number of copies and instructions for preparing the report shall be determined by the president.
 - a. If requested, an oral report may also be presented at convention.

C. Files

Board members shall maintain files and are responsible for passing them on to their successor(s).

1. The following materials are to be kept for three years:
 - a. annual report of branch counterparts
 - b. AAUW OF VIRGINIA president's communications
 - c. AAUW OF VIRGINIA newsletters, board minutes, FYI letters, and other pertinent material.
2. Canceled checks, receipts, vouchers and other such materials should be kept seven years. Treasurer's reports, budgets, and ledgers are archival and should be preserved.
3. Materials to be kept until superseded:
 - a. AAUW OF VIRGINIA Bylaws

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- b. AAUW OF VIRGINIA Board of Directors Handbook
 - c. AAUW OF VIRGINIA Public Policy
 - d. AAUW OF VIRGINIA Resolutions
 - e. any form letters, etc., that may help successor.
4. Materials to be sent to the AAUW OF VIRGINIA historian are resource materials of value to AAUW OF VIRGINIA and include information on significant state projects which are not a part of the convention program book.
- D. AAUW OF VIRGINIA Travel Program
1. Official travel program visits are those approved by the state president, partially reimbursed by AAUW OF VIRGINIA, and outlined below. Additionally, branches and districts are welcome to invite state board members for unofficial visits with the understanding that AAUW OF VIRGINIA will not reimburse any expenses.
 2. Each district shall be entitled to one official travel program visit from the AAUW OF VIRGINIA president each year.
 3. Each district shall also be entitled to an additional official visit from a state board member each year.
 - a. The request for an official travel program visit from a board member shall be forwarded to the AAUW OF VIRGINIA president for approval.
 - b. Within two weeks after the visit, a report shall be forwarded by the district and by the travel visitor to the state president.
 4. Official visits to branches by the president or other state board members shall be allowed within the constraints of the budget. Mileage distances to branches shall be considered in assigning the specific board member to visit the branch.
 5. Expenses for official travel program visits shall be reimbursed for travel at the current rate per mile. The district shall provide overnight lodging and meals, if necessary.
- E. Expense Reimbursement
1. Reimbursement for AAUW OF VIRGINIA board members.
 - a. Travel expenses shall be paid for:
 - (1) AAUW OF VIRGINIA convention
 - (2) AAUW OF VIRGINIA board meeting
 - (3) district visits under the AAUW OF VIRGINIA Travel Program
 - (4) special committee meetings for state business as authorized by the president
 - (5) president, or representative, on AAUW OF VIRGINIA business
 - b. Computation for reimbursement is as follows:
 - (1) travel at \$0.30 per mile. Board members are encouraged to travel together, when possible.

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- (2) hotel at \$30 per night, maximum
 - (3) meals at regular board meetings; meals for which cost is incurred will be reimbursed up to \$10 per day; any planned meals shall be at no cost to the board members.
 - (4) co-officers shall be treated as a single person for reimbursement.
 - (5) AAUW OF VIRGINIA Convention
 - (a) registration fee
 - (b) hotel at current state rate
 - c. If the parliamentarian for AAUW OF VIRGINIA convention is not a board member, expenses are charged to and reimbursed from convention funds.
2. Association Convention Funding/Regional Conference and Leadership Conference
- a. The AAUW OF VIRGINIA board will budget each year for the Association Convention and Regional Conference.
 - b. Reimbursement will be made in July following the convention or conferences.
 - c. Regional Conference and Leadership Conference
 - 1) The incoming president's expenses for the Regional Conference, including registration, hotel (½ double room rates) and mileage, at current state rate, shall be reimbursed.
 - 2) Monies remaining in the budget shall be equally divided among incoming and continuing board members who attend the Regional Conference.
 - d. Association Convention Funding
Funds shall be allocated from the AAUW of Virginia budget to help defray the president's expenses at the Association Convention.
- F. AAUW OF VIRGINIA Convention
1. The convention host branch shall appoint a local arrangements chair at least 14 months in advance, who will work with the AAUW OF VIRGINIA president, convention chair, program vice president, and other appropriate board members on the local arrangements for the convention.
 2. The convention registration fee shall be established and a budget, including all estimated expenses and income, shall be adopted at the fall board meeting preceding the convention.
 3. Convention accounts shall be settled by June 15. Any monies remaining after that time shall be returned to the state treasury.
 4. It is desirable for a convention to yield neither a surplus nor a deficit.
 - a. If a surplus results, the funds should be allocated, at the discretion of the finance committee with board approval, to:
 - (1) maintaining a \$2000 convention reserve line item in the budget and
 - (2) the general operating fund of AAUW OF VIRGINIA.

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- b. If a deficit results, the deficit shall be paid out of the convention reserve line item.
5. The convention financial report should be mailed to the continuing or incoming state treasurer by July 1 so the budget for the upcoming year can be prepared.
6. All convention financial records including bills, receipts, vouchers, canceled checks and bank statements should be mailed with the financial statement to AAUW OF VIRGINIA convention chair by July 1.
7. The convention chair should present a written report to the AAUW OF VIRGINIA president by July 1.
8. The convention books as well as brochures, evaluation summaries, other pertinent information, and all convention records should be transferred to the AAUW OF VIRGINIA convention chair by July 1 so appropriate materials may be passed on to the next local arrangements chair.
9. AAUW OF VIRGINIA convention chair shall provide the AAUW OF VIRGINIA historian with one copy of the convention program book.
10. Other material shall be weeded to keep pertinent records, including one convention program book and stored by the convention chair. Records of the last four conventions shall be stored. Others may be discarded.

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VISION Publication Schedule and Procedures

A Publication schedule and contents

Each issue will include articles and information of interest to members, such as, branch and district news, timely Association and regional news, AAUW OF VIRGINIA committee and/or activity reports, announcements, and other articles as requested by the AAUW OF VIRGINIA Board of Directors.

At least once a year the newsletter will contain a directory of AAUW of Virginia Board of Directors, roster of branch presidents, state budget, annual calendar and Association convention/SAR conference reports.

- No. 1 Containing at a minimum: directory of AAUW OF VIRGINIA Board of Directors, roster of branch presidents, state budget, annual calendar, and Association convention/Regional conference reports.
- No. 2 Containing at a minimum: date and place of the next AAUW OF VIRGINIA convention and important dates and deadlines for December, January, February, and March.
- No. 3 Containing at a minimum: call to convention by the president or her representative; pre-convention information; proposed state public policy, resolutions, bylaws amendments; nominations; Association convention information in odd-numbered years and Regional Conference information in even-numbered years; and important dates and deadlines for March, April, May, and June.
- No. 4 Containing at a minimum: summer/fall meeting information, resolutions and bylaws amendments passed at convention, and convention election results.

B. Procedures

- 1. Order mailing labels, for a fee, from Association, one month prior to the newsletter mailing date. Order labels in zip code sequence using the form and procedures published by Association.
- 2. Mail newsletters using nonprofit bulk mail. Monitor the balance in the bulk mail account and coordinate with treasurer so that additional money is deposited to cover the next mailing. Notify the finance vice president when the annual bulk fee shall be paid.
- 3. When changing printers, obtain bids from at least three (3) printers. A committee consisting of the editor, the desktop publisher, president, and finance vice president will select the new printer.
- 4. Send two (2) copies to the AAUW OF VIRGINIA historian. Keep 10-100 copies of each issue on file.
- 5. Verify bills as requested by the finance vice president.
- 6. Contact finance vice president for amounts of expenses related to the newsletter for use in preparing future budgets.

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Policy on Diversity

AAUW OF VIRGINIA affirms the diversity statement adopted by the AAUW board of directors and the Conference of State Presidents in June 1988, the AAUW Educational Foundation board of directors in September 1988 and as revised at the Association Convention in 1991:

“In principle and in practice, AAUW OF VIRGINIA values and seeks a diverse membership. There shall be no barriers to full participation in this organization on the basis of gender, race, creed, age, sexual orientation, national origin, disability or class.” These shall be referred to as “underrepresented groups” in this document.

AAUW OF VIRGINIA will support diversity by the following:

A. Membership Recruitment and Development

1. Membership campaigns shall stress the pride and power of a diverse AAUW membership.
2. Branches shall be encouraged to determine an appropriate target group to increase diversity.
3. All state and branch publications shall include the statement: “AAUW OF VIRGINIA values and seeks a diverse membership. There shall be no barriers to full participation in this organization on the basis of gender, race, creed, age, sexual orientation, national origin, disability or class.”

B. AAUW OF VIRGINIA Program

1. Programming shall seek to increase member awareness of issues of concern to women of underrepresented groups.
2. Collaboration, coalitions, and networks with organizations for underrepresented groups by the state and branches shall be encouraged.
3. Speakers, panel participants, trainers, and facilitators at AAUW OF VIRGINIA convention and other events should include women of underrepresented groups.
4. Workshops or programs shall be presented at AAUW OF VIRGINIA conventions to sensitize members to the barriers faced by underrepresented groups.

C. Meeting Sites and Times

1. All AAUW OF VIRGINIA meetings shall be accessible to the physically challenged, and publicity about events will carry accessibility information.
2. AAUW OF VIRGINIA shall use only those meeting sites that welcome all people.
3. No AAUW OF VIRGINIA meetings will be held on the following major religious observances: Easter, Rosh Hashanah, Yom Kippur, and Christmas.

D. Branches are encouraged to adopt a similar diversity policy.

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Policy on Participation in Coalitions and Other Organizations

1. The AAUW OF VIRGINIA board of directors recognizes the value of joining together with other organizations to achieve a common objective. Through such coalition efforts we may be able to achieve economic use of resources and multiply our impact.
2. When joining with other organizations, AAUW will retain control of the use of the name of the American Association of University Women.
3. Financial support can include dues or a similar share of the administrative costs and/or a commitment to participate in the on-going financial support of the common objective.
4. In the event that AAUW OF VIRGINIA is asked, at any time other than within two weeks before an AAUW OF VIRGINIA board of directors meeting, to support an agenda change proposed by a multi-issue coalition of which it is a member, the executive committee, in consultation with the public policy committee, shall act for the board of directors. The committee's decision should be consistent with AAUW historic principles and potential for impact.
5. If there is a question regarding whether participation in a coalition is appropriate, the state should contact the Program and Policy Department, AAUW, 1111 Sixteenth Street NW, Washington, DC 20036 for further guidance.

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II. Job Descriptions

General Job Description

The responsibilities of each member of the AAUW OF VIRGINIA Board of Directors are to:

- represent the interests of members to the Association and state;
- represent and promote the Association and state to the members and the public;
- establish the priorities for AAUW OF VIRGINIA;
- develop and approve policies and procedures implementing these priorities;
- identify and develop leadership;
- assist branches.

To accomplish these responsibilities, members of the AAUW OF VIRGINIA Board of Directors are to:

- participate in the board and committee meetings;
- provide pertinent information to members and counterparts in the official AAUW OF VIRGINIA publication(s)
- communicate with branches via:
 - branch counterparts
 - AAUW OF VIRGINIA web page
 - other, as needed;
- approve the budget* and the investment policy annually;
- review and approve the program for state meetings;,*
- participate in the annual convention and board-sponsored functions;
- review and recommend approval of state public policy to state convention;
- participate in AAUW OF VIRGINIA travel program;
- participate in leadership training opportunities;
- submit an annual written report for the convention program book;
- participate in public meetings and serve on committees, as needed;
- participate in strategic planning;
- attend the meetings of the Board of Directors of AAUW of Virginia.

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President

Refer to the current AAUW OF VIRGINIA Bylaws.

- A. In addition to the duties outlined in the AAUW OF VIRGINIA bylaws, the president (or her designated representative) shall:
1. serve in an ex-officio capacity on all AAUW OF VIRGINIA committees with the exception of the nominating committee;
 2. communicate with branch presidents, state board members, South Atlantic Regional director, and the Association president;
 3. maintain a file of members who could serve as AAUW OF VIRGINIA board members, committee chairs, or committee members;
 4. update the:
 - a. AAUW OF VIRGINIA Bylaws,
 - b. AAUW OF VIRGINIA Board of Directors Handbook,
 - c. AAUW OF VIRGINIA Convention Planning Guide,
 5. inform the Association and South Atlantic Regional director of state and board meetings;
 6. file a letter with the Manuscript Division, Alderman Library (Accession number: 6305) at the University of Virginia, granting permission to the historian to withdraw or deposit papers in the AAUW OF VIRGINIA archives;
 7. appoint, at the spring board meeting, with the approval of the elected officers, auditors to review financial records of the state operating funds prior to the assumption of duties of a new treasurer or at the end of odd-numbered fiscal years, whichever occurs first;
 8. prepare AAUW OF VIRGINIA calendar and present calendar for approval to the board of directors at the summer board meeting;
 9. work with the historian in the ordering of the state president's files so the files coordinate with the historian's files and the archives.
- B. With regard to the AAUW OF VIRGINIA convention, the president or her designated representative shall:
1. issue the official call to convention 30 days in advance. The call may appear in the newsletter or electronically;
 2. recruit a branch to host the AAUW OF VIRGINIA convention, at least two years prior to the convention and locate a convention site;
 3. negotiate a contract with the convention site hotel at least two years in advance of the convention date;
 4. work with the convention chair and the local arrangements committee chair, who is appointed by the host branch, on all facility arrangements for the convention. The president shall approve all arrangements plans for the convention;
 5. prepare a convention agenda and description of workshops and any special events for publication in the

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spring issue of the newsletter. The program agenda is included in the convention program book.

6. appoint, at least two weeks before the convention, a committee of four tellers one of whom serves as head teller, four ushers, and two pages (See AAUW OF VIRGINIA Convention Planning Guide for their duties);
7. appoint three members of the minutes approving committee;
8. consult with the parliamentarian prior to the convention regarding the conduct of business sessions and any anticipated parliamentary problems;
9. appoint non-elected members of the AAUW OF VIRGINIA board, including corresponding secretary, historian, parliamentarian, EF, communications, college/university relations, international relations and bylaws chairs and others as deemed necessary;*
10. prepare a report for the convention program book.

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Corresponding Secretary

Refer to the current AAUW OF VIRGINIA Bylaws.

A. The corresponding secretary shall:

1. create, maintain, print, and distribute by September 1 of each year:
 - a. to the AAUW OF VIRGINIA board of directors:
 - (1) roster of state board members,
 - (2) roster of branch presidents,
 - (3) roster of branch counterparts corresponding to board positions,
 - (4) roster of college/university representatives;
 - b. to the branch presidents and all college/university representatives:
 - (1) roster of state board members,
 - (2) roster of branch presidents,
 - (3) roster of college/university members and representatives;
2. update and distribute the preceding lists, as necessary;
3. send the roster of the state board members and the college/university representatives to the convention credentials chair;
4. maintain a supply of AAUW OF VIRGINIA stationery, ordering new stationery when needed;
5. perform other duties as assigned by the state president.

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Bylaws Chair

Refer to the current AAUW OF VIRGINIA Bylaws.

- A. The bylaws chair shall chair the Committee on Bylaws.
 - 1. **Composition**
The Committee on Bylaws shall consist of the chair and no fewer than three members appointed by the president. The AAUW OF VIRGINIA parliamentarian shall serve as a consultant to the committee.
 - 2. **Duties**
The Committee on Bylaws shall:
 - a. call for amendments to the AAUW OF VIRGINIA Bylaws in the fall of each year,
 - b. accept, compile, and submit to the branches, the board of directors, the college/university representatives, the South Atlantic Regional director, and the state members-at-large any proposed AAUW OF VIRGINIA bylaws amendments as required in Article XIX of the bylaws. The committee shall have the authority to reword, clarify, or edit proposed bylaws amendments.
 - c. Notify branches of committee recommendations on their bylaws changes
- B. The bylaws chair shall:
 - 1. upon request of the president, update the AAUW OF VIRGINIA bylaws in accordance with Association directives, following the Association biennial convention;
 - 2. following the Association biennial convention, review, and certify, in accordance with Association directives, the branch bylaws or certification forms submitted by branches for approval;
 - 3. maintain a file of current branch bylaws;
 - 4. review and approve proposed branch bylaws and amendments;
 - 5. prepare a report for the convention program book.

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Resolutions Chair

Refer to the current AAUW OF VIRGINIA Bylaws.

- A. The resolutions chair, as appointed by the president, shall serve as chair of the Committee on Resolutions.
1. Composition
The members of the Committee on Resolutions shall consist of the chair and no fewer than three members as appointed by the state president. The parliamentarian shall be a consultant. If deemed appropriate in a given year, The Bylaws and Resolutions committees may be combined.
 2. Duties
The committee on resolutions shall:
 - a. determine that any resolution submitted is in compliance with state and Association policy and is consistent with current State and Association public policy and with resolutions currently in effect;
 - b. combine similar resolutions, reword, clarify, and/or edit submitted resolutions. The committee may refuse to accept any resolution that does not have an explanatory statement, supporting date, and implementation plan;
 3. The resolutions chair shall:
 - a. request resolutions from the branches in the fall;
 - b. distribute proposed resolutions to committee members. Meet by telephone, online, or in person to review and revise proposals. Assign a permanent number to each resolution based on year and sequence;
 - c. notify branches of committee recommendations on their resolutions;
 - d. prepare copies of accepted proposed resolutions for publication in the pre-convention newsletter and convention program book;
 - e. send copies of accepted proposed resolutions to all branches, members of the Board of Directors, the South Atlantic Regional Director, college/university representatives, and state members-at-large at least one month prior to the state convention;
 - f. send the complete text of all resolutions, except courtesy resolutions, adopted by the convention to the newsletter editor for publication in the summer newsletter; include a copy of all resolutions currently in effect;
 - g. remind branches with adopted resolutions that a follow-up report will be required for printing in the next three convention program books
- B. Resolutions
1. Purpose
Resolutions serve one or more of the following purposes:
 - a. direct study of a subject with the objective of adding it to the public policy program;
 - b. encourage statewide branch and/or Board action on an issue;

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- c. establish a state position for action and testimony;
 - d. express appreciation, offer congratulations, etc.
2. Format
- a. proposed resolution should be sent to the Resolutions Chair;
 - b. proposals should include, in addition to the statement of resolution an explanatory statement supporting data, and a plan for implementation;
 - c. proposals should be submitted no less than 10 weeks prior to the state convention;
 - d. resolutions screened by the Resolutions Committee require only a majority vote for approval;
 - e. resolutions may be proposed from the floor for discussion by a 2/3 vote of the convention. A 3/4 vote of the convention is required for the adoption of such a resolution.
3. Implementation
- a. Resolutions approved by the state convention will be in effect for three years unless action to the contrary is taken.
 - b. Upon adoption of the resolution, the state will designate a state board member to coordinate implementation with the responsible branch.
 - c. The responsible branch and/or designated board member shall prepare a letter to be approved and signed by the state president to be sent to the person, agency, or others concerned with the subject of the approved resolution.
 - d. The responsible branch shall prepare a follow-up report for the state convention program book in each of the three years following adoption of the resolution.
 - e. adopted resolutions, as well as a list of all resolutions currently in effect shall be published in the summer issue of the newsletter. (Resolutions are in effect for three (3) years unless action is taken to the contrary.)

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Historian

Refer to the current AAUW OF VIRGINIA Bylaws.

A. The historian, as appointed by the president, shall maintain the AAUW OF VIRGINIA historical files.

1. Current Files

- a. Retain AAUW OF VIRGINIA records and papers significant to the history of the AAUW OF VIRGINIA for the current and past biennium until the completion of the state history.
- b. Keep files in such a manner that they may be easily reviewed by the president or designated persons, as needed. As listed in the Order of the Archives, the files shall include the following:
 - (1) AAUW OF VIRGINIA president's reports
 - (2) AAUW OF VIRGINIA publications
 - (3) AAUW OF VIRGINIA convention program books
 - (4) reports of significant AAUW OF VIRGINIA projects
 - (5) minutes of conventions and board meetings
 - (6) fiscal reports
 - (7) bylaws
 - (8) policies, procedures, and job descriptions
 - (9) AAUW OF VIRGINIA resolutions and public policy statements
 - (10) lists of state officers and branch presidents
 - (11) branch establishment and dissolution information; branch histories

Work with the president in organizing the president's files so they are consistent with the files of the historian and the archives.

2. AAUW OF VIRGINIA Archives

- a. Located in Manuscript Division, Alderman Library (Accession number: 6305) at the University of Virginia.
- b. Upon direction of the president, deposit the archival material of a biennium, after completion of the AAUW OF VIRGINIA history. Until that time, the material remains in the current files.

B. The historian shall include reports on significant projects and trends in the current files.

C. The historian shall familiarize herself with the published volumes of AAUW OF VIRGINIA history (1925-60 and 1960-70) and shall be responsible for their preservation.

D. The historian shall research questions on AAUW OF VIRGINIA history upon request, to the best of her ability.

E. The president shall assign the writing of the history of the AAUW OF VIRGINIA. This author is responsible to the president and works in conjunction with the historian.

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Parliamentarian

Refer to the current AAUW OF VIRGINIA bylaws.

The parliamentarian may or may not be a member of AAUW OF VIRGINIA.

The parliamentarian shall:

1. serve on the Bylaws and Resolution Committee(s);
2. attend meetings of the board of directors of AAUW OF VIRGINIA, at the discretion of the president;
3. serve as consultant on parliamentary matters; and
4. provide current copies of the Association Bylaws and AAUW OF VIRGINIA Bylaws and *Roberts Rules of Order Newly Revised* at each meeting.
5. shall be responsible or compiling the script for the convention business sessions.
6. serve as consultant to the minutes review committee.

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Recording Secretary

Refer to the current AAUW OF VIRGINIA bylaws.

- A. With regard to minutes, the recording secretary shall:
1. mail or email separate draft copies of the minutes of the board of directors meetings and state convention to each member of the minutes approving committee (MAC), including the president as an ex-officio member, and the parliamentarian within three (3) weeks following the meeting;
 2. enclose a sheet of minutes' approval guidelines with the draft minutes. The guidelines shall:
 - a. specify the deadline to be observed by the MAC member in submitting corrections,
 - b. state that if the secretary has received no response by the deadline, the lack of response will be considered approval of the draft as mailed;
 3. make the final decisions on a suggestion for a change when the change is suggested by only one MAC member;
 4. mail or email approved minutes of the board of directors meeting to all board members and the regional director within nine (9) weeks of the board meeting;
 5. mail or email approved minutes of the AAUW OF VIRGINIA convention and any other statewide meeting to all board members, the regional director, and branch presidents within three (3) months of the convention meeting;
 6. include with the official minutes, kept by the secretary, copies of all reports given in the meetings, including the finance vice president's reports.
- B. With regard to files, the recording secretary shall:
1. maintain a permanent file which shall contain:
 - a. minutes of all regular and special meetings of the board of directors and the executive committee for the past three (3) years,
 - b. minutes of the AAUW OF VIRGINIA conventions for the past three (3) years. Ballots for officers shall be retained with the official convention minutes for a period not to exceed one (1) year,,
 - c. list of current board members
 2. In addition to materials listed in Article VII, Section 1(c) of the AAUW OF VIRGINIA bylaws, the secretary shall have available at all meetings of the board and the state:
 - a. current (unexpired) AAUW OF VIRGINIA resolutions,
 - b. current Association and state public policy,
 - c. minutes of the AAUW OF VIRGINIA convention and the board of directors for the past three (3) years.
- C. Additional duties of the secretary of AAUW OF VIRGINIA shall be to serve as chair of the Convention Rules Committee. The chair of the Convention Rules Committee shall write the convention rules, in consultation

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with the parliamentarian and president, and present the rules to the convention for its consideration. Consult prior year's convention program book for previous convention rules.

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Vice President for Program

Refer to the current AAUW OF VIRGINIA bylaws.

- A. The program vice president shall plan and chair the State Program Development Committee.*
1. Composition.
The members of the Program Development Committee shall consist of the chair(s) of the committees on college/university relations, LAF, EF, international relations, convention, public policy, and the district representatives. The membership vice president shall be an ex-officio member.*
 2. Duties.
The State Program Development Committee (SPDC) shall:
 - a. plan and coordinate with the state president and convention chair programs for the annual state convention and leadership meeting.
 - b. identify and focus on all AAUW concerns and issues which are of interest to AAUW OF VIRGINIA;
 - c. identify emerging state issues for board approval to be forwarded to the Association Committee on Program Development;
- B. The program vice president shall:
1. act for the president in the president's absence and at the president's request;
 2. assess the overall program of AAUW OF VIRGINIA, including branches, and make recommendations as appropriate;
 3. encourage branches to build programming around AAUW issues and components (EF and LAF) and to develop action from programs;
 4. encourage branches to work creatively on projects and to borrow ideas from successful projects to adapt to their situations;
 5. work with the president and convention chair to plan the program for state convention;
 6. serve on the membership committee and work closely with the state membership vice president in keeping with the Association's emphasis on membership-program interrelationship;
 7. serve as a resource and advisor to branches with regard to programming.
 8. serve on the public policy, membership, and finance committees as ex officio member; and
 9. prepare a report for the convention program book.

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Educational Foundation Chair

Refer to the current AAUW OF VIRGINIA Bylaws.

- A. The Educational Foundation chair shall:
1. educate branches and members about the Educational Foundation and its programs;
 2. serve on the Program Development Committee;
 3. serve as consultant to branch EF chairs and act as liaison between branch EF chairs, the state and the Foundation in all EF matters;
 4. encourage and promote branch fund raising activities by:
 - (a) citing successful fund raising activities;
 - (b) providing assistance and advice to branches in order to strengthen their fund raising.
 5. assist the program vice president with EF recognition activities at AAUW OF VIRGINIA convention;
 6. plan, with board approval, and implement any AAUW OF VIRGINIA EF fund raising.
- B. The EF chair shall:
1. receive EF reports from branches;
 2. keep accurate records of all funds received and disbursed based on reports from Association;
- C. Time Table (AAUW OF VIRGINIA calendar to include appropriate dates.)
1. Summer/Fall
 - a. Inform branches of names/addresses of current fellows and R&P grantees in their areas.
 2. Winter
 - a. Prepare convention report which includes:
 - (1) alphabetical list of branches, showing the previous year and current year EF contributions, branch membership, and per capita contribution for each branch,
 - (2) highest total contribution and per capita contribution in branches of:
(a) 15-59, (b) 60-120, and (c) more than 120 members;
 - (3) list of branches with named honorees;

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Convention Chair

The convention chair is appointed by the state president to serve on the AAUW OF VIRGINIA board as the liaison between the board and the Local Arrangements Committee (LAC) chair. See AAUW OF VIRGINIA *Convention Planning Guide* for more details.

The convention chair:

1. serves on the Program Development Committee;
2. negotiates, with the AAUW OF VIRGINIA president, a contract with the convention site hotel at least two years prior to the convention date. This contract must be signed by the state president, who keeps a copy for herself and obtains copies for the AAUW OF VIRGINIA secretary, the convention chair, and the LAC chair;
3. meets with the AAUW OF VIRGINIA board at the summer board meeting prior to convention to plan the program structure and to review local arrangements;
4. consults with the president, program vice president and Program Development Committee regarding convention theme, speakers, number of workshops, and workshop presenters at this same summer board meeting. The task of securing speakers/presenters for particular events is the responsibility of the president and program vice president with the assistance of the convention chair;
5. meets with the LAC chair and convention committees as needed in the fall preceding convention to review the tentative program, duties of convention committee chairs, and other details of local arrangements;
6. prepares a preliminary convention budget for approval of the AAUW OF VIRGINIA board at the fall board meeting in the year preceding the convention, estimating where necessary. The convention chair works in cooperation with the LAC chair and the convention treasurer to establish a revised budget, using additional information which has become available. The revised budget is submitted to the AAUW OF VIRGINIA board for review and approval at the winter board meeting preceding the convention;
7. prepares a convention registration form to be included in the Spring Vision
8. works closely with the LAC chair, committee chairs, and hotel staff as needed with appropriate follow up;
9. determines at the pre-convention meeting who is authorized to sign for which events. It is suggested that the LAC chair, hotel liaison, meals chair, and properties chair be authorized to sign bills;
10. prepares an evaluation form and provides for its distribution as an enclosure in the convention program book, arranges for collection at the conclusion of the convention, and summarization;
11. orders any desired gifts for speakers and workshop presenters;
12. is available at the end of convention to go over the final bill with the LAC chair, hotel liaison, meals chair, properties, convention treasurer along with a representative of the hotel staff;
13. reports the evaluation summary along with a final written report at the next meeting of the AAUW OF VIRGINIA board;
14. delivers to the AAUW OF VIRGINIA treasurer all convention financial documents for audit by the summer board meeting; and
15. maintains files with samples and detailed notes, by responsibility, to be sent to the convention chair of the next convention.

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Legal Advocacy Fund Chair

The Legal Advocacy Fund Chair shall:

1. promote the mission of the AAUW Legal Advocacy Fund to AAUW OF VIRGINIA branches, members, and the community;
2. serve on the Program Development Committee;
3. educate and inform members and others about equity issues in higher education and the Fund's work in addressing these issues;
4. disseminate news and information about the Fund's programs to branches and members through articles in branch and state newsletters, correspondence and conversations with branch leaders, visits to branches, and fund raising appeals;
5. serve as consultant to branches on fund raising ideas and techniques as well as LAF policies and procedures;
6. plan and implement LAF programming at state convention, in consultation with the president and vice president for programs;
7. work with the college/university relations chair and EF chair on issues of common interest to women in higher education;
8. monitor LAF fund raising within the state, report on results to the LAF office and interested parties in the state;
9. receive LAF reports from branches;
10. keep accurate records of all funds received and disbursed;
11. represent LAF on committees at the state level;
12. foster teamwork and partnerships among the Association, Foundation, and Legal Advocacy Fund at the branch and state levels; and
13. prepare convention report which includes:
 - a alphabetical list of branches, showing the previous year and current year EF contributions, branch membership, and per capita contribution for each branch,
 - b highest total contribution and per capita contribution in branches of:
(a) 15-59, (b) 60-120, and (c) more than 120 members;
15. Forward the annual reports for the state and the branches to the Association by the deadline.

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International Affairs Chair

The International Affairs Chair shall:

1. serve as a member of the Program Development Committee;
2. identify and focus on international issues that are of particular interest to AAUW and its members and the relationship of those issues to past and current international relations and government policies;
3. encourage districts and branches to develop programming based on international issues and concerns;
4. alert the membership to the news and events of CARE and other international organizations;
5. prepare a report for the convention program book.

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District Representatives

Refer to the current AAUW OF VIRGINIA Bylaws.

- A. District representatives shall be elected at district sessions held at the state convention. District representatives shall be confirmed by the state president after election by their districts.*
 - 1. Election
Nominations may be made by self-nomination, or from the floor, provided the consent of the nominee has been obtained. After a presentation of no more than two minutes from each candidate, the vote may be taken by a show of hands. A majority of the votes cast shall be necessary for election. In case a majority is not obtained on the first vote, a second vote shall be taken between the two candidates receiving the highest number of votes.
 - 2. District representatives shall be elected in even-numbered years for a term of two years.
 - 3. Vacancies.
In the event of a vacancy, the office of a district representative shall be filled by appointment by the state president, in consultation with the branches of that district.
- B. The district representatives shall:
 - 1. serve on the Program Development Committee;
 - 2. represent state programs and concerns to the branches in their districts;
 - 3. represent the concerns of branches within their districts to the state board;
 - 4. facilitate communication among branches in the district, which includes coordinating at least one meeting in the district each year.
 - 5. encourage branch participation at district meetings, state conventions, South Atlantic Regional Conferences, and Association Conventions.
 - 6. Serve as a member of the nominating committee for state board offices.
 - 7. prepare a report for the convention book

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Vice President for Membership and Branch Development

Refer to the current AAUW OF VIRGINIA bylaws.

- A. The vice president for membership and branch development shall serve as the chair of the Membership Committee.
1. Composition.
The members of the Membership Committee shall consist of the chair, the chairs of diversity and college/university relations, and as many others as deemed necessary. The program vice president shall be an ex-officio member.*
 2. Duties.
The membership committee shall:
 - a. endeavor to increase membership in the state through the establishment of new branches and to develop methods to increase and retain membership;
 - b. assist branch membership chairs in the development of successful membership procedures and orientation programs;
 - c. promote and implement Association and state diversity goals;
 - d. assist the president in forming new branches by providing all possible ongoing help to the petitioning organization including:
 - (1) attending organizational meetings,
 - (2) directing the organizing group to refrain from publicizing itself as an AAUW branch before receiving formal recognition from the Association board of directors,
 - (3) attending the meeting of the new branch at which permanent officers are elected and approved bylaws adopted,
 - (4) informing the state president on committee activities with the organizing group.
- B. The membership vice president shall:
1. keep branches informed of any changes in the status of colleges and universities on the AAUW list of qualified institutions;
 2. compare branch membership figures for the two preceding years for any significant differences. Analyze the data and report findings to the president and board of directors;
 3. before March 1, consult with AAUW OF VIRGINIA treasurer on total membership for each branch;
 4. serve on the program development committee;
 5. prepare a report for the convention program book.

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College/University Relations Chair

Refer to the current AAUW OF VIRGINIA Bylaws.

- A. The college/university relations chair shall serve on the Membership Committee and as chair of the Committee for College/University Relations.
 - 1. Composition
The members of the Committee for College/University Relations shall consist of the chair, who is appointed by the AAUW OF VIRGINIA president and all of the college/university representatives, as appointed by their colleges/universities.
 - 2. Duties
The Committee for College/University Relations shall:
 - a. represent and act as liaison with the institutions of higher education,
 - b. meet at least once a year during the AAUW OF VIRGINIA convention,
 - c. promote membership in AAUW among the college/university faculty and staff and recent graduates.
- B. The chair for college/university relations shall:
 - 1. work with the AAUW OF VIRGINIA president to encourage college and university presidents to appoint college/university representatives;
 - 2. provide the president a list of all college/university representatives by August 1 of each year;
 - 3. work with state diversity chair to ensure the existence of diversity in college/university membership;
 - 4. serve on the Membership Committee;
 - 5. encourage formation of college/university branches and student affiliate groups;
 - 6. provide college/university representatives with appropriate AAUW information for marketing and promoting stronger college-branch relationships;
 - 7. prepare a report for the convention program book.

Vice President for Finance

The finance vice president shall be custodian of AAUW OF VIRGINIA financial accounts and shall serve as chair of the Budget and Finance Committee. Members of the budget and finance committee shall be no fewer than three (3) members: the chair, the program vice president, and the membership vice president.

- A. The finance vice president shall:
1. collect state dues annually in the amount of \$8 for branch members, paid life members, state members-at-large, and those dual members whose primary branch is in another state; honorary life members, student affiliates, and transfers whose current dues has been paid in another state, are exempt from payment of state dues; dual members whose primary branch is in Virginia shall pay state dues to the primary branch only;
 1. make disbursements in accordance with the approved budget, or as directed by the board of directors;
 2. monitor the flow of cash and present a detailed financial statement to the board of directors at each meeting and to the president when requested;
 3. instruct board members as to reimbursement policies and procedures;
 4. keep the president and membership vice president informed about current membership figures;
 5. obtain a bond and renew when required;
 6. prepare books for auditor's review at the end of term of office.
 7. follow these bookkeeping procedures:
 - a. open a new checking account, with the president as the alternate signature,
 - b. identify each deposit by:
 - (1) noting the budget designation in the checkbook stub area corresponding to the deposit,
 - (2) keeping duplicate deposit slips,
 - c. verify bills prior to payment:
 - (1) ensure that each bill is within budget allocation prior to payment (Enclose blank vouchers when mailing reimbursement checks to board members.),
 - (2) disallow for payment any voucher that exceeds the budget allocation until approved by the budget and finance committee. The board of directors shall ratify this action at the next board meeting,
 - (3) itemize each receipt with the budget assignment,
 - d. indicate budget assignment(s) and amount(s) for each disbursement,
 - e. post receipts and disbursements in ledger regularly,
 - f. consider transferring, in the fall, with the approval of the president, a major portion of the checking account funds to a passbook/interest-bearing account and return the funds to the checking account as needed throughout the year,
 - g. review and renew liability and accident insurance policies on renewal dates. (See insurance files

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for details.),

- h. close books on June 15 for the payment of vouchers out of the current budget,
 - i. project remaining fiscal year expenditures to anticipate budget shortfalls, and report anticipated shortfalls to the budget and finance committee and the board of directors,
 - j. survey every board member each spring to determine the amount of money the board member will need for the next year;
8. prepare an annual budget for review by the Budget and Finance Committee before submitting it to the board of directors for its approval at the first board meeting of the fiscal year. The committee shall consider the stated budgetary needs of each board member when preparing the budget;
 9. submit the approved budget for publication in the AAUW OF VIRGINIA newsletter;
 10. recommend budget modifications to the board of directors for its approval at any time during the fiscal year.
- B. Time Table (AAUW OF VIRGINIA calendar to include appropriate dates.)
1. June. Communicate deadline information for payment of state dues to branches. The outgoing or continuing AAUW OF VIRGINIA finance vice president will do this mailing.
 - a. Give procedures to be followed.
 - b. Emphasize the deadline for payment of dues.
 2. After July 1, receive the audited books from predecessor, along with the files and any pertinent materials.
 3. On or about July 1, prepare the annual report for the previous fiscal year and distribute copies to the board members at the summer board meeting and to branch presidents in the president's mailing.
 4. Before November 1, if receipts exceed \$25,000, prepare and file the appropriate tax forms with the director of the Internal Revenue Service.
 5. On or about January 15, consult with the membership chair on total membership for each branch. Membership based on dues paid to the AAUW OF VIRGINIA finance vice president shall be the determining factor for branch membership figures.
 6. By March 1:
 - a. send a copy of total membership and voting strength for each branch to the AAUW OF VIRGINIA president, membership chair, EF chair, LAF chair, and convention chair prior to the convention,
 - b. send a copy of total membership and voting strength for each branch and a list of the state members-at-large by name to the convention head teller,
 - c. prepare financial and membership reports for the convention program book.
- C. Maintain canceled checks, receipts, vouchers and other such materials for seven years. Treasurer's reports, budgets, and ledgers are archival and should be preserved.

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Vice President for Public Policy

Refer to the current AAUW OF VIRGINIA Bylaws.

- A. The vice president for public policy shall serve as the chair of the Public Policy Committee.
1. Composition
The Public Policy Committee shall consist of the (co) vice president(s) for public policy, state public policy chair, and the AAUW OF VIRGINIA lobbyist.
 2. Duties
The Public Policy Committee shall:
 - a. prepare, in even-numbered years, a biennial AAUW OF VIRGINIA public policy program based on the public policy of AAUW and state issues. The proposed program is to be submitted to the board of directors for board review prior to the approval by the AAUW OF VIRGINIA convention in odd-numbered years;
 - b. recruit members to assist the state lobbyist by visiting and promoting AAUW positions to members of the Virginia General Assembly;
 - c. encourage branch public policy chairs to attend the Women's Roundtable in Richmond and/or subscribe to the weekly published summary of the disposition of bills before the General Assembly, prepared by the Women's Roundtable;
 - d. use the AAUW OF VIRGINIA Internet communications network to inform branches of impending legislative action concerning AAUW and for calls to action;
 - e. encourage women to run for elected office and to seek appointments on boards and commissions;
 - f. hold State and Federal Legislative Days, involving active member participation;
 - g. inform branch members of statewide educational issues, seek feedback on local issues, and collaborate with branches to improve public education
 - h. provide assistance to branches on Voter Education activities, such as, candidate and issue forums.
- B. The vice president for public policy shall:
1. be informed about pertinent legislation and serve as a communication link between the Association, the AAUW OF VIRGINIA board, and the branches concerning public policy priorities;
 2. keep Virginia's senators and representatives informed of AAUW's position on bills and issues by mail, phone, electronic mail, or personal contact;
 3. be responsible for arranging Capitol Hill Lobby Day or equivalent;
 4. ensure that branches are fully aware of the AAUW policies on "Use of Name" and on "Candidates for Political Office;"
 5. prepare a report for the convention program book.

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State Public Policy Chair

The state public policy chair shall:

1. serve on the public policy committee;
2. keep Virginia elected officials informed on AAUW OF VIRGINIA public policy priorities through electronic mail;
3. encourage branch members to contact their own legislators through electronic mail and personal visits;
4. hold a State Legislative Day at least once during the General Assembly session;
5. provide assistance to branches on Voter Education issues , such as candidate/issue forums;
6. keep AAUW members informed on important issues throughout the General Assembly sessions; and
7. prepare a report for the convention program book.

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Lobbyist

Refer to the current AAUW OF VIRGINIA Bylaws.

The AAUW OF VIRGINIA lobbyist shall:

1. serve on the Public Policy Committee;
2. attend the General Assembly to obtain information on legislation and to visit delegates and senators;
3. keep the Public Policy Committee informed of important issues throughout the year;
4. participate and help in the planning of the State Legislative Day; and
5. inform the AAUW OF VIRGINIA president of testimony and statements made on behalf of AAUW.

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Vice President for Communications

Refer to the current AAUW OF VIRGINIA Bylaws.

A. The vice president for communications shall serve as chair of the Communications Committee.

1. Composition.

The Communications Committee may be composed of the chair, the *Vision* editor, Desktop Publishing editor and Webmaster.

2. Duties:

The vice president for communications shall:

- a. coordinate the distribution of AAUW information among the Association, state, branches, and members;
- b. oversee the publication of the state newsletter and operation of the state website;
- c. make the state newsletter and Internet sites effective tools for recruitment and retention of membership and increasing visibility;
- d. complete the state applications for awards of achievement or excellence in visibility given by the Association
- e. prepares a report for the convention program book.

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Webmaster

The Webmaster shall manage Internet communications and shall maintain a current website for AAUW OF VIRGINIA.

The Webmaster Chair shall:

1. serve as a member of the Communications Committee;
2. serve as a webmaster for AAUW OF VIRGINIA and as liaison with the Association webmaster;
3. serve as an advisor to AAUW OF VIRGINIA on matters regarding cyberspace;
4. maintain the AAUW of VIRGINIA website and, to the extent possible, see that information on the website is current

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Vision Editor

Refer to the current AAUW OF VIRGINIA Bylaws.

A. The *Vision* editor shall:

1. serve on the Communications Committee;
2. publish a newsletter at regular intervals during the year as directed by the state board, mailed in compliance with Post Office regulations, and within budget.
 - a. distribute deadlines for submission of articles to the newsletter.
 - b. provides guidelines for articles for the newsletter.
 - c. notify branches and officers of deadlines for submission of articles
 - d. compile, edit articles, and direct printing of the newsletter.
3. send the bulletin to:
 - a. each member of AAUW OF VIRGINIA,
 - b. college/university representatives,
 - c. the 50 AAUW state presidents and editors of the state newsletters,
 - d. South Atlantic Regional director,
 - e. Association president,
 - f. University of Virginia and Virginia Tech libraries, for archival purposes,
 - g. The historian shall receive 2 years of *Vision* editions on a computer storage media every 2 years to include in the archives at the University of Virginia.
 - h. Others as may be requested

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Nominating Committee Chair

Refer to the current AAUW OF VIRGINIA Bylaws.

- A. The nominating committee chair, who is elected by the board of directors, shall chair the Committee on Nominations.
 1. Composition
The members of the Committee on Nominations shall consist of the four District Representatives. The state board at its first meeting of the fiscal year shall elect the chair of the nominating committee who may or may not be one of the district representatives
 2. Duties
The Committee on Nominations shall:
 - a. nominate at least one qualified candidate for each office to be filled at state convention;

President, vice president for program, vice president public policy, and vice president for communications are elected in the even-numbered years.*

Membership vice president, vice president for finance, and recording secretary are elected in the odd-numbered years.*
 - b. encourages and actively seeks qualified candidates for nomination to elected offices, considering the geographical area of the nominee so the entire state is represented, thus avoiding a concentration of the officers from a single area;
 - c. encourages and actively seeks qualified candidates to submit vitae for appointed offices and committee chairs.
- B. The chair of the Committee on Nominations shall:
 1. after completing the slate of nominations, contact each member submitting a nominating form;
 2. inform the member whether she has been nominated to the slate;
 3. if nominated, inform whether there is any opposition;
 4. notify the president of the slate of nominees;
 5. if slate of nominees is completed by the winter board meeting, notify the board of directors of the slate.
- C. Time Table (AAUW OF VIRGINIA calendar to include appropriate dates.)
 1. Summer (after all members of the Committee on Nominations have been selected) check with current incumbents who are eligible for re-election, to ascertain if they plan to file a nomination form.
 2. Fall (by October 1*) send letters or email to branch presidents.
 - a. List officers to be filled with a summary of the duties of each office.
 - b. State eligibility and nomination filing decision of incumbents.
 - c. State the deadline (from calendar and bylaws) for return of nominations to the chair.

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- d. Inform that acknowledgment of receipt of nomination form will be sent within seven days.
 - e. For even-numbered election years, supply an alphabetical list of persons eligible for president. Candidates for president shall have served on the state board for a period of one year within the last five years preceding the nomination.*
3. After nomination deadline:
- a. recruit candidates, if necessary;
 - b. call a committee meeting to evaluate the qualifications of proposed nominees and carry out the committee business;
 - (1) Meeting may be via telephone or the Internet or any convenient arrangement.
 - (2) A majority vote of the committee shall nominate.
 - c. provide a list of nominees with biographical data for the pre-convention state newsletter
 - d. prepares a report for the convention program book by March 1.
4. At AAUW OF VIRGINIA convention:
- a. nominate the candidates;
 - b. assists the head teller in preparing ballots and a ballot box (with enough ballots available for a run-off vote);
5. Forward vitae of persons qualified for appointed positions to state president.