

ALAMEDA BRANCH, AAUW

Statement of Policy and Procedures

INTRODUCTION

The purpose of the Branch Statement of Policy and Procedures is to put in writing traditional and/or unwritten policies in order to improve administrative efficiency and to prevent conflict. Revisions may be made by the Board in accordance with parliamentary procedure for standing rules.

I. MEETINGS

- A. The Branch shall meet on the second Saturday of the month from September through May or as announced in the Branch newsletter.
- B. Reservations for meals or refreshments must be paid in full by the published deadline. No refunds will be made for cancellations after the stated deadline unless the reservation is resold. Late reservations will be taken on a space available basis only.
- C. Whenever a fee is charged for a Branch luncheon meeting, the fee must be paid by all members in attendance except for guest speakers.
- D. It is the tradition to have our AAUW Funds meeting in February, and our LAF meeting in November.
- E. The Annual meeting is in April. Elections are held at the Annual Meeting

II. BOARD OFFICERS

A. Officers

1. Elected Officers. There shall be a President, President-Elect, Vice Presidents, (Program VP, Membership VP, AAUW Funds VP, and LAF VP), Secretary, and Finance Officer of the Branch.
2. Appointed Officers. The appointed officers of the Branch shall be as follows: Parliamentarian, Public Policy, Tech Trek, Newsletter, Publicity, Hospitality, Directory, Website Coordinator and other such officers as shall be deemed necessary to carry out the work of the Branch. These officers shall be appointed by the president with the approval of the board.
3. All officers, elected or appointed, shall be members of the national AAUW, State and Branch in good standing. Incoming officers must pay their dues prior to taking office.
4. All offices, elected or appointed, may be shared by more than one member as co-officers.
5. Anyone elected/appointed at the national AAUW level. Branch members currently serving in elected office or committee appointments for national AAUW or AAUW CA shall be ex-officio advisory non-voting members of the Board.

B. Duties

1. President. The President of the Branch shall:
 - a. be the official representative of the Branch in the activities of the AAUW on all levels.
 - b. submit a list of the incoming and continuing Branch officers and chairs to the state office, no later than June 1;
 - c. submit an annual report of the Branch to the persons designated on forms provided by the AAUW no later than June 1;
 - d. be responsible for bringing the Branch Bylaws into conformity with the state and national bylaws after conventions;
 - e. perform the following duties:
 - i. preside at all meetings of the Branch, the Board, and the Executive Committee;
 - ii. call special meetings of the Branch in accordance with provisions of the Branch Bylaws;
 - iii. appoint, with the approval of the Board, the chairs of all committees except the nominating committee;

- iv. serve as ex-officio member of all committees except the nominating committee.
2. President-elect. The President-elect of the Branch shall be elected at the annual meeting of the Branch one year prior to her/his automatic succession to the office of president and shall perform the following duties:
 - a. preside at meetings in the absence of the President and act in the absence or disability of the President;
 - b. be the official representative of the Branch in the activities of the AAUW at all levels in the absence of the President;
 - c. become Branch President if the current President is unable to complete the term of office.
 - d. assist the President and become acquainted with the duties and responsibilities contingent with the presidency;
 - e. perform such other duties as are requested by the President or by the Board.
 3. Vice Presidents. There shall be at least four vice presidents of the Branch with the following functions:
 - a. Program Vice President. The Program Vice President shall:
 - i. serve as chair of the committee on program development;
 - ii. preside at meetings in the absence of the President and President-elect;
 - iii. perform such other duties as are requested by the President or by the Board.
 - b. Membership Vice President. The Membership Vice President shall:
 - i. serve as the chair of the committee on membership;
 - ii. preside at meetings in the absence of the President, President-elect, and Program Vice President;
 - iii. be responsible for the presentation of the Past President's pin. The pin shall be awarded at the conclusion of the President's 12 month term;
 - iv. perform such other duties as are requested by the President or by the Board.
 - c. AAUW Funds Vice President. The AAUW Funds Vice President shall:
 - i. serve as chair of the committee for AAUW Funds Programs;
 - ii. preside at meetings in the absence of the President, President-elect, Program Vice President, and Membership Vice President;
 - iii. The AAUW Funds VP shall chair the committee to select any named gift honoree. The committee may consist of two or more of the following: President, the AAUW Funds VP, one named gift honoree, the Finance Officer, the immediate past AAUW Funds VP, and one member at large appointed by the AAUW Funds VP in consultation with the President;
 - (a) Branch members wishing to nominate honorees should present their candidate and her/his qualifications in writing to the AAUW Funds VP at least one month prior to the committee's meeting.
 - (b) Established guidelines for a named gift honoree and the date of the committee meeting shall be published in the February Branch newsletter.
 - (c) Criteria shall include: 5 years membership in the Branch; active involvement in the Branch; and work that shall have been significantly beneficial to the Branch.
 - (d) The award shall be presented at the Installation of Officers meeting in May.
 - iv. Perform such other duties as are requested by the President or by the Board.
 - d. LAF Vice President The LAF Vice President shall:
 - i. serve as chair of the committee for LAF Programs;
 - ii. preside at meetings in the absence of the President, President-elect, Program Vice President, Membership Vice President, and AAUW Funds Vice President;

- iii. perform such other duties as are requested by the President or by the Board.
- 4. Secretary. The Secretary shall:
 - a. record and keep in custody the minutes of all meetings of the Branch and the Board; and shall make them available upon request.
 - b. have available for reference at all meetings a copy of the Branch Bylaws and a list of Branch members, officers, interest group chairs, and committee chairs and members;
 - c. conduct correspondence of the Branch as delegated by the President or by the Board;
 - d. keep on file all communications received and copies of all letters sent;
 - e. perform such other duties as are requested by the President or by the Board.
- 5. Finance Officer. The Finance Officer, with an assistant, if necessary, shall:
 - a. be responsible for collecting all annual dues*;
 - b. forward AAUW dues to national AAUW
 - c. transmit to the Finance Officer all applications, with dues, made to the Branch who qualify in accordance with national AAUW bylaws (Article IV).
 - d. Perform the following duties:
 - i. receive all monies due the Branch;
 - ii. pay all bills provided for in the budget or verified by the President;
 - iii. keep a proper set of books;
 - iv. render a financial report at the Annual Meeting of the Branch, and at such other times as is requested by the Board;
 - v. serve on the budget committee;
 - vi. present her/his books for financial review.

* Unless otherwise authorized by the AAUW Board.

III. COMMITTEES

A. NOMINATING COMMITTEE

1. The Nominating Committee, whenever possible will include the past president, and the parliamentarian as one of the board members, who shall be responsible for calling the first meeting and establishing the committee chair; refer to (Article V) in bylaws.
2. The Nominating Committee shall select a slate for the elected officers of the Board and may make recommendations to the President-Elect for appointed Board positions.

B. HOSPITALITY COMMITTEE

The Hospitality Committee shall serve at the appointment of and under the authority of the Membership VP. The committee shall be responsible for the introduction of and welcoming of members at general meetings.

IV. MEMBERSHIP

- A. Prospective members may attend up to three Branch functions during the program year after which they shall be expected to pay Branch dues to join the Branch to continue participation.
- B. Residents of the Bay Area not eligible to join AAUW may be a guest at only one Branch activity or interest meeting during the program year. However, visiting relatives or house guests of a Branch member may attend any event of the Branch.
- ⊖ It is the responsibility of a member to notify the Directory Editor of a change of contact information. It will be the responsibility of the Directory Editor to publish the change in the revised directory.
- D. Upon the death of a Branch member, a \$25 donation shall be made from the Branch general account to the Branch AAUW Fund account in the member's name. A memorial remembrance card will be sent by the AAUW Fund VP to the member's family.

V. DUES AND FEES

- A. AAUW Members: The annual dues of Branch members shall be allocated as follows: current AAUW dues, current state dues and \$21.00 for Branch dues; (Article IV) in bylaws.
- B. Student Associates: The annual fees of student associates shall be the total amount set by the AAUW and state. There will be Branch dues.

VI. INTEREST GROUPS

- A. Establishment of an interest group shall be approved by the Board when sufficient interest is evidenced by members of the Branch which do not conflict with branch programs, meetings, or events.
- B. Interest groups shall be self-supporting
- C. Interest groups shall select their own chair.

VII. CONVENTIONS, CONFERENCES AND WORKSHOPS

- A. It is the policy of the branch to have the incoming president and any other interested members attend the State Convention.
- B. State Convention reimbursement shall be for registration, room, and transportation (IRS designated cost per mile by auto or applicable economy airfare) as Branch funds permit. If there is more than one attendee, the Board will decide how to divide the available funds.
- C. Funds for the AAUW Convention shall be budgeted separately. The policies for the AAUW Convention will be the same as A. and B. above.
- D. Any member who receives funding for a meeting, conference, or convention shall report in the newsletter to the Branch.
- E. The Board may approve funds for other meetings or conferences as they deem appropriate.

VIII. FINANCES

- A. Financial matters of the Branch shall be conducted according to sound business practices and in accordance with (Article X) in bylaws.
- B. The budget committee shall consist of the Finance Officer, as chair, President, President-elect, Program Vice-President, and Membership Vice-President. A quorum will be three of the five. The budget committee will develop a proposed budget.
- C. The budget committee shall meet in January at the call of the Finance Officer to review the budget.
- D. The proposed budget will be presented to the Board for approval at its first meeting in August or September. It will be published in the October newsletter and presented at the October general meeting for Branch approval.
- E. Unbudgeted items require prior approval by the Board before presentation to the general membership.
- F. Vouchers are required for reimbursement of budgeted expenses, with the appropriate officer or committee chair signing to confirm it is a budgeted expense.
- G. The books shall be open to Audit Committee annually during the month of July.
- H. The Audit Committee shall meet by the end of July after the fiscal year's books have been closed by the Finance Officer. The audit committee will submit a report at the August board meeting.
- I. The audit committee shall consist of three members of the Branch who have some familiarity with financial record keeping and knowledge of account procedures. These three members shall be appointed by the incoming president. At least one of these three members shall be appointed from the preceding years' audit committee,

IX. PUBLICATIONS

- A. The Branch newsletter shall be published a minimum of six times a year.
- B. Information shall be submitted by email to meet the published deadline.
- C. All ads must be consistent with the mission statement of the Branch. All ads must be of professional caliber, i.e., business card. No more than two ads in any one field may be accepted, i.e., real estate, beauty shops, etc. Paid political announcements will not be accepted. Current advertisers are given the opportunity to renew before new advertisers may purchase space. Preferential treatment on an ad placement will not be promised. Ads must be paid annually.
- D. A listing of new members shall be included in the newsletter.
- E. A Directory of Members shall be published in October and revised as needed and is the responsibility of the directory editor who shall serve under the membership VP

X. INTERBRANCH COUNCIL

Alameda Branch shall be a participating member of the Alameda County Interbranch Council. The representatives shall be the Branch President and another board member. Dues shall be included in the Branch budget.

XI. OUTSIDE ORGANIZATIONS

- A. No financial donations of any kind shall be made by the Branch to outside organizations.
- B. No representative of an outside organization shall be allowed to sell tickets, items of merchandise, or distribute literature at Branch functions without prior approval of the Branch President.
- C. The Branch Directory is not available to any other organization for recruiting or solicitations, nor should our own members use it for these purposes.

XII. PETITIONS

- A. Petitions for CA-AAUW approved legislative positions may be circulated without Board or Branch approval.
- B. Petitions for local issues may be circulated with prior approval of the Branch President.
- C. Petitions for candidates for elective office will not be circulated at any Branch meeting.

Approved May 14, 1983

Amended: February 7, 1984

Amended: May, 1987

Amended: May, 1988

Amended: March, 1990

Amended: September, 1993

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