

INDIANA AAUW -- POLICY SHEET for BOARD OF DIRECTORS



The purpose of this policy sheet is to serve as a supplement to the Bylaws. Each State Board member and Branch President shall have a copy.

I. STATE OFFICERS AND CHAIRS.....	1
II. COMMITTEE AND BOARD MEMBER PROCEDURES	3
III. FINANCE.....	3
IV. STATE COMMITTEES.....	4
V. STATE CONVENTIONS	6
VI. STATE WORKSHOPS.....	7
VII. ASSOCIATION BIENNIAL CONVENTION	7
VIII. STATE TRAVEL PROGRAMS.....	7
IX. OFFICIAL TRAVEL PROGRAM	8
X. BRANCH CONSULTANT PROGRAM.....	8
XI. COALITIONS.....	8
APPENDIX 1 - DUTIES AND RESPONSIBILITIES OF INDIANA AAUW BOARD MEMBERS ..	10
APPENDIX 2 - DEFINITION OF & PROCEDURES FOR SUBMISSION OF RESOLUTIONS	11
APPENDIX 3 - STATE CONVENTION.....	12
APPENDIX 4 - BUSINESS MEETING AGENDA FOR STATE ANNUAL MEETING/CONVENTION	14

I. STATE OFFICERS AND CHAIRS

A. Terms of Service -- Elected officers are listed in Bylaws, Article VII. No person shall serve on the Board of Directors for more than three (3) consecutive terms; appointed offices may be filled without regard to previous terms of service. Members of committees shall serve for no more than four (4) consecutive years on the same committee. Years of committee service are in addition to the limitations listed above.

B. Appointments -- By July 1 the president shall have made appointments for the ensuing two year period unless otherwise indicated; appointments may be renewed once. Various methods, including questionnaires submitted to Branch Boards and the recommendations of Branch Consultants, are used to locate qualified people. If possible, representatives and new chairs should have served in similar capacity at the branch level and/or on the corresponding state committee.

C. Duties -- New officers and chairs shall receive from the preceding officers and chairs a **Handbook** [see D below] which includes a summary of their jobs, along with any **policies** and **projects** that are continuous in their fields of responsibility. Outgoing officers and chairs should edit files to eliminate useless materials; pertinent information shall be filed in the **State Library Archives** by the State Historian. New chairs should be encouraged to confer with their predecessors. When possible, newly elected officers will receive their materials at or immediately after the annual State convention. Appointed officers and chairs should receive their materials as soon as possible after appointment.

D. Handbook -- All chairs and officers should have general knowledge of the contents of the following *minimum* list of materials* and should make frequent reference to them when preparing for a Board meeting or when in doubt about any procedure or policy:

NATIONAL MATERIALS

- AAUW Charter & Bylaws [available via Helpline at 800 326-AAUW]
- AAUW Historic Principles, 1881-1989 [available via Sales Office, 800 225 9998]
- AAUW Leader Handbook [Sales Office]
- AAUW Public Policy Program [Helpline]
- Action Alert* [last 6 months]
- ¡Adelante!* Modules in binder [Helpline]

- AAUW Board policies [Helpline]
- EF Chair Resource Guide* [Helpline]
- Finance Officers' Guide* [Helpline]
- Foundation annual report [in Outlook or via Helpline]
- Foundation current brochure [Helpline]
- Foundation current *Directory of Fellowships, Grants, and Awards Recipients* [Helpline]
- Foundation current fellowships and grants brochure (current!) [Helpline]
- Issue briefs [Sales Office]
- LAF brochure [Helpline]
- Leader in Action* past issues in a binder [Helpline]
- Legacy of Advancement for Women*" (lists ways of giving) [Helpline]
- Current Membership brochure [Helpline]
- Voter Ed* elections materials [Sales Office]
- Position papers and fact sheets on current public policy priorities [Helpline]
- AAUW Research reports from the Foundation
- Strategic plans (national from Helpline, state, and branch)
- AAUW-produced Videos & accompanying video guides]

INDIANA MATERIALS

- State Directory (keep two year's; as information expanded/condensed in two-year cycle to lessen printing costs)
- Bylaws of the Indiana AAUW
- State & branch Budgets (last 2 years)
- Indiana AAUW Policy Sheet [*vis*]
- Indiana Public Policy materials and reports
- Annual Reports of Branch Counterparts (last two years)
- State Board Minutes (last two years)
- Position Description/Calendar of Duties (revised to date)
- Indiana AAUW Bulletin copies and other publicity (previous year)
- Letters from Branch Chairs
- Reports to State Board
- Correspondence relative to the continuation of the program or the history of the office or committee
- Budget & Codes for Reimbursement
- Branch Consultant Report Form

*LIST UPDATED October, 2007; titles of AAUW publications are subject to change; ask the Helpline or Sales Office for clarification; listings are also published occasionally in issues of *Outlook* and *Leader in Action* and are online at aauw.org.

II. COMMITTEE AND BOARD MEMBER PROCEDURES

- A. Procedures for Soliciting Materials, Information, etc.** -- In general, standing committees should provide suggestions and information for branches. Branch Consultants shall serve as a resource to the branches in implementing the current issues of the Association. Contact with branches is made through letters, workshops, branch visits and online.

Packets of materials for Branches, State Board members, the Regional Director, and the AAUW Educational Center office are usually prepared on a regular basis in conjunction with State Board meetings and workshops. The State President schedules the mailing of *Presidents Packets*, for which all Board officers/chairs are encourage to submit materials, in order to save postage costs. When sending materials in the Presidents Packets, each officer/chair should use a heading that indicates the officer or counterpart for whom intended, the person sending, and the date. Branch Presidents are responsible for the distribution of packet materials to the appropriate counterparts in their branches. Individual officers/chairs may, of course, mail individual packets to their branch counterparts and any other branch officers/chairs deemed appropriate to a specific mailing.

Officers and committee chairs have a responsibility to submit, for publication in the *State Bulletin*, materials of general interest in their respective fields.

Contact should be made **at least annually** by State board members to branch counterparts to determine what branches have done in their area during the year. Branch consultant contact is sometimes mandated following State board meetings. [See section X]

B. Reports

- 1. At Board meetings:** Officers and chairs shall give concise reports on accomplishments and plans at each Board meeting. Copies of reports shall be made for Regional Director, Indiana President, secretary, and personal files. Written reports should be provided whenever possible.
- 2. Annual Reports:** Each state officer and chair shall submit an annual report to the Indiana president. These reports shall be included in the State Convention program and on the Indiana AAUW website. The report should include: a) information from branch counterparts' reports; b) summary of the work of the state committee; c) program suggestions to branch chairs for the following year.

III. FINANCE

- A. General Budget.** -- Indiana State reserve funds should be kept at approximately one half of current operating expenses. Money is budgeted for each Board member to cover postage, telephone calls, materials, and duplicating. Extra monies, **requested in advance**, may be voted by the Executive Committee. All State officers and all special committee chairs are responsible and accountable for all monies received. Any deficiency will be made up by the office holder involved. The Director of Finance's books and those of the Educational Foundation Chairperson shall be audited at the close of each term of office.

- B. Special Budget Items** -- Funds raised for the **AAUW Educational Foundation** should be placed in a savings account and the accrued interest added to the Indiana AAUW's contribution to the AAUW Educational Foundation.

C. Reimbursement

Transportation: Travel will be paid to and from executive committee meetings and official branch visits, and other authorized official business. Travel will not be paid to and from board meetings, workshops, state conventions or regional conferences.

Lodging: Overnight lodging for officers, board members and special committee chairs (as necessary) will be paid for executive committee meetings, state conventions and workshops. Double lodging is the standard arrangement, but may be adjusted at the discretion of the board.

Said lodging will be at the site of the meeting, workshop or convention, or at a designated alternate location.

Meals: For Executive Committee and Board meetings, state conventions, and workshops, Board members are responsible for paying for their own meals. Board members will be informed prior to the meeting as to the arrangement for meal paying (usually each member pays individually).

Registration: For Regional Conferences, the registration fee will be paid for the state president. Overnight lodging for the state president will be paid at double-occupancy rate.

Vouchers: At each Board meeting, the **treasurer** will distribute **financial voucher forms** to each Board member. The vouchers, with receipts attached, are to record all current and outstanding expenses and are to be turned in to the treasurer for payment. Vouchers must include the correct budget code for each item listed. All expenses must be submitted before the end of the fiscal year (June 30) or they will not be reimbursed. Checks should be cashed promptly.

IV. STATE COMMITTEES

A. Standing Committees

The work of the Association should be done by committee whenever possible. It is to be acknowledged that often it is a committee of one or a committee of the whole (Board). Standing committees are specified in the Bylaws.

- 1. Members** -- A committee is appointed by the chair with the approval of the Executive Committee. The term of appointment is for one year. Special consideration should be given in the selection of new members to the geographical location of the committee chair and to experience in parallel positions in branch, state or association.
- 2. Meetings** -- It is recommended that each standing committee hold a meeting in the summer in order to use ideas and assistance of the committee members in planning the year's program. This meeting could take place at the same time as the summer board meeting or at the annual convention. The President should be notified of the time and place of meetings independent of the summer Board. Written minutes are to be kept of committee meetings and the chair will report on the meeting at the next State Board meeting.

If a committee chair cannot attend a Board meeting, a member of the committee may be the representative. The same expense allowance would be applicable.

B. Special Committees -- These include such committees as nominations, resolutions, credentials, and special projects. The expense provision for special committees shall be decided in each individual case by the Board. The decision of the Board shall be made known to the chair of the committee at the time of appointment.

1. Nominating Committee

- a. Members** -- See Bylaws, Article IX, Section 1 -- Members of the Committee are announced at the Fall board meeting and in the Winter **Bulletin**. In the event that any member of the **Nominating** Committee is unable to serve or becomes a candidate for nomination, that position shall be filled by an appointment by the Board of Directors.
- b. Duties** -- Copies of the policy sheet shall be given to all members of the Nominating Committee by the convener after they are chosen each year. Members of the committee will study the Indiana State Bylaws in reference to the offices to be filled, duties of those offices, and nomination and election procedures. The procedures stipulated by the Bylaws and this policy sheet shall be followed.

The chair will send one nominating form to each branch and to each State Board member. For each nominee, a copy of the nominating form will be filled out and sent to

each member of the Nominating Committee. The Nominating Committee may seek and propose qualified candidates. The Nominating Committee shall hold at least one meeting. The final report shall bear the signatures of all members of the committee. All nominees shall have their branch approval for their nomination.

Nomination suggestions shall be held for **three** years. If it seems desirable to use a hold-over suggestion, the committee will confirm the nominee's willingness to be considered, and the continued approval of the nominee's branch.

The chair of the Nominating Committee shall return the complete file to the State President at the close of the elections at the State Convention.

2. Resolutions Committee

- a. Members** -- The committee on **resolutions** is elected by the board at the summer board meeting and is announced in the **fall Bulletin**. The committee shall be composed of a chair and four (4) additional members. They shall be appointed by the State President by the time of the **summer** board meeting. It would be desirable that one member be a carry-over from the previous committee.
- b. Duties** -- The chair shall send a letter to the branch presidents and State Board members, requesting the submission of resolutions for consideration by a specific date. An article shall also be included in the State **Bulletin** requesting resolutions.

The committee shall meet and/or communicate by mail or conference call and consider the submitted resolutions. They may reword, clarify, combine or reject any resolutions submitted. The chair should inform the submitter of any resolution as to the committee's action on the resolution. The committee shall also prepare and submit the necessary courtesy resolutions.

The chair of the committee shall present the report of the committee to the State Board prior to being published in the State **Bulletin**. This report shall also include a review of the previously adopted resolutions, indicating expired resolutions or proposed eliminations. The Resolutions Committee report shall be published in the State **Bulletin** prior to the annual State Convention. The committee shall present the report for acceptance or rejection to the convention delegates.

The responsibility for the implementation of adopted resolutions shall be delegated by the State President according to the appropriate action for each resolution. All previously passed resolutions must be reviewed and recommended for deletion, revision, or retention. See Appendix 2 for *Definition of and Procedures for Submission of Resolutions*.

C. State Project Committees

- 1. Guidelines for Choosing State Projects** -- A proposed project should treat a matter of statewide significance. Implementation of the proposed project should be of such a nature that a majority of the branches could carry it out.
- 2. Procedure for Submission of a State Project** -- State the problem or need. Demonstrate the problem or need's statewide significance and appropriateness to AAUW and the Indiana AAUW purposes and policies. Define the project that is proposed.

Include:

- 1) Specific goal
- 2) Specific major steps necessary to reach goal
- 3) Proposed sources of any needed funding
- 4) Existing AAUW tools or other resources to be used
- 5) Financial or other resources of any other groups or agencies available or required
- 6) Estimated timetable for completion of each major step

Whenever a project is proposed, an **ad hoc** committee of at least three (3) branch presidents shall be appointed by the State President to review the proposal and recommend approval, modification, or denial of same. If the recommendation of the committee is to approve or modify, the State Board shall review the proposal and recommend approval, further modification, or denial. After a Board recommendation for approval or modification, the proposal shall be presented for approval by a majority vote of the accredited delegates present and voting at the State annual meeting, following publication in the State **Bulletin**.

- 3. General Procedure for Carrying Out a State Project** -- Each branch shall be asked to appoint a project chair to receive the information of the project (a branch is not thereby required to participate in the project.) The project should be considered a part of the total program and branches implementing the project should devote a portion of the time of their general branch meeting to acquaint their members with the project.

In addition, adequate time should be given in branch Board meetings for the dissemination of information from the State Project Committee and for discussion of the branch's implementation plans.

The State Project Committee shall submit regular progress reports to the State President in keeping with State policy for committee reports.

V. STATE CONVENTIONS

[See Bylaws, Article XIV]

- A. Schedule** -- The State Convention/Annual Meeting will be scheduled for one or two days, at the discretion of the Board.

The Executive Committee will solicit, in writing, bids for the one- and two-day conventions at the prior convention of that type. Bids should be submitted to the State President prior to the following fall Board meeting. Branches interested in hosting a convention should be sent the list of requirements. In order to ensure the comfort of all members, **no smoking** will be permitted in State Conventions, workshops or Board and committee meetings. Meeting sites should be accessible to the disabled whenever possible.

- B. Purpose** -- The purpose of the convention is to transact essential State business; elect officers; adopt or revise bylaws, public policy program, resolutions; and approve state projects. Additionally, the presentation of a program which is of particular interest to the State shall be part of the convention program.

- C. Funding** -- The State Board, in cooperation with the host branch, will determine the registration fee for each convention. The registration covers all expenses of the convention. The host branch shall submit a complete report of the convention, including a financial report. Any surplus funds should accrue to the State's general fund.

- D. Responsibilities** -- The State President plans the business meeting with the appropriate officers.

The State Program Vice-President is responsible for the convention program in cooperation with the State President, and works with the Program Development Committee in the planning.

Plans for local hospitality and all arrangements shall be the responsibility of the host branch. Nearby branches may serve as assistants. Branches are encouraged to keep decorations simple and inexpensive.

VI. STATE WORKSHOPS

The State Board shall plan workshops when necessary. All branches are expected to participate in all State activities. **Branch consultants should solicit ideas and encourage attendance.**

Individual Board members may plan specialized workshops with the approval of the Board. In this case, a record of proceedings must be kept by an appointed recorder. The record is to be submitted to the chair, who sends a copy to the President [for the files].

VII. ASSOCIATION BIENNIAL CONVENTION

[See Bylaws, XVI]

Expenses shall be paid by the State for two delegates; see III. Finances for more information. The paid State delegates to an Association Convention shall be the President and the Director of Program, unless voted otherwise by the Board.

Alternates will be chosen from members who signify their intention to attend the convention. The choice of alternates by the Board may be made by ballot, if desired. If either delegate cannot serve, the expense of the alternate shall be paid.

The State is entitled to more than 2 delegates, but additional delegates will bear their own expenses. However, when finances permit, it is suggested that some funding be provided for the Directors of Program and Membership.

VIII. STATE TRAVEL PROGRAMS

A. Types of Travel Visits -- There are two types of travel visits, **official** and **unofficial**. An **unofficial** visit is one made by a Board member at the invitation of the branch and with expense borne by the branch. Arrangements for such a visit shall be made by the branch with the individual Board members.

An **official** visit is one made without expense to the branch, except for meals and overnight accommodations when needed. The two State programs for official visits are: (1) Travel Program and (2) Branch Consultant Program. [See sections immediately following for specific policies and procedures on each type of program.]

B. Arrangements -- During the Summer Board meeting, the year's branch consultant assignments are made. This list is sent to the branch presidents. Branches and their assigned consultants schedule visits. A request for an official may also be submitted to the Branch Consultant Coordinator. Following the visit, the Board member shall give a written summary of the visit to the State President, Director of Member, and the Branch Consultant Coordinator using the current report form.

Each branch should be visited at least once a year. New or struggling branches may need more than a biennial contact with the State Board. Travel plans should be made, insofar as possible, during the summer when program planning is being done.

C. General Principles -- The branch visitor should be well-informed on all general matters pertaining to the AAUW program and policies, especially after an Association convention. The visitor may be the principal speaker on the branch program or may lead a discussion, or may help with some particular problem or in a general way in terms of branch leadership or administration. The visitor should discuss State and Association items and emphasize the availability of Indiana Board members when help is needed.

It is desirable that the visitor meet with both the Board and the branch. A talk with the branch President will be valuable. The President may have some problems to discuss and should give any information that will be helpful to the visitor in the analysis of the branch and its activities.

IX. OFFICIAL TRAVEL PROGRAM

One of the services offered the membership of the Indiana AAUW is the Travel Program. The State Travel Program makes possible visits of our leaders to branches for the purpose of exchanging ideas on the work of the State and creating an enthusiasm for achieving its aims and objectives.

Travel Program visitors are members of the State Board of Directors. The Branch Consultant Coordinator makes every effort possible to arrange for persons who not only have the background and skills which fit the request. Geographical proximity may also be a factor.

Requests for Travel Program visits are made by the branch President following receipt of the assigned branch consultant's name. These requests should be sent after the branch Board has defined the focus of the branch meeting and the specific roles of the visitor at this meeting.

For the Branch Travel Program visit, only one visitor every other year will be sent at the expense of the State Travel Program budget. The visits of the State President and President-Elect shall be exempted from this restriction.

X. BRANCH CONSULTANT PROGRAM

A. Assignment of Branches -- All Board members may be appointed as consultant to a group of branches.

The President will ordinarily not be assigned as a branch consultant. No Board member will serve as consultant to her/his own branch, unless directed to do so by the State board. A maximum of three branches will be assigned to any Board member, but usually the number will be less. No permanent geographic districts will be established, and assignments will be made on the basis of location of board members.

The State may pay travel and telephone expenses of the Board member as part of the consultant duties. In a circumstance where it is not possible for any State Board member to serve as a consultant for a specific branch, the Branch Consultant Coordinator may appoint another qualified person, preferably a Board member from the previous biennium.

B. Procedures for Contact and Scheduling -- After the summer Board meeting, each consultant should contact by letter, phone, or e-mail the president of all assigned branches. The consultant will explain the purpose and procedures for both the branch consultant and travel program. Each consultant should make further contact with the branch presidents prior to the Fall State Board meeting. A survey questionnaire may be used to gather information on the branch during the phone contact. The information gathered shall be forwarded to the immediate past president for analysis prior to the Fall Board meeting.

C. Orientation for Consultants -- When necessary, a part of the summer State Board meeting will be used each year for the orientation of consultants to their duties and opportunities.

XI. COALITIONS

A. Statement of Principle -- In 1954, the Board of Directors of the Association issued this statement:

A branch or State wishing to cooperate with other groups or organizations on projects for the promotion of common interests should do so provided that the organization's policies and programs are in accord with those of the Association, and provided that the autonomy of the branch or State is not impaired. The contribution of the branch to the community is through leadership and service. Its primary financial obligation is to the program of the Association.

B. State Procedure -- The State may cooperate with other groups for the promotion of common interests. In such contacts, the President represents the State or designates an alternate. The specific guidelines in the State Leadership Handbook regarding cooperation and coalitions shall be followed.

- C. **Funding** -- In harmony with the above statements, State funds shall be used for development of AAUW programs and projects. **Contributions to other organizations shall not be made.** Coalition dues will be paid as necessary.
- D. **Mailing Lists** -- Directories shall not be furnished to individuals or to other organizations unless the work of AAUW will be furthered by so doing, and then only with the approval of the Executive Committee or State board.
- E. Currently, Indiana AAUW is part of the Gender Fairness Coalition and Great Lakes United.

APPENDIX 1 - DUTIES AND RESPONSIBILITIES OF INDIANA AAUW BOARD MEMBERS

- The By-laws of the Association and Indiana AAUW will govern all activities.
- The Policy Sheet should be reviewed by each member prior to the summer board meeting.
- New board members should receive a summary of their jobs, the report of the previous chairs' activities, by-laws and policies preferably at the spring convention prior to their taking office and no later than the summer board meeting.
- New members receive orientation at the summer board meeting.
- All members are expected to attend all board meetings, state workshops and conventions. Attendance at regional and association conventions is encouraged.
- Members serve as consultants to branches as assigned by the branch consultant coordinator. Contact with consultant branches is initiated immediately following the summer board meeting.
- Members are paid mileage of 15¢/mile for board and executive committee meetings, official branch visits, workshops and state conventions, and other authorized official business.
- Lodging is provided for board meetings, workshops, and state conventions as per policy.
- Money is budgeted for reimbursement of necessary expenses , i.e., postage, telephone calls, materials, duplicating.
- The expense of meals are the individual responsibility of members. Non-conference meals will be the choice of the individual.

APPENDIX 2 - DEFINITION OF & PROCEDURES FOR SUBMISSION OF RESOLUTIONS

A resolution is a formal expression of the opinion or will of an assembly, adopted by vote. The resolution may establish a framework within which action can be taken by the State. Resolutions may also serve to clarify and publicize the thinking and the position of the State on a current or controversial issue.

Proposed resolutions may be submitted to the committee by individual members of the State, by branches, by state committees or board members. The Resolution committee may also initiate resolutions. Resolutions must be submitted **at least two weeks** prior to the State Convention.

Resolutions may be prelegislative items and should not, in general, duplicate the legislative program. They may include courtesy resolution, thanking a branch or member for a specific action.

Resolutions may be proposed from the floor of the convention. Such resolutions will require approval by two thirds (2/3) of the accredited delegates present and voting to be heard and approval by three fourths (3/4) of same for passage.

Resolutions may be **simple**, consisting of a single statement beginning with the word *Resolved*, or they may be longer and more formal, including one or more *Whereas* statements. All resolutions must include a **budget impact statement** and **recommendations for implementation** by both the State and branches. Resolutions should be consistent with Association and State bylaws and policies.

The preamble, beginning with the word *Whereas*, should be used only to provide information and/or special reasons for the adoption of the resolution.

The *resolving clause* states the action to be taken; i.e., *that the Indiana AAUW supports or urges* a specific action.

Resolutions must be submitted in typed form. They may include, --eliminate: for the committee's information and clarification, --continue: reasons for consideration, information sources, background materials and explanations.

Resolutions stay in effect until they are revoked by vote at an annual State Meeting. A list of current resolutions is included in this directory.

During year of biennial conventions: bylaws are usually changed; if national bylaws are changed, all State and branch bylaws are to be changed; schedules are announced, but usually by December following the convention, revised bylaws are due.

APPENDIX 3 - STATE CONVENTION

The State Board will coordinate plans for the Annual Meeting, and will call upon a branch to assist with specific host duties, e.g., staff registration table, make directional signs.

GENERAL INFORMATION

1. State officers elected in even-numbered years:
President-elect; Director of Membership; Director of Finance, Director of Education
Foundation
2. State officers elected in odd-numbered years:
President [assumes office]; Director of Program; Secretary, Director of Public Policy
3. No smoking permitted at conventions and workshops
4. No refunds given
5. Try to get as much as possible donated to keep down the costs

STATE BOARD

Members of the State Board and/or members of the branch(es) invited to assist with local arrangements will be assigned the following duties:

1. Plan location (city and venue), program content, speakers, etc.
2. Establish registration price, including
 - a. All meals and refreshments
 - b. Decorations (table/room, etc.)
 - c. Printing fees (programs)
 - d. Flowers for installation of state officers elected that year
 - e. Meeting room charge (if any)
 - f. Postage for any mailings
3. Pay expenses for program speakers, including meals and registration
4. Print program (include mission statements, diversity statement, agenda for business meeting)
5. Select menus
 - a. One day convention: continental breakfast, lunch
 - b. Two day convention: continental breakfast, lunch, dinner, Sunday brunch
[Note: for lunches/dinners, ALWAYS have dessert]
6. Provide state banner
7. Select meeting place
8. Arrange for room for state Board meeting the evening before the convention; possibly arrange for dinner reservations at nearby restaurant.
9. Have hotel rooms set aside for attendees (optional: put welcome note in each room, include hospitality room number)
10. Select decorations (if needed)
 - a. Tables and meeting room(s)
 - b. Make certain hotel knows there is a state banner that will need to be hung
11. Publicity
12. Provide goodie bags (optional); provide folders for meeting program, notepads, pens, etc.

13. Provide name tags
 - a. Include name, branch, office (if known)
 - b. Should be at least 14-point print, i.e., very readable
 - c. Could be pin-type or necklace type

14. Purchase flowers for installation of elected state officers
 - a. Odd-numbered years:
 - President-elect -- blue/white
 - Director of Program -- red
 - Secretary -- purple
 - Director of Public Policy -- yellow

 - b. Even years
 - President -- blue/white
 - Director of Membership -- green
 - Director of Finance -- white
 - Director of Educational Foundation-- orange

15. Arrange for local speaker to welcome attendees, e.g., mayor, local college president, chamber of commerce

16. Provide space/tables for EF sales, LAF silent auction, cultural displays, branch displays (projects, bulletins), etc.

17. Provide state with a final report, including payment of profit (if any)

18. Send convention information, hotel registration form, convention registration form and map to state bulletin editor for inclusion in Spring state *Bulletin*

STATE

1. Plans program
2. Arranges for program speakers
3. Pays expenses for program speakers including meals and registration
4. Provides program information to host Branch for printing

GENERAL INFORMATION

1. No smoking permitted at conventions and workshops
2. No refunds given
3. Try to get as much as possible donated to keep down the costs

APPENDIX 4 - BUSINESS MEETING AGENDA FOR STATE ANNUAL MEETING/CONVENTION

- I. Call to Order
- II. Minutes of the [previous] Annual Convention
- III. Roll Call of Branches
- IV. Report of Credentials Committee
- V. Report of the Rules Committee
- VI. Report of the Program Committee
- VII. Convention Business
- VIII. Reports of Officers/Board Committees
 - A. Program
 - B. Membership
 - C. Finance
 - D. Educational Foundation
 - E. Public Policy
 - F. Diversity Affairs
 - G. Legal Advocacy Fund Liaison
 - H. Educational Equity
 - I. Women's Issues
 - J. College/University Relations
 - K. Bulletin
 - L. Resolutions
 - M. Bylaws
 - N. Nominating
- IX. Unfinished Business
- X. New Business
- XI. Final Credentials
- XII. Invitation to the next Annual Meeting
- XIII. Adjournment

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