

**POLICY SHEET FOR THE
AMERICAN ASSOCIATION OF UNIVERSITY WOMEN
OF THE STATE OF NEVADA**

Approved February 2007

I. POLICY SHEET STATEMENT

A. PURPOSE

The purpose of this policy sheet is to set forth in detail the duties, responsibilities, and operational procedures that govern AAUW Nevada and are not addressed in the bylaws.

B. REVIEW

Once during each biennium, the policy sheet shall be reviewed by the bylaws committee or a special person appointed by the president.

C. REVISIONS

1. Policies can be amended, rescinded, or suspended by action of the board of directors in accordance with parliamentary procedure for standing rules.
2. Proposed amendments shall be sent to members of the state board of directors one month prior to a board meeting. Action on amendments may be taken at any board meeting and requires a simple majority.

II. OFFICERS

A. DUTIES AND RESPONSIBILITIES OF ELECTED OFFICERS

3. President

- a. Preside at all meetings of the state, the board of directors, and the executive committee.
- b. Appoint all appointed officers and chairs of all task forces and committees except the nominating committee.
- c. Represent AAUW Nevada at meetings and functions. Should the president not be able to attend, shall delegate another member to attend.

- d. Represent AAUW Nevada on state coalitions. Should the president not be able to participate, may delegate another member to represent the state.
- e. Represent AAUW Nevada at Association convention, Association leadership conference, and the Rocky Mountain regional conference. Should the president not be able to attend, shall delegate another member to attend.
- f. Submit all reports and forms required by the Association and the region.
- g. Shall communicate with branch presidents to keep them informed of the state's plans and activities and to pass on communication from Association.

4. Program Vice President

- h. Serve as chair of the committee on program development.
- i. Assume the duties of the president in the president's absence.
- j. Responsible for planning programs for any state conference and the annual state convention.
- k. Consult with area advisors concerning programs for area meetings, when necessary.
- l. Supervise state programs such as NV Visits.

5. Membership Vice President

- a. Serve as chair of the committee on membership.
- b. Act as the presiding officer in the absence of both the president and program vice president.
- c. Serve as liaison between the branch membership vice presidents and Association, assist branch membership vice presidents with their responsibilities, provide guidance through regular correspondence, and implement membership workshops at state meetings.
- d. Initiate and investigate new branches and satellite branches.
- e. Consult with branches considering disbandment and advise on proper procedures for disbanding and distributing branch funds, according to Association policy.
- f. Submit an annual written report to the president.

6. Recording Secretary

- a. Shall record the minutes of any meetings of the board of directors, the executive committee, or the state.
- b. Send copies of the minutes to all board members within 30 days of the meeting's adjournment.
- c. Keep all minutes on file.
- d. Maintain a roster of state officers, state chairs, and their committee members.

7. Treasurer

- a. Responsible for the collection of all state dues and other money due the state, unless otherwise authorized by the state board of directors.
- b. Keep an itemized account of all receipts and disbursements.
- c. Serve as chair of the finance committee and of the credentials committee.
- d. Submit a detailed financial report to the executive committee quarterly and upon the request of the president at other times.
- e. Submit a membership report to the executive committee monthly.
- f. Submit a draft annual report to the state at the annual convention.
- g. Submit final conference and annual convention reports to the executive committee within 30 days of each event.
- h. Submit a final annual report to the executive committee within 30 days of the end of the fiscal year.
- i. Submit the records for audit to the executive committee at the end of her term or when requested by the executive committee.

B. DUTIES AND RESPONSIBILITIES OF APPOINTED OFFICERS

1. Corresponding Secretary

- a. Shall be appointed by the state president.
- b. Shall maintain a roster of the branches, including branch officers and committee and task force chairs.
- c. Publish the state directory and distribute to state board members by September 1.

- d. Assist the president as requested.
- e. Notify the state board of directors of all upcoming meetings.

2. Newsletter Editor/Communications Chair

- a. Shall be appointed by the state president.
- b. Shall serve as chair of the communications committee.
- c. Oversee preparation, publication, and distribution of the state newsletter, *The Sagehen*.
- d. Oversee preparation, publication, and maintenance of the state web site.

3. Parliamentarian/Bylaws Chair

- a. Shall be appointed by the president.
- b. Shall serve as chair of the bylaws committee.
- c. Serve as parliamentarian for all state meetings.
- d. Receive and review the amendments of all branch bylaws to ensure that they conform with the current AAUW Charter and Bylaws.
- e. Keep on file bylaws from each branch.
- f. Review and update state bylaws and policies and procedures biennially in cooperation with the bylaws committee.
- g. Serve on any endorsements committee.

4. Publicity Chair

- a. Shall be appointed by the state president.
- b. Manage publicity for AAUW Nevada.

5. Historian

- a. Shall be appointed by the state president.
- b. Collect and compile documents and artifacts of AAUW Nevada and see to their appropriate archival.

6. Educational Foundation (EF) Chair

- a. Shall be appointed by the state president.
- b. Shall serve as chair of the state Educational Foundation committee.

- c. Attend the Association leadership conference.
- d. Support and promote the AAUW Educational Foundation's mission, research, and programs and oversee Educational Foundation fundraising activities in the state.
- e. Serve as liaison between the branch EF chairs and Association, assist branch EF chairs with their responsibilities, provide guidance through regular correspondence, and implement EF workshops at state meetings.
- f. Submit to the Educational Foundation in a timely manner all contributions received from individuals and branches in the state.

7. Public Policy Chair

- a. Shall be appointed by the president.
- b. Shall serve as chair of the state public policy committee.
- c. Inform branch public policy chairs or presidents of current policy action, both at the state and Association level, requesting local support if necessary and appropriate.
- d. Suggest policy issues for state action.
- e. Implement and adhere to the state policies and procedures for public policy.
- f. Serve on any endorsements committee.

8. Legal Advocacy Fund (LAF) Chair

- a. Shall be appointed by the state president.
- b. Support and promote the AAUW Legal Advocacy Fund's mission, case support, and programs and oversee LAF fundraising activities in the state.
- c. Manage all LAF contributions received from individuals and branches in the state.
- d. Serve as liaison between the branch LAF chairs or liaisons and Association, and assist branches with LAF fundraising, planning, and goal setting.

9. International Affairs Chair

- a. Shall be appointed by the state president.

- b. Provide an international or global perspective in state programs and action and promote IFUW and UN program aspects within the focus of AAUW.
- c. Serve as liaison between the branch international affairs chairs or liaisons and Association, encouraging branches to include international or global perspectives in their programming.

10. College/University Relations Chair

- a. Shall be appointed by the president.
- b. Shall be responsible for planning and developing a mutually supportive relationship between institutions of higher education and AAUW Nevada.
- c. Increase AAUW's visibility on college and university campuses in Nevada.
- d. Actively recruit college and university members.

11. Diversity Chair

- a. Shall be appointed by the state president.
- b. Promote and expand diversity and social justice initiatives in all aspects of AAUW program and help further AAUW diversity goals in the state.
- c. Serve as liaison between the branch diversity chairs or liaisons and Association, encouraging branches to include diversity efforts in their programming.

III. STANDING COMMITTEES AND TASK FORCES

A. QUALIFICATIONS AND TERMS OF STANDING COMMITTEE MEMBERS

- 1. Members of standing committees shall be appointed by the president, unless their appointment is prescribed by some other method in the state bylaws or these policies. Members shall be chosen for their experience and work in AAUW and their special abilities and training.
- 2. Standing committee members shall serve for a term of two years, unless another term is prescribed in the state bylaws or these policies.

B. DUTIES AND RESPONSIBILITIES OF STANDING COMMITTEES

- 1. **Program development committee** shall assist the vice president of programs with planning programs for state meetings and with consulting on programs for area meetings.

2. **Membership committee** shall assist the vice president of membership with guidance to branch vice presidents, investigation of new branches and satellite branches, and retention of branches.
3. **Bylaws committee** will include the president and at least one other member; shall review and update state bylaws and policy sheet biennially.
4. **College/university relations committee** shall assist the college/university relations chair with increasing AAUW's visibility on college and university campuses and recruiting college/university members.
5. **Public policy committee** shall assist the public policy chair with guidance to branches on current policy action and other state actions consistent with state and Association public policy.
6. **Finance committee** will include the state treasurer (as chair), president, and program vice president; shall prepare the proposed state budget and submit to the state board of directors for approval; and shall review expenses incurred by officers and chairs that exceed \$50.00 and that are not included in the budget.
7. **Educational Foundation committee** shall assist the Educational Foundation (EF) chair with guidance to branches on the Educational Foundation programs and fundraising activities.
8. **Communications committee** shall assist the newsletter editor/communications chair with preparation, publication, and distribution of the state newsletter, *The Sagehen*, and preparation and publication of the state web site, www.aauwnv.org.

C. QUALIFICATIONS AND TERMS OF TASK FORCE CHAIRS AND MEMBERS

1. Chairs and members of task forces shall be appointed by the president. Chairs and members shall be chosen for their experience and work in AAUW and their special abilities and training.
2. Task force chairs and members shall serve for a term of one year.

IV. PUBLIC POLICY

A. The public policy of AAUW Nevada shall consist of goals or objectives, in keeping with the Association public policy, arrived at by study of conditions in the state of Nevada that call for improvement through legislative action items; current or continuing issues; and support of those issues that affect the girls and women of this state.

B. DEVELOPMENT AND ADOPTION

1. **Formulation.** Branch public policy chairs may forward to the state chair all public policy concerns (study or action) of the branch. Utilizing branch input, the state chair, with the state public policy committee, shall review public policy concerns of the state and the branches and shall formulate the state public policy, which may not be in opposition to Association policy, designate priority items, and present it for adoption at the annual state convention.
2. **Adoption.** Motions on public policy matters not presented in the above manner may be proposed from the convention floor for discussion and may be adopted by majority vote. The public policy shall be adopted by the membership through a vote by the delegates at the business session held during the annual state convention and shall be in effect until the adoption of a new state public policy at the next convention.
3. **Initiative and Referendum.** In the interim between state conventions, if any branch or member wishes to change or add any item to the state public policy as adopted by the convention or desires the state support of a current legislative bill or other action not covered by convention vote, the branch or member shall submit the proposal in writing to the state public policy chair and a copy to the state president. The chair must notify all branches immediately. Approval from a majority of the branches, which must answer within 30 days, and from the state executive committee shall be necessary for adoption of the item into the state public policy or for the support by the state of a legislative bill or other action.
4. **Association Public Policy Programs.** In addition to the above, the state may support any legislation that is in agreement with the public policy program of the Association.

C. IMPLEMENTATION

1. The public policy chair is responsible for the state public policy, under guidance of the state board of directors and within the limits of the Association policy.
2. **Established Channels.** No action on a state public policy may be taken in the name of AAUW Nevada between conventions, except on items which pertain to the state public policy adopted at the preceding convention or which have been established by initiative and referendum. However, when an emergency requiring a quick decision arises during the session of the legislature, the state chair or another member representing her, after consultation with her committee and the state president, shall be empowered to state the AAUW Nevada position.

V. POLICY ON CANDIDATES FOR PUBLIC OFFICE

A. ENDORSEMENTS

1. An endorsement committee will consist of the state president, public policy chair, bylaws chair, and four additional members appointed by the state president with the approval of the executive committee.
2. **Endorsement Criteria.** Only candidates in nonpartisan statewide elections may be endorsed. Nevada branches and the state may not endorse or oppose candidates for partisan elective office and must follow Association policy on candidates for public office in all regards. Candidates for endorsement will agree in principle with the AAUW mission and will be pro-choice. They are expected to have strong convictions regarding protection of individual rights with equal access to remedies available to all people regardless of gender, race, creed, age, sexual orientation, national origin, or disability. They are expected to understand the effect of gender bias and harassment and be willing to work to remove gender-related inequities.
3. **Procedure.** A questionnaire will be developed by the endorsement committee and responded to by the candidates. The endorsement committee will review questionnaire responses and determine if interviews are necessary. Only candidates who have expressed interest in an AAUW endorsement will be interviewed. Interviews may be conducted in person or by phone. Members of the committee who cannot be present at the interview may participate by phone. The committee will decide within 24 hours after completion of the interviews on any endorsement to be made.
4. **Recommendations.** The endorsement committee will announce in advance to all state board members the date and time at which it will make its recommendation for endorsement. The recommendation must be approved in writing by a majority of the board members before the endorsement is complete.
5. **Notification.** Upon approval by the AAUW Nevada state board of directors, the candidates will be advised, in writing, of the AAUW endorsement or nonendorsement by a designated member of the endorsement committee. Any endorsements will be announced to all AAUW members in a special statewide election mailing. At the same time, press releases announcing the endorsement should be submitted to the media throughout the state, with a contact person listed from the endorsement committee.
6. **Post-Election Evaluation.** Within one month after the election, members of the endorsement committee will evaluate their procedures and results and file a report with recommendations as necessary to the state board to be kept with state files for the next election.

VI. RESOLUTIONS

A. NATURE OF RESOLUTIONS

1. **Content.** Resolutions—statements of sharpened direction and commitment—should be appropriate to AAUW Nevada goals and programs, timely, have a basis for strong member support, be fiscally possible to implement, and specify an applicable timeframe. They may fall under several categories, including prelegislative items calling for study of an issue prior to deciding on action; they may call for enforcement or administrative implementation of rules or issues; or they may be commending or condemning an action or issue.
2. **Form.** Resolutions should be concise and to the point, stating the action—for example, “AAUW supports . . .” or “AAUW will advocate . . .” or “AAUW will investigate or examine . . .” A second paragraph with a short explanatory note may accompany the resolution.
3. **Terms.** According to parliamentary law, resolutions are permanently in force unless the resolution sets a time limit or unless the resolution is rescinded by later convention action.

B. RESOLUTIONS COMMITTEE

1. **Composition.** The resolutions committee of three members is appointed by the state president or the executive committee at least 90 days before the annual state convention.
2. **Duties.** The resolution committee shall notify all branches of the opportunity to submit resolutions up to 60 days prior to the convention. The committee then must submit a report to the state board of directors and all branches 30 days prior to the convention containing all resolutions to be presented. Proposed resolutions may be submitted by individual members, branches, state committees, and state officers. The resolutions committee may also initiate resolutions. The resolutions committee is not required to submit all proposed resolutions to the convention, but may select those it considers most suitable for state convention consideration. Resolutions may also be introduced from the floor.
3. **Adoption.** Resolutions must be adopted by a simple majority of voting delegates.

VII. FINANCES

A. BUDGET

1. The state shall operate with a balanced budget.

2. The finance committee shall prepare a budget at the beginning of the fiscal year to be approved by the state board of directors through a mail-in or electronic ballot. Approval must be obtained in time to have the budget printed in the fall issue of *The Sagehen*.
3. Any unspent balance from the preceding year shall be reviewed and allocated by the elected officers.
4. Funds will be provided in the budget for state officers and state chairs and committees.
5. Additional budget needs for board members shall be requested through the finance committee.
6. A copy of the approved budget will be delivered to each board member.
7. All bills submitted to the state treasurer must be itemized on the form provided and must be accompanied by documentation (for example, receipts or charge account slips).
8. The state treasurer must submit an annual report to the executive committee within 30 days of the end of the fiscal year.

B. EXPENSES OF STATE OFFICERS AND CHAIRS

1. **President.** A travel fund shall be allotted annually to the state president. The president shall decide her own itinerary for official visits to branches, annual convention, area meetings, and board meetings. She shall send her bills directly to the treasurer for payment. Expenses not covered by Association for the Association Leadership Conference will be paid by the state.
2. **NV Visits.** Payment for travel expenses (airfare or the per-mile charge currently allowed by IRS regulations), not including meals or lodging, for state officers to visit branches around the state will be provided.
3. **Association Convention Expenses.** As funds are available, the state president will receive roundtrip airfare and registration to the Association convention as a state delegate, and the program vice president, as second state delegate, will also receive roundtrip airfare. Travel money will be distributed to other state delegates to Association convention by the finance committee if funds are available and on a share-alike basis.
4. **Regional Conference.** The incoming state president will receive roundtrip airfare and registration to the regional conference. Travel money, if available, will be distributed to others attending by the finance committee, on a share-alike basis.

VIII. MEETINGS OF THE STATE

A. LEADERSHIP CONFERENCE

1. The necessity for and location of the conference shall be at the discretion of the executive committee, and may or may not include a board of directors meeting.
2. Fees for meeting facilities will be allocated in the state budget and paid by the treasurer.

B. ANNUAL STATE CONVENTION

1. **Convention Site.** Hostess branches for the state convention shall be in this order: Sparks, Reno, Boulder City, Fallon, Tahoe Nevada, Las Vegas, and Capital.
2. **Convention Finances.**
 - a. Registration fees, including late fees and cancellation policies, will be set by the finance committee in conjunction with the host branch. Registration fees should cover the convention costs, excluding food, beverages, and lodging. The goal of the convention budget should be to obtain a zero balance. All fees will be collected by the state treasurer.
 - b. The state treasurer will advance all necessary expenses and deposits to the host branch as requested.
 - c. Deficits or overages caused by variances in attendance are the state's responsibility. Unauthorized budget expenditures are the responsibility of the spending party.
 - d. All bills will be submitted to and paid by the state treasurer.
 - e. The convention chair and state treasurer will submit to the executive committee an itemized statement of income and expenses within one month after the convention.

C. AREA MEETINGS

1. Host branches for area meetings will be self-selected.
2. A nominal fee may be charged to cover costs for the meeting, as well as a charge for meals.
3. Host branches are responsible for securing a meeting place, arranging meals, collecting registration, and paying expenses.

4. Program will be arranged by the participating branches, in consultation with the state program vice president.

IX. PUBLICATIONS

A. A state directory will be published and distributed by September 1 by the corresponding secretary in cooperation with the state president. This directory will contain a list of all state elected officers, appointed officers, and committee chairs and will have a copy of the calendar of events and deadlines for AAUW Nevada. It will also contain an officer roster for each branch within the state, a roster for the Rocky Mountain regional director and state presidents, and other pertinent information. It will be distributed to the state board of directors. This directory is for the convenience of AAUW members and must not be distributed for commercial or political use.

B. The Sagehen

1. The state newsletter shall be published at least three times a year—fall, winter, and spring. The spring issue must be mailed at least 45 days prior to the state convention.
2. The fall issue of the state newsletter will include a roster of the state elected and appointed officers if room is available, as well as the state calendar for the year.
3. The state will pay the cost of the bulk mailing permit for the branch that is mailing the state newsletter, or they may request use of a branch mailing permit and pay a fair share.

C. Branch directories from each branch will be sent by the branch presidents to the state president, state membership vice president, state treasurer, state EF chair, state LAF chair, state newsletter editor, corresponding secretary, state historian, and regional director by November 1.

X. ELECTION PROCEDURES

A. CREDENTIALS COMMITTEE

1. The credentials committee shall be chaired by the state treasurer; two other members may be appointed by the president.

2. The state treasurer, acting as credentials chair, will notify each branch 30 days before the state convention as to the number of voting delegates it is entitled to send to the annual meeting based on the branch's membership as of February 1.
3. The credentials chair will send a delegation confirmation form to each branch to be completed by the branch president and returned to the credentials chair by a certain deadline. The delegation confirmation form will name the chair of the delegation and the individual delegates. The chair of the branch delegation may cast a multiple vote for all branch votes not represented at the convention.
4. The credentials committee will prepare a roster of the members who are entitled to vote and whether they are a state delegate or a branch delegate.
5. The credentials committee is responsible for registering delegates on the roster as they enter the annual meeting. As each state or branch delegate enters the meeting, they will sign the roster of delegates next to their typed name. The signed roster shall become an addendum to the minutes of the annual meeting.

B. ELECTION PROCEDURES

1. The nominating committee shall prepare ballots, if necessary, prior to the annual meeting.
2. For any position, if a single nominee is presented to the convention by the nominating committee and no additional nominations are made from the floor, a motion may be made to cast a voice vote for the position.
3. In the case of contested elections, as each state or branch delegate appears at the poll to vote, a member of the credentials committee will check the roster of registered delegates for his or her name and will mark the column "Ballot Received."
4. After balloting is completed, the votes are tallied by the credentials committee, and the number of votes cast must be checked against the number of ballots distributed to delegates.
5. The credentials chair then makes a report to the convention body on the results of the election.

XI. STATE PROJECTS

A. Proposals for state projects must be presented to the state board of directors. The state board of directors approves or rejects the proposal and takes actions it deems necessary.

XII. COALITIONS

A. Proposals for joining state coalitions must be presented to the state board of directors. The state board of directors approves or rejects the proposal and takes actions it deems necessary.

XIII. AWARDS

A. AWARDS COMMITTEE

1. The awards committee will consist of a chair, appointed by the state president, and one member from each branch, chosen by the branch president.
2. The committee shall send information about all awards along with application instructions and deadlines to all branch and state officers in the fall. The application process shall provide for electronic submission using a simple format. The deadline for submitting applications shall be no earlier than 45 days prior to the state convention.
3. The awards committee shall select the recipients of state awards for which applications are solicited and received. Where the award is determined by state records, the officer or chair for that area determines the recipient.
4. State awards will be presented to recipients during state convention; branch award recipients will be announced and recognized at the same time.

B. STATE AWARDS

1. Each branch may submit an application to nominate a recipient for each of the following state awards. The awards committee shall choose the recipient of each award from the nominations it receives.
 - a. The **Nevada Humanities Individual Award** is given in recognition of innovative or exemplary service to AAUW at the national, regional, state, or branch level by an individual member.
 - b. The **Nevada Humanities Large Branch Award** is given in recognition of innovative or exemplary service to AAUW at the national, regional, state, or community level by a branch with 100 or more members.
 - c. The **Nevada Humanities Small Branch Award** is given in recognition of innovative or exemplary service to AAUW at the national, regional, state, or community level by a branch with fewer than 100 members.

2. The membership vice president, Educational Foundation chair, and Legal Advocacy Fund chair, respectively, shall determine the recipients of the following awards and submit the names to the awards committee 30 days prior to the state convention:
 - a. The **Sadie Hurst Membership Award** is given to the branch with the largest percent increase over the previous year, as measured by the Association as of February 1. At the discretion of the membership vice president, a second award may be given to the branch bringing in the highest number of new members.
 - b. The **Hannah Clapp Educational Foundation Award** is given to the branch that raises the most money per capita for the Educational Foundation, as measured by the Association as of February 1. At the discretion of the Educational Foundation chair, a second award may be given to the branch that raises the highest dollar amount for the Educational Foundation.
 - c. The **Bird W. Wilson Legal Advocacy Fund Award** is given to the branch that raises the most money per capita for the Legal Advocacy Fund, as measured by the Association as of February 1. At the discretion of the LAF chair, a second award may be given to the branch that raises the highest dollar amount for the Legal Advocacy Fund.

C. BRANCH AWARDS

1. Each branch is encouraged to choose its own recipient for the following awards:
 - a. The **Sarah Winnemucca Award** is given to the person who most effectively implements the AAUW vision of educational equity in the community.
 - b. The **Lubertha Johnson Award** is given to the community business or organization that best supports and promotes AAUW's goals and mission.
2. The state will budget \$50 per branch (\$25 per award) to help defray the costs of a certificate, trophy, or other commemoration to the recipients of these awards.
3. Branches must submit the names of these branch award recipients to the awards committee at least 30 days before the state convention in order to receive budgeted funds and to have the recipients included in the awards recognitions at state convention.
4. Branches may present these awards to the recipients at a time and place of the branch's choosing. Branches are encouraged to publicize these awards in their communities.

XIV. LEADERSHIP DEVELOPMENT FUNDS

A. PURPOSE

1. The state may sponsor fund-raising projects for the purpose of funding leadership development initiatives.
2. The goal for all leadership development initiatives shall be to increase participation by branch members in state meetings and by state and branch members in Association meetings.
3. The proposal for any fund-raising project must specify which leadership development initiative it funds.
4. This fund is not meant to supplement the state budget. Expenses for meeting attendance required or recommended for specific officers (for example, the president) in the bylaws or elsewhere in these policies should be included in the funds budgeted for that officer; they should not be drawn from the Leadership Development Fund.

B. STATE LEADERSHIP DEVELOPMENT INITIATIVE

1. The State Leadership Development Initiative provides funds to encourage branch members' attendance at the state Leadership Conference and at the annual state convention, as well as the attendance of key state officers at regional conferences and Association conventions, by defraying travel expenses. No demonstration of financial need is required.
2. Branch members wishing to receive funds to defray travel expenses for a state meeting should submit their requests directly to their branches. Branches must submit a list of such members to the state treasurer six weeks prior to the announced date of the meeting. Only branches at the opposite end of the state from the location of the meeting may submit requests.
3. The state treasurer shall notify the branches of the amount and recipients of funds awarded at least four weeks prior to the announced date of the meeting.
4. The following key state officers may request funds to defray travel expenses for regional conference or Association convention: all elected officers, the Educational Foundation chair, and the Legal Advocacy Fund chair. Requests must be submitted to the state treasurer within two weeks after the state convention. The state treasurer shall notify recipients at least four weeks prior to the announced date of the regional conference or Association convention.
5. In making awards from the Leadership Development Fund, the state treasurer must following these guidelines:

- a. For the state Leadership Conference, the treasurer shall distribute 20% of the State Leadership Development Initiative funds as of June 1 preceding the meeting. If there are not sufficient requests for all designated funds, the excess funds remain available for the next distribution.
 - b. For the state annual convention, the treasurer shall distribute 40% of the State Leadership Development Initiative funds as of February 1 preceding the convention. If there are not sufficient requests for all designated funds, the excess funds remain available for the next distribution.
 - c. For Association convention or regional conference, the treasurer shall distribute the balance of the State Leadership Development Initiative funds remaining after the state convention. If there are not sufficient requests for all designated funds, the excess funds remain available for the next distribution.
 - d. The maximum award to any individual may not exceed actual travel expenses or \$200, whichever is less.
6. Recipients must register for and attend the conference or convention for which they received funds. In the event a recipient is unable to attend the conference or convention, the amount of the distribution received must be repaid to the Leadership Development Fund within two weeks following the date of the meeting.
 7. The state president, at her discretion, may award up to \$200 of the State Leadership Development Initiative funds to defray travel expenses of any key state officer (elected or appointed) or branch president. However, in no case may this discretionary award exceed 50% of the funds available for that meeting.

B. EMPOWERMENT INITIATIVE

1. The Empowerment Initiative provides funds to encourage branch members' attendance at regional conferences and Association conventions, by defraying travel expenses. No demonstration of financial need is required.