

POLICIES AND PROCEDURES

PRIORITY STATEMENT

Orinda-Moraga-Lafayette (OML) Branch priorities include support for American Association of University Women (AAUW) Fund, Community Projects, Scholarships/Awards, Start Smart, STEM Conference, and Tech Trek.

REVIEW OF POLICIES AND PROCEDURES, BYLAWS, AND STANDING RULES

1. Policies and Procedures shall be reviewed in the even-numbered years by a committee chaired by the parliamentarian. Additional members of the committee will include the president, president-elect, and other interested members appointed by the president. Recommendations for changes to the Policies and Procedures shall be presented to the board.
2. New or revised policies or procedures must be approved by the board and must be added to the master copy of the Policies and Procedures within 30 days of approval.
3. The parliamentarian 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 and sent by email to all board members.
5. The branch Bylaws shall be reviewed in the odd-numbered years by a committee chaired by the parliamentarian. Additional members of the committee will include the president, president-elect, and other interested members appointed by the president. The committee will present recommendations for changes to the branch Bylaws to the board for approval.
6. Provisions of the Branch Bylaws not governed by the AAUW or AAUW CA bylaws may be amended at a Branch general meeting by a two-thirds vote of those present and voting, provided written notice shall have been sent to the members at least 30 days prior to the meeting.
7. The branch Standing Rules shall be reviewed in even-numbered years by the same committee reviewing the Policies and Procedures. The committee will recommend any changes to the board. After board approval the Standing Rules will be published and presented to the membership for approval at a general meeting.
8. The secretary shall keep the master copy of the Policies and Procedures, the Standing Rules, and the Bylaws. The parliamentarian will also have copies of the most current Policies and Procedures, Standing Rules, and Bylaws and will maintain electronic copies.

MEMBERSHIP

1. One-year membership is from July 1 to June 30. Membership renewals are due June 30. A 15-month new membership is from March 16 to June 30 of the following year and is the same rate as a one-year membership.
2. Dues for 2018_2019 are:

AAUW national dues	\$59.00 (\$56 is tax deductible)
AAUW CA dues	\$20.00
Branch dues	\$24.00

AAUW student affiliate fee \$18.81
CA student affiliate fee \$16.00
Branch student affiliate fee \$ 2.00

3. Fifty-year honorary members are exempt from payment of AAUW, state, and branch dues.
4. Membership profile information will be updated as changes occur.

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.

BOARD OF DIRECTORS, MEETINGS

1. All branch members are welcome to attend board meetings.
2. Any member may contact the president at least five days prior to the board meeting to have an item placed on the agenda.
3. Items requiring a board vote should be placed on the agenda prior to the board meeting.

BOARD OF DIRECTORS, RESPONSIBILITIES

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.
5. The specific responsibilities of elected officers are detailed in Attachment A to these Policies and Procedures.
6. The specific responsibilities of appointed officers are detailed in Attachment B to these Policies and Procedures. Appointed officers are selected with board approval.
7. The specific responsibilities of those holding appointed positions are detailed in Attachment C to these Policies and Procedures. Appointed positions are filled with board approval. Members holding appointed positions do not vote with the board of directors.

BUDGET/FINANCE

1. The Budget Committee for the 501(c)(4) consists of the finance vice president as chair, immediate past finance vice president, president, immediate past president, president-elect, program, membership and AAUW Fund vice presidents, and one board member appointed by the president. A quorum is a majority of the budget committee members.
2. The Budget Committee for the 501(c)(3) consists of the finance vice president as chair, immediate past finance vice president, president, immediate past president, president-elect, AAUW Fund vice president, and the chairs of the branch priorities. A quorum is a majority of the budget committee members.
3. The proposed budgets should 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.

4. Branch priorities within the 501(c)(3) organization will develop budgets for each project undertaken by that priority. Changes to line items within a project do not require board approval unless the overall project budget is increased.
5. The Budget Committees may meet in January at the call of the finance vice president to review and adjust the budget.
6. Each officer, elected or appointed, having budgeted funds, shall be responsible for operating within the budget of that committee, for approval of the bills and vouchers for that committee, and for keeping a current account of funds remaining in that budget. The finance vice president shall issue checks only after the member has notified the responsible officer of the bills and/or vouchers.
7. Without the approval of the board, no member can incur indebtedness in excess of \$200 over the budgeted amount. Approval for costs over budgeted amounts should be requested in advance.
8. 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.
9. A balance in any branch priority account will be carried over to the same account in the following year.
10. Funds being transferred to or from savings accounts will be approved by the board. All transfers and payments must be made by check.
11. Branch financial records must be reviewed annually. The review shall be conducted after the finance vice president has closed the fiscal year's books. The review shall include all funds and accounts. The review committee shall submit its report at the August or September board meeting.
12. The review committee includes the incoming finance vice president and one or two members appointed by the president. The outgoing finance vice president shall be available as a consultant.

REIMBURSEMENT

1. AAUW CA Convention (even-numbered years)
 - a. A sum of money, recommended by the budget committee, will be budgeted in convention years and may be used by the incoming president, the incoming president-elect, and the current president to defray the cost of registration, shared hotel room (or the financial equivalent of shared room), transportation, and meals.
 - b. If the incoming president, incoming president-elect, or the current president 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 incoming president and/or the incoming president-elect and/or the current president.
 - c. If there is not sufficient budgeted money to cover the expenses of the incoming president, the incoming president-elect, and the current president or their substitutes, the board may authorize an additional amount taken from the general or reserve fund.

- d. Additional attendees to convention may be partially reimbursed at the discretion of the board.
2. AAUW National Convention
 - a. A sum of money, recommended by the budget committee, will be budgeted in convention years and may be used to defray costs for AAUW convention registration, room, transportation, and meals 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.
3. Co-Presidents

In the case of co-presidents or co-presidents-elect, when both attend either of the conventions described above, the available reimbursement will be split equally between them. The board may approve additional funding.
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 may be reimbursed at the current AAUW California rate for mileage to and from IBC meetings.
5. Voucher Submission
 - a. All committee chairs should ensure that vouchers for reimbursement are submitted to the treasurer within 30 days of the date the expense was incurred.
 - b. Receipts must accompany the voucher, except for mileage.
 - c. No voucher submitted after June 30 will be reimbursed without board approval.

MEETINGS, GENERAL/PROGRAMS

1. Dates of all meetings, including interest group meetings, must be communicated to 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. Attempts will be made to avoid scheduling meetings/functions 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.
8. Any VP 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.

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.

STANDING COMMITTEES

Standing committees shall be Community Projects, Membership, Program, Scholarships/Awards, STEM Conference, and Tech Trek.

NOMINATING COMMITTEE

1. The Nominating Committee shall be no fewer than four members two members elected by the general membership by November 30 and two members elected by the Board of Directors by November 30. The chair of the committee shall be selected by the committee.
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.

INTEREST GROUPS

1. Interest groups are open only to branch members. Prospective members may attend interest group functions for one membership year before joining AAUW OML. An exception is made for spouses in couples' groups. If a group becomes too large, the president will work with the president-elect to form an additional group or groups.
2. Each interest group will appoint a chair who will maintain a list of participants in the group.
3. 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.
4. 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.

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 recommended by the advertising committee and approved by the board.

CORRESPONDENCE

All non-routine correspondence involving use of the branch name must be cleared with the president.

FUNDRAISING

1. Committees that raise funds for Branch activities will develop a budget that includes expenses and anticipated income.
2. Use of the AAUW name must be in compliance with AAUW and AAUW CA policies.
3. Use of the AAUW name shall not be used in any solicitation without board approval.
4. Each Fundraising Committee will communicate with other branch fundraising committees to ensure the coordination of the solicitation of donations from vendors.

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: OML members from Orinda, Moraga, Lafayette, and, when possible, an outlying area such as Walnut Creek, Alamo, Danville, or Concord; a past distinguished woman; and a past branch president. Any OML branch member may make nominations. Nominations are retained for five years.
2. The AAUW Fund Branch-Named Gift Honoree Award honors a member, or members, for outstanding service to the branch. A branch member's donation of time, talent, and/or money to AAUW Fund may also be considered. 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 Fund VP(s). The AAUW Fund VP(s) is/are responsible for sending the correct names to the AAUW CA_AAUW Fund vice president.
3. Scholarships/Awards
 - a. The Scholarships/Awards Committee will consist of the Scholarships/Awards Chair and two or more members.
 - b. Branch scholarships may be awarded to one female graduating senior in each of the three area high schools. One or two Saint Mary's College female undergraduate student(s) may receive the AAUW OML College Leadership Award that includes registration and pre-determined travel and/or per diem expenses to attend the AAUW-sponsored National Conference for College Women Student Leadership (NCCWSL). 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 scholarships/awards based on a recommendation of the Scholarships/Awards Committee and on the funds available in the scholarships/awards fund.

4. Tech Trek Awards
 - a. The Tech Trek Committee will consist of the Tech Trek Chair and two or more members.
 - b. Awards may be 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 to be requested based on a recommendation of the Tech Trek committee and on the funds available in the Tech Trek fund.

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 Fund or a branch priority as determined by the board. Funds for the gift may be taken from the reserve fund. Notification to the family shall be written by the president.

BRANCH PROPERTY

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.

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. Said organization's policies and programs must be in conformity with those of AAUW and AAUW CA. The autonomy of the branch or AAUW CA must not be impaired and the Use of Name Bylaw must not be impaired.
2. No outside organization or advertiser 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.
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.

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), 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 AAUW has endorsed a declared candidate in a non-partisan election, the candidate may be invited to speak to the branch on a subject of particular expertise.

CANDIDATE/ISSUE ENDORSEMENT

1. A member applying for an appointive office/position in the community 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, 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 an appointive office/position and endorsement shall be in its name.
3. The branch may not participate or intervene in any political campaign on behalf of or in opposition to any candidate for public office. The branch may not endorse candidates for any non-AAUW elective office whether partisan or non-partisan.
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 to the membership that a vote will be taken at the next general meeting. A two-thirds affirmative vote is required to approve the position.

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.

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 is not opposing AAUW program or policy. Declaring one's AAUW membership while opposing AAUW positions violates the AAUW Use of Name Bylaw.

NON-AAUW PETITIONS AND MATERIALS

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 seven days notice to the president. The president will confer with the public policy chair and other appropriate officers before seeking approval from the board. 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 approval by the board.