



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

Policy Manual

Approved by AAUW PA Board on June 27, 2025.

The bylaws of AAUW and AAUW PA govern this organization in all practices. Together with the AAUW PA Board Handbook, the policy manual includes all the rules, procedures, and policies adopted by the AAUW PA board that are mentioned in the Bylaws.

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I. INTRODUCTION

A. **Purpose:**

AAUW PA is governed by its board of directors, which is responsible for setting the priorities and strategic direction of AAUW PA 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 1. Policies and Programs. The policies and programs of AAUW shall be binding on all members and Affiliates engaged in AAUW activities, and no member or Affiliate shall use the name of AAUW to oppose such policies or programs.

Article III. Section 2. Proper Use of Name and Logo. The name and logos of AAUW and this AAUW Affiliate may be used only by Members and Affiliates only according to policies and procedures established by the AAUW Board of Directors.

Article VI. Parliamentary Authority. The rules contained in the most current edition of *Robert's Rules of Order Newly Revised* shall govern this Affiliate in all instances in which they are applicable and in which they are not inconsistent with this AAUW Affiliate Bylaws or with the requirements of AAUW or applicable laws.

B. **Definition of Policy:**

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 XII. Section 2.b. "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 using the communication method the board decides is most effective and timely, for example, by posting it on the website and/or publishing it in the *Keystoner*.

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 biannual conference and summer retreat, 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, Zoom, Survey Monkey, MailChimp, and email to reduce expenses. At least one of the four annual board meetings is now virtual.

C. No later than January, the state board approves the budget for the annual meeting, including the registration fee to be charged to attendees.

D. All expense reimbursements are subject to specific approval by the Finance Officer or President.

E. Financial statements included in the Annual Meeting documents show amounts for the completed prior fiscal year and the current year's budget.

F. The finance officer shall submit all necessary filings to comply with tax laws and to maintain AAUW PA non-profit status.

G. All fundraising efforts will support AAUW and AAUW PA. We will follow AAUW's Fundraising Policies 208: AAUW Fundraising Policy and 209: Scholarship Programs of AAUW Affiliates. For more information, see the Fundraising Resources for Branches info linked [here](#) and [Fundraising Policies: What Members Need to Know](#).

IV. PUBLIC POLICY PRIORITIES

- A. AAUW PA endorses and localizes the AAUW Public Policy Priorities. In support of them, in each even-numbered year, AAUW PA Public Policy Priorities are proposed to the membership for discussion, possible revision, and adoption at the annual membership 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 public policy chair and 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. The AAUW PA name can only be used with the express permission of the AAUW PA president, public policy chair, and public policy committee based upon advocacy work endorsed by the AAUW PA board or by members at a Pennsylvania annual membership meeting, that is, in the currently approved Public Policy Priorities of AAUW PA.
- D. The AAUW PA public policy chair and committee, and as appropriate the AAUW PA executive committee, also determine whether AAUW PA will collaborate with other organizations on statewide or common 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 PA 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 PA mission, policy, or 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 for vote at the annual membership meeting must work with the state public policy chair and committee.
- D. Presenting a Resolution: To ensure that all resolutions that come before the public policy chair and committee are not frivolous, inappropriate, or damaging to AAUW PA, the following process should be followed:
 - 1. Resolutions may be initiated by an individual member, an affiliate, or a state board member acting in that capacity, followed by approval by State board vote. See Bylaws Article XVI. Section 4.a.: “New business may be brought before the membership at the annual meeting by a motion or resolution from any two

Affiliate members or any branch if it is first submitted to the Affiliate president **ten days before the date of the winter board meeting** for consideration by the board.”

2. A resolution should be expressed in a positive form.
3. A proposed resolution may not conflict with existing national or State policy.
4. A resolution is treated exactly like a main motion. It differs from a motion because of its importance, length, or complexity.
5. A resolution initiated by an individual member, group of affiliate members, or an affiliate board shall be presented to their affiliate and approved by that affiliate vote before it is sent to the state public policy chair and state public policy committee for consideration.
6. Background material and supporting documentation should accompany all resolutions sent to the state public policy chair and 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 Affiliate public policy chair in whose area the proposed resolution will fall is required. The chairs may know of other affiliates working on the same subject.
 - e. A budget proposal for cost of implementation.
8. The public policy chair will present the resolutions to the president for consideration at the next board meeting for possible consideration and membership vote at the annual State membership meeting.
9. If approved by the state board, copies of each draft resolution and supporting documentation shall be distributed to all members. These resolutions will be printed in the *Keystoner* and/or shared via the website or email to all members. A discussion period of at least two weeks by electronic means follows that publication.
10. At the end of the discussion period, all comments are reviewed by the public policy chair and committee, and any needed changes to the resolution are made. This process is the same as those used for membership consideration of new public policy priorities and bylaws amendments.
11. The final version of the resolution will then be shared with all members for consideration and a vote according to the method and timeline determined by the state board.

E. Annual membership meeting action

1. Resolutions recommended by the State board will be formally placed before the membership meeting according to the method and timeline for voting that was determined by the state board.

2. If a critical, time-sensitive issue arises between the January board meeting and the annual meeting, the proposed resolution should be sent to the public policy chair and committee as above but with a request to be considered by electronic vote of the board rather than at the next board meeting. If the board approves the resolution and if the election ahead of the annual meeting that year is still to come, then the question can be added to the regular election procedure. If the timing does not allow for the question to be added to the ballot, then, after board review, the board could decide to handle the request as something other than a resolution before all members.
 3. Such resolutions may be adopted with a majority vote.
 4. A resolution continues in effect unless it is rescinded or declared obsolete.
- F. Implementation of resolutions
1. Affiliates have the responsibility to consider the implementation of current resolutions.
 2. At the next State board meeting following the annual membership meeting, the president and program vice president shall review the adopted resolutions. They 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 affiliates with implementation through counterpart meetings and emails.
 4. At the spring state board meeting, a report will be made to the board on action taken on the resolution.
 5. 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 membership meeting document (aka Yearbook).

VI. USE OF NAME AND LOGOS

The AAUW board of directors has established certain limits on the use of the AAUW name. What follows is AAUW Board Policy 102: The use of the AAUW name implies an affiliate relationship with AAUW that confers certain legal rights and responsibilities on behalf of AAUW and its members and affiliates. Use of the AAUW name and/or logo requires that all members and affiliates comply with all applicable AAUW, state, and federal regulations including but not limited to signing and submitting to AAUW the AAUW Affiliate Agreement, updated bylaws, organizational documents, and all other documents required by law.

AAUW Authorizes Certain Limitations to Use of Name

- A. The policies, procedures, and program of AAUW shall be binding on all members and AAUW affiliates and no member or AAUW affiliate shall use AAUW's name to oppose such policies, procedures, or program. Established procedures may be used to change a policy, procedure, or program.
- B. The freedom of speech of the individual member to speak a personal opinion in the member's own name is not abridged.

Sanctions for Misuse of Name. Sanctions for misuse of name, including loss of AAUW affiliation, may be imposed by the AAUW board of directors.

Use of Name Guidelines for Legislative Action. Members and affiliates are strongly encouraged to support at local, state, and national levels measures that implement the AAUW Public Policy Priorities and principles of AAUW and AAUW affiliates. Members and/or affiliates may choose not to support such measures, but they may not use the name of AAUW in public opposition to those measures. Established procedures may be used to make changes in the AAUW Public Policy Priorities.

VII. COLLABORATIONS WITH OTHER ORGANIZATIONS: GUIDELINES FOR AFFILIATES

AAUW's Policy 210 covers collaborations with other organizations and is to be read in conjunction with Fundraising Policy 208. Section II [here lettered "B"] is applicable only to AAUW affiliates, not to AAUW National.

- A. AAUW recognizes the value of collaborating with other organizations, nonprofit and otherwise, to raise awareness of issues and/or achieve common objectives. Such efforts can often assist AAUW to further its mission, make more effective and efficient use of its resources, and increase its visibility and impact.
- B. All activities, structures, and implementing documents of affiliates must protect both the reputation and the assets of AAUW.
 - 1. Commonly used terminology in this regard includes a variety of terms, such as "coalition," "alliance," and "collaboration," which have somewhat different connotations. (For convenience, "collaboration" is used herein to encompass all such arrangements.) Subject to the exception for "partnering," "partner," and "partnership" noted immediately below, AAUW generally will not be concerned about the label that an affiliate chooses to use.
 - 2. Although it is common for nonprofit organizations to be described as "partnering" with other organizations, there are certain legal ramifications that may adversely affect the affiliate because of their use of the term "partnering." Any use of the term "partner," or variations of the term, whether as a verb, a noun, or an adjective, imply that a "general partnership" has been created. 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, that means 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** allow its affiliates to be described as partnering, being a partner, or being in a partnership or partnering relationship, and no AAUW affiliate shall have the right, power, or authority to create a partnership involving AAUW (that is, using the national organization's name). Indeed, in many cases it will be appropriate for the affiliate to expressly record that all parties recognize that no partnership exists.

- C. When working with other organizations, AAUW and its affiliates will retain the control of the use of the names “American Association of University Women,” “AAUW,” and all associated logos and other AAUW intellectual property.
- D. Depending upon the circumstances and goals, collaborations can and will vary greatly with respect to the length of the relationship, the type of support provided, the leadership structure, and the appropriate level of formality and documentation, particularly with respect to financial matters. Some collaborations by AAUW and/or its affiliates with non-AAUW organizations may require AAUW Board of Directors approval, though typically decisions about the need for and advisability of such collaboration will be made by national staff.
- E. Collaborations by AAUW and/or its affiliates usually includes the mutual encouragement of actions or programs of social benefit and/or mutual support of advocacy positions; therefore, such collaborations typically do not involve actual direct or indirect investment by AAUW or an affiliate. In some cases, however, AAUW’s or an affiliate’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 or an affiliate in any collaboration must specifically (1) further the AAUW mission, (2) involve active AAUW or affiliate participation, and (3) be fully described by written and signed agreement of the parties, with clearly stipulated parameters for expenditures and participation time frames.
 - 1. Indirect support may include staff or volunteer time, use of space, technical expertise, or use of AAUW or affiliate resources. The terms of such activities should be articulated in writing by an agreement among the parties.
 - 2. Any investment by AAUW and/or an affiliate, whether indirect or direct, financial, or in-kind, may be made only for politically nonpartisan activities and with politically nonpartisan collaborators.
- F. AAUW affiliates may collaborate with organizations in a manner that clearly advances AAUW’s mission and purpose. In all cases, each affiliate must (1) follow its own established policies and procedures, (2) comply with all applicable laws, including tax laws, and (3) avoid creating or allowing confusion between itself and the AAUW national organization. If there is a question regarding whether a proposed collaboration is appropriate, AAUW affiliates should contact connect@aauw.org for proper referral.
- G. AAUW encourages all AAUW affiliates to support women and girls in their local communities, states, and regional areas by engaging in actions that directly relate to AAUW’s mission of advancing equity for women and girls through research, education, and advocacy. Participation in collaborations at these levels may help to generate local enthusiasm and visibility, promote AAUW, and recruit members. In all cases, however, no affiliate should ever state or imply that it is acting on behalf of AAUW or any other

AAUW affiliate in any way that might legally obligate AAUW or any other affiliate with respect to any collaboration, duty, or action. Moreover, as discussed above, each affiliate should be careful to protect itself by not entering into partnerships, either intentionally or unintentionally.

VIII. NOMINATING AND ELECTIONS COMMITTEE

- A. In accordance with AAUW PA Bylaws Article X, Section 1., there will be a nominating committee consisting of a chair (or co-chairs) from the state board and one representative from each district. Because business meetings are now often virtual and because there are no longer any district coordinators, these representatives will be selected from among volunteers within each district identified by affiliate presidents during the summer months. These district representatives may not hold a position on the State Board of Directors during their time of service on this committee. The Nominating and Elections committee (co-)chair(s) will be responsible for putting out the call to the affiliate presidents to find volunteers to serve and will decide which volunteers will serve and which will be alternates, absent a specific request from the candidates. Ideally, there will be one representative and one alternate from each district.
- B. 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.
- C. 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 may be needed the day before the business portion of the annual meeting to tally votes.
- D. Responsibilities of the Nominating and Elections Committee Members:
 - 1. Participate in conference/Zoom calls and/or email exchanges. 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 and elections committee becomes a candidate, the chair will ask her or him to step down and have her or his alternate serve.
 - b. If the chair becomes a candidate, she/he 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 and elections committee chair is to contact each member of the 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 November 15 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 and elections committee 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 and elections committee chair will arrange to reconvene the nominating and elections committee for the purpose of choosing another nominee.
- 6. Participate in the validation of votes before and during the annual meeting.
- 7. If necessary, 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 President and Marketing and Communications Vice President run is intended for quick communication between the state board and affiliate 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 issue of the *Keystoner* has been posted to the website
 - d. 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: AAUW-PA.AAUW.net

- 1. 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 without written consent of their parents or guardians.

In addition, in most cases the email addresses used for officers will be Gmail addresses for the function served within AAUW PA rather than personal emails. AAUW PA will continue to review and update privacy and security features and communicate its findings to affiliates for their guidance.

- 2. Website Contents:
 - 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*
 - i. Forms used regularly by AAUW PA members (annual meeting registration, award and grant applications.
 - j. State Public Policy Priorities and other public policy information
 - k. Annual membership meeting minutes
 - l. Optional: Other AAUW PA information on membership, branch activities, award winning programs, fundraising, etc., as the board decides.
- 3. Internal Links: The state website will be linked to the national website, <https://www.aauw.org/>; affiliate websites; and websites of like-minded organizations whose missions do not conflict with the AAUW mission or public policy principles and priorities.

C. Facebook and Instagram

- 1. The Social Media Coordinator will monitor all entries on the AAUW PA Facebook and Instagram pages. Any non-conforming entries will be removed. Non-conforming entries include entries inconsistent with AAUW policies and bylaws, jokes or chain letters, campaign literature, and personal communications.

Affiliates are strongly encouraged to use Facebook and Instagram to advertise their affiliate activities that would be of interest to other affiliates in the state or to non-members and to coordinate multi-affiliate activities.

2. Guidelines: The state Facebook and Instagram page will follow the national Facebook and Instagram pages, be followed by affiliate Facebook and Instagram pages as well as follow social media 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 and Instagram pages 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. Member Making a Difference Award
 3. Gateway to Equity
 4. Special Honorees
- C. In addition, AAUW PA recognizes Named Gift Honorees selected by affiliates in accordance with funds given to AAUW (National). Recognitions for affiliates in various fundraising categories are also published in the Yearbook.

XI. PRESERVATION AND STORAGE OF AAUW PA RECORDS

The AAUW PA board of directors has donated some archives to the Pennsylvania Historical & Museum Commission, State Archives Building, 350 North Street, Harrisburg. The Archives Chair has 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 affiliates may organize and prepare records for donation to their local historical society or may forward all records to the state Archives Chair to be prepared for final transfer to the PA State Archives in Harrisburg. Information transferred to the state archives may be viewed, copied, or borrowed.

AAUW PA has reviewed the Guidelines for Preserving State and Affiliate Archives from the national archives task force. We have adopted a simplified version of the archives policy, with guidelines described briefly 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, or scrapbooks

State awards to branch members will be put on the website as well as included in the Yearbook. 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.

XII. AMENDMENTS TO AAUW PA POLICIES OR PROCEDURES

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