

PRESIDENT'S DUTIES EXCERPTED FROM THE BYLAWS

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

President's Duties in Article X & Article IX

ARTICLE X. DUTIES OF OFFICERS. Section 3. The President shall be the official spokesperson and representative for the branch and shall be responsible for submitting such reports and forms as required by the national and the state. The branch will annually provide AAUW and AAUW-PA with the name of the designated officer for Administration [normally fulfilled by the President who acts a liaison to AAUW-PA and AAUW National for official functions such as AAUW-PA award nominations, delegates to AAUW-PA conventions and summer retreats]. The President also reports a list of officers on the AAUW MSD <https://ww3.aauw.org/resource/member-services-database/> site by June 15 each year, and keeps a record of current membership in cooperation with the Treasurer. The AAUW national Five Star program specifies the list of officers to be reported to National (see the AAUW State and Branch Template from the Five Star program on the following page.)

ARTICLE X. DUTIES OF OFFICERS. Section 2. All officers shall submit an annual written report to the president.

ARTICLE IX. OFFICERS. Section 1. There shall be officers or co-officers to fulfill the functions of Administration, Program, Membership, Public Policy, Finance, Educational Foundation, and Communications. [The President announces and sends agendas for Board Meetings and news to the membership by email. The President coordinates with the Communications and Website Administrator, delegating updates to the website and sending e-blast communications to the membership. The President initiates and delegates functions in all other areas as needed such as program, membership, public policy, etc.]

President Oversight of AAUW Mission specified in Article V

Article V. AAUW AFFILIATES

Section 1. AAUW Affiliate Defined. An AAUW Affiliate ("Affiliate") ["Affiliate" in the Bylaws means "Branch"] is an organization affiliated with AAUW for the purpose of supporting AAUW's mission through Affiliate programs, fundraising, networking, 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.

Section 2. Organization. a. Purpose. Affiliates shall promote the purposes, programs, and policies of AAUW. Bylaws. Affiliates shall develop bylaws as meet their needs. However, any such bylaws shall not conflict with AAUW Bylaws or with applicable law.

Article V. AAUW AFFILIATES. Section 2. c. Structure. Affiliates may create such leadership structures as meet their needs. Each Affiliate shall provide AAUW with designated contacts for administration and finance.

Additional Presidential Duties in Articles IX, and XI-XVII

ARTICLE IX. OFFICERS.

Section 2. The elected officers shall be a President, or official representative, Vice Presidents for Program and Membership, Secretary and Treasurer or Secretary/ Treasurer.

Section 3. The appointed officers shall be Notable Women /Awards, Hospitality, Public Policy, Women's Issues/Book Group, Communications, Scholarship Fundraiser, Corporate Sponsorships, Historian, C/U Partner events with Indiana University of PA [and others as needed]. They shall be appointed by the President.

Section 4. Officers shall serve for a term of two (2) year or until their successors have been elected or appointed and assume office. The term of each officer shall begin on July 1.

Section 5. Elected officers shall be eligible to serve for two (2) consecutive terms in the same office. They may be nominated to serve more than 2 terms by a consent vote of the Board of Directors.

Section 6. The incoming President may call a meeting of the incoming officers prior to July 1.

ARTICLE XI. NOMINATIONS

Section 1. A nominating committee of two (2) members shall be appointed by the **board of directors** [initiated by the **President**] at least 2 months prior to the annual election and shall prepare a list of nominees to be presented at the branch meeting one month prior to the election, or in writing to each member at least two weeks before the election.

Section 2. The term of a nominations committee member shall be one year. Members shall serve no more than five (5) consecutive terms.

ARTICLE XII. ELECTIONS

Section 1. The names of the nominees shall be published and sent to every member at least thirty (30) days before the annual meeting [initiated by the **President**].

Section 2. Nominations may be made from the floor with the consent of the nominee.

Section 3. All elections shall be held at the annual meeting.

Section 4. Elections shall be by secret ballot unless there is only one nominee for a given office, when a voice vote may be taken. Election shall be by a majority vote of those present and voting.

ARTICLE XIII. ROTATION OF OFFICERS. Section 1. The **President, Vice President (s) for Program, and Secretary shall be elected in even numbered years.**

ARTICLE XIV. BOARD OF DIRECTORS [Appointed by **President**]

Section 3. Meetings of the board shall be held at least six (6) times per year. [Called by **President**]. 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.

ARTICLE XV. EXECUTIVE COMMITTEE. Section 3. Meetings of the executive committee shall be held **on the call of the president** or by written request of three of its members.

ARTICLE XVI. MEETINGS [Called by **President and President sends agenda**]

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

Section 2. The general membership meeting held in May [has been held in June] 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, reviewing the budget and the financial report, electing officers, establishing dues, amending bylaws, and giving directions to the board.

Section 4. **Special meetings may be called by the president** or shall be called by the president on the written request of 25% of the voting members of the board of directors or 10% percent of the branch membership.

ARTICLE XVII. COMMITTEES [Appointed by **President**]

Section 1. Standing committees shall be in such areas as: Program, Membership, 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.

Section 3. Special committees and/or task forces may be appointed by the **president** with the consent of the board.

EXCERPTED FROM AAUW STATE AND BRANCH LEADERSHIP TEMPLATE →

From the Five Star program found at – <https://www.aauw.org/resources/member/initiatives/5-star-program/>

The AAUW national Five Star program specifies the attached list of officers to be reported to AAUW National on the MSD.

SUCCESSION PLAN TEMPLATE	
TITLE	NAME
BRANCH/STATE BOARD	
President	- Administrator
Finance Officer	- Treasurer
Programs Officer	- Program VP
Membership Vice President	
AAUW Funds Chair	- Scholarship Funds
Bylaws Chair	- & Nominations
Public Policy Chair	
College/University Relations	
Communications Officer	- Website Manager