



POLICIES AND PROCEDURES MANUAL

MISSION STATEMENT

The mission of the American Association of Women Dentists is to be the recognized resource for connecting and enriching the lives of women dentists.

Purpose:

This Manual is designed as an outline to:

- Facilitate the work of the officers and committee chairs.
- Keep continuity in the work of the American Association of Women Dentists.
- Articulates and defines important objectives, principles or values of the American Association of Women Dentists (AAWD).
- Limit or prescribe what kind of action will be taken in different situations for the organization.
- Defines roles, responsibilities and authority within the organization.
- This manual contains the following:
 - Standing operating procedures for all Board of Directors to facilitate work and maintain continuity of work, these procedures may be changed without membership approval.
 - Directives for individual committees and chairs for the current year, as prepared by the President.
 - Federal Guidelines for Non-Profit Organizations (required by IRS).

AAWD Core Values (PRISMATIC):

Passion

Respect

Integrity

Service

Mentoring

Advancement

Teamwork

Inclusiveness

Collegiality

AAWD GOALS

1. AAWD will be comprised of all women dentists who support its mission and core values
2. AAWD will be comprised of a network of regional, local and student chapters
3. AAWD will provide exceptional membership services
4. AAWD will promote and provide outstanding community service
5. AAWD will optimize its communication and leverage technology

AAWD CODE OF ETHICS

Personal and Professional Integrity

- The AAWD Board of Directors and volunteers act with honesty, integrity, commitment and openness in their dealings as representatives of the organization.
- AAWD develops and encourages the practice of high standards of personal and professional conduct;
- AAWD resources and contributions received are used exclusively in pursuit of the organization's mission and will not be used for the personal advantage of vendors, Board of Directors, or volunteers;
- AAWD encourages each individual on its staff to affirm, through acts of personal giving in proportion to each person's own capabilities, a commitment to charity and philanthropy.

Governance

- AAWD has an active governing body, the Board of Directors, which is responsible for setting the mission and strategic direction, and overseeing the finances, operations and

policies of the organization. The governing body:

- Ensures that all directors understand and fulfill their governance duties acting for the benefit of the organization and its public purpose;
- Ensures that the organization conducts all transactions and dealings with integrity and honesty;
- Ensures that all directors have the requisite skills and experience to carry out their duties;
- Provides credible and effective oversight to the organization's work;
- Complies with applicable federal, state and local laws, regulations, and fiduciary responsibilities;
- Has a conflict of interest policy to ensure that any conflicts of interest or the appearance thereof are avoided or appropriately managed through disclosure, recusal or other means;
- Is responsible for monitoring the performance of the Executive Director;
- Respects the confidentiality of sensitive information about donors and constituents;
- Ensures that the organization promotes working relationships among directors, volunteers, and program beneficiaries that are based on mutual respect, fairness and openness;
- Ensures that important organization policies are in writing, clearly articulated and officially adopted;
- Ensures that the organization's resources are responsibly and prudently managed;
- Ensures that the organization has the capacity to carry out its programs effectively.

Legal Compliance

- AAWD is knowledgeable of, and complies with the spirit as well as the letter of, all laws, regulations and applicable international conventions.

Responsible Stewardship

- AAWD applies its funds appropriately and manages its funds responsibly and prudently. To that end:
- The strongest priority for funds is to spend them on programs and activities in pursuance of AAWD's mission;
- AAWD maintains effective accounting systems, internal controls, reporting procedures and other resources and practices that are critical to professional management and accountability;

- AAWD ensures that donations are used as was promised during solicitations and in the manner intended and expected by the donors;
- AAWD pursues all identified possibilities to minimize fundraising costs, recognizing the variety of factors that affect fundraising costs;
- AAWD ensures that spending practices and policies are fair, reasonable and appropriate to fulfill the mission of the organization;
- Financial reports are factually accurate and complete in all material respects;
- AAWD financial statements are regularly submitted for independent audit or review, the results of which are available to the public.

Openness and Disclosure

- AAWD provides comprehensive information to the public.
- We respond in a timely manner to reasonable requests for information and generally provide copies (on request) of our latest IRS Forms 990 and 1023;
- Information about the organization is accurate and honestly reflects policies and practices;
- Financial, organizational and program reports are complete and accurate in all material respects; AAWD promptly and fully disclose, review and take appropriate actions with any situation that results in a perceived or actual conflict of interest;
- AAWD promptly and fully discloses, and takes appropriate actions to resolve, any situations in which it discovers perceived or actual violations of this Code of Ethics.

Program Quality and Evaluation

- AAWD is committed to organizational effectiveness and the continuous improvement of its programs.
- AAWD is committed to high standards of excellence and quality for the services and products we provide to constituents;
- AAWD regularly reviews program effectiveness and incorporates lessons learned into future programs;
- At least once per year, AAWD reviews its internal compliance with this Code of Ethics.

Inclusiveness, Diversity, and Respect

- AAWD has a policy of promoting inclusiveness, diversity, and respect for all people.

- AAWD volunteers reflect cultural diversity and promote respect, tolerance, justice and peace for all people;
- AAWD respects and tolerates diversity of opinions;
- AAWD takes meaningful steps to promote inclusiveness in its operations and programs;
- Solicitation materials accurately represent our organization's policies and practices and reflect the dignity of people we serve in our program;
- AAWD works cooperatively with other charitable organizations and does not disparage or criticize other organizations' missions, employees, or programs;
- AAWD actively promotes ethical behavior as a responsible partner among peers, in the work environment and in our communities.

Fundraising

AAWD is fully accountable for the honest solicitation of charitable funds, the efficient administration of those funds, and the effective use of funds in pursuit of our organization's mission. With regard to fundraising, AAWD:

- Provides truthful and current information in our solicitation communications;
- Does not establish unrealistic donor expectations of what donor gifts will actually accomplish within the limits of our mission and programs;
- Respects the privacy concerns of individual donors;
- Allows donors the opportunity for their names to be deleted from our mailing lists or mailing lists we may intend to share;
- Will not accept a gift from a donor if this would knowingly place a hardship on the donor or place the donor's future well-being in jeopardy;
- Will not accept donations from organizations or individuals in the knowledge that such donations likely were acquired through actions that would be offensive to the AAWD Values or in violation of the AAWD Code of Ethics;
- Discloses important and relevant information to potential donors;
- Informs the public of our mission, the way donated resources will be used, and our capacity to use donations effectively for their intended purposes;
- Informs the public about our governance structure;
- Provides donors access to up-to-date financial reports;
- Assures donors that their gifts will be used for the purposes for which they were given;

- If in receipt of funds intended to be used for programs or activities that are not part of the organization's present or prospective programs, will either return the funds or, if the intent is in accordance with our mission, treat these as restricted funds and channel them in a manner that honors the donor's intent;
- Provides donors with acknowledgement and recognition;
- Ensures that information about donations is handled with respect and confidentiality to the extent provided by the law

BOARD OF DIRECTORS POWERS AND AUTHORITY

The board shall have the power to:

- Officially represent and promote the organization, with full decorum and expertise, at any national, state or local dental function.
- Recognize the special powers are conferred on the Board, but with them come special obligations.
- Have a thorough knowledge of the duties and provisions within the bylaws, constitution, and standard operating procedures.
- Establish the dates for all meetings (Board, membership, and special meetings) and receptions, as provided in the Bylaws.
- Submit timely reports concerning the office and its activities to the AAWD Headquarters, with a copy to the President.
- Attend all board and committee meetings. Have a valid reason for not attending and send written notice to President.
- Read and be familiar with Board Meeting information prior to Board meetings.
- Transact routine business of AAWD
- Transact business via telephone, text, e-mail or conference call as provided in the Bylaws.
- Use mail or electronic ballots, when necessary, to establish policy between meetings of the Board. Such policies shall then be submitted to the Board at its next meeting.
- Fill vacancies on the Board occurring during the year from among the members of AAWD except as otherwise provided in the Bylaws until the next regular meeting, wherein such decision shall be ratified or rejected by the membership of AAWD
- Make no financial forfeit except that approved in budget.

- Forward member's concerns to officers and/or entire Board, to identify any issues which may need to be addressed, as agreed by the officers/Board.
- Be familiar with all the activities of AAWD
- Be in touch with other officers, for advice and guidance as well as to offer suggestions and assistance.
- Avoid any semblance of self-dealing or enrichment. Discourage any business transactions between directors and corroboration, unless conducted entirely openly and with stringent safeguards.
- Provide the AAWD Headquarters with current curriculum vitae annually.

DUTIES OF THE EXECUTIVE COMMITTEE

Executive committee:

The elected executive Committee is comprised of the President, President-Elect, Secretary/Treasurer and Immediate Past President.

PRESIDENT: (2 year term)

It shall be the duty of the President to:

- Represent AAWD in all matters relating to its affairs with maturity and foresight.
- Be responsible at all times for the conduct and welfare of the Association.
- Represent AAWD at selected local, state, national, and international associations. Send appropriate representative(s) to functions that the President cannot attend.
- Accept invitations to functions and speaking engagements when invited. Send appropriate representative to functions that the President cannot attend.
- Respond to all AAWD correspondence, or delegate to Secretary with guidance.
- Preside over all Board, Membership, and special meetings.
- Prepare meeting agendas, and place appropriate time limits on topics.
- Appoint a qualified person to serve as parliamentarian.
- Appoint committee chairs and members not otherwise provided for in the Bylaws.
- Appoint liaison to Smiles for Success Committee from Board of Directors.
- Prepare directives for all committees, to be distributed at the start of the presidential year.
- Follow up with committee's chairs, to ensure they fulfill their assignments.

- Appoint special task forces as deemed necessary. Ensure that volunteers for special task forces have the ability and time to fulfill their assignment.
- Write President's Message for AAWD Communications
- Prepare President's reports for Board and annual membership meetings.
- Send all thank you correspondence necessary after Annual Meeting.
- Communicate on a regular basis with Executive Committee and committee chairs.
- Work with Board Members and Executive Administrators to create situations opportunities that promote the organization.
- Encourage Board Member's interaction with grass roots levels as often as possible.
- Pass presidential gavel on to new president.
- Serve as one of the three members of the Gillette Hayden Memorial Foundation Trustee Selection Committee.

PRESIDENT-ELECT: (2 year term)

It shall be the duty of the President-Elect to:

- Ascend to position of President after completion of the 2nd year
- Become President one year after being elected to the office of President-elect.
- Assist the President in every way possible in the conduct of the President's office.
- Assume the duties of the President in case of absence, resignation, or disability.
- Serve as a member of the AAWD Advisory Committee to the Gillette Hayden Memorial Foundation.
- Be responsible for arranging the Interim and Annual Membership Meetings. The committee will include Executive Administrators, as well as other designated members.
- Periodically check with the Secretary/Treasurer and Executive Administrators on available funds for the Annual Membership Meeting.
- Clear all decisions with the President regarding the interim and annual meetings.
- Use the position of President-elect to prepare for the office of President.
- Name Directors and Committee Chairs for Presidential year by October 1 of second year of the term and develop directives for new committees.
- Be responsible for the outgoing President gift. Consult Treasurer and Executive Administrators to verify budgeted amount.

SECRETARY/TREASURER (2 year term):

It shall be the duty of the Secretary to:

- Assume duties of the President Elect in case of absence, resignation or disability
- Serve as the Chair of the AAWD Advisory Committee to the Gillette Hayden Memorial Foundation.
- Have ultimate responsibility for making certain that detailed minutes are kept of all official AAWD meetings while working with the governance specialist.
- Make sure a copy of minutes is sent to each board member.
- Update membership letter as needed, which may include benefits, AAWD mission and goals, and historical data. This membership letter shall be mailed with dues statement.
- Review the Articles of the Constitution and Bylaws in order to keep them consistent with the Association's program.
- Procedure Manual should be updated each as needed for approval by the Board of Directors. The Manual should be distributed to the officers and committee chairs yearly.
- Review bylaws annually, chair and select members of the bylaws committee as needed.
- Review Policies and Procedures Manual annually, updated as needed.
- Have general charge of the financial affairs of the Association.
- Be certain of accuracy of the accounting procedures and submission of required federal and state internal revenue reports in a timely fashion.
- Work with Board to establish a reasonable and feasible budget and keep Board on budget.
- In case of a line item being over budget or a new expenditure not having a line item, the Secretary/Treasurer shall obtain approval from the Board. In the case of an emergency, the Secretary/Treasurer and the President can approve the expenditure, but it must be reported to the Board at the next meeting.
- Present budget for approval at Board meeting.
- Prepare financial reports to present to Executive Committee monthly and for Board meetings.
- Formulate budget for incoming Secretary/Treasurer.

Financial Philosophy:

It is the duty of the Executive Committee to maintain the financial solvency of the Association. Sufficient planning should be included in the budget process to make certain that all reasonable expenses and contingencies are included. The association agencies should expend funds within the budgetary limitations established annually by the Executive Committee providing the greatest benefit to the membership.

The association should attempt to maintain financial reserves equal to at least one year's operating budget. The Annual meeting shall be fully supported by the registration fee and by corporate donations and sponsorships.

Policies:

1. The annual budget shall be prepared by the Treasurer with final approval by Executive Committee.
2. For over budget expenditures or unexpected expenditures, the Treasurer shall obtain approval of the Executive Committee in writing. In case of an emergency, the President and Treasurer can jointly approve expenditure, but then it must be reported to Executive Committee.
3. Fund-raising activities must be cleared through the Treasurer via a predetermined budget.

Disbursement Procedures:

1. Officers and Directors must submit a paper receipt or bill for reimbursement of budgeted funds. No reimbursements may be made exceeding the budgeted item without approval by Executive Committee.
2. Reimbursements may only be made after expenditure occurs.
3. A CPA shall examine financial records yearly for tax preparation. A full certified audit is not necessary unless called for by the Executive Committee. CPA: Scott Egstad and Company, CPA. 4300 Bayou Blvd. Suite 26, Pensacola Fl. 32503-2671-(850) 332-6850
4. Bank accounts: Checking account – PNC Bank, Pittsburgh, PA

IMMEDIATE PAST-PRESIDENT:

It shall be the duty of the Immediate Past President to:

- Chair Nominating Committee and submit recommendations for each officer by May 1.
- Select Nominating Committee and inform President and Central office of members of committee.
- Serve as the liaison for the governmental affairs committee
- Oversee and direct the installation of officers.

- Chair of the policy committee
- Serve as a member of the AAWD Advisory Committee to the Gillette Hayden Memorial Foundation.

DUTIES OF EXECUTIVE DIRECTOR/MANAGEMENT FIRM

It shall be the duty of the Executive Director/Management Firm to:

A. Basic Services

- a. Maintain a dedicated phone line and answer association phone.
- b. Maintain a fax line for AAWD correspondence.
- c. Maintain a central office mailing address.
- d. Attend Board meetings in person or via conference call as applicable.
- e. Attend all national events and manage on-site conference details.

B. General Communications

- a. Produce, prepare, coordinate, and mail all association mailings to include membership recruitment and event promotions.
- b. Maintain all Board member/officer rosters and committee lists.
- c. Manage all correspondence from officers.
- d. Coordinate liaisons to ADA and other dental organizations for AAWD.
- e. Coordinate all special projects and awards programs (Colgate Awards, Student Dental Awards, and Lucy Hobbs Taylor Award).

C. Membership

- a. Respond to all requests for membership information with a detailed information packet.
- b. Process all applications for membership.
- c. Respond to all new members with a membership fulfillment package.
- d. Follow up on delinquent member dues at 30, 60, and 90-day intervals.
- e. Work in conjunction with association leaders to market the association for growth in membership.

D. Database

- a. Regularly update and maintain member database.
- b. Regularly update and maintain prospective member database.

E. Financial

- a. Develop and maintain financial accounts payable and receivable.
- b. Send quarterly financial reports to Treasurer and President
- c. Develop and maintain annual budget with input from the Treasurer and approval from Executive Committee.
- d. Prepare event budget reports to include final attendance, revenues, and expenses.
- e. Maintain association banking accounts and reconcile monthly with reports to Executive Committee.
- f. Submit appropriate information to accountant for Tax reporting to local, state, and national agencies.
- g. Provide annual financial reports for Executive Board and membership meeting.
- h. Solicit corporate support monies for Chronicle advertising, membership directory, awards funding and general support.
- i. AAWD student members will receive a \$10 rebate per year for their AAWD recognized chapter for each new and renewing member. This will be tracked by the AAWD management company and issued a check at the end of first quarter (ends in March) and third quarter (ends in September) to the AAWD student chapter.

F. Regional/National Events

- a. Search, negotiate, and secure location for national events with input from Executive Committee
- b. Design and produce promotional pieces.
- c. Support event registration needs by processing registrations, badges, attendance records.
- d. Communicate registration activity with Executive Committee monthly until 30 days prior to event and then communicate weekly.
- e. Prepare all event details for room set up, refreshments, AV, etc.
- f. Negotiate with vendors and speakers to support event.
- g. Prepare CE accreditation application/ three-year cycle.
- h. Negotiate with hotel, car rental and airline contracts for discount packages.
- i. Coordinate all presentation materials and handouts.
- j. Staff registration desk and exhibit booth.

- k. Coordinate shipment of materials to and from event site.
 - l. Provide final report of financials within 60 days of event to Executive Committee.
- G. Board and Annual Membership Meetings
- a. Secure location for Board meetings with input from Executive Committee.
 - b. Prepare all meeting room details for set up, refreshments, AV, handouts.
 - c. Transcribe and distribute minutes of meetings.
 - d. Maintain previous minutes of all meetings.
- H. Materials Creation and Production
- a. Manage and store inventory and stock letterhead, envelopes, brochures, etc.
 - b. Maintain online directory.
 - c. Update and maintain website.

DUTIES OF THE BOARD OF DIRECTORS

Board Meetings

- Board Members are expected to attend 2 in-person board meetings per year (the Board Planning Session and the Annual Meeting).
- Board Members are expected to participate in monthly conference calls. Executive Committee Members are expected to participate in monthly conference calls.
- Only Board Members may vote at Board Meetings.
- The Board report should be emailed to the President and the national office so it arrives one week prior to the board meeting. The National office will notify board member of submission deadline.
- Missing 2 or more board meeting without prior notice may be grounds for removal from the board.

Conduct During Board Meetings

- Meetings will start and end on time.
- All discussions at Board meetings are confidential and are not to be discussed with outside parties unless specifically agreed upon by the Board of Directors.

- Meeting participants will engage in constructive conversations which respect each member's input and experience. When a decision or conclusion cannot be reached, that particular point of discussion will be placed in a “parking lot” and the Executive Committee will, at the next board meeting, recommend a course of resolution.
- Board Members will make every effort to be present during the entire meeting time and try to limit distractions during that time.
- Board Members will be presented with a written, timed agenda prior to each meeting and the President will serve as the facilitator.
- Although not related to a meeting, Board Members will respond to each other’s communications either by phone or email within 48 hours, unless there are extenuating circumstances.

Mailing List/Labels/Directory

- The AAWD membership list is not for sale and is not made available to vendors or Corporate sponsors.

Exceptions to Mailing List Policy

- Only as approved by a 2/3’s vote of the Board of Directors.

DUTIES OF DIRECTOR OF ACADEMIC AFFAIRS (2 year term)

It shall be the duty of the Director of Academic Affairs to:

The Director of Academic Affairs should have a full-time dental faculty appointment and should seek designation as the ADEA Women's Liaison's Officer for their institution. This director should therefore maintain membership in the American Dental Education Association (ADEA) and/or American Association for Dental Research (AADR).

- Full time dental faculty position
- Attend all Board meetings of AAWD.
- The primary role of this directorship is to serve as a conduit (communication) between academic members (faculty, residents, post-graduate fellows and students) and AAWD.
- Promote scholarships and awards for faculty and students ensuring postings and communications are maintained at ADEA and the AADR while working with the Director of Member Benefits.

- Work in conjunction with the Director of Member Benefits to prepare award and scholarship announcements to be submitted to dental school deans and the WLO's.
- Form a selection committee, which includes Director of Member Benefits, to select recipients of the corporate sponsored student awards
- Maintain a list of Women-Liaison Officers in each dental school and post pertinent information regarding AAWD faculty membership as well as student and faculty scholarships and awards.
- Serve as liaison to ADEA and Women's Liaison Officers in each dental school.
- Promote student/faculty research in the areas of women's health or leadership for women.

DUTIES OF DIRECTOR OF CORPORATE RELATIONS (2 year term)

It shall be the duty of the Director of Corporate Relations to:

- Attend all Board meetings of AAWD.
- Promote fundraising via sponsorships, donations, and grants.
- Develop corporate roundtable guidelines and composition.
- Arrange and attend corporate roundtable meetings (Executive Committee is included on all corporate roundtable meetings).
- Be corporate liaison to the corporations in the dental industry and create long lasting relationships with said companies.
- Attend 2-3 meetings annually outside of the AAWD annual meeting to work on corporate partnerships
- Develop marketing strategies.
- Work closely with President-Elect to solicit outside funds for annual meeting and receptions.

DUTIES OF UNIFORMED SERVICES DIRECTOR (2 year term)

It shall be the duty of the Uniformed Services Director to:

- Act as liaison between AAWD and its federal services members, including uniformed services and VA.
- Attend all AAWD Board meetings.
- Provide information for membership communications or website publishing.

- Provide nominating committee with names of interested federal services women to serve on the AAWD Board.
- Nominate candidate for the Jeanne Hansen Bayless Federal Services Award, as appropriate, and serve as chairperson for selection committee.
- Chair Federal Services Awards Committee.
- Select members for the Federal Services Awards Committee.

DUTIES OF DIRECTOR OF MEMBERSHIP AND CHAPTERS (2 year term)

It shall be the duty of the Director of Membership and Chapters to:

- Attend all Board meetings of AAWD.
- Promote the organization of local chapters of AAWD.
- Organize quarterly calls for all chapter leaders.
- Provide help with soliciting speakers and funding for local programs, by working with the Director of Corporate Relations.
- Maintain and update chapter start-up materials.
- Devise plans to recruit new members and retain working with the Director of Member Benefits
- Develop motivational programs to involve existing active members and officers in recruiting new members and reactivating former members
- Maintain contact with Student Representative to promote membership recruitment at each school
- Support Director of Academic Affairs with student chapter formation

DUTIES OF DIRECTOR OF MEMBER BENEFITS (2 year term)

It shall be the duty of the Director of Member Benefits to:

- Attend all Board meetings of AAWD.
- Select and organize committee(s) as needed for award/scholarship selection as needed.
 - Work with the Director of Academic Affairs to coordinate the Eleanor J. Bushee and Corporate Sponsored Student Awards
 - Work with the Director of Uniformed Services to coordinate the Jeannie Hansen Bayless Award

- Final approval on nomination application and marketing process.

Policy:

- Lucy Hobbs Taylor:
 - Award is given annually by the AAWD Board of Directors to a member in good standing for significant service to dentistry and achievement in civic, cultural, humanitarian, academic and/or professional realms. The nominee's actions must reflect positively on the profession and nominations for the award may be by the AAWD membership. This Award is the highest honor which the AAWD can bestow on one of its members. The Director will make a recommendation to the President, Board of Directors.
 - Write article for publication to solicit Lucy Hobbs Taylor nominations then submit nominations to Board of Directors.
- Eleanor J. Bushee Senior Dental Student Award:
 - Award to the outstanding senior woman dental student who is a national member. The recipient is selected by the Dean or the Dean's designees. In January, each school receives notice of the Award with an information sheet to be completed. The sheet should list the recipient chosen from that school. The form is returned to AAWD and a certificate is prepared and mailed the school. The school makes the presentation to the student.
- Corporate Sponsored Student Award (if funding Available)
 - Each year, every dental school is asked to nominate students for this award. The Committee then selects up to 10 nominations and presents each recipient with a certificate letter and \$500 check.
- Federal Services/Jeannie Hansen Bayless Award:
 - In the event, the Uniformed Services Representative determines a representative for this award, the Director of Member Benefits will receive their recommendation. The Director of Members Benefits upon receipt of this recipient will report same to President, Board of Directors.
 - Recipient is determined by Uniformed Services representatives and presented during the Annual Meeting. Review application forms and update yearly.
- Develop and market affinity programs for membership, working with the Director of Corporate Relations.
- Solicit for member, state, regional and student web links to link to AAWD web site.

DUTIES OF STUDENT REPRESENTATIVE

It shall be the duty of the Student Representative to:

- Attend Board of Director meeting at Annual Meeting and all other BOD conference call meetings. Encouraged to attend all other Board of Director meetings if possible.
- Promote AAWD membership within her own student chapter.
- Assist in promoting membership at other dental schools by contacting student chapter presidents and help when needed.
- Communicate with Director of Academic Affairs monthly.
- Present ideas for student session during annual meeting.
- Solicit articles and photographs from student chapters for membership communication.

COMMITTEES

1. Gillette Hayden Memorial Foundation Committee:
 - a. The Gillette Hayden Memorial Foundation was established in 1930 to honor the memory of Dr. Gillette Hayden. The special committee related to the Gillette Hayden Memorial Foundation is as follows:
 - i. The AAWD Advisory Committee to the Gillette Hayden Memorial Foundation (GHMF) shall be composed of three (3) members- the AAWD Secretary/Treasurer, the AAWD President-Elect and the AAWD Immediate Past-President. The Secretary/Treasurer shall serve as the Chair of the Advisory Committee. The Committee shall function to determine to whom, in what amounts, at what time and under what conditions, disbursements shall be made for charitable, scientific, literary or educational projects that support AAWD, including furtherance of graduate research in dentistry. The Committee will follow the GHMF Bylaws for guidance in disbursement of funds. In addition, as stated in the GHMF Bylaws, the AAWD Advisory Committee to the GHMF shall submit a request for distribution of funds in writing to the GHMF prior to November 15th. If the GHMF receives no request for disbursement of funds or if a majority of the AAWD Advisory Committee to the GHMF for any reason fails to agree to the disposition of the funds, then the GHMF Trustees are authorized and directed to make such disbursements as they may, in their sole discretion, determine. The committee shall notify all applicants of the granting or rejection of their requests for assistance. The AAWD Advisory Committee shall submit a report of the actions it has taken annually to the Gillette Hayden Memorial Foundation

and shall report to the AAWD Board of Trustees on the Committee's action prior to the AAWD Annual Meeting.

2. Mentorship Committee
3. Volunteers Committee
4. Bylaws Committee
5. Policy Statement Committee



American Association of Women Dentists Criteria for Lucy Hobbs Taylor Award Recipients

The announcement for AAWD LHT award is to state that AAWD has reached a final decision on contents of public announcements regarding LHT award.

Documents to be submitted upon nomination: One submitting a nominee for the AAWD LHT must provide to the AAWD the following documents: 1) the nominee's resumé signed by the nominee (PDF format if submitting electronically), and 2) letter of nomination signed by the nominator (PDF format if submitting electronically). The nominator can be any person, AAWD member or not an AAWD member. The nominator must be at least 21 years of age to submit a nomination.

Attributes of an AAWD LHT recipient:

1. Recipient of AAWD LHT must be a willing example of a true professional and one who has a record of accomplishment in one or more areas of dentistry [for example, areas of dentistry may include, but are not limited to, clinical dentistry (including fields of specialization), organized dentistry, academia, government, anthropology, archeology, philanthropy (includes community involvement), and consulting (for example, to the insurance industry)].
2. Recipient of AAWD LHT has a record of at least ten (10) years membership in AAWD to include current membership (as verified by AAWD) and the AAWD membership must be stated on the resumé with the exact years being claimed.
 - a. AAWD Board of Directors are not eligible for the LHT Award unless it has been 2 years since they served on the AAWD Board of Directors.
3. Recipient of AAWD LHT must have a career as a licensed dentist for at least twenty (20) years as stated on the resumé to include jurisdiction and the exact years being claimed.
4. Recipient of AAWD LHT must have a record of mentoring women dentists and/or service to organizations that further the cause of women in dentistry.

Procedural:

The Selection Advisory Committee (LHT SAC) that advises the President for the AAWD LHT recipient consists of four members plus its Chair and each member is allowed one vote. The Chair only votes when there is a tie to provide a decision on the recommendation to be made to the President. The Chair is a member of the Board of Directors. The members of the LHT SAC (except the Chair) are members of AAWD who are not members of the Board of Directors. At least one of the LHT SAC members must be a previous LHT award recipient. The LHT SAC are

recruited by the Chair, and once recruited the Chair provides the names of the LHT SAC to management to document that they have been selected/accepted the position and to verify those names belong to AAWD members in good standing.

To avoid conflict of interest, LHT SAC member names are not provided to any member of the Board of Directors, including the President. The members of the LHT SAC, as a condition of acceptance of a position on the LHT SAC must agree to nondisclosure of proceedings of the LHT SAC. The members of the LHT SAC are required to report to the Chair any conflicts of interest they are aware of and if there are none, this should also be reported to the Chair. The Chair will interview any who give a report that there is a conflict of interest to determine whether such conflict will affect proceedings of the LHT SAC. If it is determined that a conflict reported will likely affect the proceedings of the LHT SAC, the Chair will ask the member reporting the conflict to recuse self from the LHT SAC. The LHT SAC will continue its work enlisting the efforts of its remaining members. The identities of the nominees will remain anonymous to the LHT SAC by being given a letter designation (Nominee A, B, C, etc.) and the LHT SAC members will be given a number designation by the Chair. The Chair will be the only person on the LHT SAC that knows the identities of the LHT nominees and LHT SAC.

Once the LHT SAC has chosen an award recipient, the Chair can inform the LHT SAC of the identity of the selection. In the event the Chair chooses to tell the LHT SAC the choice, it is a good idea to remind the LHT SAC members that the President has the right to accept or reject the choice of the LHT SAC and therefore, any mention of the choice to anyone outside the LHT SAC may result in unintended and regrettable consequences. The Chair reports the LHT SAC's selection to the President which is in the form of a recommendation.

The following documentation to support the LHT Award requirements are needed:

The nominee's resumés and letters of nomination arrive at AAWD headquarters after the AAWD LHT Award announcement is made.

The management performs the following screen:

1. The existence of the nominee's resumé signed by the nominee (PDF format if submitting electronically),
2. The existence of a letter of nomination signed by the nominator (PDF format if submitting electronically),
3. The existence of a record of at least ten (10) years membership in AAWD to include current membership (as verified by AAWD) and the AAWD membership must be stated on the resumé with the exact years being claimed.
 - a. AAWD Board of Directors are not eligible for the LHT Award unless it has been 2 years since they served on the AAWD Board of Directors.
4. The nominee must have a career as a licensed dentist for at least twenty (20) years as stated on the resumé to include jurisdiction and the exact years being claimed, and noting whether the nominee's name was placed in nomination in the past two years.

5. The management will only pass onto the LHT SAC Chair the nominee files that meet all of the above criteria and a note stating what year or years are applicable regarding criteria in the event there was a prior nomination of the name in either of the past two years.

The LHT SAC Chair then performs the following:

1. Designation of letter code (Nominee A, B, C, etc.) to all nominees to ensure their identities remain anonymous to the LHT SAC.
2. Designation of a number code (LHT SAC 1,2,3, etc.) to the LHT SAC members to ensure their identity remains anonymous to the President upon recommendation of an award winner.
3. Collects the non-disclosure agreements and conflict of interest information from the LHT SAC members.
4. Distributes to each member of the finalized LHT SAC:
 - a. Copies of the nominee's resumés and letters of nomination.
 - b. Scorecard to rank each nominee in the 5 designated categories 1-5, with 1 indicating weak achievement up to 5 being high achievement.
 - c. Ballot asking LHT SAC members to list their nominees by highest score first (and indicate the score total next to each nominee letter).
5. The LHT SAC Chair then collects the ballots (usually by e-mail or some other electronic means) after a reasonable amount of time is allowed for the deliberations (3 weeks is ideal but it is not always the case that there is that much time available) and tallies them.

Ballot Processing by the LHT SAC Chair:

The LHT SAC Chair reviews the ballot tallies to determine each Nominee's overall average score.

1. Example: Total of all scores from the ballots for Nominee A are added and then divided by the number of ballots filled out for Nominee A to create one score that is representative of the LHT SAC ballots.
 - a. $25+20+19+22 = 86/4 = 21.5$ total score for Nominee A
2. The LHT SAC Chair then applies any discretionary action indicated (see Allowed Discretionary Action by Committee Chair below). The resultant number from the process described above provides the basis for comparing the nominees.

Discretionary Amount – Discretionary Amount is a number a LHT SAC Chair can use at the discretion of the LHT SAC Chair as an addition to the Nominee's final average score (for example, to benefit the name of a nominee that has been put into nomination at least once within the past two years). The discretionary amount is set at 5 points and can be changed by action of the Board of Directors.

Tie – A tie exists in the event the Nominee's average score is within 1 point of another Nominee.

ALLOWED DISCRETIONARY ACTION BY THE COMMITTEE CHAIR

The following are two allowed discretions by the LHT SAC Chair:

In the event of a name of a nominee that had been put in nomination previously, at least once in the past two years, the LHT SAC Chair is at liberty, for purposes of the competition, to use the Discretionary Amount accorded the LHT SAC Chair (see Discretionary Amount, above) as an amount to be added to the overall average score

- 1) (See Average of List, above) for that name of a nominee to arrive at the final average for that nominee.
- 2) In the event of a tie after the discretionary points have been added (see above) involving the name of two or more nominees, the LHT SAC Chair will cast the deciding vote.

Once the nominee with the lowest total score is determined after any applicable discretionary action is applied, then that nominee is the recommendation of the LHT SAC.

The Chair then directs LHT SAC to destroy communications of any form relating to the LHT SAC and to remember to not discuss the proceedings of the LHT SAC.

The Chair submits a report to the President. The report shows the nominees (still in letter coded form so as not to violate privacy), the votes accorded to each, and whether the Chair, LHT SAC used any allowed discretionary power. The Chair remains available to answer any questions the President has concerning the report. Once the President makes a decision regarding the report (accept/reject) the resultant LHT recipient is announced by AAWD. The Chair and LHT SAC then destroy all materials related to the LHT SAC proceedings.



FEDERAL SERVICES AWARD

Each year AAWD accepts Federal Services Award nominations for women dentists who serve dentistry and our country in one of two different categories, Uniformed or Civilian. It is at the prerogative of the current Board of Directors as to whether there are two recipients each year or only one, based on the criteria for the lifetime achievements made by women dentists in the Federal Services arena. Application instructions for this award are listed below.

UNIFORMED SERVICE MEMBER

Each year AAWD accepts Federal Services Award nominations for a woman dentist who:

- Has made outstanding achievements in the Federal Services arena as a **uniformed dental officer**, to wit, Active duty, Reserve, National Guard or Retired dental officer member from one of the seven uniformed services that commission officers as defined by Title 10 and subsequently structured and organized by Title 10, Title 14, Title 32 and Title 42 of the United States Code: United States Army, United States Marine Corps, United States Navy, United States Air Force, United States Coast Guard, United States Public Health Service Commissioned Corps, and the National Oceanic and Atmospheric Administration Commissioned Officer Corps.
- Exhibits role model qualities that positively reflect the image of women dentists and commitment to the profession.
- To nominate an AAWD member deserving of this award, complete the nomination form following and return it to the AAWD National Office, along with a recommendation letter detailing why the nominee should be selected, as well as the nominee's curriculum vitae.
 - *Please forward this information to the AAWD National Office no later than: **July 1.***

Nominee eligibility requirements:

- Current AAWD member in good standing and history of full membership in AAWD for at least five (5) years.
- Service as a Federal Service uniformed dental officer as follows: Active duty, Reserve, National Guard or Retired dental officer member from one of the seven uniformed services that commission officers as defined by Title 10 and subsequently structured and organized by Title 10, Title 14, Title 32 and Title 42 of the United States Code: United States Army, United States Marine Corps, United States Navy, United States Air Force, United States Coast Guard, United States Public Health Service Commissioned Corps, and the National Oceanic and Atmospheric Administration Commissioned Officer Corps.

- Nominee must not have been a member of the AAWD Board of Directors during the past two calendar years.

Nominator must submit the following:

- Application form.
- Nominee’s curriculum vitae (CV).
- Letter of recommendation on behalf of nominee, explaining reasons for nomination including mentoring and advocacy efforts and involvement in AAWD.
- The recipient will be selected by AAWD’s Federal Services representatives and the award will be presented during AAWD’s Annual Conference.
- If you have any questions, please call the AAWD National Office at 1-800-920-2293.

*NOTE: for those claiming Reserve or National Guard service, please indicate on CV both years of active Reserve or National Guard service and denote any time recorded on DD214's by giving inclusive dates.

†NOTE: please denote education on CV to include degrees earned at institutions of higher learning. Listing individual continuing education (CE) accomplished is discouraged. If it is a true statement, please enter a statement on the CV: “I have completed the CE necessary to meet licensure requirements for [enter name of state or governmental unit]”. This includes those whose states do not require them to complete CE when on active uniformed service status – AAWD understands that to be the case.

‡NOTE: please denote on CV membership in Professional Organizations (does not necessarily mean just dental ones, but can include Uniformed Services associations, community ones such as the American Legion, etc.).

CIVILIAN DENTIST WORKING IN GOVERNMENT

Each year AAWD accepts Federal Services Award nominations for a woman dentist who:

- Has made outstanding achievements in the Federal Services arena as: List A: a civilian dentist (a dentist who is not currently serving in one of the seven United States (US) uniformed services and who does not qualify for retirement status for a uniformed member from one of those services), such as dental scholars (these programs are generally administered by the US Public Health Service), Department of Veterans Affairs dentists, advocates for federal government dentistry, civilian dentists involved in federal government clinical assignments or archeology or anthropological endeavors having a federal government component to them (occur on federal government land, etc.), and dentists who are under the supervision of the US Department of State (nongovernmental organizations [NGOs], such as Doctors Without Borders).
- Exhibits role model qualities that positively reflect the image of women dentists and commitment to the profession.
- To nominate an AAWD member deserving of this award, complete the nomination form following and return it to the AAWD National Office, along with a recommendation

letter detailing why the nominee should be selected, as well as the nominee's curriculum vitae.

- ***Please forward this information to the AAWD National Office no later than: July 1.***

Nominee eligibility requirements:

- Current AAWD member in good standing and history of full membership in AAWD.
- Service as a Federal Service civilian dentist OR acting as an advocate for women Federal Service dental officers (uniformed or non-uniformed dental officers). See List A, above, for examples of Federal government civilian service as a dentist. NOTE: Dentists who have performed some uniformed service, but who do not qualify for a uniformed services retirement can be considered for this award. In other words, a civilian dentist is not to be disqualified for this award for the sole reason of having served some years in a uniformed services capacity.
- Nominee must not have been a member of the AAWD Board of Directors during the past two calendar years.

Nominator must submit the following:

- Application form.
- Nominee's curriculum vitae.
- Letter of recommendation on behalf of nominee, explaining reasons for nomination including mentoring and advocacy efforts.
- The recipient will be selected by AAWD's Federal Services representatives, and the award will be presented during AAWD's Annual Conference.
- If you have any questions, please call the AAWD National Office at 1-800-920-2293.

COMPOSITION OF THE FEDERAL SERVICES AWARD COMMITTEE:

The Federal Services Awards Committee shall be chaired by the Uniformed Services Director who is a member of the Board of Directors. The Federal Services Awards committee shall consist of three (3) members, including the Chair. In the event there is no Uniformed Services Director who is a member of the Board of Directors, or the Uniformed Services Director is unable to serve in the capacity of Chair as denoted by communication with the President, AAWD or else as denoted by not responding to queries from the President, AAWD, then the Federal Services Awards Committee shall be chaired by the Director of Member Benefits. At least two members of the Federal Services Awards Committee shall have Federal Services experience as a dentist as attested to by curriculum vitae.



STUDENT CHAPTER OF THE YEAR

Purpose:

The Student Chapter of the Year Award recognizes chapters who have connected in a meaningful way with AAWD supporting their goal and mission.

Eligibility Requirements and Program Overview

- To qualify for this award, nominated chapters must be a chapter in good standing having submitted their Annual Standards Report by provided deadline.
- AAWD Student Chapters who have won an AAWD Chapter of the Year Award in the immediate prior year are exempt from consideration for the following fiscal year's award submission pool.
- Our goal is to create and foster a chapter awards program where all chapters feel comfortable and confident that they are being recognized for their hard work, regardless of geographic location, distance from a major metropolitan area, total number of members, or board size. Please refrain from submitting a nomination for the chapter of the year award if your chapter has won this award in the previous year.
- Each Chapter that meets the above requirements will be eligible to receive the award.

Nomination

- Nominations of Chapter of the Year will only be accepted via survey submittal from the link provided. Nominations must be accepted by the deadline provided. Any board member can provide the nomination. Nominations will be reviewed separately and points awarded per individual nomination received. The highest individual submission, not the collective total of all nominations received for that chapter, will receive the award. Incomplete nominations will result in lower point values and will not be combined with any other nomination. Thorough and well-written nominations are encouraged.

Form Evaluation

- The AAWD Operations Staff liaison will review the nomination forms to verify point values and criteria for eligibility. The nominations will then be provided to the SOY and COY committee to select the winner.

- Points will be tabulated to each nominated chapter, based on criteria and weights used in the evaluation of the nomination form. The award winner is the chapters with the highest total scores in defined categories.

Award

The AAWD Student Chapter of the Year Awards consists of:

- Symbol of recognition.
- Recognition in AAWD publications.
- Member(s) of the chapter will receive the recognition of the Chapter of the Year Award during the AAWD Annual Conference Awards Gala.

Criteria and Points for Student Chapter of the Year Rating:

- 1-Fair
- 2-Good
- 3-Excellent
- 4-Outstanding

School	Application Process, video, PPT presentation etc.	Support AAWD Mission	Oral Health Research Targeting Women Issues	Community Service	Fundraising Campaigns

Total Score:

Board Member Signature: _____



STUDENT LEADER OF THE YEAR

Purpose:

The Student Leader of the Year Award recognizes student leaders who have led their student chapters and support the mission of AAWD.

Eligibility Requirements and Program Overview

- To qualify for this award, the student leader must be in good standing having submitted their application by provided deadline.
- Student Leaders who have won an AAWD Student Leader of the Year Award in the immediate prior year are exempt from consideration for the following fiscal year's award submission pool. Board members are exempt from consideration.
- Our goal is to create and foster leadership awards where all chapters submitting their application feel comfortable and confident that they are being recognized for their hard work, regardless of geographic location, distance from a major metropolitan area, total number of members, or board size.
- Member of Student Chapters are encouraging to submit student leader's names that meets the above requirements will be eligible to receive the award.

Nomination

- Nominations for Student Leader of the Year will only be accepted via survey submittal from the link provided below. Nominations must be accepted by the deadline provided. Any AAWD student chapter member can provide the nomination. Nominations will be reviewed separately and points awarded per individual nomination received. Applicant will be scored based on merits submitted by nominating student member(s).

Form Evaluation

- The AAWD Director of Student Chapters will review the nomination forms to verify point values and criteria for eligibility.
- Points will be tabulated to each nominated student chapter member, based on criteria and weights used in the evaluation of the nomination form. The award winner is the student leader with the highest total scores in defined categories.

Award

The AAWD Student Leader of the Year Awards consists of:

- Symbol of recognition
- Recognition in AAWD publications
- Recognition of the Student Leader of the Year Award at the AAWD Annual Conference Awards Gala.

Criteria and Points for Student Leader of the Year Rating:

- 1-Fair
- 2-Good
- 3-Excellent
- 4-Outstanding

Nominee/ School	Leadership Style	Support AAWD Mission	Oral Health Research Targeting Women Issues	Community Service	Membership Campaigns

Total Score:

Board Member Signature:

All forms can be obtained from the central office. These forms include (but not limited to) the conflict of interest, travel reimbursement, and student sponsorship forms.

PROTOCOLS & POLICIES

GOVERNANCE

GOVERNANCE IS:

- Providing strategic leadership and direction.
- Crafting and administering policy.
- Setting direction.
- Ensuring adequate resources
- Defining, deliberating and deciding on matters of consequence
- Advancing the defined mission
- Ensuring overall accountability
- Making informed organizational choices
- Decision Making!
- Board Member’s Governance Responsibilities
- Duty of Care: Prudent business judgment (Prepare; Attend; Participate)
- Duty of Loyalty: Act in best interest of AAWD
- Duty of Obedience (Be consistent with articulated mission)
- Know and follow the By-laws of AAWD
- E board member is responsible for a particular area either as designated by the Executive Board or by the board-specific delegated area of responsibility

GOVERNANCE VS. MANAGEMENT

- Governance is the strategic task of setting goals, direction, limitations and accountability frameworks of the organization.
- Management is the allocation of resources and the oversight of the day-to-day operations of the organization.
- The BOARD OF AAWD sets the direction and goals of the organization.

- The MANAGEMENT FIRM AND EXECUTIVE DIRECTOR develop the means of achieving the stated goals.
- Both groups must work together in an accountable, responsive and transparent manner in order to be effective.

CHARACTERISTICS OF AN EFFECTIVE BOARD

- Comprehension of role and responsibilities
- Respect for peers and staff
- High integrity
- Constructive and positive conflict resolution
- Appropriate preparation for meetings
- Demonstrated loyalty to organization
- Willingness to ask good questions and listen carefully
- Courage to make difficult decisions
- Analysis of complexities and subtleties of all issues
- Group responsibility for decisions and actions that are taken.



POLICY STATEMENTS

DATE: Board Approval March 16, 2018

RE: Policy Statement on Sexual Harassment

AAWD Policy Statement on Sexual Harassment

The American Association of Women Dentists both supports and promotes equality and compassion in the workplace, universities, and professional gatherings of any type or size. AAWD upholds a person's right to work in an environment free of discrimination, harassment, and hostility.



DATE: Board Approval August 20, 2018

RE: Policy Statement on Fluoride

AAWD Policy Statement on Fluoride

The American Association of Women Dentist supports the use of fluoride products and recognize the importance of fluoride in cavity prevention in both children and adults. Approved methods of receiving fluoride include but are not limited to community water fluoridation, topical fluoride application and fluoride supplements as recommended by a licensed dentist to prevent tooth decay.



DATE: Board Approval October 4, 2018

RE: Policy Statement on Student Debt

AAWD Policy Statement on Student Debt

The American Association of Women Dentists supports long-term legislative solutions for the growing student debt crisis. AAWD encourages expansion of loan repayment opportunities for working in National Health Service Corps appropriate sites and underserved areas. Advocacy measures should include federal graduate student loan programs, loan forgiveness, faculty loan repayment, tax deductibility of interest on student debt, tax exemptions for scholarships and stipends, and reduction of student loan interest rates.



DATE: Board Approval January 21, 2019

RE: Policy Statement on Patient Treatment During Pregnancy

AAWD Policy Statement on Patient Treatment During Pregnancy

The American Association of Women Dentists recognizes the safety and important of providing preventative, diagnostic, and restorative treatment throughout a patient's pregnancy and would like to highlight the following:

- Delaying treatment during pregnancy may result in more complex issues, especially in dental emergencies;
- Pregnant patients have increased risk for certain oral conditions and therefore should be counseled on proper oral care throughout pregnancy; and
- Working alongside a patient's obstetrician to coordinate care in a safe and comfortable manner is recommended.



CONFLICT OF INTEREST POLICY

This Conflict of Interest Policy of *AAWD*: (1) defines conflicts of interest; (2) identifies classes of individuals within the Organization covered by this policy; (3) facilitates disclosure of information that may help identify conflicts of interest; and (4) specifies procedures to be followed in managing conflicts of interest.

1. **Definition of conflicts of interest:** A conflict of interest arises when a person in a position of authority over the Organization may benefit financially from a decision he or she could make in that capacity, including indirect benefits such as to family members or businesses with which the person is closely associated. This policy is focused upon material financial interest of, or benefit to, such persons.
2. **Individuals covered:** Persons covered by this policy are the Organization's officers, directors, and the organization's Executive Director and Staff (if any).
3. **Facilitation of disclosure:** Persons covered by this policy will annually disclose or update to the Chairman of the Board of Directors on a form provided by the Organization their interests that could give rise to conflicts of interest, such as a list of family members, substantial business or investment holdings, and other transactions or affiliations with businesses and other organizations or those of family members.
4. **Procedures to manage conflicts:** For each interest disclosed to the Chairman of the Board of Directors, the Chairman will determine whether to: (a) take no action; (b) assure full disclosure to the Board of Directors and other individuals covered by this policy; (c) ask the person to recuse from participation in related discussions or decisions within the Organization; or (d) ask the person to resign from his or her position in the Organization or, if the person refuses to resign, become subject to possible removal in accordance with the Organization's removal procedures. The Organization's chief employed executive and chief employed finance executive will monitor proposed or ongoing transactions for conflicts of interest and disclose them to the Chairman of the Board of Directors in order to deal with potential or actual conflicts, whether discovered before or after the transaction has occurred.
5. **Compliance with Conflict of interest policy:** Each board member is required to complete the conflict of interest form to ensure compliance of the conflict of interest policy.



WHISTLEBLOWER POLICY

This Whistleblower Policy of *AAWD*: (1) encourages staff and volunteers to come forward with credible information on illegal practices or serious violations of adopted policies of the Organization; (2) specifies that the Organization will protect the person from retaliation; and (3) identifies where such information can be reported.

- 1. Encouragement of reporting:** The Organization encourages complaints, reports or inquiries about illegal practices or serious violations of the Organization's policies, including illegal or improper conduct by the Organization itself, by its leadership, or by others on its behalf. Appropriate subjects to raise under this policy would include financial improprieties, accounting or audit matters, ethical violations, or other similar illegal or improper practices or policies. Other subjects on which the Organization has, existing complaint mechanisms should be addressed under those mechanisms, such as raising matters of alleged discrimination or harassment via the Organization's human resources channels, unless those channels are themselves implicated in the wrongdoing. This policy is not intended to provide a means of appeal from outcomes in those other mechanisms.
- 2. Protection from retaliation:** The Organization prohibits retaliation by or on behalf of the Organization against staff or volunteers for making good faith complaints, reports or inquiries under this policy or for participating in a review or investigation under this policy. This protection extends to those whose allegations are made in good faith but prove to be mistaken. The Organization reserves the right to discipline persons who make bad faith, knowingly false, or vexatious complaints, reports or inquiries or who otherwise abuse this policy.
- 3. Investigation:** The Executive Director has overall responsibility for implementation and maintenance of this policy. Reports of suspected violations of law or policy and reports of retaliation will be investigated in a manner intended to protect confidentiality to the extent possible, consistent with a full and fair investigation. The responsible parties will conduct or designate other internal or external parties to conduct the investigations. (1) Investigative responsibility for allegation(s) of serious fiscal wrongdoing, misuse of the organization's resources, financial irregularities and fraud shall rest with the Committee of the Board. (2) For other matters, depending on the nature and seriousness of the complaint, the Executive Director would be responsible for investigation.
- 4. Where to report:** Complaints, reports or inquiries may be made under this policy on a confidential or anonymous basis. They should describe in detail the specific facts demonstrating the basis for the complaints, reports or inquiries. They should be directed

to the Organization's Executive Director or Chairman of the Board of Directors; if both of those persons are implicated in the complaint, report or inquiry, it should be directed to the Treasurer. The Organization will conduct a prompt, discreet, and objective review or investigation. Staff or volunteers must recognize that the Organization may be unable to fully evaluate a vague or general complaint, report or inquiry that is made anonymously.



REIMBURSEMENT POLICY FOR MISCELLANEOUS EXPENSES

Purpose:

Identify reimbursements for miscellaneous expenses incurred by board members

Expenses for travel and registration for meetings shall be paid for by the Board member. Each Board member may receive a stipend of up to \$500 (total, per calendar year) to help pay for some of the costs incurred while traveling to/from Board meetings.

- All items purchased on behalf of AAWD, as included in the budget, shall be billed directly to AAWD. Any item not previously budgeted must be submitted to the office for board approval.
- Costs for activities by volunteers, such as mileage, secretarial, telephone calls, postage, delivery, faxing, cabs, etc., are considered a volunteer activity and shall NOT be reimbursed.
- Any new expense requested after the annual budget has been approved, must be approved by the President, Treasurer and the Executive Committee before funds are released.
- Fees to attend AAWD events are not reimbursable.
- Any travel performed on behalf of AAWD for speaking engagements and appearances will be reimbursed for air/lodging. In cases such as this, pre-approval by the President/Treasurer is required.



AAWD TRAVEL REIMBURSEMENT POLICY

Purpose:

To assist board members in travel reimbursements

1. Board travel shall be reimbursed according to the following limits: President will receive \$7500 for AAWD related travel. Executive board members will receive \$1000. Board of Directors will receive \$500. If there are two women in one director position, the \$500 will be split between the two directors. The Executive Director will be reimbursed for official travel only.
2. Receipts need to be submitted to the Executive Director within 30 days and no later than December 15 of the calendar year for reimbursement consideration, utilizing the attached form. Travel reimbursements to be considered will be airfare, auxiliary transportation costs (parking, mileage) and taxis. No meal expenses are included. IRS considers meals to be an individual expense not a reimbursable association expense.
3. Executive Director will receive the amount of one coach (economy) airfare ticket with no additional costs for seating upgrades (unless there are no alternatives), the cost of one checked bag, auxiliary transportation costs (parking, mileage) and taxis. Meals and other expenses will be taken out of per diem, based on the GSA city rate as per contract. Additional staff required for travel must be approved by the executive board prior to the meeting. Reimbursements must be submitted to the executive board prior to disbursement. If at all possible, airfare should be secured for the most reasonable rates.
4. Travel receipts for all claimed expenses must be accompanied by the travel reimbursement form. Electronic or scanned copies are preferred. If receipts are lost or destroyed, the Executive Board must approve reimbursement.

Expenses must be submitted in writing with supporting receipts/full documentation within 30 days of invoice date to qualify for reimbursement.

Contracts

1. Only the President, President-Elect the Immediate Past President and Executive Director have the authority to enter into contracts on behalf of AAWD.
2. All contracts must be in the AAWD's name and the contact must be the President or the Executive Director



SYMPATHY ETIQUETTE: COMFORT FOR BEREAVEMENT PROTOCOL

Purpose:

The purpose of the Bereavement protocol is to show support to AAWD Board Member(s) following the death of a family member.

1. Email notification to Board Members: AAWD President
 - a. A token is sent to Board Members if death of a loved one is a parent, spouse, significant other or child.
 - i. \$50-\$75
 1. Token *may be* flowers or a donation to charity.
 - b. Sympathy card when relationship is an extended family member grandparent, aunt /uncle
 - i. \$5 to \$10
 - c. AAWD Past President or AAWD Elite
 - i. \$5 to \$25
 1. Sympathy card
 2. Article in Chronicle
 3. Email/ Note from President



CONFERENCE CALL REQUEST POLICY AND PROTOCOL

Purpose:

To facilitate Central office and AAWD board members in scheduling conference calls and to coordinate conference calls in productive and purposeful way so as to eliminate conflicting conference calls and streamline workflow.

Any organization/person/group (OPG) requesting partnerships must submit supporting document(s) for review prior to conference call. This information should outline details of proposal including benefits for both organizations.

1. Once reviewed the AAWD board member forwards all docs, including completed conference call form, to executive board for consideration.
2. Executive Board Members vote on conference call request.
3. Executive Board notifies central office and recommends placement on calendar.
4. Expected time of conference call-2 weeks
5. Central Office will notify board member status of request.

Central Office will send out invite or work with OPG to schedule conference call

Name of Organization/Person/Group Seeking Collaboration _____
 Contact Person Name _____
 Email Address: _____
 Phone Numbers: Office _____ Fax: _____ Mobile _____
 Proposed Conference Call Date: _____



Details of Proposal and reason for needed conference call

AAWD Executive Board Members requested to attend call

Name (s) _____



Proposed People on Conference Call

1. _____
2. _____
3. _____
4. _____



Request Granted _____ YES _____ NO Date: _____

Recommendation _____

AAWD President _____ Executive Director _____