

POLICY SHEET AAUW/OHIO

Revised January 2011

This Policy Sheet supplements the AAUW/OHIO Bylaws and interprets decisions of the Board of Directors and Annual Meetings. It is subordinate to the AAUW and State Bylaws. It shall be distributed to State Board members and to the branches.

PURPOSE

The Policy Sheet of AAUW/Ohio shall:

1. Improve administration efficiency.
2. Detail duties and responsibilities of officers, chairs, and members of committees.
3. Clarify state/branch relationships to prevent conflict.

I. STATE OFFICERS AND CHAIRS

- A. The President and President-Elect shall have served on the AAUW/Ohio Board of Directors within six years prior to nomination. The President, President-Elect, and Program Vice President shall have had elective leadership in a branch.
- B. The President shall consult with the Executive Committee prior to a recommendation to the Board of Directors to request the resignation of an elected or appointed officer for just cause.
- C. Members of the Board of Directors shall have knowledge of The Bylaws of the American Association of University Women, hereinafter called AAUW, Bylaws and Policy Sheet of AAUW/Ohio and the publications of AAUW and AAUW/Ohio.
- D. Members of the Board of Directors shall attend all meetings of the Board. They shall notify the President when it is necessary to be absent.
- E. Members of the Board of Directors shall attend general meetings of the state where branch members participate and such other meetings as requested by the President.
- F. If a State Chair is unable to fulfill the duties of that office, the President shall request the Board of Directors to approve the request for resignation.
- G. When members of the Board of Directors act as an official representative of AAUW/Ohio in other organizations, they shall be approved by the Board of Directors and authorization to the Finance Officer for financial obligations shall be given.
- H. When members of the Board of Directors are invited to membership in other organizations because of their position in AAUW/Ohio, it is recommended that they join as individuals at their own expense.
- I. A branch may request a State Board member visitation through the office of the Administrative Coordinator (AAUW/Ohio office) or by direct contact with the State Board member. Board members are to complete a Branch Report Form for the State President's files after each visit.
- J. Members of the Board of Directors shall submit all "counterpart" communications to the State President prior to publication. Copies of all correspondence shall be sent to the President.
- K. The Board of Directors shall meet at the call of the President in the summer, fall, winter, and spring-prior to the Annual Convention. Meetings shall be at such time and place designated by the President, and may occur online during months of inclement weather.

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- L. Retiring officers and chairs shall forward to their successors upon notification by the President-Elect of new appointments, all materials and papers necessary for the position prior to the summer Board Meeting.
- M. THE PRESIDENT of AAUW/Ohio shall:
1. Prepare a biennial report of the work of the Board of Directors during the President's term of office and file the report with the Minutes of the Board of Directors.
 2. Perform duties as indicated in the section on Annual Meeting.
 3. Present a new branch with a gavel at the State Annual Convention following the branch formation approval by the Association.
 4. Visit a new branch within a two-year period after it has been established.
 5. Loan the files to the successor for a period of two years at the end of her term, after which those files will be returned to the Past President-who will then select appropriate items from those files for inclusion in the AAUW/Ohio archives. The archives are located at the Historical Society in Columbus, Ohio.
- N. THE PRESIDENT-ELECT of AAUW/Ohio shall:
1. Serve as a member of the Finance Committee.
 2. May propose chairs of committees to the Board of Directors before assuming the office of President.
 3. Have served at least two years on the AAUW/Ohio Board of Directors prior to election.
 4. Be an ex-officio member of any committee dealing with relevant issues of program for the coming biennium.
 5. Work with the State President to compile the State annual report in February and offer suggestions for its organization,
 6. Develop and maintain two separate convention file notebooks – one for the convention chair's use and one for State reference.
 7. Perform such other duties assigned by the President.
- O. THE PROGRAM VICE-PRESIDENT of AAUW/Ohio shall arrange for the State Committee on Program Development to plan the program for the Annual Convention and Equity Day as indicated in the section on Annual Convention.
- P. THE MEMBERSHIP VICE-PRESIDENT of AAUW/Ohio shall assist an organizing group at a planning meeting for a new branch.
- Q. THE RECORDING SECRETARY of AAUW/Ohio shall:
1. Send a copy of the State Yearbook-Directory to each Past State President.
 2. Prepare a summary of all AAUW/Ohio sponsored meetings to be filed with the minutes of the Board of Directors.
 3. Retain tapes for one year after each State and Board of Director's meetings.
 4. Bring all retained tapes to each meeting of the Board of Directors.
 5. Have available MOTION FORMS for members of the Board of Directors to record all motions presented for consideration.
- R. THE FINANCE OFFICER of AAUW/Ohio shall file the Internal Revenue Service reports as required including earned interest on state income and AAUW Fundraising contributions.

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S. THE CHAIR OF THE BYLAWS COMMITTEE shall:

1. Acquaint members of the Board of Directors with information in The Bylaws of the American Association of University Women, hereinafter called AAUW and the Bylaws and Policy Sheet of AAUW/Ohio.
2. Consult with members of the Board of Directors in developing bylaws and policies.
3. Advise branches of bylaws and policy sheet approval with a card.
4. Respond to questions concerning bylaws and policy sheets.

T. THE FUNDRAISING VICE PRESIDENT shall:

1. Be responsible for scheduling all visits of Fellows to branches.
2. Convey all branch AAUW Funds donations (formerly EF, LAF, Research and Project Grants, Eleanor Roosevelt, etc.) received to the national office. The monies shall not be deposited to the AAUW/Ohio accounts.

II. AAUW/OHIO FISCAL POLICIES

A. Membership growth and retention is vital to our financial stability.

1. Each year, the membership committee should develop and carry out a plan for member retention and branch mentoring. Board members who visit, or otherwise mentor branches, should have clear understanding of the plan and should work toward its prescribed outcomes.
2. Every activity should include membership development and marketing that focuses on how the activity or results benefit the targeted audience. AAUW/Ohio should use up to date and financially efficient marketing and communications methods.
3. At its mid-term, the board should evaluate its needs and ability to pay for work, with careful attention to determining which skill sets best advance membership growth and financial stability.

B. AAUW/Ohio must seek sources of income beyond its membership dues and such as:

1. Project grants, co-sponsors, and collaboration with other groups
2. Advertising in published material such as the convention program and the newsletter

C. Before allocating or budgeting funds for an activity, project, or program, the board must have a detailed proposal that includes the outcomes: plans and personnel for marketing, visibility and member recruitment; branch and member participation; budget needs and outside sources of income. Marketing of projects should target both member retention and education of non-members to tell them how our work benefits them and to move non-members to becoming members. It is likely that one or two projects during any one year is the maximum number that can be done effectively. Projects should generally be limited to those of greatest interest to our members. Members should be surveyed to determine the area(s) of greatest interest.

D. AAUW/Ohio should retain an emergency reserve of one year's expenses. Reserves in excess of the emergency reserve should be used for special projects and membership growth and retention.

III. AAUW/OHIO FINANCES

A. MEMBER DUES are recorded in Chart 1, at the end of this Policy Sheet.

B. Each branch shall pay annual state dues for each member and associate member belonging to the branch. Dues are payable to the State Finance Officer on a designated date and shall be considered in arrears unless forwarded by the branch Finance Officer.

C. Members of the Board of Directors requesting payment for any expenses incurred in the conduct of state affairs must present bills in the authorized manner and on the appropriate expense

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voucher within sixty (60) days of their accrual. Any expenses incurred after May 1 must be submitted on or before June 30.

- D. Members of the Board of Directors shall present all expenses authorized by the budget or special action of the Board on the appropriate expense form to the President for approval prior to payment by the Finance Officer. These vouchers must be presented within the time guidelines mentioned in the item C above.
- E. The Finance Officer shall issue checks only as authorized by the President on approved vouchers.
- F. Officers authorized to sign AAUW/Ohio checks shall be the State Finance Officer, State President or one additional officer designated by the President. Only one signature shall be required on checks-it shall be that of the State Finance Officer, unless she/he is unable to sign.
- G. Expenses of transportation, lodging, meals and registration of members of the Board of Directors shall be paid by the state only upon prior approval by the State President. (Travel costs shall be submitted at the lowest rate of commercial carrier used or at 30¢ per mile by private car).
- H. Members of the Board of Directors are exempt from registration fees at all meetings.
- I. Expenses as stated in section G shall be paid for the State President and President-Elect for attendance at Association Convention. All other members of the Board of Directors shall share equally in remaining budgeted funds.
- J. Committee expenses shall be paid upon approval of the State President for the following:
 - 1. Auditing, nominating, resolutions, and other special committees.
 - 2. Standing committees established by the AAUW/Ohio Bylaws (Article XIV).
 - 3. Attendance of the Membership Vice-President or a substitute, approved by the State President, at planning meetings for new branches.
- K. Memorials approved by the Board of Directors shall be transferred to EF Funds.

IV. COOPERATING WITH OTHER GROUPS AND ORGANIZATIONS

AAUW/Ohio may join together with other groups and organizations for the purpose of furthering AAUW's mission and its public policy program. With full knowledge of the reason, scope, relationships, and financial involvement, the board may approve an arrangement ranging from an informal alliance to a more formal partnership or coalition in which letters of understanding are exchanged.

AAUW/Ohio will follow policies adopted by the national AAUW *Board of Directors Policy Book, July 2009*. With substitution of AAUW/Ohio for AAUW where appropriate, the national policy states:

PARTICIPATION IN COALITIONS, PARTNERSHIPS AND OTHER ORGANIZATIONS

I. The AAUW [Ohio] Board of Directors recognizes the value of joining together with other organizations or groups to achieve a common objective. Through such coalition or partnership efforts, AAUW will be able to further its mission through more effective and efficient use of resources and increase its visibility and impact.

II. When joining and working with other coalitions, partnerships, and organizations, AAUW [and AAUW/Ohio] will retain the control of the use of the name of the American Association of University Women [AAUW/Ohio,] and AAUW.

III. Direct financial support may include dues or share of the administrative costs and/or a commitment to participate in the on-going financial support of the common objective. Indirect support may include staff or volunteer time and technical expertise or use of AAUW

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[or AAUW/Ohio] resources. At the local level, for further clarification of appropriate levels of commitment contact the national office.

IV. AAUW [/Ohio] Committees may recommend coalition participation.

V. At the [state] offices level, any ongoing or new partnership must include written documentation of partner responsibilities and support.

V. STATE GOVERNMENT APPOINTMENTS

AAUW/Ohio members who are interested in being considered for appointed positions on State governmental boards, committees, or commissions are encouraged to obtain a vita form from the Ohio Women's Policy and Research Commission or the AAUW/Ohio President.

VI. STATE PUBLICATIONS

- A. AAUW/Ohio shall publish and make available to all members The Orbit.
- B. AAUW/Ohio shall publish annually a Yearbook-Directory.
- C. State publications may be provided to organizations or individuals, other than AAUW, provided that AAUW objectives are furthered by such action. Specific approval must be obtained from the Board of Directors.
- D. Sharing of publications shall not violate any policy of AAUW.

VII. ANNUAL MEETING

- A. The AAUW/Ohio Board of Directors shall endeavor to offer workshops or other techniques for aiding branch leaders at such times and in such areas as may prove helpful.
- B. The host branch or branches shall select a general chair and chairpersons of all necessary committees.
- C. The host group shall be responsible for arranging for a suitable meeting location containing adequate space for special meetings, meals, and housing for those attending.
- D. Funds as budgeted shall be advanced to the host group, with Presidential approval, by the State Finance Officer on an approved voucher. This money should be advanced by November 1st prior to convention.
- E. The Convention chair shall be responsible for adequate financial and attendance accounting by the submission of a form provided by the state.
- F. A complete report of the meeting shall be forwarded to the State President presiding at the meeting within sixty (60) days, ON THE FORM PROVIDED BY THE STATE FINANCE OFFICER, after close of the meeting.
- G. This report will be accompanied by a check to reimburse the state for any advanced funds and to transmit any "excess" funds reported on the final report form (section E).
- H. If a convention makes a profit, the host branch shall receive an amount not to exceed ten percent (10%) of that profit.
- I. The AAUW/Ohio President shall be responsible for arranging an early meeting with the President/Presidents of the host group(s), the Convention Chair, and the State Program VP. The AAUW/Ohio Convention File and preliminary plans shall be discussed.
- J. Annual Meeting plans will be coordinated with State Program Vice President as arranged by the State Committee on Program Development.
- K. The State Program Vice President, as Chair of the State Program Development Committee, shall carry chief responsibility for arranging and coordinating details of any state workshops and the State Annual Meeting. The State Program Vice President shall carry final responsibility for the adequacy of the meeting room facilities. If a host branch makes such arrangements, the State

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Program Vice President must give approval to the floor plans and/or any agreements made with the host facility.

- L. Meetings should generally be financially sound. Therefore, registration fees must include costs for meals, printing of programs and related materials, outside speakers (their travel and expense of one meal) and any specific equipment charges, e.g. AV equipment, etc.
- M. The design of the Convention Program must be approved by the State Program Vice President and the State President.
- N. Final reports of the meeting shall be made in accordance with section F above.
- O. The State will be responsible for all Board meeting expenses including the Annual Convention (meals, travel, and rooming).

VIII. ANNUAL MEETING CREDENTIALS

A. Voting Delegates

- 1. All voting delegates shall be properly registered prior to being admitted to the Annual Meeting.
- 2. Branch Presidents shall forward credentials of delegates to the designated person by the specified date.
- 3. Substitute delegates shall present to the designated person credentials of substitution signed by the Branch President before being admitted to the Annual Meeting as voting delegates.
- 4. Delegates who attend the Annual Meeting without credentials already on file with the designated person, must have with them credentials signed by the Branch President, and shall present them to the designated person before being admitted to the Annual Meeting as voting delegates.

B. Credentials Report

- 1. An individual, designated by the State President, shall be responsible for certification of all voting delegates.
- 2. Voting delegates shall be seated in the assigned areas.
 - a) Only delegates who have received their credential from the designated person prior to the Annual Meeting are voting delegates.
 - b) Assigned areas for voting delegates shall be Districts, State Past Presidents, State Board Members, and College/University Representatives.
- 3. Non-voting attendees shall be seated in an assigned area.
- 4. Verification of the credentials report shall be done as follows:
 - a) Election Tellers shall be responsible for counting the delegates in their assigned area. (See VI., B., 2., b.).
 - b) The State President shall count and acknowledge the number voting as State Past President, State Board Member, and College/University Representative.

C. Special Voting Delegates

- 1. Dual members – may serve as a delegate or alternate to state convention only from the branch in which all 3 dues are paid.
- 2. Satellite members – for delegate representation at state conventions members of the satellite are counted as members of the established branch.
- 3. College/University representatives – The institutions are entitled to send non-voting representatives to all state meetings, and the State may choose to extend voting rights to these representatives.

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IX. BRANCH RELATIONSHIP

- A. Each Branch President shall have in the President's file a copy of The Bylaws of the American Association of University Women, Legislative Policy, copy of the AAUW/Ohio Bylaws, and Policy Sheet. The President shall be familiar with their contents.
- B. It is the responsibility of the Branch President to arrange for a copy of the branch yearbook to be sent to the AAUW/Ohio President, Program Vice President, Membership Vice-President and President-Elect in even numbered years. Branch Newsletters should be sent to the Public Information Chair and the Orbit editor plus the above mentioned officers when possible.
- C. Resignation and changes of Branch officers, Committee Chairs, and complete information on successors shall be reported promptly to the AAUW/Ohio President, Secretary, and the counterpart officer or chair. This information shall also be sent to the AAUW Executive Director at the Educational Center.
- D. Each branch is urged to maintain a roster of members for local community appointments.
- E. Invitations for visits to a branch shall be coordinated as follows:
 - 1. AAUW – The AAUW/Ohio State President shall be consulted before a visit is scheduled and shall be advised of the confirmation of the visit so that the state can be represented at the program meeting.
 - 2. State – A branch is entitled to a biennial visit by a member of the State Board of Directors. Expense of this visit, other than those assumed by the branch, shall be paid by the state. It is recommended that a special meeting of the Branch Board be arranged to discuss programs and concerns with the State Visitor. Additional visits may be arranged for AAUW/Ohio Board of Directors members if the expenses are assumed by the branch.
- F. The AAUW/Ohio Board of Directors may ask to have one of its members visit any Branch.
- G. Branch recommendations of members for state offices will be considered on their own merits by the State Nominating Committee.
- H. Branch members serving on the State Board of Directors are selected on the basis of their own ability and do not represent their branches. It is recommended that such persons be invited to attend Board meetings of their branch.
- I. Branches shall follow the policy outlined under STATE PUBLICATIONS Policy Sheet, article IV for the distribution of branch publications.

X. RESPONSIBILITIES OF BRANCH OFFICERS AND CHAIRS TO AAUW/OHIO

- A. Duties of the Branch President. The Branch President shall:
 - 1. Be the official representative of the branch in the activities of AAUW on all levels.
 - 2. Send to the AAUW/Ohio Administrative Office and to the Executive Director at the Educational Center not later than June 15, one copy of the Branch Leaders Form with names and addresses of all officers and Committee Chairs. Additions and revisions in this list shall be forwarded immediately to the AAUW/Ohio Administrative Office and to AAUW.
 - 3. Turn in a counterpart report to the State President covering the yearly activities of the branch.
 - 4. Be responsible for the updating of branch Bylaws after each AAUW Convention and submitting them as instructed to the State Bylaws Chair before the December 1 deadline.
 - 5. Assume the responsibility for bringing the branch bylaws into conformity with the Bylaws of the State after each State Annual Meeting.
 - 6. Send to the State President a list of candidates, together with their qualifications, for appointment to various chair positions.

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7. Forward a list of branch delegates to the Annual Meeting to the designated person by the specified date.
 8. Have the branch Policy Sheet reviewed during the even-number fiscal year of the presidential term to bring it into conformity with amended Bylaws and file one copy not later than December 1 with the State Bylaws Chair or designated committee member.
 9. After a branch has been organized three (3) years, prepare a Policy Sheet and file one copy with the State Bylaws Chair or designated committee member.
- B. Duties of the Branch Finance Officer
Unless otherwise authorized by the AAUW Board of Directors, the Branch Finance Officer shall send state dues to the State Finance Officer postmarked no later than the specified date. Dues received after that date for late renewals or for new members shall be forwarded immediately.
- C. Duties of Other Branch Officers and Chairs
Branch Officers and Committee Chairs shall make reports as may be required by a member of the State Board of Directors or by a special committee chair by a designated date.

XI. RESOLUTIONS

- A. Resolutions shall be voted upon at the Annual Meeting.
- B. Advanced proposed resolutions shall be processed as follows:
1. Resolutions may be initiated by branches, branch members, members-at-large who are members of the state, members of the State Board of Directors, and the Committee on Resolutions.
 2. Proposed resolutions from members do not require branch approval.
 3. Resolutions with substantiation shall be sent, in the proper form, to the Committee on Resolutions by December 1.
 4. The Committee on Resolutions shall take action on the proposed resolutions as outlined in the Policy Sheet.
 5. The Resolutions Committee shall recommend to the Board of Directors the acceptance or rejection of advanced proposed resolutions.
 6. The State Board of Directors shall consider the report of the Committee on Resolutions at the Winter Board Meeting.
 7. The Committee on Resolutions shall report to members of the state one month prior to the Annual Meeting, publishing both accepted and rejected proposed resolutions.
 8. Accepted proposed resolutions shall be presented at the Annual Meeting by the Committee on Resolutions.
 9. A majority vote of delegates shall be required for adoption.
- C. Rejected proposed resolutions may be proposed from the floor by the branch and/or member submitting the resolutions.
1. The Committee on Resolutions must be advised of intent to present resolutions.
 2. A copy of the resolution must be in the hands of the Secretary prior to the request for permission to present the proposed resolution.
 3. Wording of the resolution must be exactly as it was publicized by the Committee on Resolutions.
 4. A two-thirds (2/3) vote of the delegates shall be required to permit the presentation.
 5. A three-fourths (3/4) vote of delegates shall be required for adoption.
- D. Floor proposed resolutions shall be addressed to subjects which have arisen since December 1.

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1. The Committee on Resolutions shall be notified of the intent to propose a floor resolution.
2. Floor proposed resolutions must be accompanied by substantiation as required for advanced proposed resolutions, and must be available to delegates prior to the beginning of the Annual Meeting. The branch or member proposing the resolution is responsible for the reproduction costs.
3. A copy of the floor resolution must be in the hands of the Secretary prior to the request for permission to present the resolution.
4. A two-thirds (2/3) vote of delegates shall be required to permit the presentation.
5. A three-fourths (3/4) vote of delegates shall be required for adoption.
- E. Implementation of adopted resolutions is assigned at the discretion of the State President unless the resolution states the assignment. Branches have the responsibility to implement current resolutions at local levels as directed by the State President.
- F. Resolutions on subjects which have a limited period of time and are restrictive of action or have been subsequently considered in Public Policy principles and/or Bylaws shall be removed from state publication by directions of the Board of Directors after recommendation from the Committee on Resolutions.
- G. Resolutions received by the Bylaws and Resolutions Chair will be numbered in the consecutive order they are received, indicating the year as well. i.e. 07-R 1, 07-R 2, etc.
- H. An initial time limit of three (3) years will effect the implementation of all resolutions, after which the resolution must be brought before the Annual Meeting for consideration of a desired extension.
- I. Resolutions approved at the Annual Meeting will be printed in the Yearbook and other state communication vehicles for the coming year.

XII. NOMINATING COMMITTEE PROCEDURES

- A. The Chair of the Nominating Committee shall notify the committee members of their responsibilities.
- B. The Chair of the Nominating Committee shall send nominating forms (which may be duplicated) and a brief outline of the duties of the officer(s) to be elected at the following Annual Meeting to each Branch President through the President's mailing, State Board members, and the Orbit Editor. This information shall be sent no later than October 1.
- C. After the December 1 deadline, the Chair shall set a meeting for a time and location convenient for members of the committee.
 1. The committee shall review the forms submitted.
 2. The committee shall verify qualifications of candidates.
 3. The committee shall approve all qualified candidates for the state.
 4. Effort shall be made to propose a multiple slate for each office.
 5. The Nominating Committee shall also be empowered to seek and propose qualified candidates.
 6. Candidates selected for the slate shall be notified by telephone the same day as selection when possible.
 7. Candidates who have submitted an application shall be notified in writing whether or not they have been accepted on the slate.
 8. The slate of officers shall be announced to the State Board at the winter Board Meeting.

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- D. The Nominating Chair shall send information to the State President announcing the candidates to be included in the President's mailing to Branch Presidents and shall inform the members of the State Board by February 1. This announcement will include the slate of candidates and a brief vita of each nominee. Information also needs to be sent to the editor of The Orbit for inclusion in the Spring Orbit.

XIII. GUIDELINES FOR CAMPAIGNING FOR STATE OFFICE

- A. The liaison person with all candidates, from their nomination through the election, will be the Nominating Committee Chair.
- B. Official campaigning shall be conducted only between February 1 and the State Annual Meeting.
- C. Each candidate/nominee shall be limited to two mailings of campaign literature to a given recipient, either by the individual or on the behalf of the candidate, between February 1 and the State Annual Meeting. All campaign mailings must bear an indication of the candidate's approval.
- D. Candidates/nominees wishing to purchase mailing lists of any type from the AAUW Educational Center may do so. The Chair of the Nominating Committee shall mail a copy of the State Yearbook to each candidate/nominee.
- E. Signs and distribution of campaign items will not be allowed in the Annual Meeting room. The host branch for the convention shall provide tables in a designated area where candidates/nominees may place and distribute materials.
- F. Campaign material is limited to three promotional items.
- G. Time will be provided during the convention program schedule prior to the Annual Meeting for the introduction of candidates. Each candidate will be allotted two minutes for a campaign speech during this time.
- H. Candidates/nominees are limited to a maximum of \$400.00 for campaign expenses (personal and/or donated).
 - 1. One week before the Annual Meeting, candidates shall present the Nominating Committee Chair with a preliminary report of campaign expenses.
 - 2. Prior to the State Board Meeting at the Annual Convention, the Nominating Committee Chair shall report to the Executive Committee whether candidate/nominee preliminary reports of campaign expenses are in order. The Executive Committee shall use its discretion in recommending to the Board of Directors subsequent action for non-compliance with expense guidelines.
 - 3. A final report will be filed with the Nominating Committee Chair within thirty (30) days after the Annual Meeting. The form for this report will be provided by the Nominating Committee.
- I. The State shall not reimburse any candidate/nominee for transportation or other convention expenses, unless that candidate is fulfilling official state duties.
- J. All nominees proposed by the Nominating Committee, candidates nominated from the floor, and write-in candidates shall be bound by these policies.

XIV. ELECTION GUIDELINES FOR ELECTIONS COMMITTEE

- A. Elections Committee
 - 1. The Nominating Committee shall be the Elections Committee for the Annual Meeting.
 - 2. The District Coordinators shall fill in for any Nominating Committee member unable to attend the Annual Meeting, so that all five districts are represented on the Committee.

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3. The Nominating Committee shall be responsible for preparing printed ballots prior to the Annual Meeting, listing each candidate nominated and providing space for floor nomination.
- B. Tellers
1. Each District Coordinator shall be the Teller for all persons seated in assigned areas. In the event additional Tellers are needed, Branch Presidents from that district will be designated as Tellers.
 2. Tellers are responsible for counting all persons seated in their assigned area.
 - a) The sum of all delegates shall be equal to, or less than, the credentials total.
 - b) Ballots shall be counted as they are distributed and shall not exceed the number represented in the credentials report.
 3. Tellers will distribute and collect ballots from designated areas.
 - a) Each voting delegate will receive one ballot.
 - b) At the close of voting, members of the Elections Committee shall collect the ballots from the Tellers.
- C. Voting Procedure for Elected Offices
1. The State President calls the vote for uncontested offices, first.
 2. Voting for contested offices shall be by paper ballot.
 3. At the close of voting on the contested offices, the Elections Committee shall convene in a designated area, outside of the convention room, to tally the ballots.
 - a) Each candidate shall be allowed to have a representative present to witness tabulation. Witnesses shall not touch the ballots.
 - b) The total number of ballots shall be counted and not exceed the number of ballots distributed (see section B,2,b above).
 - c) Tally sheets shall list all candidates for that position.
 - d) Counting Procedure:
 - (1) Election Committee members shall work in groups of two.
 - (2) Each ballot shall be tallied twice by different pairs.
 - e) The tally sheet shall be signed by the counters and witnesses.
 - f) Tally sheets and ballots shall be properly stored and sealed for a period of one year, to be kept by the Nominating Committee Chair.
 4. Election totals shall be promptly submitted to the Convention Parliamentarian, who shall determine if a majority vote has been reached.
 - a) The State President shall announce the results of the election.
 - b) In the event that there are three or more nominees for any office or position, and no nominee receives a majority of the votes on the initial ballot, the second ballot shall be limited to the two nominees who have received the highest number of votes.

Bylaws Committee: Nancy Stelhorn, Chair
Last updated January 2011

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CHART 1

Membership Category	AAUW. Dues	Ohio Dues	Convention Delegate & Hold Office
Annual Branch Member	\$49.00	\$11.00	Yes
Associate Member	\$15.00	\$11.00	No, generally only branch secretary
Paid Life Member	\$00.00	\$11.00	Yes
Honorary Member	\$00.00	\$0.00	Yes
Dual *	\$00.00	\$0.00	See VII, section C
Student Affiliate	\$17.00	\$0.00	No
Give a Grad a Gift	\$00.00	\$0.00	Yes
Univ./College Rep.+	\$00.00	\$0.00	See VII, section C
Satellite	\$49.00	\$11.00	See VII, section C

* Dual Members – Pay AAUW, State and Branch dues in one branch and only branch dues in any other branch they join. They are counted in the membership count from the branch where all three dues are paid. They may hold office in any branch they are a member of.

+ Each college/university member institution is entitled to a representative appointed by the college/university president. The representative must be a member or a person eligible for membership; her or his AAUW dues are waived, and the representative may become a branch member upon payment of branch and state dues.