

**The AMERICAN ASSOCIATION of UNIVERSITY WOMEN
of the STATE OF NEW MEXICO, INC.
(AAUW-New Mexico)**

MANUAL of POLICIES and PROCEDURES

I. ASSOCIATION-STATE AAUW RELATIONS

The president of AAUW-New Mexico is the liaison between the American Association of University Women (the Association) and the State entity. (S)he is the official delegate to all Association meetings. (S)he shall receive copies of all communications on AAUW-New Mexico business or program between board members and the Association.

II. AAUW-NEW MEXICO ADMINISTRATION

A. Board of Directors, Meetings and Duties

1. A notification shall be prepared and distributed to each board member two weeks prior to each regular meeting, and shall constitute formal notice of such meeting. This notice shall include times and place of meeting, minutes of the previous meeting and other related materials that need study before the meeting. An agenda, program report, finance officer's report, membership report, committee and task force reports will all be provided in the notification or at the meeting.

2. Other meetings of the board shall be at the call of the president, or upon written request of two-thirds of the members of the Board of Directors. Meetings shall require 15 days notice and such notice shall state the business to be transacted.

3. A Calendar of AAUW-New Mexico Events for each fiscal year shall be compiled by the president in cooperation with the program/issues coordinator, and be presented at the spring board meeting (branch presidents and newly-elected board members are guests). Dates to be included shall be workshops and AAUW-New Mexico Convention, including location; other state meetings; meetings of the board; meetings scheduled within the Rocky Mountain Region; due dates for specific reports; deadlines for nominations and resolutions; newsletter deadlines and other pertinent dates. A modified calendar shall appear in issues of the newsletter.

B. Task Forces and Committees, Designations and Duties

1. Standing Committees or Task Forces shall be Membership, Program, Education, Outreach, Public Policy, Bylaws, and Nominations.

2. There shall be a budget committee to prepare a budget for the coming year. Such budget is to be presented during the AAUW-New Mexico convention.

3. The duties of task forces and committees shall be in accord with the Bylaws, the official directives, the adopted resolutions and legislative programs, and other convention actions of the Association or AAUW-New Mexico.

4. Date and place of committee and task force meetings shall be the responsibility of the chairs. Committee or task force members shall be notified at least three weeks prior to a meeting. The president and/or program/issues coordinator shall be informed of such meetings. Meetings may be held by e-mail or telephone.

5. The Committee on Nominations shall present a report to the delegate body at each convention. The committee shall function in accord with Article III of this document, where procedures are detailed.

6. The Public Policy Task Force shall consist of the Public Policy Coordinator, the Program/Issues Coordinator, Academic Coordinator, Media Relations Coordinator, all AAUW-New Mexico lobbyists and others to be appointed as necessary.

- a) Branches and individual members shall forward proposals for resolutions to the task force in accord with the Calendar of AAUW-New Mexico Events, and AAUW-New Mexico Public Policy Program
- b) The task force shall submit its report of pertinent resolutions to board members and branch presidents no less than two weeks before the convention.
- c) The task force shall present a report together with resolutions, to the delegate body at each convention.
- d) In order to be considered for vote, any resolution proposed from the convention floor must be presented at the first convention session. The vote on such a resolution shall be called at the second session and shall be in accord with the convention rules.
- e) Resolutions adopted by convention vote shall be treated in accord with the AAUW-New Mexico Public Policy Program.
- f) The Coordinator shall be responsible for preparing a list of New Mexico legislative bills of interest to AAUW-NM members.

C. Communications

1. Correspondence: All official communications shall be in writing with copy to state president. The communication may be electronic.

2. Notification: The president shall be notified of all meetings in which AAUW-NM is a coalition partner.

3. Newsletter: The newsletter shall be the prime source for the dissemination of information, program development, and news of AAUW-New Mexico and its branches. The following list is not all-inclusive.

- a) Four issues shall be published each fiscal year at the following specified times: fall, winter, spring, and summer.
- b) The fall issue shall include the proposed program and information on facilities for the Fall Workshop, along with a registration form.
- c) The winter issue shall include a report on Workshops, and a listing of the offices to be filled by election at the convention.
- d) The spring issue shall include the proposed program, the report of the committee on nominations, information on convention facilities, with a registration form, and include the official call to Convention from the AAUW-New Mexico president.
- e) The summer issue shall include the Calendar of AAUW-New Mexico Events for the following fiscal year, the Resolutions and the Public Policy Program as adopted by the delegate body, and the state officer directory.
- f) Each issue shall include AAUW-NM Calendar events that will occur prior to the next issue.

4. Reports: Reports of the work of each task force and committee shall be compiled by specified dates, or by the end of each fiscal year. Such reports shall include Association reports, annual AAUW-New Mexico reports, Job Description and Evaluation, and others as requested.

5. Travel Program: The travel program of board members to the branches shall be projected on a biennial system, concurring with the term of the president.
- a) All mileage expenses of the president's visit to a branch shall be the responsibility of the AAUW-New Mexico. If at all possible, the branch shall be responsible for overnight lodging when it is required. The branch shall be responsible for the expense of special entertainment (i.e., a luncheon or dinner).
 - b) Branch requests for board visitors other than the president shall be made to the board member, with a copy of the request being forwarded to the president in the same mailing. The branch shall be responsible for overnight lodging, if necessary, and meals. AAUW-New Mexico shall be responsible for the mileage expenses.
 - c) The AAUW-New Mexico board shall consider requests for additional visits to any one branch over the two allowed each biennium, unless the entire expense is to be borne by the branch.

D. Use of Roster

The roster of the board and membership of AAUW-New Mexico may be furnished only upon the recommendation of the executive board. These rosters shall not be used for any non-AAUW purposes.

E. Review of Documents

1. The following AAUW-New Mexico materials shall be revised and distributed to all board members and branch presidents at the first board meeting of the fiscal year:

- a) AAUW & AAUW-New Mexico Mission Statements
- b) Current AAUW-New Mexico Calendar and Directory
- c) Current AAUW-New Mexico Policies and Procedures
- d) Current AAUW-New Mexico Bylaws
- e) Budget
- f) Strategic Plan and Goals
- g) Duties and Responsibilities of Each Task Force and Committee
- h) Public Policy Program
- i) Milestones in New Mexico Legislation
- j) Brief History of AAUW-New Mexico
- k) AAUW-New Mexico Past-Presidents
- l) Board Position Job Description

2. The Bylaws shall be reviewed during the fall following each Association convention to bring them into conformity with the Association Bylaws. Proposed amendments not governed by the Charter and Bylaws of the Association shall be presented to the delegate body at convention.

3. The Policies and Procedures shall be reviewed during the fall of the alternate year. These shall be in accordance with and subordinate to the Charter and Bylaws of the Association and the Bylaws of AAUW-New Mexico. Proposed changes shall be voted on by the State Board of Directors.

4. Revision of Bylaws and of Policies and Procedures shall be the responsibility of a committee on bylaws, chaired by the bylaws chair or parliamentarian.

5. The secretary shall distribute amendments to Bylaws or Policies and Procedures as an appendix to minutes of the convention or of a State Board of Directors' meeting. Distribution shall be to state board members and branch presidents.

F. Material and Files

1. Materials received from the Association or from the branches remain the property of AAUW-New Mexico.

2. Each retiring board member shall deliver to her/his successor at the close of her /his term the following basic materials:

- a) Relevant Association materials and communications
- b) Current AAUW-New Mexico materials listed in Section E of this document
- c) AAUW-New Mexico convention minutes and appendices (2 years)
- d) AAUW-New Mexico board minutes (2 years)
- e) Newsletter (2 years)
- f) Materials and communications from retiring board member to branches and/or Association Correspondence and completed reports from branches (2 years)
- g) Current Completed Job Description and Evaluation Annual Reports for specific job (2 years)

3. The president, with the assistance of the secretary and historian, shall maintain a full and complete file of AAUW-New Mexico matters. This file shall constitute the permanent record of AAUW-New Mexico. At the close of her /his term, the retiring president shall review these records for possible archiving by the historian. After this review, the president shall deliver the file to her/his successor. A copy of the filing system shall be placed in the permanent file at the beginning of the first drawer.

III. STATE COMMITTEE ON NOMINATIONS

A. Membership

A standing committee on nominations consisting of the elected chair and at least two other members, representing different geographical areas of the state, shall be formed by the chair in consultation with the president. Committee members shall be approved by the state board of directors and shall serve staggered terms.

1. Participation in meetings/discussions may be held by telephone or by e-mail.
2. If a member is unable to participate, an alternate shall become a regular member of the committee.

B. Procedures

1. Committee procedures
 - a) At least five weeks before the calendar deadline for submitting names of nominees, the secretary or the nominating committee chair, shall send to all branch presidents a copy of the committee on nominations section of the policies and procedures manual and an approved suggestions-for-nominees form.
 - b) Suggestions from branches and individuals for nominees shall be submitted to nominations committee chair in accord with the date set in the state calendar.
 - c) The chair shall send to each committee member, prior to discussions, a list of suggested nominees and their qualifications, with names of branches and the individuals suggesting such nominees.

- d) The chair shall make arrangements for any meeting and/or discussions, in accordance with the current AAUW-NM calendar.
 - e) The nominations committee shall present the slate of candidates to each branch no less than one month prior to the convention, naming at least one candidate for each office to be filled. This task may be done via the state newsletter.
 - f) A copy of the slate shall be sent to each nominee at the time the slate is sent to each branch.
 - g) Should a candidate withdraw before election, the committee shall select replacement for the office. If time allows, the branches shall be informed of the substitution.
2. Branch procedures
 - a) Each branch shall be guided in selecting nominees for state offices by the Qualifications for Nominees, Section III.D.
 - b) Each branch shall consider members from other branches as well as its own in selecting nominees. Each branch making such a nomination shall immediately notify the nominee's branch of such action.
 - c) The nominee's consent shall be obtained before the name is sent to the committee.
 3. Election procedures
 - a) Nominations may also be made from the floor at the time of election, provided the nominee's consent has been obtained previously.
 - b) Elections shall be by ballot except when there is only one candidate for each office, then the election may be by voice vote. A majority of votes cast shall be necessary for election.

C. Committee responsibility and authority

1. Nominations shall be made for offices as specified in the bylaws.
2. The term of office shall be two years.
3. Limitations affecting selection of candidates:
 - a) No member shall hold the same office for more than three consecutive terms.
 - b) No member shall serve on the board for more than six consecutive years, except the office of president may be filled without regard to previous consecutive service.
 - c) In most cases, the committee shall consider as ineligible for any office, except that of president, any nominee serving on the board whose term does not expire in the current year. At the discretion of the committee, such nominees may be considered.
 - d) A nominee who is filling an interim term or seeking second or third term shall be entitled to the committee's consideration for the same office
 - e) In selecting a candidate, geographic distribution and branch representation shall be considered, but qualifications of the nominee shall supersede other considerations.
4. The committee shall develop the slate of candidates from suggested nominees and from nominees of their own selection.

D. Qualifications of Nominees

1. AAUW background and experience.
2. Branch leadership demonstrated as an officer or chair, in area suggested.
3. State AAUW interest indicated by attendance at workshops and conventions.

4. Sufficient time for branch visits, when requested.
5. Tact, punctuality, organizational ability, positive and constructive approach to problems, willingness to speak publicly and/or to work well behind the scenes.
6. Awareness of special needs of both large and small branches.

IV. STATE AAUW MEETINGS

A. Workshops

AAUW-NM shall hold a statewide annual workshop (preferably in the fall). The date for this workshop shall be set by board action one year in advance. Prior to setting that date, the location shall be arranged by the president, after consulting with the program/issues coordinator in correspondence with the branches. Due consideration shall be given to the schedule of previous workshops and conventions. The state board may modify the workshop requirement when it conflicts with regional or Association programs. The planning committee (president, program coordinator, host branch chair, and others as desired) shall plan all aspects of program, take financial responsibility for those items covered by registration fees or the state budget, and make all final decisions.

1. Host Branch Responsibilities:
 - a) Make all arrangements for advance information, registration, and hospitality in collaboration with the planning committee.
 - b) Give an itemized list of bills, any monies remaining from the registration fees, and a complete list of attendees to the state Finance Chair at the close of the workshop.
2. Allocation of Workshop Expenses:
 - a) From the state budget:
 - Travel allowance for board members
 - Rental fee for board meeting room, when necessary
 - b) From the host branch:
 - Hospitality breaks and decorations (optional)
 - c) From the registration fees:
 - Special meals only (i.e., scheduled) for guest speakers, Association travel visitors, and the Rocky Mountain Regional Director
 - Rental fee for workshop meeting room
 - Name tags, pencils & pads
 - Copying expenses
 - Any miscellaneous expenses

B. Convention

Dates for each convention shall be set by board action a year in advance. The location shall be determined by delegate action at the previous convention, after the president, in correspondence with the branches, has initiated selection. Due consideration will be given to the schedule of previous workshops and conventions. The planning committee (state president, program/issues coordinator, committee members, host branch chair, others if desired) shall plan all aspects of the convention program, invite outside participants and guests, take responsibility for all convention expenses covered by registration fees or the state budget.

1. Organization of Arrangements:

a) Call to Convention from the president shall appear in the newsletter

b) **Host branch responsibilities:**

Lodging With Addresses And Costs: The hotel where the president stays may be declared the convention headquarters.

General Arrangements: To secure meeting rooms, to prepare registration forms for pre-convention newsletter, indicating time and place sessions, advance registration deadline, fee (registration fee to be set by state board each year), time and costs of all scheduled meals (with statement "Members making meal reservations shall be responsible for the cost. Cancellation to the proper person must be made in advance of the first convention session.").

Credentials: To handle all advance registration; to register delegates and guests at convention sessions; to collect fees; to list registrants by branch and position, such list to be appended to convention minutes in the permanent file; and to report the number of voting and non-voting delegates present and the number of branches represented at each business session.

Hospitality: To appoint and schedule pages to provide a message center; to plan for coffee breaks; and to arrange any special free time event the planning committee may request.

Social: To make all arrangements and to handle reservations for scheduled meals, including decorations, favors, and any entertainment.

Delegate Kits: To collect and assemble convention program, pencil, notepads, delegate or guest badges, local maps, and publicity material on the local community for each attendee.

Post-Convention Board Breakfast, if scheduled: Provide a breakfast for all board members and members-elect, retiring and newly-elected branch presidents, the Rocky Mountain Regional Director, and Association Travel visitors. This breakfast shall serve as a joint board meeting to exchange materials and approve the state calendar.

Publication of convention program: To be arranged by the program/issues coordinator. The convention program shall include a list of state board members and branch presidents

c. **State responsibilities:**

Timekeepers for convention sessions: Appointed by the planning committee.

Tellers: Three persons appointed by the president, one to serve as head teller.

Other publications: Convention rules by the parliamentarian, proposed resolutions and election ballots by the recording secretary, after approval of president.

2. Budget for state convention:

The convention planning committee, consulting with the host branch, shall formulate a budget at its initial planning meeting. The committee shall recommend a convention registration fee to be approved by either the state board or the state executive committee.

a) **Registration fee** shall cover:

Programs and other necessary printed materials

Materials for delegate kits

Scheduled meals for press representatives, guest speakers, and the Regional Director

Room rental for convention, if necessary

- Entertainment
- Other approved program expenses
- b) **The host branch shall fund or provide:**
 - Hospitality breaks
 - Any decorations or favors
 - Post-convention breakfast (if scheduled) for combined state board and branch presidents
 - Special free-time activities arranged by the branch
 - Local transportation for convention speakers, guests, the Regional Director
- c) **The state AAUW shall fund or provide:**
 - Travel allowance for board members attending
 - Rental for board meeting room, if needed.
 - Any deficit not covered by registration fees.
- d) The host branch and the state shall divide any excess of registration fees over expenses equally. Any monies returned to the state shall be applied to the general fund

C. Other:

Other state meetings, called either for program development or business, shall be conducted under rules for workshops, with the proviso that all such meetings shall be for one day only.

D. Members attending workshops, conventions, or other meetings, shall make their own overnight reservations. The host branch shall in no instance be liable for uncanceled or unsatisfactory reservations.

V. STATE AAUW - BRANCH RELATIONS

A. President's visits:

The state president is the liaison between the board of directors and branches. She is available to make one official visit to each branch during the two-year term of office. Such visits may be to a general branch or branch board meeting. She shall use her discretion in deciding which type will be most beneficial to the branch and to the state. Branches desiring the visit to coincide with some special observance shall make the request in writing 90 days in advance of the proposed visit.

B. Board members visits:

Branches may request one board visitor other than the president in each biennium. Such visitors shall file a report with the state president within one week of a visit.

C. Communications:

1. Branch presidents shall receive copies of all communications from state chairs/liasons to the equivalent branch chairs in the same mailing.

2. Branches publishing newsletters shall send copies regularly to the following: Rocky Mountain Regional Director, state president, program chair, newsletter chair, and historian. Branches are encouraged to enlarge their distribution.

3. Branches shall distribute their yearbooks, when published, to their members, to the Rocky Mountain Regional Director, and to these board members: president, membership chair, newsletter chair, historian, and nominations chair. Additions or corrections to the yearbook shall be made as they occur.

4. News items about branch activities shall be forwarded to the state newsletter chair in time to meet announced deadlines.

D. Materials and Files

1. Materials forwarded by the Association or state to branch officers and chairs remain the property of the branch.

2. The AAUW-NM Board of Directors encourages each retiring branch officer and chair to deliver to her successor those materials necessary for the continuity of the position. Such materials might include but not be limited to:

- a) Branch bylaws and policies and procedures
- b) Branch newsletters
- c) Branch yearbooks
- d) Job description
- e) Correspondence and reports
- f) Project evaluations
- g) Current AAUW-NM bylaws and policies and procedures
- h) Current AAUW-NM officer list
- i) AAUW-NM calendar
- j) AAUW-NM newsletters
- k) Association materials and communications

E. Meetings

1. A branch presidents' breakfast meeting may be scheduled during the state convention to identify any areas of concern in state-branch relations and to make recommendations to state board of directors.

2. Branches shall take turns as hosts for workshops or conventions at the request of the state president. A rotating schedule shall be maintained so that no branch is unduly burdened.

3. Branch presidents may invite members of the state board who are also members of the branch to attend branch board meetings regularly and may include such resource people in branch program planning.

VI. STATE AAUW FISCAL POLICY

A. Administrative expenses shall be concerned primarily with the work of the president, the secretary, and the treasurer. The items to be included for reimbursement shall be:

1. Communications expenses not related to program development, such as postage, telephone calls, stationery, computer storage media, printer cartridges

2. Budget and financial reports and expense of audit and/or review
3. New Mexico corporation fees
4. Liability insurance
5. Official AAUW stationery
6. Reproduction of official AAUW-NM documents such as, but not limited to, bylaws, policies and procedures, calendar of AAUW-NM events, minutes of the board meetings and appendices, convention minutes and appendices, report of the nominating committee, list of board members, list of branch presidents, and job descriptions.

B. Program Development Expenses shall be concerned primarily with the work of the program coordinator, the public policy coordinator, and the president. The items to be included for reimbursement shall be:

1. Communications expenses related to program development, such as postage, telephone calls, stationery, computer storage media, printer cartridges
2. Reproduction costs relating to program development
3. Photographs taken for the newsletter, the web page, or for historical records
4. Association publications and other materials for programs either purchased or on consignment for workshop use
5. Special awards, other than membership, presented to individuals or to branches
6. Travel allowance, and lodging when necessary, for each official branch visit made by the president during each biennium
7. Travel allowance for each board member invited to make an official branch visit

C. Membership expenses shall be concerned primarily with the membership coordinator and the media relations coordinator. The items to be included for reimbursement shall be:

1. Communications expenses related to membership and media relations such as postage, telephone calls, stationery, computer storage media, printer cartridges
2. Association membership materials
3. Membership incentives and awards
4. AAUW-NM web page fees
5. Photos needed for publicity
6. Advertising

D. General expenses shall be concerned primarily with the work of the board members and all committees. The items to be included for reimbursement shall be:

1. Postage, stationery, and required telephone calls
2. Reproduction of reports and materials for all officers, the yearly AAUW-NM History
3. Travel allowance for board members for meetings of the board; for AAUW conferences and workshops within the Rocky Mountain Region, when approved by the president; for AAUW-NM committee meetings.
4. Travel and lodging allowance for the president as the official delegate to Association convention, to State Presidents' Conference, and to regional conferences.
5. Travel and registration allowance for any meeting at which AAUW-NM representation has been requested, with approval of the president and concurrence of the finance officer.

E. Grants to Branches

1. Grants to branches of \$100 to \$150 per branch per year, not to exceed a total amount established by the annual budget, may be made for community projects, for projects to benefit the Educational Foundation, or to start a new branch. After the budget has been adopted, branches shall be notified in writing and in the *Roadrunner* of the availability of the grants

2. A Branch Grants Review Committee shall consist of the immediate past-president and two persons appointed by the current president and approved by the Leadership Team. The immediate past-president shall serve as committee chair. Committee members should be from various parts of the state and should have email.

3. A branch seeking a grant shall submit to the committee chair a request in writing, preferably via email, in a format of the branch's choosing. The project must have an outreach, education, or mentoring component. The application needs to include:

- a. Branch name, contact person, e-mail, and mailing information
- b. Project summary
- c. Simplified budget of project costs
- d. A list of contributors/supporters, if any.

All grant applications need to be submitted between July 1 and October 1.

4. Upon receipt of a request, the chair shall forward copies to the committee members for review and comment. The chair may request further information from the branch. The committee shall meet in person or electronically to determine its recommendations on the requests. The committee may recommend a grant of less than the full amount requested. The committee shall bring the requests and the committee's recommendations on the requests to the next meeting of the Leadership Team or the Executive Committee for acceptance/rejection. These grants will be awarded at the AAUW-NM Fall Workshop.

5. If all monies budgeted for the mini-grants are not disbursed in October, a second call for grant requests may be sent to the branches. The Leadership Team or the Executive Committees shall decide whether to issue the second call for grant requests. The requests are to be submitted between February 1 and April 1. These grants will be awarded at the AAUW-NM Spring Convention. The procedures outlines in #1 through #4 above will apply for the second set of requests. Branches that did not receive a grant in the fall will be given first priority.

F. General Fiscal Policies

1. Each board member shall keep an accurate record of her/his expenses and submit written requests for reimbursements. The expense allocation shall be clearly designated for each item.

2. Special expense requests (items not in the annual budget, in excess of \$50) shall be approved beforehand by the president and forwarded to the finance officer. These two officers may decide whether a vote of the executive committee is necessary to approve the special expense.

3. All final requests for a fiscal year shall reach the president by June 15, in order that the books can be closed at the end of the fiscal year.

4. As a general rule, the travel allowance paid to board members for attending board meetings will be mileage for one car from each branch having an AAUW-NM board member. If a branch has more than four board members, mileage will be paid for two cars from that branch.

5. The budget committee shall consist of the finance officer and two additional members appointed by the president. The committee shall draw up a budget, based on actual and estimated expenditures, establish the travel allowance, and submit them to the Board of Directors

for discussion and changes. The finance officer will present the budget for action by the delegate body at the annual state convention.

6. When necessary, the finance officer shall be responsible for completing and filing IRS Form 990 with the Internal Revenue Service District Director after July 1 of each year and prior to the IRS deadline. When required, (s)he shall also furnish two copies of the Charter and one copy of the Bylaws with Form 990, after any major change occurs in these documents. Further, it shall be her/his responsibility to call these same duties to the attention of each branch finance officer in time for her/him to comply with the IRS regulations.

7. The financial records shall be reviewed or audited at the close of the finance officer's term. If a finance officer resigns during her/his term, the records shall be reviewed or audited before the new finance officer takes office.

8. The finance officer and the Education Foundation chair shall be covered against monetary loss by a Position Bond, presently arranged by Association headquarters on a three-year basis. The finance officer shall be responsible for keeping such a bond in force at all times.

9. The president, after consultation with the finance officer, shall have the final authority on all expenditures.

VII. AAUW-NM SPONSORED FUND RAISING ACTIVITIES

A. ASSOCIATION REGULATIONS

1. Follow the AAUW Use of Name and Logo Policy.
2. Adhere to U.S. and New Mexico tax laws.
3. State in all publicity where the proceeds are to be directed. If more than one recipient is involved, the proportion of the proceeds for each must be fixed.

B. Activity Guidelines

1. Fund raising shall be consistent with the mission and goals of AAUW and AAUW-NM.
2. The Board of Directors shall approve proposed fundraising projects. When necessary, the Executive Committee may give approval to investigate the feasibility of a particular project or to consult with a possible coalition organization.
3. AAUW-NM projects shall not directly compete with existing Association or branch fundraising activities.
4. The Board of Directors will approve only one activity at a time, but at its discretion the board may approve other concurrent fundraising activities. Examples of such situations are
 - a) on-going sale of raffle tickets and a luncheon for which the ticket price includes a donation to the Educational Foundation and/or the Legal Advocacy Fund
 - b) a silent auction during the annual state convention and on-going stationery sales

C. Implementation

1. Estimate and find funding for any start-up and/or continuing expenses.
2. Utilize appropriate promotional activities, including but not limited to:

- a) The newsletter
 - b) Direct mail
 - c) E-mail
 - d) AAUW-NM Website
 - e) Brochure
3. Present status reports on fund raising activities during each board meeting