



**AMERICAN ASSOCIATION OF UNIVERSITY WOMEN
OF THE
COMMONWEALTH OF PENNSYLVANIA (AAUW-PA)**

Policy Manual

Approved by AAUW-PA Board on April 13, 2014

The bylaws of AAUW and AAUW-PA govern this organization in all practices. The policy manual, together with the AAUW-PA Board Handbook submitted for simultaneous approval, includes all the rules of procedures and policies adopted by the AAUW-PA board mentioned in the Bylaws, Article VI, Section 2a.

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I. INTRODUCTION

- A. AAUW-PA is governed by its Board of Directors, which is responsible for setting the priorities and strategic direction of AAUW-PA from time to time, and for overseeing its finances, operations, and policies.

This Policy Manual is intended as a resource for the state board and all members who desire to know how AAUW-Pennsylvania functions as an organization. While our bylaws are governed by those of AAUW, our policies need to be appropriate for our state organization as a way to manage our business.

References to policies contained herein are made in the bylaws:

Article III, Section 3. Proper Use of Name and Logo. The name and logo of AAUW-PA may be used only by individuals or groups acting in a lawful and ethical manner, consistent with AAUW policies and procedures.

Article III, Section 4. AAUW-PA Policy. The policies and program of the State on matters of statewide scope shall be binding on all members and branches, and no member or branch shall use the name of the State to oppose such policies and program. No action in the name of the State shall be taken on any matter of statewide scope on which the State has no policy.

Article VI, State Officers, Section 2. Duties a. Officers shall perform the duties prescribed by these bylaws, by the rules of procedure and policy adopted by the board of directors, by the current edition of *Robert's Rules of Order, Newly Revised*, and by the State policy manual.

- B. **Policy Definition:**

A policy is a principle, protocol, or statement of intent used to guide decisions and achieve outcomes. For this policy manual, policies are guidelines for AAUW-PA as an organization and address general rules not detailed in the bylaws. The Board handbook addresses how the state board functions internally. (Bylaws Article VII, Section 2c “The board may adopt rules to govern its proceedings”)

Policies are generally adopted by a Board to help achieve our goals and to define our advocacy. They will always be secondary to the bylaws, which are the rules approved by the membership to govern AAUW-PA. Similarly, there may be procedures for a project and event or for board meetings that are not encompassed in this manual. Policy differs from rules or law, in that, while law can compel or prohibit behaviors, policy merely guides actions toward a desired outcome.

II. AAUW-PA STRATEGIC PLAN

Following the election of a President, the Board of Directors shall develop a strategic plan to set goals and priorities for the organization for the next two years. The plan shall be presented to the membership at the following annual meeting and at such other times as members of the board deem advisable.

III. AAUW-PA FINANCIAL POLICY

- A. The state board manages its assets prudently. Each fiscal year, the state board establishes a budget for the year, considering its expected revenues (primarily dues), its vision and strategic plan, and other actions and events needed for the health of AAUW in Pennsylvania.
- B. Given that AAUW-PA is managed by an all-volunteer board, the two most significant expense categories for the budget are:
 - 1. Member meetings, including the annual meeting, summer retreat, and district meetings, and
 - 2. Expenses for the board to meet to coordinate the affairs of AAUW-PA.The board strives to be prudent in expenditures and encourages email coordination wherever possible. The board uses technological tools such as Dropbox, Skype, Survey monkey, GoToMeeting and www.freeconference.com to reduce expenses. The board may try or subscribe to other tools as it deems useful. One of the four annual board meetings is now a teleconference.
- C. No later than January, the state board approves the budget for the annual meeting, including the registration fee to be charged to attendees. There has been volatility in the financial outcomes at annual meetings, but the board strives to meet budget.
- D. The state budgets money for the President and one additional board member's registration, travel, and lodging to attend the AAUW national convention to represent Pennsylvania and to communicate information from the convention to PA members.
- E. All expense reimbursements are subject to specific approval by the Finance Officer or President and are compared to budget.
- F. Financial statements included in the Annual Meeting Yearbook show amounts for the completed prior fiscal year, the current year's budget, and partial current-year amounts.
- G. The Finance Officer shall arrange a peer review of results and shall submit all necessary filings to comply with tax laws and to maintain AAUW-PA non-profit status.

IV. PUBLIC POLICY PRIORITIES

- A. In each even-numbered year, Public Policy Priorities are proposed to the membership for discussion, possible revision, and adoption at the annual meeting.
- B. In addition, members who wish to propose that AAUW-PA discuss and vote on adoption of a position on a statewide issue may work with the resolutions committee to draft a proposal to submit to the membership.
- C. The AAUW-PA board has determined that AAUW-PA does not want to automatically opt in to advocacy based on the AAUW Public Policy Program that is conducted by national AAUW without discussion and a vote. The AAUW-PA name can only be used

with the express permission of the AAUW-PA Board or Executive Committee based upon advocacy work endorsed by the AAUW-PA board or by members at a Pennsylvania annual meeting.

- D. The AAUW-PA board also determines whether AAUW-PA will join with other organizations on statewide or common issues. The board voted to join the Safe Schools Partnership and has authorized letters of support for past issues.

V. RESOLUTIONS

- A. **Definition:**
A resolution is a formal expression of the opinion of the will of an assembly adopted by vote. A resolution may establish a framework within which some kind of action may be taken.
- B. AAUW resolutions may be defined broadly as stated general principles under which several kinds of action may be taken. They are important tools in focusing, developing, and giving direction to program goals and planning and in dealing with the public. Resolutions may apply to any aspect of the AAUW mission, policy, and program and may be the outgrowth of study and/or action by the membership.
- C. Members who wish to propose a resolution to the membership at the annual meeting are encouraged to work with the Resolutions Committee.
- D. **Presenting a Resolution:**
To ensure that all resolutions that come before the resolutions committee are not frivolous, inappropriate, or damaging to AAUW-PA, the following process should be followed:
1. A resolution is treated exactly like a main motion. It differs from a motion because of its importance, length, or complexity.
 2. A resolution should be expressed in a positive form.
 3. Resolutions may be initiated by an individual member, a branch, or a State board member in that capacity, following approval by State board vote.
 4. A proposed resolution should not be in conflict with existing national or State policy.
 5. A resolution initiated by an individual member, group of branch members, or a branch board shall be presented to the branch and approved by a branch vote before it is sent to the resolutions committee.
 6. Given the short timeframe for new business at the annual business meeting, all presenters are encouraged to work with the Resolutions Committee and the President to facilitate consideration of resolutions to the extent possible.
 7. Background material and supporting documentation should accompany all resolutions sent to the resolutions committee.
Include:
 - a. A concise written statement of the problem, giving well-documented and logical reasons for its consideration at the state level.
 - b. Sources of information and a summary of information obtained.

- c. A statement of where the proposed resolution fits in the State or national program.
 - d. A plan for implementation stating how and by whom the resolution can be translated into action. This does not apply to a statement of principle. Early communication with the District Coordinator, resolutions committee, or public policy chair in whose area the proposed resolution will fall is highly recommended. The chairs may know of other branches working on the same subject.
 - e. A budget proposal for cost of implementation.
8. The resolutions committee will present the resolutions to the President and alert the board that the subject may come before the membership at the annual State business meeting. These resolutions will be printed in the *Keystoner*.

E. Annual business meeting action

1. Resolutions recommended by the State board will be formally placed before the business meeting at the designated time. Such resolutions may be adopted with a majority vote.
2. Members may, from the floor of the annual State business meeting, propose resolutions previously rejected by the resolutions committee or referred back to the sponsor.
3. To consider a resolution from the floor, a favorable vote of 2/3 of the assembly is required on the motion to consider.
4. Copies of each resolution should be distributed to all delegates.
5. If the assembly votes to consider a resolution from the floor, the resolution then needs to be moved, seconded, debated and voted on. Resolutions from the floor may be adopted with a majority vote of the voting body.
6. A resolution continues in effect unless it is rescinded or declared obsolete.

F. Implementation of resolutions

1. Branches have the responsibility to consider the implementation of current resolutions.
2. At the State board meeting following the annual State business meeting, the program committee shall review the adopted resolutions. The program committee shall delegate to the appropriate board member the primary responsibility for the implementation of each resolution.
3. The board member with primary responsibility shall assist branches with implementation through counterpart newsletters and reports.
4. A question regarding the branches' implementation of the resolution will be included in the branch Conversation Calls questions.
5. At the spring board meeting, a report will be made to the board on action taken on the resolution based upon the branch Conversation Calls responses.
6. The board member with primary responsibility for the resolution is to provide to the Administrative Director a written report on action on the resolution for inclusion in the annual State business meeting Yearbook.

VI. USE OF NAME AND TESTIFYING

- A. The AAUW Board of Directors has established certain limits on the use of the AAUW name. The following are excerpted and summarized from Policy 119. A complete copy of the policy is available online at www.aauw.org/resource/aauw-board-of-directors-policy-book.
- B. The national policies and program are binding on all AAUW members, and no member shall use the name of AAUW to oppose such policies or program.
- C. Reference to membership in AAUW by an individual shall be interpreted as use of the AAUW name. In expressing personal opinions on matters on which AAUW has no policy, or in opposition to an established AAUW position, care must therefore be taken not to reference AAUW. In the capacity of AAUW members and spokespersons, all must observe the AAUW "Use of Name" policies.
- D. Violation of the use of AAUW's name may result in
 1. A member's suspension for one year or expulsion from membership
 2. Loss of recognition of a branch or state
- E. State and branch legislative program committees and boards of directors are empowered to act in the name of AAUW on local, state and federal legislation implementing the biennial AAUW Public Policy Program.
- F. Members are strongly encouraged to take stands on issues which are not explicitly stated in the AAUW Public Policy Program as long as the issues fall within the broad principles expressed in the legislative history of AAUW. States and branches are urged to establish clear procedures for adopting positions on issues arising from AAUW's public policy principles but not explicitly stated in the biennial action priorities.
- G. The AAUW name and logo cannot be used solely for personal or professional financial gain.
- H. Matters of State Scope:
 1. The policies and program of the state on matters of statewide importance shall be binding on all members and branches. No member or branch shall use the name of the AAUW-PA to oppose such policies and program. No action in the name of the state shall be taken on any statewide issue on which the state has no policy.
 2. The freedom of speech of the individual member to speak a personal opinion in the member's own name is not abridged.
- I. Interpretation of Legislative Policies:
 1. The Public Policy Chair(s), Public Policy Committee, and the District Coordinators in consultation with the President shall determine whether any particular matter is one on which the state has a policy and whether any particular action is in accord with state policies and principles. The Public

Policy Chair or President may request that the issue be referred to the state Board of Directors for final determination.

2. No action in the name of AAUW will be taken on any matter until such determination has been made. In this situation, the Public Policy Chair(s) will discuss the issue with AAUW's Public Policy and Government Relations Department.

J. Issue Education and Advocacy; Testifying

There are many methods employed by AAUW members and others to increase awareness of issues, to educate the public about facts of a situation, and to advocate for change. When an AAUW member wishes to testify regarding an issue in the name of AAUW, she/he must clear her/his statement with the Public Policy Chair(s) for content and consistency with AAUW policies and positions. The Public Policy Chair(s) will then send copies of the testimony to branch presidents and post it on the website.

VII. INTER-ORGANIZATIONAL COOPERATION GUIDELINES FOR BRANCHES

- A. AAUW recognizes that there is value in working in coalition with other groups because coalition building is one of the methods of effecting change. Such efforts can often assist AAUW to further our mission, make more effective and efficient use of our resources, and increase our visibility and impact.

- B. Three general areas of cooperation are networks, collaborations, and coalitions. Each varies in intensity, focus, commitment, and structure. The commonality is that they are ways of bringing people and organizations together for a shared purpose when the purpose of such cooperative activity is consistent with the public policy principles and priorities, resolutions, and policies of National and State and are not in violation of the bylaws.

1. Network: Communication links between people or organizations for the exchange of resources, assistance and information. Some thread of commonality holds the network together and brings about commitment to participate and establish a linkage. Networks are usually not designated to take official action but rather to enhance communication.
2. Collaboration: Coming together to achieve a broad goal over an extended period of time. It includes any of four purposes or a combination: needs assessment; planning; advocacy; or delivering a service, program, or conference. The degree of commitment is greater than in a network. Depth of effort will depend on purpose and timetable.
3. Coalition: The basic purpose is to coordinate activities and maximize energies in support of a specific goal or issue that is consistent with the overall philosophies of participating organizations. A coalition is a temporary alliance, disbanded when goals have been accomplished.

- C. All activities, structures, and implementing documents must protect both the reputation and the assets of AAUW. Although it is common for nonprofit organizations to be described as "partnering" with other organizations, the law provides that general

partnerships can be created orally, casually, and without the parties involved realizing the implication of their actions. Even without authorization, every general partner can bind the partnership with respect to third parties, and every partner is liable for all of the debts, actions, and liabilities of the partnership. Accordingly, absent unusual circumstances, AAUW will not describe itself or allow itself to be described as partnering, being a partner, or being in a partnership or partnering relationship, and no AAUW branch, state, multistate, or other AAUW-affiliated entity shall have the right, power, or authority to create a partnership involving AAUW (i.e., the national organization).

- D. When working with other organizations, AAUW will retain control of the use of the names “American Association of University Women,” “AAUW,” and all associated logos and other AAUW intellectual property.
- E. Collaboration typically does not involve actual direct or indirect financial investment by AAUW. In some cases, however, AAUW’s collaboration may involve direct or indirect financial or in-kind resource investment. Such direct support may include sharing of administrative costs and/or a commitment to participate in the ongoing financial support of the common objective. It is essential that any financial or in-kind investment by AAUW in any collaboration must specifically (a) further the AAUW mission, (b) involve AAUW active participation, and (c) be fully described by written and signed agreement of the parties.
- F. Degrees of cooperation:
 - 1. Recognition of a common concern or problem.
 - 2. Formal commitment to participate.
 - 3. Allocation of some organizational resources to work on goals.
 - 4. Participation in activity related to goals.
 - 5. Participation in a shared decision-making process.
- G. Guidelines for inter-organizational cooperation:
 - 1. Is there a clearly definable goal?
 - 2. Are the methods for goal attainment clearly stated?
 - 3. Is there an agreed-upon time schedule?
 - 4. Is there a prior history of these groups working together?
 - 5. Who is the best representative from the branch, with time and deep commitment, who is willing to take advice and direction?
 - 6. How will decisions be made? How will AAUW’s name be used?
 - 7. Will financial support be required and how will it be used and controlled?

VIII. NOMINATING AND ELECTIONS COMMITTEE

- A. In accordance with AAUW-PA Bylaws Article V, Section 1, each district holds a meeting or caucus at the AAUW-PA annual meeting at which members of each district elect one member and two alternates to serve on the Nominating and Elections Committee. These elected district representatives may not be currently serving on the State Board of Directors.

- B. At the first Board of Directors meeting of the new fiscal year, the board will elect one member and one alternate, and the President will appoint a Chair for the committee from among the members, subject to board approval.
- C. The nominations work includes publicizing the open positions in the *Keystoner* and to branches and members generally and presenting a slate to the Board of Directors at their January board meeting. The Nominating and Elections Committee shall then publish the slate with information on the candidates in the *Keystoner* at least one month prior to the annual meeting.
- D. For elections, a functioning system shall be presented to the state board in January that permits All Member Voting. Members of the Nominating and Elections Committee are needed the day before the business portion of the annual meeting to tally votes. Their travel expenses and that day of meals and lodging will be reimbursed at the same rates as for the state board.
- E. Responsibilities of the Nominating and Elections Committee Members:
 - 1. Participate in a conference call or email exchange. Note: All members must be present or notify the chair in advance of their absence so that the alternate can be present.
 - 2. Maintain confidentiality regarding the committee deliberations.
 - 3. Consider all the following criteria for selecting candidates:
 - a. The qualifications of the candidate as indicated by the application and vita.
 - b. Geographic representation across the state.
 - c. The quality of candidate endorsements rather than the quantity of endorsements received.
 - 4. Prevent conflict of interest:
 - a. If a member of the Nominating Committee becomes a candidate, the chair will ask her to step down and have her alternate serve.
 - b. If the chair becomes a candidate, she is to notify the President who will appoint a new chair with the approval of the Executive Board.
 - 5. Seek additional candidates when necessary:
 - a. If there are an insufficient number of qualified candidates, the nominating chair is to contact each member of her committee individually to discuss the nominees as received so that problems may be identified and additional candidates sought. This should be done as soon after the October 1 deadline as possible. The state President should be contacted following the discussion with the committee for informational purposes.
 - b. If a nominee withdraws before the election, the Nominating Chair is to contact the other candidates to see whether they wish to be reconsidered and advise them that the committee has the privilege of going beyond the

original nominees. The Nominating Committee Chair will arrange to reconvene the Nominating Committee for the purpose of choosing another nominee.

6. Participate in the validation of votes before and during the annual meeting.
7. Complete and submit expense reimbursement forms to the Finance Officer for payment at the prevailing rates.

IX. ELECTRONIC MEDIA PROTOCOLS

A. AAUW-PA Email Network

The AAUW-PA email network that the Administrative Director runs is intended for quick communication between the state board and branch members. The Use of Name policy applies.

1. Content: The following types of information will be disseminated through the network:
 - a. National and state news
 - b. Public policy alerts and information on issues
 - c. Notification that the latest *FYI* has been posted to the website
 - d. Notification that the latest issue of the *Keystoner* has been posted to the website
 - e. Appropriate information from networks, collaborations, and coalitions
2. The following types of information will NOT be disseminated through the network:
 - a. Jokes, chain letters or junk mail
 - b. Campaign information of candidates for state or national offices
 - c. Personal messages or solicitations
3. Privacy: When in doubt about sending something via the email network, consider AAUW's mission of education and equity for women and girls. Every attempt will be made to protect members' privacy. The list of email addresses for AAUW-PA will not be sold.

B. AAUW-PA Website: <http://aauw-pa.aauw.net>

1. Contents: The state website will be linked to the national website, <http://www.aauw.org>; branch websites; and websites of like-minded organizations whose missions do not conflict with the AAUW mission or public policy principles and priorities.
2. Privacy: AAUW-PA intends to protect the privacy of users of its website to the extent possible. If pictures are submitted, the people in pictures need to give their permission for them to be posted. No children's faces should be visible. In addition, in most cases the email addresses used will be Gmail addresses for the function served within AAUW-PA rather than personal emails. Another

technique if a personal email must be used is to use the word “at” instead of @ in the listing of addresses to make it more difficult for it to be found. AAUW-PA will continue to review and update privacy and security features and communicate its findings to branches for their guidance.

3. The Website Shall Include the Following:
 - a. AAUW-PA Bylaws
 - b. AAUW-PA Board Handbook
 - c. AAUW-PA Policy Manual
 - d. State strategic plan
 - e. State events calendar
 - f. State board list
 - g. State branch list
 - h. At least the two most current issues of the *Keystoner* and *FYI*
 - i. Forms used regularly by AAUW-PA members (annual meeting registration, officer vitae forms, award and grant applications, Help Around the Corner forms, Emerging Leader Internship forms)
 - j. State Public Policy Priorities and other public policy information
 - k. Annual meeting minutes
 - l. Optional: Other AAUW-PA information on membership, branch activities, award winning programs, fundraising, etc., as the board decides.

C. Facebook

1. The Social Media Coordinator will monitor all entries on the AAUW-PA Facebook page. Any non-conforming entries will be removed. Non-conforming entries include entries inconsistent with AAUW policies and bylaws, jokes or chain letters, campaign literature, or personal communications. Branches are strongly encouraged to use Facebook to advertise their branch activities that would be of interest to other branches in the state or non-members and to coordinate multi-branch activities.
2. Guidelines: The state Facebook page will follow the national Facebook page, be followed by branch Facebook pages, and follow Facebook pages of like-minded organizations whose missions do not conflict with the AAUW mission or public policy principles and priorities.
3. It is also the recommendation of AAUW-PA for all members “liking” or “following” the AAUW-PA Facebook page to set their own privacy settings to limit their visibility based on their level of personal privacy.

C. Privacy

1. Every attempt will be made to protect members’ privacy. Individual email addresses will not be available from the website. Informational requests

received by the website from outside AAUW will be forwarded to the appropriate member with the requester's email address. In no case will the member's email address be given to the requester.

2. Although <http://aauw-pa.aauw.net> includes links providing direct access to other Internet sites, AAUW-PA has not participated in the development of those other sites and does not exert any editorial or other control over those sites.

X. AWARDS AND RECOGNITIONS

- A. AAUW and AAUW-PA periodically establish categories for recognition and awards to members, branches, and members of the community.
- B. Current awards and recognitions from AAUW-PA and its branches include:
 1. Outstanding Woman
 2. Branch Highlights
 3. Branch Spotlight Award
 4. Gateway to Equity
 5. Special Honorees
 6. Impact Awards
- C. In addition, AAUW-PA recognizes Named Gift Honorees selected by branches in accordance with funds given to AAUW. Recognitions for branches in various fundraising categories are also made at the annual meeting.

XI. EMERGING LEADER INTERN

AAUW-PA encourages branches and the State to identify their needs and college and graduate students with knowledge and skills that match so that they may appoint the student as a branch or State Emerging Leader Intern (ELI).

- A. Each AAUW-PA entity (AAUW-PA or branch) may have up to Three Emerging Leader Interns who:
 1. Can be undergraduate or graduate students
 2. Can be female or male
 3. Work with the branch either during a traditional semester or during the summer
 4. *Must* have a designated mentor from the branch or state who will meet with the ELI at least once a month
 5. Work with the mentor to determine the contributions to be made over the internship
- B. Internship areas may include but are not limited to:
 1. Marketing and communications
 2. Membership
 3. Website development and management
 4. Newsletter production
 5. Program development and implementation

6. Fundraising
7. Public policy initiatives
8. Social media use

C. Affiliation:

ELI's are required to affiliate with AAUW (if an undergraduate student) or join AAUW (if a graduate student). AAUW-PA and many branches waive or cover dues for ELI's. It's the branch's choice. See the information about Student Affiliations on the College/University page of the state website.

D. Application process:

1. To be a state ELI, the student should download the application form from the Colleges/Universities page of the state website or contact the College/University Liaison (cu@aauwpa.org).
2. To apply to be a branch ELI, the student should contact the branch president.

XII. PRESERVATION AND STORAGE OF AAUW-PA RECORDS

The AAUW-PA Board of Directors has donated some archives to Pennsylvania Historical & Museum Commission, State Archives Building, 350 North Street, Harrisburg. The Secretary and the Archives Coordinator have records of what archives are located there. The materials may be made available to members of AAUW and to other researchers, subject to the conditions for use established by the Commission for its own holdings.

Disbanded branches may organize and prepare records for donation to their local historical society or may forward all records to state Archive Chair to be prepared for final transfer to PA State Archives in Harrisburg. Information transferred to state archives may be viewed, copied, or borrowed.

AAUW-PA has reviewed the Guidelines for Preserving State and Branch Archives from the national archives taskforce. We have adopted a simplified version of the archives policy, with guidelines briefly described below:

1. Store all permanent records in sturdy plastic stackable boxes
 - a. Yearbook, newsletters, minutes, financial reports
 - b. No records on disc or flash drives.
2. Date everything and re-date updates
3. Decide **where, when and how much** is to be stored
 1. In house
 2. Ancillary facility (Library. County historical site, state historical site)
 - a. No albums, plastic sheaths, binders, scrapbooks

State awards to branch members will be put on the website as well as included in the Yearbook from the relevant annual meeting. Each branch may decide whether and for how long to retain branch awards. Most branches include the information in their newsletter, which is archived, and discard other information after 10 years.

A. Required to be archived

1. Founding documents; significant correspondence that documents a program, event or policy, charter, articles of incorporation, bylaws, revisions, 501(c)(3) or 501(c)(4) and 990 filings and signed affiliate agreements
2. Handbooks and policy manuals
3. Minutes from board, executive committee, other committee and task force meetings
4. Publications; newsletter and brochures if produced by your organization
5. Membership Directories and Yearbooks
6. Organization Awards - only if not recorded in minutes
7. Convention records and planning documents
8. Financial Records
9. President, Program VP, Membership VP and committee written reports to the board that are not in the Yearbook.

B. Do Not Keep

1. Personal accomplishments of members
2. Community calendars
3. Obituaries
4. Information that can be found in another source, newsletter, *Keystoner*
5. Duplicates – retain no more than three of each item for archives
6. Information generated externally and not by your local organization.

XIII. AMENDMENTS TO AAUW-PA POLICIES OR PROCEDURES

Policies are approved by the board as needed for areas where ongoing decisions can benefit from a consistent approach. The bylaws give the board the general power to initiate and carry out its programs and policies. Typically a new policy would be presented to the state board for approval at a board meeting, and its disposition (approval, rejection, and request for changes) would follow the voting procedures used at board meetings.

Since these policies affect the statewide organization, the board will solicit member feedback from representatives of each branch prior to a board vote on the proposal. If notice to the branch representatives has occurred a minimum of 30 days in advance of the vote, policy changes require a simple majority of the board of directors. If there is less than 30-day notice, the changes will require approval by two-thirds of the board members.