

## **POLICIES AND PROCEDURES**

### **PRIORITY STATEMENT**

Support of AAUW Funds, Tech Trek, Sister-to-Sister, Scholarships/Awards, and Burckhalter Elementary School shall be branch priorities.

### **POLICIES AND PROCEDURES, BYLAWS, AND STANDING RULES REVIEW**

1. Policies and Procedures shall be reviewed in the even-numbered years by a committee chaired by the parliamentarian/bylaws/policy director(s). Additional members of the committee shall be the president, president-elect, one past president, and at least one member of the board.
2. Any new or revised policy or procedure approved by the board must be added to the master copy of the Policies and Procedures Handbook within 30 days.
3. The parliamentarian/bylaws/policy director shall be responsible for implementing number 2 above.
4. When new pages of the Policies and Procedures are printed, they must contain the date of publication, preferably in the lower left hand corner of each page. Changes to the master copy will be made by the parliamentarian/bylaws/policy director and sent by email to all board members.
5. The branch Bylaws shall be reviewed in the odd-numbered years by the same committee that reviews the Policies and Procedures. Procedures for receiving approval from AAUW CA for proposed amendments will be found in the job description of the parliamentarian/bylaws/ policy director.
6. The branch Standing Rules shall be reviewed annually by a committee selected by the president and chaired by the parliamentarian/bylaws/policy director. The committee will recommend changes, if any, to the board which will, in turn, recommend them to the membership for approval.
7. The secretary shall keep the master copy of the Policies and Procedures, the Standing Rules, and the state-certified copy of the Bylaws. The parliamentarian should also have copies of the most current Policies and Procedures, Standing Rules, and Bylaws and maintain electronic copies on a CD or flash drive.

### **AWARDS**

1. The Distinguished Woman Award is the highest honor the branch can bestow. It shall be given annually, if merited, to a member who has distinguished herself by her dedication to the mission of AAUW. The distinguished woman shall be selected by a committee of OML members chaired by the immediate past distinguished woman. Committee members will include: representatives from Orinda, Moraga, Lafayette, and an outlying area such as Walnut Creek, Alamo, Danville, or Concord; a past distinguished woman; and a past branch president. Nominations may be made by any branch member. Nominations are retained for five years.
2. The AAUW Funds Named Gift Honoree Award honors a branch member, or members, for outstanding service to the branch. No more than two awards shall be given each year if warranted. The honoree(s) shall be chosen by a committee appointed by the president and chaired by the AAUW Funds VP(s). The AAUW Funds VP(s) are responsible for sending the correct names to the AAUW CA - AAUW Funds vice president.

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3. Scholarships/Awards
  - a. The Scholarships/Awards Committee will consist of the Scholarships/Awards director and two or more members.
  - b. Branch scholarships are awarded to one female graduating senior in each of the three area high schools. A St. Mary's female senior will receive an award and a one-year AAUW membership. Should the St. Mary's awardee join OML, she will receive a one-year state and branch membership as well. In addition, all awardees will be honored at the annual awards meeting in April.
  - c. Annually the board of directors will approve the amount of the awards based on a recommendation of the scholarship awards committee and on the funds available in the scholarship fund.
4. Tech Trek Awards
  - a. The Tech Trek Committee will consist of the Tech Trek director and two or more members.
  - b. Awards are given to one or more 7th grade girls from each of the three middle schools (Orinda, Joaquin Moraga, and Stanley Intermediate Schools).
  - c. Annually the board of directors will approve the number of awards based on a recommendation of the Tech Trek committee and on the funds available in the Tech Trek fund.

**BOARD OF DIRECTORS, COMPOSITION**

The elected and appointed officers of the board of directors are listed in the branch Bylaws. Together they make up the board of directors and all (except parliamentarian) serve as voting members. Co-officers share a vote.

**BOARD OF DIRECTORS, MEETINGS**

1. Contact president at least 5 days ahead of meeting to be put on the agenda.
2. Meetings will follow the agenda and one piece of business will be conducted at a time.
3. All branch members are welcome to attend board meetings.

**BOARD OF DIRECTORS, RESPONSIBILITIES, GENERAL**

1. To carry on the business of the branch in conformity with the policies and programs of AAUW.
2. To have the general power to administer the affairs of the branch between branch meetings and report its actions to the branch.
3. To be subject to any vote taken by the branch.
4. To submit the annual budget to the branch.

**BOARD OF DIRECTORS, RESPONSIBILITIES, SPECIFIC**

1. The responsibilities of elected officers are detailed in Attachment A to these Policies and Procedures.
2. The responsibilities of appointed officers are detailed in Attachment B to these Policies and Procedures.

**BUDGET/FINANCE**

1. The Budget Committee consists of the finance vice-president as chair, immediate past finance vice president, president, immediate past president, president-elect,

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- program, membership and AAUW Funds vice presidents, and one board member appointed by the president. A quorum is a majority of the budget committee members.
2. The proposed budget will be presented to the board for approval at its first meeting in the fall. It will be published in the next newsletter and presented to the membership for approval at the next general meeting. The president may approve any essential expenses that are normally budgeted but which arise before formal adoption of the budget.
  3. The committee shall meet in January at the call of the finance vice president to review and adjust the budget.
  4. Each officer, elected or appointed, having budgeted funds, shall be responsible for approval of the bills and vouchers for her/his committee and for keeping a current account of funds remaining in her/his budget. The finance vice-president shall issue checks only after such approval of vouchers and bills.
  5. No indebtedness over the budgeted amount in excess of \$100 shall be incurred by any board member without approval of the board. Approval for costs over budgeted amounts should be requested in advance.
  6. To ensure financial responsibility, a permanent reserve, equal to one-third of the annual operating budget, shall be established. Should the permanent reserve fall below that amount, an amount sufficient to bring the reserve up to one-third of the annual budget shall be a budget item in the next year's budget.
  7. A balance in any branch special project fund account will be carried over to the same project fund account in the following year.
  8. Funds being transferred by, to, or from savings accounts need not be approved. All transfers and payments must be made by check.
  9. Branch financial records must be reviewed annually. The review shall be conducted after the fiscal year's books have been closed by the finance vice-president. The review shall include all funds and accounts. The review committee shall submit its report at the August or September board meeting.
  10. The review committee includes the incoming finance vice president, a past finance vice president, and one or two members appointed by the president. The outgoing finance vice president shall be present as a consultant.

**CANDIDATE FORUM POLICY—GOVERNMENT ELECTIVE OFFICES**

1. Partisan Elective Office
  - a. Before a partisan election the branch may hold a candidate forum to which all candidates in that election are invited. If three or more political parties have nominees for any office, the branch may limit invitations to the two political parties receiving the highest number of votes in the last preceding general election. If one or more candidates decline to attend, the program may still be held. The same policy applies to polling candidates on issues relating to AAUW program and publishing the results in AAUW publications.
  - b. The branch may invite a declared candidate in a partisan election to speak at a meeting on a subject of particular expertise, but not on her/his candidacy for future public office.
2. Non-Partisan Elective Office
  - a. Before a non-partisan election in which AAUW has not endorsed candidates, the branch may hold candidate forums to which all candidates in that election are invited. Before a non-partisan election in which AAUW has endorsed candidate(s),

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the branch may invite the endorsed candidate(s) to speak at a meeting on her/his/their candidacy with or without inviting non-endorsed candidates.

- b. Whether or not a declared candidate in a non-partisan election has been endorsed by the branch, the candidate may be invited to speak to the branch on a subject of particular expertise.

### **CANDIDATE/ISSUE ENDORSEMENT**

1. Members applying for appointive office in the communities or within AAUW may be endorsed by a committee composed of the president, president-elect, public policy chair, and a branch member appointed by the president. The committee may write a letter of endorsement signed by the president.
2. The branch may endorse candidates for appointive offices/positions.
  - a. Appointive offices/positions may include, but are not limited to those regulated by the state, county, city, schools, parks, and miscellaneous special districts and/or governmental agencies.
  - b. Any branch member may submit recommendations for endorsement to the board.
  - c. An interested candidate shall submit to the president a statement of qualifications, reasons for seeking the appointment and a statement of intent.
  - d. Board approval is required for endorsement of a candidate for appointive office and endorsement shall be in its name.
3. The branch may not endorse candidates for non-AAUW, partisan, or non-partisan elective office.
4. The branch may endorse candidates for AAUW elective offices.
5. The branch may take a position on community issues only after a recommendation from the board. Notice shall be given in the newsletter that a vote of the membership will be taken at the next general meeting. A two-thirds affirmative vote is required to approve the position.

### **COMMITTEES**

Standing committees shall be Community Projects, Membership, Program, Scholarships/Awards, Sister-to-Sister and Tech Trek.

### **COMMUNICATIONS AND PUBLICATIONS**

1. The Directory, Triad, and all electronic communication shall be used exclusively for communication on AAUW matters among branch members. They shall not be used for solicitations of any kind. Advertiser articles will follow OML advertising guidelines.
2. All publications of the branch shall be in accord with AAUW Use of Name Bylaw, which provides that any such publication shall not be in conflict with the policies and programs of AAUW and AAUW CA.
3. Advertising rates are set by the advertising committee with the approval of the board.

### **CONTRIBUTIONS TO CAMPAIGNS, BRANCH**

1. The branch may not contribute money or anything of material value to candidates for elective office.
2. The branch may not accept paid political announcements for inclusion in AAUW publications.

## **CORRESPONDENCE**

Non-routine correspondence by interest group and event chairs and all correspondence involving use of the branch name must be cleared with the president.

## **ELECTION ACTIVITIES OF INDIVIDUAL BRANCH MEMBERS**

1. An individual member may endorse, as a private citizen, candidates for appointive and elective partisan or non-partisan office, but such endorsement shall not use the name of AAUW. As a private citizen a branch member may contribute to the campaigns of such candidates.
2. As a candidate for any office, an individual member may declare membership in AAUW as long as she/he is not opposing AAUW program or policy. Declaring one's AAUW membership while opposing AAUW positions violates the AAUW Use of Name Bylaw.

## **INTEREST GROUPS**

1. Interest groups are open only to branch members. Prospective members may attend three interest group functions before joining OML. An exception is made for spouses in couple's groups. If a group becomes too large, the president will work with the president-elect to form an additional group or groups.
2. Any member may form a new interest group with the approval of the board, providing its meetings do not conflict with other scheduled branch and/or interest group meetings.
3. Interest groups may charge a small fee for materials to be used within the group. These fees shall remain within the group and will not become a part of the branch general fund. Should the group disband, group members may choose which AAUW entity will receive any remaining funds.

## **MEETINGS, GENERAL/PROGRAMS**

1. Dates of all meetings, including interest group meetings, must be cleared with the website director.
2. Traditional dates of interest group meetings will take precedence over proposed meeting dates of new groups.
3. No general or special meetings of the branch shall be scheduled on the dates of the district leadership training, the AAUW CA convention, or the AAUW convention.
4. No meetings will be held on days of the following major religious observances: Maundy Thursday through Easter, Rosh Hashanah (two days), Yom Kippur, the first two days of Passover, Christmas, and major holidays of other significant religious or ethnic groups in the state. All Jewish holidays begin at sundown the day before.
5. No other branch meeting will be scheduled at a time conflicting with the date of the general meeting. The general meeting takes precedence over any scheduled interest group.
6. All branch general meetings, special meetings, and events will be accessible to persons with disabilities, and all publicity about such meetings will carry accessibility information. Members will do everything possible to help handicapped members attending events in private homes.
7. Publicity for all general meetings must include a statement that the meetings are open to the general public.

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8. Any VP, director, or chairperson planning a branch meeting should discuss tentative plans for program content with the program VP and obtain approval prior to submitting the plans to the board for approval.
9. No member may be denied admission to any general meeting of the branch that requires a fee to attend. Fees should be stated in advance and publicized.

**MEMBERSHIP**

1. One-year membership is from July 1 to June 30. Membership renewals are due June 30. For a new member, half-year membership is from January 1 to June 30 with the rate equal to full AAUW CA dues, one-half AAUW dues, and one-half branch dues. A 15-month new membership is from March 16 to June 30 of following year and is the same rate as a one-year membership.
2. Current dues for 2014-15 are:

AAUW national dues	\$49 (\$46 is tax deductible)
AAUW CA dues	\$16
Branch dues	\$24
AAUW student affiliate fee	\$17
CA student affiliate fee	\$16
Branch student affiliate fee	\$ 2
3. Fifty-year honorary members are exempt from payment of AAUW, state, and branch dues.
4. Membership profile information shall be updated as changes occur.

**MEMORIAL GIFTS**

Upon the death of a current branch member (or a past member with the approval of the board), the branch will donate \$50 to AAUW Funds. Funds for the gift shall be taken from the reserve fund. Notification to the family shall be written by the president.

**NOMINATING COMMITTEE**

1. Nominating committee members (see Bylaws) shall be elected as follows: the election of three members from the board shall take place before the September general meeting; the election of two members from the general membership shall take place at the September general meeting.
2. The proposed slate of officers shall be presented at the February board meeting, published in the March Triad, and voted on at the annual meeting in March. Elected officers shall be installed in May.

**OUTSIDE ORGANIZATIONS**

1. The branch may not join any other organization on either a paying or nonpaying basis unless such membership is necessary for participating in a project for the promotion of common interests, provided the organization's policies and programs are in conformity with those of AAUW and AAUW CA, and provided that the autonomy of the branch or AAUW CA is not impaired and the Use of Name Bylaw is not impaired.
2. No outside organization or advertisers shall be allowed to promote its fund raising activities or sell tickets at branch meetings.
3. The branch directory shall not be made available to outside organizations for recruiting or solicitation.

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4. Information concerning any organization other than AAUW shall not be published in the monthly newsletter without board approval.
5. When joining with other organizations in a coalition, the branch must retain control of the use of the name AAUW. The objectives of the coalition must not be in conflict with AAUW's Mission Statement. Financial support can include dues or a commitment to participate in the on-going financial support of the common objective. The decision to join the coalition and the amount of financial support must be approved by the board.

**OUTSIDE VENDORS**

When a general meeting involves sales by an outside vendor, the board will decide before the meeting what reimbursement, if any, will be required of the vendor. The board will take into account whether the vendor is a non-profit institution or a commercial vendor.

**PETITIONS AND MATERIALS, NON-AAUW**

1. Petitions not officially supported by AAUW may be presented by a member at a general meeting, provided:
  - a. The petition is within the scope of the AAUW program and is not in opposition to AAUW policy.
  - b. The member wishing to present the petition gives three days notice to the president who will confer with the public policy chair and other appropriate officers. If approval is given, the president will announce at that meeting that the petition is available and that AAUW has no official position. The petition may be taken to other branch meetings.
2. Non-AAUW material may be made available to branch members with the board consent.

**PROPERTY, BRANCH**

1. Any member having branch property in her possession shall give an annual inventory to the president.
2. Board approval must be obtained to borrow any branch property.

**REIMBURSEMENT**

1. Public Policy Day

A sum of money, the amount to be determined by the budget committee, will be budgeted annually for use by the public policy chair or her/his representative to defray the costs of registration, mileage, and meals.
2. AAUW CA Convention (even-numbered years)
  - a. A sum of money, to be determined by the budget committee, will be budgeted in convention years and will be used by the current president, the incoming president, and the incoming president-elect to defray the cost of registration, shared hotel room (or the financial equivalent of shared room), transportation, and meals.
  - b. If the current president, incoming president, or incoming president-elect cannot attend, the board may appoint one or two of its members or one or two members of the incoming board who shall receive the same reimbursement as would have been paid to the current president and/or the incoming president and/or the incoming president-elect.

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- c. If there is not sufficient budgeted money to cover the expenses of the president, incoming president, and incoming president-elect, or their substitutes, the board may authorize a sum equal to the actual expenses which will be taken from the general or reserve fund.
  - d. Additional attendees to convention may be partially reimbursed at the discretion of the board.
3. AAUW Convention (odd-numbered years)
- a. A sum of money, the amount to be determined by the budget committee, will be budgeted in convention years and used to defray AAUW convention registration, room, transportation, and meal expenses of the incoming president.
  - b. In the event the incoming president is unable to attend, the same reimbursement will be paid to the incoming president-elect.
  - c. If neither the incoming president nor the incoming president-elect can attend, the board will appoint a branch representative who will receive the same reimbursement.
  - d. Additional attendees to convention may be partially reimbursed at the discretion of the board.
4. Contra Costa County Inter-Branch Council (IBC) Meetings
- a. Registration for district meetings will be reimbursed for the president and for those incoming or continuing board members who wish to attend.
  - b. The president and other board members will be reimbursed at the current AAUW California rate for mileage to and from IBC meetings.
5. Voucher Submission
- a. Vouchers for reimbursement should be submitted to the treasurer within 30 days of the date the expense was incurred.
  - b. Receipts must accompany the voucher, except for mileage.
6. Co-Presidents
- In the case of co-presidents or co-presidents-elect, when both attend any of the events described above, the available reimbursement will be split equally between them. The board may approve additional funding.

**RESPONSIBILITIES OF APPOINTED POSITIONS**

- 1. Appointed positions are filled with board approval.
- 2. Members holding appointed positions do not vote with the board of directors.
- 3. The responsibilities of those holding appointed positions are detailed in Attachment C to these Policies and Procedures.