

Association for Women in Psychology Fiscal Policy

March, 2025 Revision

AWP's Bylaws refer to a "Fiscal Policy." This document will serve to articulate current guidelines and make them available to our members. This fiscal policy statement applies to all AWP caucuses, committees, social action initiative groups, conference collectives, and regional chapters.

A. Income and Expenses

A1. Income. Income is deposited in the AWP bank account or PayPal account. The Treasurer maintains records. Income derives primarily from members' dues and from conference profits. Annual individual dues are proposed by the Implementation Collective and voted on by the membership in accordance with the bylaws. Additional income may be earned from donations, royalties, advertisements in the newsletter, and sale of the mailing list.

A2. Checks. All checks written to AWP will be cashed within 30 days of receipt. If the AWP Treasurer is incapacitated, the Collective Coordinator or another member of the Implementation Collective should receive, record, and deposit checks in the existing AWP account or a regional AWP account. If needed, they may open a new account for AWP to fill a temporary need.

A3. Newsletter Ads. Rates are \$75.00 for a quarter page ad, \$150.00 for a half page ad, and \$300.00 for a full-page ad. The Newsletter Editor handles requests for advertising space. When an ad is contracted, the Newsletter Editor will work with the Treasurer to invoice the advertiser. The Treasurer will inform the Newsletter Editor when payment is received.

A4. AWP Mailing List. Mailing list sales are handled at the discretion of the AWP Membership Coordinator. The corporate rate is \$250.00; sister organizations are charged \$50.00. There is no cost for lists requested by AWP regionals, caucuses, committees, or for other use within the organization. Individual members may secure a mailing list for research or other appropriate purposes at the discretion of the Membership Coordinator upon request and payment of the costs involved in generating the list.

A5. Membership File Maintenance and Dues Billing. The Membership Coordinator will maintain the member files and oversees dues billing using the management system contracted by AWP for this purpose. The Membership Coordinator will work with the Communications Coordinator to make sure AWP electronic mailing lists are up to date with new members added and lapsed members removed. Lapsed members will be dropped from the active member database after two years of lapsed membership, but they can rejoin and be returned to active status at any time.

A6. AWP Website. Ongoing costs for hosting and website updates and maintenance will be regularly negotiated by the Collective Coordinator and Treasurer. A thorough review of available options will occur in the year before the expiration of current contracts for these services. The contract may also involve membership database management and conference registration/program services rather than being solely related to website maintenance.

B. Implementation Collective [IMP] Expenses

B1. Organizational Expenses. Postage, copying, printing, and miscellaneous other expenses are reimbursed to IMPs upon request if accompanied by the appropriate receipts submitted as PDFs with scanned receipts and the required reimbursement form. Individual IMPs are expected to be fiscally conservative with expenses associated with their tasks.

B2. Receipts Must Accompany Reimbursement Requests. Receipts must be submitted as PDFs with physical receipts scanned to become electronic. Requests for IMPs' reimbursements will be disallowed if the Treasurer receives them more than 60 days from the date the expense was incurred. The Reimbursement Request Form must be fully completed, and the expenses must be categorized.

B3. Meeting Expenses. Transportation is reimbursed for IMPs to attend the annual business meetings of AWP at the AWP conference for those without institutional reimbursement. Transportation is also reimbursed for IMP business meetings held at times other than the AWP annual conference (typically summer and fall). Appropriate transportation expenses can include airfare, train fare, parking at airport/train station, mileage to airport/train station, shuttle to/from airport, mileage to meeting if driving, parking at hotel/venue, and cost of a rental car for driving. Travel choices should be fiscally conservative (e.g., be economy class, rent a car if cheaper than mileage reimbursement, etc.).

If there is a seat reservation fee for air travel, AWP will reimburse economy seat fees. AWP will also cover fees for a first checked bag. Thus, if the first bag is free, AWP will not cover bag fees, even if the attendee pays a bag fee for a second bag. Exceptions will be made for bag fees beyond the first that are necessary to perform the roles associated with the IMP position. Travel insurance will not be reimbursed by AWP.

Food for the entire Collective at the non-conference meetings will be paid for or reimbursed and may not exceed the IRS per diem guidelines in place at the time of the meeting. Alcohol purchased at or separate from meals is not an expense AWP will cover or reimburse. Lodging costs are similarly covered with the understanding that IMPs will share a double room with another IMP. Whenever possible, the Treasurer will pay for the room block for all IMPs rather than handling costs through individual reimbursements. IMPs are responsible for any incidental charges made to rooms. Site selection for these interim meetings will be based, in part, on financial considerations favoring fiscal conservatism in relation to food, lodging, and travel costs.

It is advantageous for incoming and outgoing IMPs to attend an "overlap" meeting in which both are present. If possible, the expenses for both incoming and outgoing IMPs to attend this overlap meeting will be covered as detailed above.

B4. Financial Accommodations. If, in the interest of equity and access, an IMP needs accommodations with financial impact, they can work with the Collective Coordinator, and Treasurer as needed, to request such. These could include additional costs beyond those typically covered by AWP or the need for AWP to pre-pay certain expenses. If, as an accommodation, AWP pre-pays travel expenses and the IMP does not, in fact, attend the Collective meeting, they are responsible for reimbursing AWP for any costs of travel that were not refunded.

B5. The Society for the Psychology of Women (SPW; APA Division 35). SPW and AWP have a unique relationship. Because of this, AWP and SPW have a liaison who is a member of both organizations. They attend the annual SPW midwinter meeting. The liaison receives travel support from SPW for the

midwinter meeting, and the liaison can request supplemental funding from the Implementation Collective, but such funding cannot be guaranteed. Any travel to SPW meetings fully or partially funded by AWP must conform to the guidelines detailed in section B3 of this document.

B6. IMPs Who Elect Not to Request Reimbursement for Expenses. If IMPs incur out-of-pocket expenses on behalf of AWP without seeking reimbursement, the expenses may be considered a charitable contribution which may be deducted from income taxes in the same manner as other claimed donations. They may also be able to keep receipts and deduct the amount as a professional expense. IMPs may also legally deduct mileage expenses at the prevailing IRS approved per mile rate for driving to conduct organizational business. Financial contributions are monies that are spent only on behalf of AWP that the IMP may wish to donate and later deduct. IMPs may not claim the value of labor contributed – volunteer labor is just that, and it is not deductible.

C. Other Ongoing Financial Commitments

C1. Annual Conference Funding. As detailed in Section E, AWP disburses \$8500 to the conference planning collective for in-person conference and \$7000 in seed funding for virtual conferences. AWP is also responsible for an additional \$1500 to compensate the conference coordinator(s).

C2. Archives of the History of American Psychology. AWP is archiving organizational records with the Archives of the History of American Psychology. To do this, AWP has committed to making a \$1 donation annually per each person paying dues at the full member rate. The Archives of the History of American Psychology will invoice AWP once-per year for this, and AWP will determine current membership census and the size of the donation in advance of this annual invoice as requested.

C3. APA's Committee for Women in Psychology (CWP). The Implementation Collective Coordinator will serve as the liaison to CWP. The Co-Co will contact the current CWP chair to determine the best way to virtually attend meetings, participate in discussions, etc. The Co-Co can request funds to attend an in-person CWP meeting if they deem there is a compelling reason to do so, but funding cannot be guaranteed. Any travel to CWP meetings fully or partially funded by AWP must conform to the guidelines detailed in section B3 of this document.

C4. Award Committee Chairs. Award Committee Chairs must advise the AWP Treasurer and Staffer, in advance of each conference, of the Award Winners' names and contact information, as well as the financial amount for that Award using the Award Reporting Form.

C5. Annual Prize for Psychological Research on Women and Gender by Graduate or Undergraduate Students (student research prize). AWP and the Society for the Psychology of Women (SPW; APA Division 35) provide a \$250 cash award to one Student Research Prize winner. AWP and SPW each contribute \$125 to this award every year. The AWP Treasurer bills SPW for this contribution.

The Student Research Prize Award winner and up to two Honorable Mention recipients will each receive one year of free AWP membership.

In addition to the primary award, AWP supports the AWP conference attendance of the winner of the Student Research Prize and up to two Student Prize Honorable Mention recipients [a total of three individuals] so that they can present their work at the conference by covering the cost of one-fourth [$\frac{1}{4}$] of the rate for a basic 4-person (shared) conference hotel room for up to three nights actual stay at the

conference hotel. Up to one programming session is allocated for the presentation of talks by the award winner and honorable mention recipients.

The local conference committee will waive the basic student registration fee for these three presenters. The cost of conference activities (dance, concert, workshops, CEU's, banquet, meals, etc.), beyond the basic registration, will be the responsibility of the student(s) and will not be reimbursed by AWP.

The Student Research Prize Committee Chair will connect the AWP Treasurer with the award and honorable mention recipients who are attending the conference. The Treasurer will then work with the student(s) and the conference committee to arrange for housing.

C6. AWP-Funded Awards. Upon receipt of a written request form the Chair of the appropriate award committee and receipt of appropriate documentation regarding the award winner using the Award Reporting Form, the national AWP Treasurer will forward payment to the indicated winner(s). AWP will reimburse the award committee chairs for receipted expenses accompanied by a Non-Travel Reimbursement Request Form.

C6.1. Distinguished Career Award (DCA). This award is associated with a \$250.00 honorarium, contingent on making a presentation based on the award-winning work at the next AWP annual conference, and the base conference registration fee is waived. AWP will cover the cost of one award in this category per year. If the committee wishes to raise additional funds to give multiple awards of no more than \$250 each, that is allowed under this fiscal policy.

C6.2 Distinguished Publication Award (DPA). This award is associated with up to a \$250.00 honorarium, contingent on making a presentation based on the award-winning work at the next AWP annual conference. One waived base conference registration for each awarded publication (up to a total of 3 publications) is included as part of this award. AWP provides the DPA committee with a total budget of \$500 for this award and will reserve up to 3 programming sessions in the conference for DPA winners to present. If the committee wishes to raise additional funds to give multiple awards of no more than \$250 each, that is allowed under this fiscal policy.

C6.3 Lesbian Psychologies Unpublished Manuscript Award (LUMA). This award is associated with a \$250.00 honorarium, contingent on making a presentation based on the award-winning work at the next AWP annual conference, and the base conference registration fee is waived. AWP will cover the cost of one award in this category per year.

C6.4 Spectrum Gender and Sexual Minority Manuscript Award. This award is associated with a \$250.00 honorarium, contingent on making a presentation based on the award-winning work at the next AWP annual conference, and the base conference registration fee is waived. AWP will cover the cost of one award in this category per year.

C6.5 Women of Color Psychologies Award. This award is associated with a \$250.00 honorarium, contingent on making a presentation based on the award-winning work at the next AWP annual conference, and the base conference registration fee is waived. AWP will cover the cost of one award in this category per year.

C7. Awards Without AWP General Funding.

C7.1. Jewish Women's Caucus Award for Scholarship. This award is funded by an investment account with IMPAX Asset Management established for this purpose and is paid upon direction of the Caucus Coordinator, JWC Liaison, or the JWC Award Committee Chair. The AWP Treasurer will pay the award recipient from the AWP general fund. Every 2-3 years, the AWP Treasurer will facilitate reimbursing the treasury from the IMPAX investment account. They may need to work with a member volunteer who manages the account if they are not an authorized signer on the account. Fiscal impact: the cost of the plaque, a symbol of the award, and \$250 as long as funds remain available. The award winner is invited to present their work at the next AWP conference, and if presenting, the base conference registration fee is waived.

C7.2. The Christine Ladd-Franklin Award. The IMPs may, but are not required to, select a recipient of this award each year, to be presented at the annual AWP conference. Suggested wording for a plaque given to the Award recipient is as follows: "[Recipient name and date] is awarded the Christine Ladd-Franklin Award in recognition of their distinguished contributions to the Association for Women in Psychology and to Feminist Psychology." Fiscal impact: the cost of the plaque, a symbol of the award.

C7.3. The Doris Howard Lifetime Service Award. The Doris Howard Lifetime Service Award was inaugurated in March, 1999, to recognize service to AWP over an extended period of time. It is awarded by the Implementation Collective to recognize persons who have provided exceptional service to AWP over at least a 20-year period in a variety of forms. For instance, the recipient may have served AWP as a member of the Implementation Collective or Conference Committees, coordinator of a caucus or award committee, or as a contributor to special projects or financial initiatives. When awarded, it is conferred at the annual AWP conference. This is not intended to be an annual award. Fiscal Impact: the cost of the plaque, a symbol of the award.

C7.4. The Florence Denmark Distinguished Mentoring Award. This award was inaugurated in October, 2004, to honor feminist leadership that continues the work of foremother Florence Denmark and her selfless mentoring of women around the world. The recipient is selected by a committee of AWP members who identify a member who continuously provides feminist support, supervision, and guidance to undergraduate or graduate students in psychology. The recipient is known for bringing students to the AWP conference and other professional conferences, providing supportive thesis advising, skillfully guiding researchers or clinicians in the navigation of academic and professional settings, and inspiring students in their ongoing career paths. When awarded, it is conferred at the annual AWP Conference. Fiscal Impact: the cost of a plaque, a symbol of the Award; and \$250 as long as funds remain available. Cash prizes will be sustained by donations made to the Florence Denmark Distinguished Mentoring Award Fund. It is the responsibility of the Florence Denmark Award Committee to pursue additional donations as needed to fund the award.

C7.5. The Oliva Espín Award for Social Justice Concerns in Feminist Psychology. This award was established in 2007 through a founding contribution from Oliva Espín to recognize the work of feminists who are making important contributions to practice, education, and training, and/or scholarship in the areas of (a) Gender and Immigration and (b) the Intersections of Ethnicity, Religion, and Sexual Orientation – the areas of Oliva's lifelong contributions to feminist practice and scholarship. The inaugural award was presented in 2008. The recipient is selected by a committee of AWP members on the basis of documentation in support of the candidate's nomination or submissions. When awarded, the winner is invited to present their work at the next AWP conference, and if presenting, the base conference registration fee is waived. Fiscal Impact: the cost of a certificate, a symbol of the Award, and \$250 as long as funds remain available. Cash prizes will be sustained by donations made to the Oliva

Espín Award Fund. It is the responsibility of the Oliva Espín Award Committee to pursue additional donations as needed to fund the award.

C7.6. The Unger-Frieze Prize for Best Student Poster Presentation. This prize, created by the Researchers' Caucus, is presented in honor of Rhoda Unger and Irene Frieze, both esteemed scholars, to promote student participation in AWP and recognize exceptional work in the field of feminist psychology. Winners are announced following the conference, and a certificate is mailed to the recipient. Fiscal Impact: the cost of the certificate, a symbol of the Award, and \$100 as long as funds remain available. It is the responsibility of the Award Committee to pursue additional donations as needed to fund this award.

C7.7 Sue Morrow - Living our Visions Award (LOVA). This award honors Susan L. Morrow who changed the landscape of feminist multicultural qualitative research in psychology. The recipient is selected by the LOVA award committee. When awarded, the winner is invited to present their work at the next AWP conference, and if presenting, the base conference registration fee is waived. Fiscal Impact: \$250 as long as funds remain available. It is the responsibility of the LOVA committee to pursue additional donations as needed to fund the award.

C7.8 - Christine Blasey-Ford Woman of Courage Award. This award was established to recognize and celebrate feminist leaders who have demonstrated the quality of political courage in standing up and speaking truth to power in order to take action against injustice, discrimination, or harm. Any individual who has acted on a local or national level is eligible. Nominations will be solicited from AWP members, and the winner will be selected by the CBF award committee. When awarded, it is conferred at the annual AWP Conference. Fiscal Impact: \$250 as long as funds remain available. It is the responsibility of the CBF committee to pursue additional donations as needed to fund the award.

D. Special Actions/Projects

D1. Social Action Initiatives. The IMPs may authorize expenditures for a particular project, action, donation, training, or purchase at any regular collective meeting. Any AWP member [including individuals, liaisons, committee chairs, caucuses, and regional groups] may send a letter and proposed budget for a special project to the Collective Coordinator to be considered by the IMPs at their next meeting. IMP expenditures for their own actions and projects [except business meetings] shall not exceed 2% of the previous fiscal year's gross income for any one project/action, and the annual total for such expenditures shall not exceed 10% of the previous fiscal year's gross income. Larger allocations for IMP activities are contingent upon membership approval as outlined in the Bylaws (Section VI.A).

Amounts allowed for special projects not initiated by the IMPs are not capped. Amounts awarded will be determined by the relevance of the project to AWP's objectives, taking into consideration the current size of the national treasury. Records of expenditures of any income produced by the special projects must be maintained and promptly provided to the AWP Treasurer. Seed Money Loans must be repaid to AWP. Grants supporting special projects do not require repayment.

Because of AWP's status as a nonprofit [501.c3] organization, it cannot endorse or support political candidates.

D2. International Feminist Mental Health Network Funds. When the International Feminist Mental Health Network disbanded, they passed their remaining treasury on to AWP. These funds can be used at the discretion of the Implementation Collective for purposes consistent with their focus on women's

mental health in an international context. Once these funds have been fully utilized, this special action initiative will sunset and be removed from the AWP Fiscal Policy during its next revision.

D3. Feminist Therapy Institute Funds. When the Feminist Therapy Institute disbanded, they passed their remaining treasury on to AWP. These funds should be used to further the work of feminist multicultural therapy and practice at the discretion of the Implementation Collective. Once these funds have been fully utilized, this special action initiative will sunset and be removed from the AWP Fiscal Policy during its next revision.

E. Annual AWP Conferences

E1. Banking and Financial Records. In close consultation with the AWP National Treasurer, Conference Collectives maintain their own bank accounts and online payment accounts (e.g., PayPal) for conference expenses and income. They must work with the AWP Treasurer to receive authorization to open a new bank account as chapters operate under the tax ID number for the Association for Women in Psychology as a whole. To satisfy IRS requirements, receipts and records must be maintained to account for all money received and disbursed. Annual fiscal reports are required to satisfy IRS reporting requirements. The AWP National Treasurer is responsible for sending out requests for financial statements, and the conference collective must submit them in a timely manner as designated by the Treasurer. A final fiscal report is due no later than 120 days after the end of conference.

E2. Fiscal Policy. This fiscal policy statement applies to all Conference Collectives.

E3. Financial Support for In-Person AWP Conferences. When AWP's Annual Conference is organized as an in-person conference, National AWP provides \$7000 in support of scholarships for students and limited-means members. This money will be used first for lodging and then, if funds are left over, for additional limited-means attendee expenses which may include waived registration. National AWP also provides \$1500 as a contribution to a New Member Event (e.g., a breakfast or lunch). This money is provided to the conference as a way of reinforcing the commitment AWP has for making the conference accessible for students and limited-means members and for recruitment and retainment of students. These funds can be used as seed money for paying expenses incurred in advance of receipt of registration funds. These funds are not repaid to National AWP. In the rare event one or both of these allocations were not fully expended for their intended purpose, the surplus must be returned to the National AWP treasury.

E4. Financial Support for Virtual AWP Conferences. When AWP's Annual Conference is organized as a virtual conference, National AWP provides \$7000 of seed money for paying expenses incurred in advance of receipt of registration funds. These funds are repaid to National AWP before conference profits are calculated.

E5. Conference Profits. After the conference has concluded and all bills paid, the conference collective must undertake a thorough accounting of income and expenses. After accounting for all other incoming and outgoing funds, the amount of profit should be identified. Two-thirds of the profits must be remitted to the National AWP treasury and one-third may remain with the regional group hosting the conference. This money has been used to create or sustain regional groups and has also been used to fund scholarships or other projects at the discretion of the conference coordinators. If the group wishes to disband at the end of the conference, the full profits should be remitted to the National AWP treasury.

E6. Honorarium for Conference Coordinator(s). At the close of the conference, the Collective Coordinator will present the conference coordinator(s) with an honorarium in appreciation of their work. The award will be \$1500; if there is more than one conference coordinator, the award will be shared evenly among them.

E7. Conference Hotel Negotiations. AWP will contract for the services of a hotel negotiating agency to handle the major conference task of locating and contracting with the conference hotel. The conference hotel negotiator will be responsible for working with the Conferences Liaison to negotiate the conference hotel contract and serves as the primary negotiating entity in soliciting hotel bids and communicating with hotels during the bidding stage. A contract will be negotiated between the Conferences Liaison and the conference hotel negotiator. This will be done in consultation with the conference coordinators, the Collect Coordinator, and the Treasurer as per section G5 of this document. The final contract must be signed by the Collective Coordinator or Treasurer. This process occurs ideally 1.5 to 2 years in advance of the annual conference.

E8. Registration and Program Management. In order to assist local conference coordinators and committees in their work, AWP will pay for software programs and support services for Registration and Program Management. The specific programs that are used will be determined by the Implementation Collective with recommendations from the Conferences Liaison, Conference Planner, Treasurer, and current and past conference coordinators. Contracts will be negotiated by the Collective Coordinator and Treasurer. A thorough review of available options will occur in the year before the expiration of current contracts for these services. The contract may also involve website service and membership database management rather than being solely related to conference registration and program management. All registrations and donations received through the registration management program will be collected by the conference committee through their own bank and online payment accounts connected through this system.

E9. Continuing Education (CE) Credits / Pre-Conference Caucus Activities. If a caucus offers a pre-conference workshop for CE credits, the fees charged will be consistent with other caucus pre-conference CE workshop fees. However, no one will be denied entry to a caucus event due to limited means. All pre-conference workshop fees will be split 50/50 between the conference and the caucus. Consistent with all other pre-conference workshops, the conference profits will be split between the local Conference Committee and National AWP. The local Conference Committee will receive 1/3 and National AWP - 2/3 of any profits.

In order to accommodate all caucuses, pre-conference events sponsored by a caucus will typically be limited to a ½ day activity. A suite or other space in the conference hotel will be made available for the use of the caucuses, and a maximum of 2 pre-conference meeting rooms will be made available for caucus activities. When possible, the conference will comp one suite for this purpose; this will be negotiated as part of the hotel contract for the conference. The maximum available for all caucuses is one suite and two [2] pre-conference meeting rooms. Under extenuating circumstances, National AWP may contribute to the space needs of a caucus.

E10. Featured Feminist Science Symposium Series (FFSSS). AWP and the Society for the Psychology of Women (SPW; APA Division 35) partner to organize and fund four symposia at each annual AWP conference. The symposia are organized by co-coordinators who are members of both organizations – one appointed by the Implementation Collective and one by the SPW Executive Committee. First-author presenters for each paper within each symposium receive free registration for the conference. After the

conference, the Conference Coordinator and/or Conference Treasurer invoice SPW for the cost of member, early-bird registrations for each first author up to the amount SPW budgets for this collaboration (\$3,000 annually as of June 2021). Any registration costs beyond the allocated amount are absorbed by the conference. Regardless of when presenters register or their membership status, registrations are always invoiced at the member, early-bird rate for that conference.

F. Caucuses and Regional Chapters

F1. Organizers. Primary organizers of regional groups and caucuses are required to be AWP members; other members are encouraged to join AWP.

F2. Start-Up Funds. AWP members seeking to organize a regional group or caucus may apply to the Staffer/Regional Coordinator for Start-up funds, not to exceed \$200. There will be no request for the return of the \$200 start-up grant.

F3. Banking and Financial Records. In close consultation with the AWP National Treasurer, the chapter/caucus Collective Coordinator and Treasurer maintain their own bank accounts and online payment accounts (e.g., PayPal) for expenses and income. They must work with the AWP Treasurer to receive authorization to open a new bank account as chapters operate under the tax ID number for the Association for Women in Psychology as a whole. To satisfy IRS requirements, receipts and records must be maintained to account for all money received and disbursed. Annual fiscal reports are required to satisfy IRS reporting requirements. The AWP National Treasurer is responsible for sending out requests for financial statements, and the conference collective must submit them in a timely manner as designated by the Treasurer.

F4. Caucus/Regional Chapter Funds. The caucuses and regional chapters will generate money via programs, dues, pre-conference activities, etc. The caucuses will cover their own expenses and keep their own profits from fundraising and donations. If a caucus requests additional funding from National AWP, they must submit a budget and rationale for the needed money and an accounting of any previous funds that were requested by them. Each caucus and regional chapter will pay for its own brochures, newsletters, and other materials.

In the event a Caucus or Regional Chapter is inactive for three years or chooses to disband, any remaining funds must be remitted to National AWP through processes detailed by the current National AWP Treasurer.

F5. Use of AWP's Name. The AWP Staffer/Regional Coordinator, Treasurer, and Collective Coordinator must be informed of any conference or workshop that uses AWP's name in the title or as a sponsor, even if no National AWP funds are involved. A complete financial accounting of such events must be submitted with the annual Regional or Caucus Report.

F6. AWP Letterhead. AWP letter head is available from the AWP Staffer/Regional Coordinator. For Mailing List information, see section A4 above.

F7. Annual Regional Chapter and Caucus Reports. Regional Chapter Reports will be sent to the Staffer/Regional Coordinator, and Caucus reports must be submitted to the Collective Coordinator by the 15th February each year.

G. Fundraising Committee. The Implementation Collective will identify a Fundraising Committee to oversee fundraising for the organization as well as investment of the Vitamin F Fund. The Committee will include three AWP members (ideally including one early-career professional), the AWP Treasurer, and the Collective Coordinator for a total of 5 members. The committee will meet at least two times in each fiscal year to review fundraising goals, fundraising activities, and the performance of the Vitamin F investment fund. The Committee should seek socially responsible opportunities for investment while balancing the potential for return for the Vitamin F Fund as well as any other funds that are set up.

G1. Vitamin F Fund for Strategic Investment in the Association. The Vitamin F Fund was established through individual gifts. Donations made to the Legacy Circle, both cash donations and bequests, will be included in the Vitamin F Fund (unless directed to be allocated in another way), and direct donations, including bequests, will continue to be accepted and added to the fund. The money for this fund is in an investment account with IMPAX Asset Management. The account is managed by the Treasurer, or a member volunteer, in the same way as the funds for the Jewish Women's Caucus Award (see section C6.1). At any time, the Implementation Collective can choose to move funds from the general treasury into the Vitamin F fund. The Treasurer will track funds allocated to the Vitamin F Fund and make a once-annual contribution to the fund totaling the amount raised in the prior year.

Funds can be withdrawn from the Vitamin F Fund under very specific circumstances. These are:

1. Shortfall of revenue that leads to total operating funds falling below one-third of the three-year average annual revenue of the organization for more than 12 months. This requires consensus decision noted in the minutes of the relevant meeting of the Implementation Collective. Use of funds for this purpose must be repaid to the Vitamin F Fund.
 - a. When operational funds are borrowed from the Vitamin F Fund to support the organization's ongoing functioning, the minutes recording this action must include a plan for repayment within three years. This plan may be modified if organizational finances continue to be adverse.
 - b. The Collective Coordinator and the Treasurer will be responsible for ongoing reporting of the status of repayment of funds borrowed. The report must be provided annually to the Implementation Collective and to the AWP membership.
2. Strategic projects designed to enhance AWP's longevity, stability, and future. This requires consensus decision noted in the minutes of the relevant meeting of the Implementation Collective and approval of the AWP membership at the annual business meeting. Use of funds for this purpose will not require repayment. Strategic projects should be designed to increase membership or to grow financial capacity.

The Vitamin F Fund cannot be used to support individual members, activism or research projects. It cannot be used for general operating expenses, except as described above. The Vitamin F fund cannot be used if the balance of the fund is lower than \$25,000 or the amount equal to 6 months of annual expenses (as reported by the AWP Treasurer), whichever is greater. AWP cannot withdraw more than 50% of the fund balance at a given time, preserving the principal when possible.

H. Other Policy Matters

H1. Supporting Business with Values Congruent with AWP. Anyone spending AWP money is encouraged to support women-owned businesses, especially those owned by Women of Color, and to

take environmental, labor, and disability concerns into consideration when planning an event. AWP conferences and events should be held in unionized facilities whenever possible.

H2. Annual AWP Treasury Audit. Once a year, at the Summer AWP Implementation Collective Meeting, the Treasurer will schedule an internal audit review that will include the Collective Coordinator and one other IMP, the latter to be designated as "Audit Reporter" for the purposes of that meeting. The Audit Reporter will, following the audit, report to the Implementation Collective the results of the audit. The purpose of the audit is to ensure the responsible handling of the treasury and to identify possible discrepancies in accounting. The Treasurer will be responsible for providing clear and accurate accounting of all income and expenses, special accounts, scholarship and award funds, and other holdings of the Association. They will present these data to the auditing committee in a manner that will assist the committee in obtaining a clear picture of the organization's financial situation and processes.

H3. Contracts. The Treasurer and/or Collective Coordinator are authorized to sign all contracts on behalf of AWP, such as those for conference hotels, conference planners, conference registration program management, and conference program processing.

H4. Corporate Resolutions. When decisions are made at an IMP meeting about financial matters in AWP, the decisions will be included in the minutes of the Implementation Collective or AWP Business Meetings. The Communications Coordinator will then send the minutes to the Implementation Collective electronically for approval. Once consensus is reached, the Communications Coordinator will add the following statement at the bottom of the minutes: "Once signed, these minutes constitute a Corporate Resolution agreed upon by AWP." The Communications Coordinator will include lines for signatures by the Collective Coordinator (President), Communications Coordinator, and Treasurer; they will sign, then forward to the Collective Coordinator and Treasurer for signing. The Treasurer will scan the original document and archive it in the electronic repository being used by AWP (e.g., Dropbox). If other entities need copies, the Treasurer will provide them to those groups. Examples of need include caucuses, committees, and conference collectives who need organizational approval to open bank accounts.

Occasionally, a Corporate Resolution may be needed between Implementation Collective meetings. In this case, the requesting entity will complete a Corporate Resolution form and send it to the Communications Coordinator, who will ask for and receive consensus of the Implementation Collective, then obtain signatures of the Collective Coordinator (President), Treasurer, and themselves. A copy will be provided for the entity that needs it, and a copy will be archived by the Treasurer. At the following IMP meeting, this decision will be recorded in the minutes. In all cases, a Corporate Resolution form with accompanying documents (e.g., Bylaws, Tax Exemption, etc.), will be sufficient without the accompanying minutes.

H5. Implementation Collective Member Roster and Records. Consistent with IRS requirements for non-profit organizations, an accurate list of the current implementation collective members must be maintained and made available to the public. The Communications Imp is responsible for maintaining the accuracy of this information on the AWP website. The Newsletter Imp is responsible for ensuring the current roster is included in each newsletter which serves as the official record by publication date. Additionally, abbreviated minutes from Imp meetings as well as the annual business meeting should be made available to members via the newsletter.

H6. Review of Fiscal Policy. Biennially, at the summer AWP IMP meeting, the Treasurer will request recommendations from the IMPs and prepare revisions to the Fiscal Policy as needed. When such changes are deemed important to the effective running of the organization, they may be proposed for consideration at any IMP meeting during the year or by e-mail consensus and adopted; these changes will then be included in the annual revision. A summary of fiscal policy updates adopted throughout the year should be presented at the annual business meeting.

H7. Fiscal Policy Transparency. The most current version of the fiscal policy should be made available in the members-only section of the AWP website. If members have questions or concerns, they can raise them with the implementation collective throughout the year or during the annual business meeting.