

BOARD OF DIRECTORS DUTIES EXCERPTED FROM THE BYLAWS: COLLEGE-UNIVERSITY RELATIONS CHAIR

NOTE: The passages quoted in **red** below pertain to items specified by the bylaws or by national. The passages quoted in **blue** below pertain items specified by past or present practice in our branch For the Complete Bylaws see: <https://indiana-pa.aauw.net/files/2017/04/Bylaws-Indiana-County-PA.pdf>

College-University Relations Chair Responsibilities in ARTICLES XVII & V.

The **College-University Relations Chair** serves as a liaison to the colleges and universities that have AAUW institutional memberships as participate as a Branch member. Each C/U partner is eligible to appoint TWO members of their faculty, administration, and/or staff to represent the institutional membership and make contact with an AAUW Branch. AAUW-IC has two C/U institutional membership partners – IUP and Saint Francis University.

The **College-University Relations Chair** an on-board or off-board member of the Board of Directors and serves to advise the university community about AAUW opportunities such as our annual scholarship, Start Smart workshops, and invites students to relevant events, and the annual NCCWSL conference at the University of Maryland (<https://www.nccwsl.org>). The **College-University Relations Chair** works closely with the Membership VP to encourage collegiate affiliate memberships.

The AAUW national Five Star program specifies the liaison be called “The College-University Relations Chair.” (See the AAUW State and Branch Template from the Five Star program on the following page.)

ARTICLE XVII. COMMITTEES

Section 1. **Standing committees** shall be in such areas as: Program, **Membership** [C/U Relations], Public Policy, Awards, Finance, Foundation, Scholarship, Bylaws, and Communications.

Section 2. Standing committees shall be appointed by the President **for a term of two (2) years**

Article V. AAUW AFFILIATES

Section 1. AAUW Affiliate Defined. An AAUW Affiliate (“Affiliate”) is an organization affiliated with AAUW for the purpose of supporting AAUW’s mission through Affiliate programs, fundraising, **networking**, [C/U Relations], and/or other activities. Affiliates are typically nonprofit membership organizations under state law and may also have been recognized as tax-exempt 501(c)(3) or 501(c)(4) organizations under the Internal Revenue Code. An Affiliate may use AAUW’s name and/or logo only if approved by the AAUW Board of Directors

Bylaws Chair Duties in Articles XIV & XVI - as a member of the Board of Directors

ARTICLE XIV. BOARD OF DIRECTORS [C/U Relations Chair is a member of the Board of Directors]

Section 1. The **Board of Directors** shall include the elected and the **appointed officers** of the branch.

Section 2. The board shall have the general power to administer the affairs of the branch, including but not limited to establishing policies & procedures to control financial records. **It shall accept responsibility delegated by national & state.**

Section 3. **Meetings of the board** shall be held at least six (6) times per year. Special meetings may be called by the president and shall be called upon the request of three (3) members of the board. Notice of a special meeting shall be sent to the membership at least 15 days before the meeting.

Section 4. The quorum of the board shall be a majority of its voting members. Co-officers shall be considered as one voting member of the board.

ARTICLE XVI. MEETINGS [The C/U Relations attends all meetings]

Section 1. There shall be at least four (4) general membership meetings each year.

Section 2. The general membership meeting held in May shall be designated the annual meeting, the exact date, time and place to be determined by the board.

Section 3. The annual meeting shall be to conduct business including but not limited to hearing **officers' reports**, [re: C/U Relations] reviewing the budget and the financial report, electing officers, establishing dues, amending bylaws, and giving directions to the board.

EXCERPTED FROM AAUW STATE AND BRANCH LEADERSHIP TEMPLATE

See Five Star program at: <https://www.aauw.org/resources/member/initiatives/5-star-program/>

SUCCESSION PLAN TEMPLATE

TITLE	NAME
BRANCH/STATE BOARD	
President	
Finance Officer	
Programs Officer	
Membership Vice President	
AAUW Funds Chair	
Bylaws Chair	
Public Policy Chair	
College/University Relations	
Communications Officer	