

TENNESSEE STATE AAUW OPERATIONS MANUAL—Revised 27 March 2023

ABOUT THE MANUAL. The purpose of this Operations Manual (formerly Policy Sheet) is to clarify and perpetuate certain procedures, to systematize various phases of work, and to further the mission of the AAUW of Tennessee as expressed in the State Bylaws. Items passed at state meetings involving future and continuous actions of the State are added to the Operations Manual by the AAUW-TN Bylaws Officer after receipt of the minutes. The Bylaws Officer notifies state officers, committee chairs, and branch presidents of such additions. These policies should at all times be in accordance with and subordinate to AAUW and State Bylaws.

Adoption, revision, and suspension of the Operations Manual rest with the majority vote of the Board of Directors of the AAUW of Tennessee. The Operations Manual should be posted on the State website; however, all elected and appointed officers should have access to a copy and should ensure that their successors have access.

For ease in reference, the manual is organized alphabetically.

ACTION CALENDAR. For a monthly listing of leadership actions, see Appendix A: AAUW-TN Executive Committee's Calendar of Essential Actions, page 7.

ADVISORY COMMITTEE. The advisory committee, which consists of one representative from each branch (branch president or a designee). attends all board of directors' meetings. The advisory committee provides input from the branches to the state organization and is responsible for communicating state and national goals to respective branches.

BOARD OF DIRECTORS. The board of directors meets at least twice per year at the call of the president. The board includes elected officers, appointed officers, members of the advisory committee, and such others as deemed necessary.

Members who serve in two capacities (officer and branch representative) are counted as one member to determine the majority number of board members needed for a quorum. The quorum for a meeting is a majority of the members of the board.

The duties of the board of directors include the following:

1. Approve the budget and accept the report resulting from the evaluation of the state's financial records;
2. Provide for the selection of the nominating committee for state elected officers;
3. Recommend to the state annual meeting such additional committees and task forces as are considered necessary for the work of the state;
4. Approve the establishment of special committees;
5. Approve the annual state plan and annual state goals.

COMMITTEES. The president with the consent of the board may establish committees or task forces of short duration to accomplish specific tasks. In addition to committees led by appointed chairs (*see Officers, Appointed Chairs, page 4*), two committees essential for the work of the state are (1) bylaws and (2) nominating. Members of these committees serve terms of two years each and their responsibilities are as follows:

- (1) **Bylaws Committee.** The Bylaws Committee receives and reviews the biennial amendments of all branch bylaws by May 1 (even years) to ensure that they conform to the current *AAUW Bylaws*. The Bylaws Committee has three members, the AAUW-TN Bylaws Officer and two members appointed by the president.

When the AAUW national organization passes amendments that affect the state bylaws at its convention (odd years):

- a. The AAUW Governance chair notifies the State Bylaws Chair of any mandatory changes to state and branch bylaws and will include a form called Certification of Branch Bylaws on File with State.
- b. The State must amend state bylaws by May 1 (even years) to conform to mandatory changes.
- c. Two copies are sent to the AAUW Governance chair.
- d. The State Bylaws Chair notifies branches of mandatory changes, which must be made by May 1 (even years).
- e. The branch amends its bylaws and submits one copy to the State Bylaws Chair.
- f. The State Bylaws Chair reviews each set for conformance.
- g. The State Bylaws Chair forwards one copy of the Certification of Branch Bylaws on File with State to the AAUW Governance Chair.
- h. The State Bylaws Chair notifies delinquent branches, requesting amended bylaws.

When the State initiates amendments to the bylaws:

- a. All proposed amendments are sent to the AAUW Governance chair for review and approval before presentation to state membership.
- b. After adoption, the chair sends two copies of the amended bylaws to the AAUW Governance chair.

When a branch initiates amendments to the bylaws, the State Bylaws Chair reviews and approves proposed amendments before the branch votes them on.

- (2) **Nominating Committee.** In October, the president appoints and the executive committee approves a nominating committee for elected officers. The committee consists of three members, including a branch president and a past state president. Whenever possible, the committee members should represent the three Grand Divisions (East, West, and Middle) of the state. The president appoints the committee chair.

The committee seeks nominees for elected officers from the state membership, advertises the responsibilities and duties of the offices to members, and reports a slate of officers to the president by December 1. The committee reminds the president to announce the nominees to the statewide members sixty days prior to the annual meeting.

COMMUNICATION. Whenever possible and effective, e-mail is used for distribution of all state publications. Branch presidents are responsible for forwarding state publications through postal services to branch members who do not have access via e-mail.

DUES. State membership dues are determined by a two-thirds vote of members in attendance and voting at an annual membership business meeting for which a thirty-day notice to the meeting has been given members. Branch members pay state dues (presently \$12.00 per year). Dues are waived for a transferring member whose current dues have been paid to another state. Tennessee colleges and universities who are AAUW partners do not pay state dues.

ELECTIONS. State officers are elected at the annual meeting. The president announces the nominees to the statewide membership sixty days prior to the annual meeting. Nominations may be made from the floor at the time of the election provided the written consent of the nominee has been obtained. New Officers take over their positions July 1 of each year.

Elections are by ballot except when there is only one candidate for an office in which case, the election may be by voice vote.

Election is by a simple majority vote of those present and voting at the annual business meeting.

EXECUTIVE COMMITTEE. The executive committee is composed of the elected officers of the state and the immediate past president. The duties of the executive committee include the following:

1. Perform such duties as may be assigned by the board of directors;
2. Determine the special committees necessary for the work of the state and recommend their establishment to the board of directors;
3. Confirm the appointments of the chairs of committees and task forces and appointed officers;
4. Provide for the evaluation and control of funds in accordance with accepted accounting principles and federal, state, and local laws;
5. Determine the time and place of the state's two state-wide membership meetings;
6. Make recommendations to the board of directors;
7. Report its activities and actions to the board of directors;
8. Adopt rules to govern the procedures of the board of directors and the executive committee.

For a monthly listing of leadership actions, see APPENDIX A: AAUW-TN Executive Committee's Calendar of Essential Actions on page 7.

FINANCES. Financial matters are under the supervision of the board. The president in consultation with the executive committee appoints an alternate person to have signature authority on state bank accounts in addition to the Finance Officer.

Financial matters regarding state meetings and reimbursements for travel to meetings are as follows:

1. Expenses for state meetings should be covered by the registration fees. The host branch, with approval of the state president, sets registration fees. Any profits from state meetings are sent to the state finance officer for deposit. Any expenses for state meetings not covered by the registration fee will be covered by the state treasury.
2. For state meetings, the president is reimbursed for registration, room, and mileage. The president-elect, financial officer, and immediate past president are reimbursed for ½ registration, ½ of the room rate, and mileage. All other officers who are required to attend board meetings to make reports should be reimbursed for mileage. All officers are encouraged to car pool. If two or more officers travel in the same car, reimbursement should be made to the car owner at the rate set by the board.
3. Requests for reimbursements should be submitted to the state finance officer no later than one month following a meeting, with no claims honored after that date.
4. Travel mileage for transportation via personal automobile is reimbursed at the rate established each fiscal year by the board of directors. A finance committee makes a recommendation for the amount of mileage, along with the proposed budget.

MEMBERSHIP MEETINGS. The State hosts two statewide membership meetings per year: (1) an annual meeting in the spring (previously referred to as the “convention”) at which time the membership’s annual business meeting is held and officers are elected and installed and (2) a leadership meeting in the summer.

Both meetings present programs of interest to statewide members. The board of directors also meets at these meetings.

In lieu of face-to-face meetings, these may be Zoom meetings.

OFFICERS--Offices may be filled by two persons as co-officers. The term of each officer begins on July 1.

Appointed Chairs. The president selects appointed chairs and the executive committee confirms their appointments. Appointed chairs serve two year-terms and are responsible for forming their own committees, including branch members, with the consent of the president. Most recently, chairs have been appointed for the following:

1. Bylaws/Operations Manual—The bylaws chair oversees the bylaws amendment process (*See Bylaws Committee, page 2*) and revisions of the Operations Manual.

2. Communications—The communications chair is responsible for maintaining the state’s website, posting activities and events on Facebook, and preparing the state newsletter for distribution to all members.
3. The Funds Chair (formerly Development)—The funds chairs monitors and reports on state donations to AAUW Funds gathered from data sent from national for “Greatest Needs, Education & Training, Economic Security and Leadership.” *For a more detailed description of responsibilities, see Appendix B: Specific Responsibilities of the State Fund Chair page 11.*
4. Membership & College/University Relations—The membership chair has twofold responsibilities. First, the chair works with branch membership leaders to promote methods for growing membership and increasing diversity in membership. The chair reminds branch leaders of national deadlines for membership recruitment and renewal and periodically checks the national website for Tennessee branch membership numbers. Secondly, the membership chair keeps tabs on the number of AAUW Tennessee College and University affiliate members and communicates with C/U liaisons frequently. This includes communicating NCCWSL scholarship information as received from the NCCWSL chair. The chair encourages C/U members to renew their AAUW memberships and works toward increasing the number of C/U affiliates in Tennessee.
5. NCCWSL Scholarships—After the board approves the amount to be allocated for the National Conference for College Women Student Leaders (NCCWSL) Scholarship, the NCCWSL chair (1) calls for nominations for the scholarship from AAUW-TN branches and Tennessee College and University partners, (2) collects student submissions, (3) appoints a selection committee, (4) submits those selected to receive the scholarship to the executive committee for final approval, and (5) follows up with the recipients. *For a detailed description of the procedure for scholarship selection, see Appendix C: Responsibilities of the Chair of the AAUW-TN NCCWSL Scholarship, page 12.*
6. Public Policy— The public policy chair encourages the statewide membership to support AAUW's priority public policy issues and recommends to the board activities for membership participation, such as Women's Day on the Hill and Get Out the Vote events. One of the primary tasks is to attend the monthly SPPC zoom meeting with National and other State Public Policy chairs. The chair is also granted access to the nexus/Lexus network which allows for bill tracking in TN. *For further information, see APPENDIX D: Additional Responsibilities of the Public Policy Chair.*
7. In lieu of an elected secretary to record minutes for meetings, the president appoints an independent recorder of minutes who records the minutes of meetings of the State, the board of directors, and the executive committee. The independent recorder of minutes files all written reports from state meetings makes them available to the president for approval at a future meeting.

Elected Officers. Officers perform their duties prescribed by the bylaws, by any rules of procedure and policy adopted by the board of directors, and by the current edition of *Robert's Rules of Order, Newly Revised*. The three elected officers are as follows:

1. **President.** The president is elected to serve a term of one year. She presides at all affairs of the AAUW of Tennessee, the board of directors, and the executive committee. The president serves as an ex-officio member of all committees and task forces except the nominating committee. The president selects members of committees in consultation with respective committee chairs. At state meetings the president has available copies of the current AAUW Bylaws, the AAUW-TN Bylaws, and the AAUW-TN Operations Manual. The president performs all other duties pertaining to the office. *For a detailed list of the president's other required duties, please see APPENDIX A: AAUW-TN Executive Committee's Calendar of Essential Actions on page 7.*
2. **President-Elect.** The president-elect is elected to serve a term of one year but has a three-year commitment of service as president-elect, president, and immediate past president. She performs such duties as may be requested by the president and attends all of the organization's board of directors and executive committee meetings. The president-elect plans the program for the annual meeting, assists in planning the program for the summer leadership meeting, and receives information from branches and committee chairs for inclusion in the newsletters. In the absence of the president, the president-elect acts as presiding officer. *For a detailed list of the president-elect's other required duties, please see APPENDIX A: AAUW-TN Executive Committee's Calendar of Essential Actions on page 7.*
3. **Finance Officer.** The finance officer is elected to serve a term of two years. The officer assumes responsibility for the collection of all dues and other moneys due to the State and serves as custodian of all funds, securities, and business papers. The finance officer keeps an itemized account of all receipts and disbursements and presents a detailed financial report to the executive committee and board of directors at each meeting and upon the request of the president at other times. At the close of the fiscal year, the finance officer submits an annual written financial report to the State and submits the records for evaluation of consistency with generally accepted accounting principles and federal, state, and local laws. The finance officer disburses money as directed by the president or executive committee and pays bills upon submission of reimbursement request and receipts. *For a detailed list of the financial officer's other required duties, please see APPENDIX A: AAUW-TN Executive Committee's Calendar of Essential Actions on page 7.*

REPORTS. State officers and chairs submit reports annually and as often as the president deems necessary. They also keep a file of reports and materials relative to their particular duties and pass on the files to their successors. Branch presidents submit an annual report to the state. The reports give the progress and activities of the organization. The Finance Officer's Report is distributed to each member at the end of the fiscal year and shows the state of finances as of June 30.

APPENDIX A

AAUW-TN EXECUTIVE COMMITTEE'S ACTION CALENDAR

June

- OUTGOING PRESIDENT requests a written year-end report from state officers and branch presidents due June 30.
- OUTGOING PRESIDENT submits elected officers' names and contacts to the national website.
- OUTGOING PRESIDENT makes sure that all members of the executive committee have copies of the AAUW-TN Bylaws, Policy Sheet, Service to Branches, Core Document, and Calendar of Essential Actions.
- OUTGOING PRESIDENT--Beginning 2015 and thereafter every 5 years, the outgoing president collects the state organization's significant historical records and takes/sends to the Gore Center, MTSU, to archive.
- FINANCIAL OFFICER submits a Year-end Annual Report and an Annual Budget for the next year for board approval.

July

- PRESIDENT finalizes state appointed officers, has the executive committee approve them, and submits list to the national website. Present appointed officers that need to be confirmed or replaced are Bylaws (Ayne Cantrell), Communications (Jayme Brunson), Funds (Sherry Scott), Membership and AAUW C/U Relations (Marti Herndon), NCCWSL (Sue Byrd), and Public Policy (Lee Anne Carmack).
- PRESIDENT reminds branch presidents to submit the following to the AAUW-TN communications officer: (1) email addresses for new branch members throughout the year for inclusion in AAUW-TN email listserv and (2) branch officers contact lists for the "Members Only," AAUW-TN website.
- **Executive Committee Meeting.** The executive committee sets dates for committee meetings as needed. (This calendar calls for quarterly meetings in the months of July, October, January, and April.) At its first meeting, the committee develops a state plan and goals for the year, including number of state-issued newsletters (previously winter/spring, summer, and fall) and number and type of membership meetings.

Regarding membership meetings, prior to 2019, AAUW-TN met on two occasions annually and all members were invited. These meetings were

(1) Annual Meeting. In the Spring (usually March) for a 1 ½ day "convention," hosted by a branch (host rotated annually East/Middle/West). The AAUW-TN Board of Directors (elected officers, appointed officers, and a representative from each branch) met on Friday evening prior to the all-day Saturday meeting for all members across the state. The morning's program was followed by lunch and then the annual business meeting when officers were elected and installed to take over their duties July 1.

(2) Summer Meeting. In the Summer, membership met for one day (Leadership Summit) with a morning's program followed by the board's working lunch.

In 2019 the executive committee decided not to hold the convention meeting and instead to hold the membership annual business meeting in the summer with the leadership meeting. Then COVID hit.

Should the executive committee decide to host two state-wide meetings again, the following calendar includes details for an Annual Membership Meeting in March and a Leadership Meeting in the summer.

September

- The **PRESIDENT** sets a submission deadline for the Fall (October) newsletter and requests branch presidents to submit branch accomplishments to the **PRESIDENT-ELECT**.
- **PRESIDENT-ELECT** sets a theme (or topics) for the annual meeting in March and requests speaker from national to present at the meeting. *(Co-presidents were given this task for the Summer Leadership meeting since there was no March Annual Meeting.)*

October

- **Executive Committee Meeting.** (1) The president appoints and the executive committee approves the State Officer Nominating Committee of three members, including a branch president and a past state president who serve for two years. The president appoints committee chair. (2) The president-elect reports on plans for annual meeting in March.
- **Board of Directors' Meeting:** The president calls for a board meeting as needed *(Bylaws require at least two board meeting per year, one should be face-to-face.)*
 - **COMMUNICATION OFFICER** prepares and emails the FALL AAUW-TN Newsletter.

November

- The **STATE OFFICER NOMINATING COMMITTEE CHAIR** announces to all state members that the committee is accepting nominations for state elected officers, gives qualifications for elected officers, and calls for nominations. Nominations for elected officers should be submitted to Nominating Committee by Dec. 1

December

- Nominations for elected offices closes on December 1. The **NOMINATING COMMITTEE CHAIR** reports slate of officers to the president (with pictures and bio).
- **PRESIDENT** announces the nominees to the membership sixty days prior to the annual meeting. The election of officers is held at the annual business meeting when nominations from the floor also may be made.

January

- **Executive Committee Meeting.** **PRESIDENT-ELECT** reports on plans for annual meeting in March.
- **PRESIDENT** sets deadline for the for Winter/Spring (February) Newsletter and calls for submissions.

- COMMUNICATION OFFICER emails membership with registration information for annual meeting.

February

- COMMUNICATION OFFICER emails **Winter/Spring AAUW-TN Newsletter** (includes information about the state membership annual meeting in March).

March—State Membership Annual Meeting

- PRESIDENT-ELECT finalizes annual meeting program.
- PRESIDENT sends email reminder to state branch membership about the annual meeting.
- PRESIDENT prepares agendas for annual business meetings. Essential business includes:

Board meeting—If a face-to-face annual meeting is planned for the following year, determine branch host and place for next year’s meeting and host and place for Summer Leadership Summit. Recorder of minutes is appointed and minutes taken. Financial Officer makes report. Appointed officers should submit a one-page written report at the annual board meeting.

Annual business meeting—Recorder of minutes is appointed and minutes taken. Election and installation of officers. Financial Officer makes report. Branch representatives make reports.

April

- **Executive Committee Meeting.** The committee finalizes date/place for the summer leadership and board meeting and plans agenda for both.

May

- PRESIDENT sets deadline for the for Summer (June) Newsletter and calls for submissions.

June

- COMMUNICATION OFFICER prepares and emails the SUMMER AAUW-TN Newsletter to members of the listserv.
- OUTGOING PRESIDENT requests a written year-end report from state officers and branch presidents due June 30.
- OUTGOING PRESIDENT submits elected officers’ names and contacts to the national website.

- OUTGOING PRESIDENT makes sure that all members of the executive committee have copies of the AAUW-TN Bylaws, Policy Sheet, Service to Branches, Core Document, and Calendar of Essential Actions.
- OUTGOING PRESIDENT--Beginning 2015 and thereafter every 5 years, the outgoing president collects the state organization's significant historical records and takes/sends to the Gore Center, MTSU, to archive.

Summer Leadership Board Meeting—

- FINANCIAL OFFICER presents next year's budget and board approves.

APPENDIX B

SPECIFIC RESPONSIBILITIES OF THE STATE FUND CHAIR

The State Fund Chair is a national AAUW leader position.

Responsibilities to Your State

- Be knowledgeable of the AAUW national fundraising and scholarship policies (AAUW Policies 501, 502 and 600) and their impact on AAUW affiliates.
- Ensure the state complies with AAUW national fundraising policies and IRS regulations and submits state donations in a timely manner.
- Inspire members to underwrite AAUW and its programs through (preferably undesignated) gifts.
- Participate in fundraising trainings such as AAUW webinars, AAUW workshops, or opportunities provided by other professional outlets.
- Work with other state officers and committees to integrate fundraising with state priorities.
- Celebrate successful fundraising and its impact through recognition at state conferences and in state publications.
- Distribute confidential AAUW quarterly donation reports to each branch in a timely manner; report discrepancies noted by the branches.
- Share successful fundraising ideas with the AAUW Fundraising Committee.

Responsibilities to Branches in Your State

- Maintain contact with branch fund chairs and support their fundraising development efforts through regular communication, motivation, technical assistance, and fundraising training at state and regional conferences.
- Encourage dialogue about policy compliance in fundraising efforts and disbursements Responsibilities to AAUW.
- Adhere to all AAUW fundraising and scholarship policies and educate yourself on the current AAUW Bylaws; encourage branches to do the same.
- Contact AAUW about member concerns or questions related to fundraising efforts or disbursement.
- Submit donations in a timely manner using the AAUW Contribution Report Form.
- Lead by example: Be an AAUW donor.

For additional information, see <https://www.aauw.org/resources/member/governance-tools/state-branch/volunteer-leader-position-descriptions/>

APPENDIX C

RESPONSIBILITIES OF THE CHAIR OF THE AAUW-TN NCCWSL SCHOLARSHIP

1. **June**—The AAUW-TN Board approves the amount to be allocated for the NCCWSL Scholarship (during Leadership Summit Business Meeting if not before)
2. **July/August**—Funds are requested to cover 1 additional scholarship from the Tennessee Women Project (Charlotte Crawford and Ruth Smiley).
3. **August**—The AAUW-TN NCCWSL scholarship nomination information and application form are revised.
4. **September**—Publicity of the scholarship opportunities takes place through:
 - a. State-wide membership e-mail and Facebook
 - b. E-mail from chair to Branch presidents and NCCWSL scholarship branch chairs if one has been designated
 - c. E-mail to College and University Partner Representatives (C/U) by the Membership and C/U Relations state chair. Note: Within the announcement branches or partners are told that if they make a nomination(s), they must agree to help any applicant selected with their travel expenses to NCCWSL. This is confirmed as nominations are received.
5. **October/November**—Chair communicates with those nominated to give them the information about the NCCWSL scholarship and the application process.
6. **November**—A scholarship selection committee is appointed after student applications for the scholarship are received. Members of the committee typically come from branches that do not nominate a student with a person from each region of the state being appointed.
7. **November**—After the deadline for the applications has passed (typically middle of November), the applications are sent to the scholarship selection committee members with a rubric.
8. **December** Results from committee members are compiled and with follow-up approval from the selection committee, the names of students, university and who has nominated each, are sent to the AAUW-TN Executive Board for final approval.
9. **December**—Those students selected for the scholarships are contacted through e-mail and reminded of the commitment and asked if they accept the scholarship.
10. **January**—Information from the students selected is collected and the chair registers the students for the NCCWSL conference working with the state finance officer for payment of the registration which also covers room and board for each student.
11. The students (with an e-mail copied to the branch or C/U representative) are asked to interact with the specific branch or C/U representative that nominated them to arrange for their travel to NCCWSL.
12. After the NCCWSL conference, the students send their reports and pictures to the chair and communicate with branch or branches within their proximity (or who nominated them) to make connections to do a presentation about their experience.
13. Note: The chair sends updates to the AAUW-TN web master for the NCCWSL portion of the web site at 3 different times: 1) when the scholarships are publicized, 2) the students are selected and 3) after the conference.

APPENDIX D

Additional Responsibilities of the Public Policy Chair

Once the new public policy chair is in position, National provides access to training materials, including a link to the [SPPC 2021-2022 Manual](#), which includes chapters on responsibilities of both state and branch public policy chairs, understanding AAUW's public policy priorities, advocating for state legislation, working with the media, and creating an action plan.

In addition to National's guidelines, the state public policy chair

- Maintains data on member's State representatives and senators
- Reviews the TN scorecard on the national site
- Maintains contact with other like-minded organizations
- Gets to know people on the Hill
- Establishes a process for quickly sharing information
- Works with National on drafting legislation
- Becomes familiar with [TN.GOV](#)
- Establishes relationships with members of the state assembly who are willing to carry the bills once drafted

14.

Revisions with Board of Directors' Approval

Revised July 1993

Gladys Dotson, Jackie Littleton, Jeanie Randall

Revised April 2005

Connie Malarkey, Peggy Emmett, Vivian Selecman, Susan Lane

Revised February 2009

Peggy Emmett, Monika Bowman, Reba Best, Ruth Johnson Smiley

Revised March 2011

Peggy Emmett, Ayne Cantrell, Connie Malarkey

Revised July 2012

Peggy Emmett, Ayne Cantrell, Connie Malarkey

Revised October 2012

Peggy Emmett, Ayne Cantrell, Connie Malarkey

Revised April 2016

Peggy Emmett

Revised June 2016

Peggy Emmett

Revised August 13, 2022

B. Ayne Cantrell