

Turlock Policies and Procedures

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POLICIES AND PROCEDURES INCLUDING JOB DESCRIPTIONS

AAUW TURLOCK BRANCH, CALIFORNIA

1. BRANCH GOVERNING DOCUMENTS REVIEW

- 1.1. Branch policies and procedures and standing rules shall be reviewed in the even numbered years by a committee appointed by the president and chaired by the parliamentarian, the bylaws or governance committee chair.
- 1.2. The bylaws shall be reviewed in the odd numbered years, or whenever mandatory amendments are required by national or state AAUW, by a committee appointed by the president and chaired by the parliamentarian, the bylaws or governance committee chair. Proposed amendments should be sent to the district representative on the AAUW CA governance committee for approval before being voted on by the branch membership, per branch bylaws.
- 1.3. The policies and procedures may be amended or revised by a majority vote of the board when a quorum is present. No policy may be adopted that conflicts with branch bylaws or standing rules, which have priority and may only be amended as specified in those documents by a branch membership vote.
- 1.4. Whenever the bylaws, policy, or standing rules are amended, the official branch copy of the document shall be updated with the date of approval on the footer of each page, and distributed to all board officers within 30 days and can be posted on the branch website.

2. BOARD OF DIRECTORS MEETINGS AND BUSINESS

- 2.1. Board meetings are open to all branch members. (See Standing Rule # 9.) Dates and locations of board meetings shall be published in the branch newsletter and on the branch website.
- 2.2. Any branch member may bring a proposal to the board for discussion and action at its next regular meeting by requesting the president to include the proposal as an agenda item at least seven days before the agenda is published. If the member wishes to appear at the board meeting to speak to the proposal, that request should also be included. (See Standing Rule # 10.)
- 2.3. Voting by email between meetings is authorized in accordance with the bylaws. It may only be used if ALL members of the board have an active email account. It shall not be used to replace in-person discussion and voting at regular board meetings, but

rather is to be used only to expedite decisions that have already been discussed at previous meetings or to handle emergency, time-sensitive business. Email voting shall use the following procedure:

- 2.3.1. The president's email message calling for a vote must present the motion and allow at least 24 hours for discussion after a motion is made and seconded.
- 2.3.2. During that discussion period, standard parliamentary procedure will apply, including the ability to amend the motion. Should there be an amendment to the original motion, the president must allow a minimum of 24 hours from that time to allow the amendment to be seconded and discussed, before a vote is called.
- 2.3.3. All email discussion must include ALL board members, not just email replies sent only to the president.
- 2.3.4. Should a vote of the board be required, the votes (YES, NO, ABSTAIN) must be emailed to the entire board.
- 2.3.5. In the event that immediate action on a program or policy question is necessary, if it has not been discussed at a regularly scheduled board meeting within the previous two months, a three-fourths vote of the board members shall constitute approval for use of name.
- 2.4. A summary of board actions at regularly scheduled or emergency board meetings shall be written by the secretary and published in the branch newsletter.
- 2.5. A board-to-board planning meeting shall be held after the branch elections, at which time outgoing board members will turn over their files to their successors. The date and location of this meeting shall be determined by the incoming president, and advertised to the entire branch membership.

3. BOARD OF DIRECTORS, RESPONSIBILITIES

- 3.1. Per the bylaws, the board has the general power to administer the affairs of the branch and to carry out its programs and its policies, and shall accept responsibilities delegated by AAUW and the state. The board's priorities shall be to:
 - 3.1.1. Contribute to the growth and advancement of AAUW and AAUW Funds.
 - 3.1.2. Participate in the development and promotion of AAUW mission through branch programs, projects, and public policy advocacy.
 - 3.1.3. Support branch needs and promote positive change towards equity for women and girls in the community.
 - 3.1.4. Cooperate in AAUW work at the district, state, and national level.

- 3.2. Act for the branch between membership meetings and have fiscal responsibility as outlined in the bylaws and Section 5 of this handbook.
- 3.3. Establish committees as needed to conduct the programs and projects of the branch. See Appendix C of this handbook for committee job descriptions.
- 3.4. Plan for the annual meeting and branch elections.
 - 3.4.1. Set the date of the annual meeting in accordance with branch bylaws.
 - 3.4.2. Appoint the nominating committee in January before the annual meeting. See branch bylaws and Appendix C of these policies and procedures for more information on the nominating committee.
 - 3.4.3. Ensure nominations and any other voting measures are sent to all members at least 30 days prior to the annual meeting, in accordance with the bylaws requirements.
 - 3.4.4. If a quorum is not present at the annual meeting, arrange for mail/email voting in accordance with the bylaws to conduct the branch election. This method of voting may not be used in lieu of holding an annual meeting.
- 3.5. Read and be familiar with the bylaws and these policies and procedures, including job descriptions for elected officers (Appendix A) and appointed officers (Appendix B).
- 3.6. Attend all board meetings and general meetings. Notify the president if unable to attend and arrange a substitute if necessary. Send a report if necessary.
- 3.7. Attend as many AAUW conventions, conferences, IBC meetings, workshops, etc. as possible.
- 3.8. Report to the board on the activities and concerns of the officer position.
- 3.9. Spend only moneys that have been included in the budget and clear any additional expenses beforehand with the board and the treasurer.
- 3.10. Consult with the president on all branch activities, procedures and policies.
- 3.11. Submit promptly all reports and other information required by AAUW or AAUW CA officers. Give a copy of all reports to the president and put a copy in the experience binder.
- 3.12. Keep a current experience binder or file that includes resource material, AAUW and AAUW CA mailings, notes, ideas, and recommendations for a successor. At end of term of office, add updated position description to binder and give copies to president

and president-elect. Pass binder to successor at one-on-one meeting if possible. Assist in updating job description in these policies and procedures, when appropriate.

- 3.13. Give important papers that ought to be kept in the branch permanent file to the president.
- 3.14. Set advertising rates for the newsletter and the directory.
- 3.15. Submit newsletter material to the editor by the deadline and submit materials to web manager as needed to keep the website current.

4. ADMINISTRATIVE CALENDAR

The branch year begins July 1, but board members may begin planning as soon as they are elected.

- 4.1. Summer (June-August):
 - 4.1.1. Board sets annual goals and objectives
 - 4.1.2. Treasurer submits year-end finance report (July 1-June 30)
 - 4.1.3. Incoming branch president appoints financial reviewer, who will report to the board by the end of August (see Section 5.1.4)
 - 4.1.4. Board approves budget (deadline is August)
 - 4.1.5. Standing committees are appointed
 - 4.1.6. File intent to hold raffle and report on previous year's raffle with state attorney general's office by Sept 1 deadline (see Section 6.4)
- 4.2. Autumn (September-November)
 - 4.2.1. Bylaws or governance committee reviews documents (see Section 1)
 - 4.2.2. AAUW Funds committee holds fund raising projects to meet contribution deadlines
 - 4.2.3. Finance officer sends state insurance and AAUW Funds assessment to state officer per state invoices
 - 4.2.4. Finance officer submits required IRS and Franchise Tax Board filing, and renews registration with the California Attorney General's office to be eligible to raise funds
- 4.3. Winter (December-February)
 - 4.3.1. Nominating committee is appointed or elected.
 - 4.3.2. Board conducts mid-year budget review
 - 4.3.3. Board sets dates for annual meeting and branch elections (see Section 3.4)
- 4.4. Spring (March-May)
 - 4.4.1. Officer elections and board reports to branch at annual meeting
 - 4.4.2. Finance officer sends renewal information to members
 - 4.4.3. Outgoing president submits board officer reports to national and state AAUW

5. BUDGET AND FINANCE

5.1. Budget Management

- 5.1.1. The Budget Committee's membership and job description is outlined in Appendix C of these policies and procedures.
- 5.1.2. The proposed budget will be presented to the board for approval no later than August. It will be published in the newsletter, and voted by the membership no later than September 30.
- 5.1.3. Each officer, elected or appointed, having budget 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.
 - 5.1.3.1 Per the branch bylaws, any expenditure \$ 25.00 over budget requires board approval.
- 5.1.4. Branch financial records must be reviewed annually. The president will work with the treasurer to identify someone who will perform this service, who may or may not be a branch member.
- 5.1.5. The financial review shall be conducted after the fiscal year's books have been closed by the Finance officer. A report shall be submitted no later than the September board meeting.
- 5.1.6. A sum of money, to be determined by the budget committee, will be budgeted annually to encourage attendance at the AAUW and state conventions. The funds for each biennial convention shall be set aside annually to spread the cost over two years. Attendance at AAUW or state annual meetings in years with no convention shall be at the expense of the attendee, without branch reimbursement.
 - 5.1.6.1. These funds will be allocated to the incoming president.
 - 5.1.6.2. In the event the incoming president is unable to attend or has not yet been elected by the time of the convention registration deadline, the funding will be allocated to the current president.
 - 5.1.6.3. If neither the incoming president nor the president can attend, the board will authorize convention reimbursement to any interested branch members wishing to attend, giving priority to first-time convention attendees.
 - 5.1.6.4 Any recipient of branch funds to assist attendance at AAUW or state conventions or annual meetings is expected to report the event's highlights in the branch newsletter, and to share pertinent information with the appropriate officer and/or committee.

- 5.1.7. A permanent reserve shall be an amount established by the board at Twenty percent of the preceding year's total general revenue. At no time shall the reserve fall below this base amount. Should the base amount fall below Twenty percent, an amount sufficient to bring the reserve up to base level shall be a budget item in the next year's budget.
- 5.1.8. Honoraria and speaker's fees are set by the program committee and financed from the program budget, except in the case of fellowship/grant recipients or LAF litigants, which are financed from the AAUW Funds budget. Speaker reimbursement for travel expenses shall be in accordance with AAUW CA policy mileage, plus meals and lodging.

5.2. Vouchers and Reimbursements

- 5.2.1. Vouchers for reimbursement should be submitted to the treasurer within 30 days of the date the expense was incurred, with the exception of telephone expenses. Receipts for ALL expenses must accompany the voucher to be eligible for reimbursement.
- 5.2.2. The Finance officer shall issue checks only after approval of vouchers and bills by the appropriate officer in charge of that budget category.
- 5.2.4. Any single expenditure must have two signatures.
- 5.2.5. Funds being transferred by the Finance officer to or from savings accounts need not be approved. All transfers and payments must be made by check or electronic transfer.
- 5.2.6. No indebtedness in excess of \$ 25.00 over amounts provided for in the budget shall be incurred by any branch member except upon a recommendation of the board.
- 5.2.8. The president or her/his representative will be reimbursed for registration and mileage (using the current AAUW CA rate for mileage) to and from district and Interbranch Council (IBC) meetings.
- 5.2.9. In the case of co-presidents or co-presidents-elect, when both attend IBC, district, state or national AAUW meetings or conventions, the reimbursement available will be split equally between them.

5.3. Branch Donations/Contributions

- 5.3.1. The branch will neither raise funds for nor contribute to any organization outside of AAUW. See also Section 9 for additional policies concerning outside organizations.

- 5.3.2. The branch may contribute neither money nor anything of material value to candidates for elective office, partisan or non-partisan, nor accept their paid political announcements for inclusion in AAUW publications.
- 5.3.3. Upon the death of a member, her/his participation in AAUW may be honored with a memorial gift from the branch to the [name an AAUW fund] and/or the [name another AAUW Fund]. If the family has no preference, the branch may make a memorial gift to any AAUW fund, selected by vote of the board. Funds for the gift shall be taken from the general fund and the amount decided upon by the board.

5.4. Membership Dues

- 5.4.1. Changes in dues occur as written in the bylaws. See website.
- 5.4.2. Members must renew by June 30 in order to be included in the membership annual directory. (See Standing Rule # 7.)
- 5.4.3. Any new members joining the branch between January 1 and March 15 shall pay full AAUW CA dues, one-half of AAUW dues and one-half of branch dues. Any new members joining after March 15 shall pay the full amount of dues, which will cover their dues for the following fiscal year.
- 5.4.4. State and branch dues shall be waived for college/university representatives to join the branch.
- 5.4.5. E-student affiliates from an AAUW college/university partner member institution may participate in all branch activities without paying any fees, but are not eligible to vote or run for branch office, and may only receive branch publications (e.g., newsletter, directory) electronically, rather than print.

6. FUND RAISING

- 6.1. **Purposes.** The primary purpose of AAUW fund raising is to finance AAUW programs and projects.
 - 6.1.1. To retain tax-exempt status, AAUW must pay attention that fund raising does not become its primary focus. Further information can be found in IRS publication 598, "Tax on Unrelated Business Income of Exempt Organizations."
 - 6.1.2. In order to raise funds legally in California, the branch must register with the state attorney general's office, filing a CT1 form once and then annually renewing by filing the RRF1 form by the November 15 deadline: <http://ag.ca.gov/charities/>.
 - 6.1.3. All fund raising publicity must state clearly for what purpose the money being raised and what percentage or amount, if any, is tax exempt.

- 6.1.4. If an event is raising funds for multiple purposes (e.g., branch operating budget, AAUW Funds, Tech Trek), the board must decide in advance how the proceeds will be allocated, and this must be disclosed in all fund raising publicity.
- 6.2. **Safeguards.** To ensure compliance with state and federal laws and to protect AAUW and its volunteers against loss, theft and mismanagement of funds, the following procedures must be followed:
- 6.2.1. The fund raising project must meet the standards established in Section 6.1 and have the approval of the general membership/board in advance of the event and the vote must be recorded in the minutes of a branch meeting.
- 6.2.2. The branch may not borrow start-up money to finance an AAUW project, nor lend money to other groups (including student body groups) needing money to begin or carry-out projects.
- 6.2.3. Read all contracts carefully. Ensure that any contract is signed by two elected officers of the AAUW, one of whom must be the president, after the membership/board has voted to approve the project.
- 6.2.4. Ensure that all money is always counted in a secure location by at least two adults who are not related by blood, marriage, or place of residence. Money must always be counted before being taken from the original site where it was obtained.
- 6.2.5. Use a cash verification form (signed by the counters) when counting money in order to have an accurate, written record of all money. Provide treasurer with a report.
- 6.2.6. Deposit receipts promptly. Do not keep money at a member's home.
- 6.2.7. Use an *Authorization for Payment* form when paying bills. Pay all bills by check (never in cash).
- 6.2.8. Fund raising projects must not violate the noncommercial policy. Continuing or repetitive projects in cooperation with a commercial business may be perceived as AAUW endorsement of that business, as may the use of the name of AAUW along with the business name in promotions.
- 6.2.9. The branch may accept donations from businesses or public officials (e.g., elected officials or candidates) as long as the donor does not publicly oppose AAUW positions and as long as the donor does not receive more prominent acknowledgement than others who donate at comparable levels.
- 6.3. **Tax Deductibility.** Funds intended for 501(c)(3) entities (e.g., AAUW Funds and Tech Trek) must be handled in accordance with IRS and state laws to protect the donors, the branch, and the tax-exempt status of national AAUW.

6.3.1. When tickets are sold to a fund raising event for AAUW Funds there are only two acceptable methods to send the monies to AAUW Funds that meet IRS requirements. (For full details see <http://www.aauw.org/files/2013/06/Events-with-Ticket-Sales.pdf>) In brief, they are:

A. Branch Donation - All income is recorded (gross amount), all expenses are deducted, and the remaining amount (net amount) is sent to national. NO individual members are credited with donations. This is ONE entry for the entire branch as a Special Event.

B. Individual Donations - The fair market value (FMV) of the event must be determined and the Event Fair Market Value Worksheet filled out and submitted with the monies to national. Individual donations should be listed minus the FMV, showing only the donation amount allowable for each attendee. (Note: It is difficult to retain funds to cover event costs when using this method.)

6.3.2. Branch or individual contributions to Tech Trek [or Speech Trek] shall be handled through the AAUW CA Special Projects Fund (SPF). Donor checks must be made out to AAUW CA SPF, not to the branch, in order to meet IRS requirements for tax deductibility. Checks must be forwarded promptly to the Tech Trek camp treasurer, with the required transmittal form; or, if the donation is intended to the entire Tech Trek project, rather than toward camper fees, directly to SPF with a transmittal form explaining its intent.

6.3.3. If branch has local scholarship funds handled through a 501c3 entity, donation checks for the local scholarship fund shall be made out to AAUW CA SPF or other 501c3 entity used and delivered to that entity in accordance to its requirements, not deposited in the branch bank account.

6.4. **Raffles and Opportunity Drawings.** The forms and information on how to conduct a raffle or opportunity drawing legally must be consulted on the California Attorney General's website: www.ag.ca.gov/charities/raffle.htm.

6.4.1. A completed registration form and registration fee must be submitted by September 1 of each year (September 1 through August 31) during which a raffle is expected to be conducted. A separate Nonprofit Raffle Report must be completed for each raffle conducted during a reporting year (September 1 through August 31). Reports are due on or before September 1.

6.5. **AAUW Funds.** In addition to branch fund raising events supporting AAUW Funds (see 6.3), direct donations may be solicited, either via the national AAUW website's donor platform, or by checks. All such donations are tax deductible.

6.5.1. Checks must be made out to "AAUW Funds." If the donor wishes, the designated fund may be written in the memo line. The board shall decide which

funds(s) shall receive undesignated donations, with priority given to incomplete California endowment funds closest to completion.

6.5.2. Checks intended for AAUW Funds may NOT be deposited in the branch bank account. Checks must be mailed promptly to AAUW. Failure to follow this procedure puts the donor at risk for audit and endangers AAUW's tax-exempt status.

6.5.3. If a donor mails a check directly to national AAUW rather than the branch, the branch name must be noted in the memo line for the branch to receive credit for the donation.

7. CANDIDATE ENDORSEMENT

7.1. Candidates for public office may only speak at candidate forums or branch events in accordance with AAUW Policy #301. [AAUW policy is posted on the AAUW website: www.aauw.org/resource/aauw-board-of-directors-policy-book/]

7.2. Branch endorsements of candidates for non-partisan public office or public agencies within the Turlock Branch area may be made using the procedures outlined in AAUW Policy #301.

7.3. An individual member may endorse, as a private citizen, candidates for appointive or elective office, partisan or non-partisan, but such endorsement shall not use the name of AAUW. The individual member endorsement shall not include any mention of her/his AAUW membership. (See Standing Rule # 13.)

7.4. As a candidate for any office, a member may declare membership in AAUW as long as she or he is not opposing any AAUW program or policy. Declaring one's AAUW membership opposing an AAUW position violates the AAUW Use of Name policy. (See Standing Rule # 14.)

8. MEETINGS, PROGRAMS, AND INTEREST GROUPS

8.1. Prospective members may attend only three member-only functions (e.g., interest groups) before being encouraged to join. An exception is made for spouses in couples groups such as gourmet or bridge. (See Standing Rule # 6).

8.2. Dates of all meetings, including interest group meetings, must be cleared with the board member who keeps the branch calendar.

8.3. No branch meeting or event, nor interest group meeting, shall be scheduled on the dates/times of IBC meetings, the district leadership training meeting, or the state or national AAUW conventions or annual meetings.

- 8.4. No meetings shall be scheduled on Maundy Thursday through Easter, Rosh Hashanah (2 days), Yom Kippur, the evening preceding the first day of Passover, Christmas, or any major holiday of significant religious or ethnic groups. (All Jewish holidays begin at sundown the day before.) This is in accordance with AAUW Diversity Policy. (See Standing Rule # 1.)
- 8.5. No interest group activity will be scheduled on the date of the branch general meeting or branch special event or fund raiser. The branch general meeting takes precedence over any scheduled branch section or interest group.
- 8.6. 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 to attend events in private homes.
- 8.7. There shall be no smoking at any branch event, including those held in private homes. (See Standing Rule # 4.)
- 8.8. Traditional dates of interest group meetings will take precedence over proposed meeting dates of new interest groups.
- 8.9. With the approval of the board, any member may form a new interest group providing that it is open to all members and providing that its meetings will not conflict with other scheduled general and interest group meetings, or state or national conventions. (See Standing Rule # 11.)
- 8.10. Member complaints or concerns about interest group activities shall be settled by the membership vice president in consultation with the membership committee. A member may appeal to the board for resolution of interest group issues, but only after first seeking the assistance of the membership chair.

9. OUTSIDE ORGANIZATIONS

- 9.1. As previously noted in Section 5.3.1, the branch will neither raise funds for nor donate funds to any outside organization.
- 9.2. No outside organization shall be allowed to promote its fund raising activities or sell tickets at branch meetings. Members shall neither sell tickets to non-AAUW events nor advertise them during branch programs or events. (See Standing Rule # 5.)
- 9.3. The branch directory shall not be made available to outside organizations for recruiting or solicitation.
- 9.4. Information concerning any organization other than AAUW shall not be published in the monthly newsletter or sent via the branch email network without board approval.

- 9.5. 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 the AAUW 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.

10. PUBLICATIONS AND COMMUNICATIONS

- 10.1. All publications of the branch shall be in accord with the AAUW “Use of Name” bylaws article, which provides that any such publication shall not be in conflict with the policies and programs of AAUW and AAUW California.
- 10.2. Content of the branch newsletter shall be reviewed and approved by the president.
- 10.3. The branch directory, newsletter, and website shall be used exclusively for communication on AAUW matters among the branch members. They shall not be used for solicitation of any kind. (Standing Rule # 8.)
- 10.4. Personal contact information of any member (mailing addresses, phone numbers, and email) shall not be posted on the branch website, unless on a password protected page for members only, without the permission of that member. It is the responsibility of those who submit updates to the website, including newsletter articles when the newsletter is subsequently posted on the website, to obtain permission for personal contact information to be included from any member so identified. (See Standing Rule # 15.)
- 10.5. The branch website will only include links to other AAUW entities or to coalition organizations approved by the board.

APPENDIX A

ELECTED OFFICERS JOB DESCRIPTIONS

PRESIDENT

The president is the branch's administrator, coordinator and creative planner. The president believes in the philosophy of AAUW and has faith in the branch members. To qualify for this position the nominee must have served on the branch board at some time. The president:

1. Serves as the official representative of the branch in activities of AAUW at all levels.
2. Presides at all branch, executive committee and board meetings.
3. Upholds the bylaws, the policies and procedures, and the standing rules, and ensures that all board officers have current copies of these documents.
4. Calls special meetings of the branch in accordance with the provisions of the branch bylaws.
5. Appoints the chairs of all task forces and committees except the nominating committee and those chairs provided for by election.
6. Interprets the objectives of AAUW to the members and to the public.
7. Submits the board officer reports to AAUW CA and AAUW after branch elections by the stated deadlines.
8. May write a president's message for each newsletter issue.
9. Reviews newsletter/website content with the newsletter editor before submission of copy to the printer/web manager.
10. Submits the documentation for the current AAUW CA branch recognition program.
11. Ensures that the branch bylaws are brought into conformity whenever notified by AAUW or AAUW CA of mandatory amendments.
12. Serves as an ex-officio member of all committees except the nominating committee.
13. Attends Interbranch Council and district meetings or sends a representative.
14. Represents the branch at AAUW CA conventions, AAUW conventions and other meetings to the extent possible. Reports the results of these conventions and meetings to branch members.
15. Creates a harmonious climate for cooperative interrelationships among board members.
16. Encourages member participation.

17. Works closely with the president-elect.

PRESIDENT-ELECT

The president-elect is the elected president for the succeeding year and succeeds to the office without further election. To qualify for this position, the president-elect must have served as a board member at some time. The president-elect:

1. Maintains the branch calendar.
2. Reserves meeting rooms for all board meetings.
3. Orders the past president's pin in advance of the installation event. If the president already owns a pin, purchases alternative gift from another AAUW source, such as Shop AAUW or merchandise sold by other AAUW branches to support other AAUW activities.
4. Presides at meetings at the request of or in the absence of the president.
5. Acts in place of the president in the case of absence or disability.
6. Serves as an ex-officio member of all committees except the nominating committee.
7. Assists the other chairs and vice presidents with such activities as orientation or new member meetings.
8. Acts as the liaison between the interest group chairs and the board. Adjudicates any member complaints concerning interest groups. See Policy 8.10. *[Use this if the president-elect is assigned this task in Section 8.10; otherwise delete and add to membership chair duties.]*
9. Attends meetings of Interbranch Council with the president or as her/his representative.
10. Writes newsletter articles as necessary.
11. As incoming president, chooses the installing officer for the installation event.
12. Performs other duties as requested by the president or board of directors.

[Note: If there is no president-elect, these duties should be apportioned among the elected officers.]

FINANCE OFFICER

The Finance Officer

1. Becomes familiar with the Branch Finance Tool Kit on the national AAUW website and the AAUW California Branch Financial Information publication on the state website.
2. Chairs the budget committee.
3. Receives all monies due the branch. Pays all bills provided for in the budget or verified by the president. Receives all checks from new and renewing members.
4. Fills out membership report forms for AAUW and the state.
5. Keeps an accurate set of financial records.
6. Manages the branch bank accounts. Keeps separate ledgers and records for the branch general account, AAUW Funds raised, and any other accounts required by the IRS to be kept separate. Collects dues and AAUW Funds and remits them to AAUW and the state by the specified deadlines.
7. Renders a financial report at the annual meeting of the branch and at other times as requested by the board. Publishes the budget in the newsletter in early fall, at a date determined by the board.
8. Assists fund raising planning to assure compliance with IRS and California Franchise Tax Board regulations.
9. Bills any person who fails to cancel a reservation in time to recover any branch up front payment.
10. Submits all financial reports and filings required by the IRS, AAUW and AAUW CA by the deadlines as instructed by AAUW.
11. Retains all branch financial records for a period of seven years or in accordance with IRS regulations.
12. Ensures that the branch financial records are reviewed annually. *[Note: Ask some branch members to conduct a financial review, not audit, of the treasurer's books. An audit is a task for a professional CPA, according to rigorous standards.]*
13. Ensures that the branch has enrolled in the state liability insurance program, and pays the premium on or before the insurance renewal date.
14. *[If there is no president-elect]* Orders the past president's pin. If the president already owns a pin, purchases a gift certificate to Shop AAUW as the president's gift.
15. Performs other duties as requested by the president or the board.

SECRETARY

The secretary is the recording officer of the organization and the custodian of all the records except those specifically assigned to others.

The secretary:

1. Works with the president to prepare the order of business as requested.
2. Sends out notices of meetings as requested.
3. Works closely with the president and the parliamentarian to achieve smooth-flowing, business-like meetings.
4. Records attendance at board meetings.
5. Keeps minutes of board, executive committee and branch meetings, Keeps other important branch papers.
6. Sends a copy of the minutes of the previous board meeting, together with a list of unfinished business, to the president within 10 days of the board meeting.
7. Sends a copy of the minutes of the previous board meeting and an agenda for the upcoming board meeting to board members in a timely manner.
8. Keep minutes of board and branch proceedings forever, as they are the legal record of the organization.
9. *[If there is no corresponding secretary, add Corresponding Secretary's duties here].*
10. *[If there is no president-elect]* Keeps the branch calendar.
11. Keeps an experience notebook.
12. Performs other duties requested by the president or the board.

PROGRAM VICE PRESIDENT

The program vice president:

1. Selects a program committee with board approval and serves as chair. (See committee description in Appendix C of these policies and procedures).
2. Incorporates AAUW and AAUW CA program themes and priorities into the branch program.
3. Plans branch programs with the committee.
4. Develops the budget for the branch programs.
5. Is a member of the budget committee.
6. Presides and acts in the absence of the president and the president-elect.
7. Writes newsletter articles about upcoming program events and submits program information to the media manager to be posted on the branch website or calls made.
8. Reserves meeting rooms for general meetings.
9. Performs other duties requested by the president or the board of directors.

MEMBERSHIP VICE PRESIDENT

The membership vice president:

1. Selects a membership committee with board approval and serves as chair, planning and coordinating the branch recruitment and retention efforts. (See committee description in Appendix C of these policies and procedures).
2. Welcomes new members, making personal contact, and introduces them at membership meetings and in the branch newsletter. Ensures new members are added to all branch communications lists, including newsletter distribution and email or phone lists.
3. Plans and chairs membership meetings, including orientations.
4. Develops the budget for the branch's membership activities.
5. Keeps an accurate list of branch members.
6. When national AAUW releases its branch member count, checks the Member Services Database (MSD) on AAUW's website, and works with national staff to correct any inaccuracies. Updates members' current email addresses on the MSD no later than March 1 to ensure all members receive email invitations to vote in national and state AAUW elections.
7. Notifies the appropriate person in other branches when members transfer in or out of the branch.
8. Coordinates the publication of the membership directory. *[Optional: Works with web manager to keep the website's membership directory updated throughout the year as new members join.]*
9. Assists the treasurer with membership records.
10. Acts as the liaison between the interest group chairs and the board. Adjudicates any member complaints concerning interest groups. See Policy 8.10. *[Use this if the membership chair is assigned this task in Section 8.10; otherwise delete and add to president-elect]*
10. Writes a newsletter article as necessary focusing on membership and new members of the branch.
11. Presides at meetings in the absence of the president, president-elect and program vice president.
12. Serves on the program and finance committees.
13. Performs other duties requested by the president or the board of directors.

AAUW FUND VICE PRESIDENT

The AAUW Fund vice president:

1. Understands all facets of AAUW Fund programs, Fund names, and numbers, and is familiar with where Fund information is found on the national and state websites.
2. Selects an AAUW Fund committee with board approval and serves as chair. (See committee description in Appendix C of these policies and procedures).
3. Plans and coordinates AAUW Fund fund raising activities that emphasize AAUW Fund program. (Must follow procedural requirements outlined in Section 6-Fund raising to ensure all fund raising meets AAUW and legal requirements.)
4. Develops a budget for those fund raising activities.
5. Instructs members how to contribute to AAUW Fund by the contribution deadlines.
6. Recommends to the board which fund(s) shall receive any non-designated donations to AAUW Fund received by the branch. (See policy 5.4.3.)
7. Provides branch members with updates on AAUW Fund information and AAUW research provided by AAUW.
8. Maintains a list of all members who contribute \$100 or more and sends them written acknowledgments on branch stationery.
9. Thanks all donors by recognizing them in the branch newsletter and/or by sending them personal notes.
10. Educates the branch and the community about the programs of AAUW.
11. With the Fund committee, decides the amount of the annual branch contribution to Fund and ensures that the Fund financial report and other necessary forms are correctly filled out.
12. If the branch has raised enough for AAUW Fund to qualify, recommends to the board branch member(s) to become Branch Named Gift Honorees, selecting members who have made significant contributions to the work of the branch and AAUW's mission. Announces the Named Gift Honoree(s) at the branch annual meeting and in all branch publications.
13. Keeps a historic list of past Branch Named Gift Honorees, and publishes the list branch website.
14. Serves on the program committee.
15. Presides at meetings in the absence of the president, the president-elect, the program vice president and the membership vice president.

16. Performs other duties requested by the president or the board of directors.

APPENDIX B APPOINTED OFFICERS JOB DESCRIPTION

COMMUNICATION CHAIR

The communications chair:

1. Oversees all branch communications: newsletter, website, phone tree, email network.
2. Works with budget committee to establish newsletter budget.
3. Works with membership vice president to ensure new members are added to the communications network in the form of addresses, phone numbers and emails.
4. Ensures that branch communications networks are only used for branch purposes. (See Sections 9-10 of these policies and procedures.)
5. Performs other duties requested by the president or the board.

CORRESPONDING SECRETARY

The corresponding secretary:

1. Sends all correspondence as instructed by the board. Retains all communications received and copies of all letters sent by the branch or board.
2. Sends cards of sympathy or congratulations to branch members when requested by the president.
3. Performs other duties requested by the president or the board.

LOCAL SCHOLARSHIP CHAIR

The local scholarship chair:

1. Selects a local scholarship committee, with board approval, and serves as its chair.
2. Submits the application to the AAUW CA Special Projects Fund (SPF) to use as the pass-through funding mechanism that allows donations to be tax-deductible. Once accepted as a SPF account, submits all annual reporting SPF requires.
3. Educates members of the branch about local scholarships.
4. Writes articles as needed for the branch newsletter focusing on local scholarship fund raising and candidate selection.
5. With the local scholarship committee, reviews the candidate application form and updates it if necessary, reviews candidate applications, interviews finalists and selects recipients. Publicizes names of scholarship recipients.
6. Ensures that timely payment(s) is (are) made to the educational institution.
7. Oversees local scholarship finances. Keeps accurate record of all monies contributed to local scholarship fund by branch members.
8. Maintains a list of all branch members who contribute \$100 or more and sends them written acknowledgements on branch stationery. Thanks all donors by recognizing them in the newsletter and/or by sending them personal notes.
9. Maintains an on going list of recipients. If possible, follows up with recipients for several years.
10. Performs other duties as requested by the president or the board of directors.

NEWSLETTER EDITOR

The newsletter editor:

1. Establishes submission deadlines for each issue.
2. Collects articles and edits to fit format.
3. Emails draft to president [\[and proof reader\]](#) before final draft goes to the printer.
4. Submits printing invoice to the treasurer for printing and stamps as needed.
5. Submits electronic version of the newsletter to all branch members able to receive it electronically
6. Keep a binder with a copy of each issue as a historical record.
7. Submit an electronic copy to the branch web manager to be posted on the website.
8. Submits an electronic copy to the AAUW CA Newsletter.

PARLIAMENTARIAN

The parliamentarian:

1. Serves on the board as a non-voting appointed officer and chairs the bylaws [governance] committee *[If the branch has a separate bylaws chair, separate this job description into the appropriate parts for the two jobs of parliamentarian and bylaws chair.]*
2. Counsels the president on questions related to parliamentary procedure.
3. Takes a copy of branch bylaws, standing rules, policies and procedures, the current edition of *Robert's Rules of Order Newly Revised*, and other documents likely to be needed to every board meeting.
4. Assists the president and the public policy chair at endorsement meetings.
5. Chairs a committee to review branch governing documents as required in Section 1 of the branch policy.
6. Per the bylaws requirements, provides a draft of proposed bylaws amendments to the state governance committee representative prior to submitting amendments to the branch membership for approval. Provides a copy of amended bylaws (after amendments adopted by membership) to the state governance committee representative for certification.
7. Provides copies of any updated or amended branch governance document (bylaws, policies and procedures, or standing rules) to board members within 30 days.
8. Delivers the state governance committee's certification form for newly amended branch bylaws to the secretary for branch records.
10. Performs other duties as requested by the president or the board of directors.

PUBLIC POLICY CHAIR

The public policy chair:

1. Selects the public policy committee with board approval and serves as chair. (See Appendix C for committee description.)
2. Serves on the branch program committee.
3. Coordinates branch forums and endorsement meetings, following AAUW policy to ensure fairness and adherence to AAUW's Use of Name requirements. (See policy Section 7 on Candidate Endorsement Policies.)
4. Educates members of the branch about public policy concerns, focusing on national and state public policy priorities.
5. Coordinates branch public policy studies and action, including voter education campaigns.
6. Encourages members' participation in AAUW CA and AAUW Action Alerts.
7. Attends public policy events. Arranges interviews of local legislators.
8. Maintains branch public policy files and a procedure notebook.
9. Performs other duties as requested by the president or the board.

PUBLICITY CHAIR

The publicity chair:

1. Evaluates previous branch publicity efforts and assesses current needs.
2. Works with other branch officers and committees to help gain visibility for branch priorities including
 - Branch Programs or Events highlighting AAUW's mission
 - Membership recruitment events
 - Tech Trek, Speech Trek, Sister-to-Sister *[add other events as applicable]*
 - Local scholarship information (e.g., applications available and bios of recipients)
3. Develops and maintains a list of media contacts and their deadlines, including
 - Local columnists
 - Reporters covering the branch area
 - Education reporters (for local scholarship announcements)
 - Public service announcements
 - Calendar listings
4. Writes news releases, calendar notices, and public service announcements and distributes to media, meeting their deadlines. Works with social media manager to keep website updated.
5. Maintains a file of media coverage, including copies of newspaper articles.
6. Performs other duties as requested by the president or the board.

SOCIAL MEDIA MANAGER

The Social Media manager:

1. Maintains the branch website, working with all board officers, particularly with the program vice president and communications and publicity chairs.
2. Coordinates the branch's social media presence. Makes use of the AAUW Web format.
3. Makes recommendations for website upgrades or formatting changes.
4. Coordinates the branches social media presence.

BRANCH STEM CHAIR

The Branch Stem Chair: The science, technology, engineering and math (STEM) chair serves on the branch board. The purpose of the role is to champion women's representation in STEM by encouraging women and girls to pursue these educational and career fields. Chairs are expected to initiate and participate in local STEM events and be effective communicators for AAUW's STEM research and programmatic efforts.

1. Develop an action plan for STEM education outreach and events that includes specific measureable goals.
2. Encures that STEM education outreach and events are included in the branch budget.
3. Serve on AAUW Tech Trek or AAUW Tech Savvy committees, if applicable, and volunteer at AAUW STEM events.
4. Attend local STEM conferences, distribute information about AAUW programs and research, network with local STEM-focused groups, and explore other opportunities to collaborate at the local level.
5. Speak to community groups about AAUW research and STEM programs.
6. Encourage branch and state organizations to promote local STEM events on social media by tagging and sharing with the AAUW Facebook page and Twitter feed.
7. Bring successful STEM branch events to the attention of the AAUW National Office.
8. Publicize AAUW STEM activities at your state convention.
9. Familiarize yourself with AAUW STEM educational programs and materials and be prepared to discuss the benefits of STEM engagement with branch and state organizations and community members.

DIVERSITY AND INCLUSION OFFICER

The Diversity and Inclusion Office position will be responsible for sponsorship of the branch's strategic initiatives to support the recruitment and retention of diverse members. The successful individual will be comfortable in specific area(s) of diversity and will establish a strong working relationship with AAUW's Inclusion and Equity committee, ultimately enabling them to help increase overall representation, engagement and in turn, your branch results. This role will also manage external diversity partnerships and will serve as the diversity liaison to various internal entities:

1. Applies in-depth knowledge of diversity principles and practices to deliver solutions in areas such as inclusion, member engagement, training and communication.
2. Key contact for all external diversity partnerships.
3. Partners with internal AAUW entities to set annual strategies.
4. Serves as the diversity liaison with key partners: Branch, State, National.
5. Other diversity projects as assigned.

C/U (COLLEGE/UNIVERSITY) COORDINATOR

The C/U Coordinator: The branch officer responsible for coordinating C/U outreach and programs. The person is a link between AAUW and the C/U representative:

C/U (COLLEGE/UNIVERSITY) REPRESENTATIVE

The C/U Representative: The designated, official contact person for AAUW on a partner member campus who serves as a liaison between AAUW and the faculty, students, and staff of a school. Each partner member may have two campus reps, and each of them receives a free AAUW national membership:

APPENDIX C

COMMITTEE JOB DESCRIPTIONS

AAUW FUNDS COMMITTEE

Composition: AAUW Funds vice president, president, immediate past president, one past named gift honoree, treasurer, and any others deemed necessary by the committee chair.

[Alternative: A number of members determined at the discretion of the committee chair.]

Chair: AAUW Funds vice president.

Term of Service: One-year term.

Duties of Chair:

- a. Oversee AAUW Funds finances. Keep accurate records of all money contributed by branch members to AAUW Funds.
- b. Thank all donors by recognizing them on the website and/or by sending them personal notes.
- c. Serve on the Program committee.

Duties of Committee:

- a. Educate the branch about the programs of the AAUW Funds and Legal Advocacy Fund.
- b. Plan and coordinate fund raising activities for the AAUW Funds and Legal Advocacy Fund, and ensure members are educated about how to donate and the donation deadlines.
- c. Recommend to the board where AAUW Funds contributions should be designated. If the branch has an open (unfinished) endowment, all funds should be directed to this endowment. Otherwise, priority shall be given to unfinished California endowments closest to completion.
- d. Recommend to the board any named gift honorees, based on their service to the branch and/or the state and national AAUW.

BUDGET/FINANCE COMMITTEE

Composition: The Budget Committee shall consist of the treasurer, president, president-elect, membership vice president, and program vice president. The chair may add other committee members as needed.

Chair: Treasurer

Length of Service: One-year term.

Duties of the Chair

1. Call meetings of the committee.
2. Present proposed budget to board for approval by the first board meeting of the fiscal year.
3. Send the proposed budget to the newsletter editor in time for it to be published at least 2 weeks before the branch vote of approval.
4. Lead branch discussion of proposed budget before branch vote of approval.
5. Call a committee meeting in January to review and adjust the budget as needed.
6. Present the revised budget to the board.

Duties of the Committee

1. Ensure that budget planning maintains the fiscal health of the branch and takes into account all branch fiscal obligations as specified in branch bylaws and these policies and procedures.
2. Use realistic estimates of expected income.
3. Consult past budgets and year-end financial reports.
4. Consider branch goals in setting funding priorities.

BYLAWS COMMITTEE

Composition: Parliamentarian and any others deemed necessary by the committee chair.

Chair: Parliamentarian

Term of Service: One-year term.

Duties of Chair:

- a. Coordinate and facilitate committee members' activities and communication.
- b. Present committee recommendations to board.
- c. Present board-approved bylaws amendments to the district representative of the AAUW CA Governance Committee for approval before the amendments are brought to a branch vote of approval.
- d. Keep the branch bylaws current, making changes as mandated by AAUW or state. Distribute newly amended bylaws to all board members and any interested branch member.
- e. Send newly amended/revised bylaws, policies and procedures, or standing rules to all board members.

Duties of Committee:

- a. Review branch documents as required in Policy Section 1.
- b. Develop draft of proposed amendments for any of those documents to present to the board.

COMMUNICATIONS COMMITTEE

Composition: Communications chair, newsletter editor, web manager, president, program vice president, membership vice president, and any others deemed necessary by the committee chair.

Chair: Communications chair.

Term of Service: One-year term.

Duties of Chair:

- a. Chair business sessions of the committee.
- b. Coordinate and facilitate committee members' activities and communication.
- c. Present website development plan to board.

Duties of Committee:

- a. Branch Communications: Email and Phone Tree
 1. Keep an updated email list of members willing to receive the branch newsletter and other branch messages electronically.
 2. Create a phone tree to ensure those not receiving electronic messages are also included in special messages between newsletters.
 3. Notify membership vice president of any branch member contact information changes.
 4. Ensure that all messages sent are specifically concerning branch activities, and adhere to policy about outside organizations (see Policy Section 8.)
- b. Newsletter
 1. Decide on the number of issues to be published for the year. Establish and publish a schedule for article submission, delivery of newsletter to printer, and mailing
 2. Solicit ads (sponsors) to offset cost of newsletter publication.
 3. Remind sponsors to renew in July each year.
- c. Develop and maintain a website to:
 1. Meet the information needs of the branch.
 2. Advertise branch events.
 2. Educate the public about AAUW and its mission, and create a positive image of the branch in the community.
 3. Attract prospective members to the branch.

LOCAL SCHOLARSHIP COMMITTEE

Composition: Committee chair, president elect, treasurer, immediate past president, at least one non-board member; and others as the board may direct. *[Adapt as branch requires.]*

Term of Service: One-year term.

Duties of Chair:

See job description of Local Scholarship Chair.

Duties of Committee:

- a. Develops policy about who is eligible to receive a scholarship for board approval.
- b. Develops a budget for, plans, and coordinates all local scholarship fund raising activities, ensuring that they do not conflict with AAUW Funds fund raising. (Local scholarship fund raising activities must be kept separate from AAUW Funds fund raising efforts).
- c. Educates branch members about local scholarships.
- d. Publicizes availability of local scholarships at educational institutions in the area.
- e. Reviews the candidate application form and updates it if necessary, reviews candidate applications, interviews finalists, and selects recipients.
- f. Together with the chair, thanks all branch members by recognizing them in the branch newsletter.
- g. Performs other duties as requested by the chair.

MEMBERSHIP COMMITTEE

Composition: Membership vice president, president, program vice president, and any others deemed necessary by the committee chair.

Chair: Membership vice president.

Term of Service: One-year term.

Duties of Chair:

- a. Coordinate and facilitate committee members' activities and communication.
- b. Serve on the finance and program committees.
- c. Work with the treasurer to keep the membership directory current and accurate; ensure that branch records match AAUW membership records; and work with AAUW staff to correct errors.
- d. Notify other branches when members transfer.

Duties of Committee:

- a. Initiate and coordinate branch recruitment and retention efforts.
- b. Send out dues renewal to members between March 15 and June 1 of each year.
- c. Coordinate branch social events and new member orientations.
- d. Welcome new members.
- e. Assists the chair in resolving any interest groups concerns or disputes.

NOMINATING COMMITTEE

Composition: There shall be a nominating committee of three members, elected or appointed by the branch board of directors at the January meeting. The Present should not serve on this committee per Roberts Rules of Order

Selection of the Chair: The board appoints the committee chair.

Length of service: One year (from the time of appointment until the branch election), and not more than 2 consecutive years.

Desirable qualifications:

1. Branch members for at least two years
2. Active in the branch at least for the past two years, preferably having served on the board.
3. For chair: past president, current membership vice president, or current board member.

Duties of the Chair

1. Call meetings of the committee.
2. Emphasize the confidentiality of the work of the committee.
3. Instruct the committee on the elected positions to be filled and the desirable qualifications for each office.
4. Set deadline for finalizing the slate.
5. Keep in close touch with committee members.
6. Send the slate to the newsletter editor in time for it to be published in the time specified in the branch bylaws.
7. Discard, and instruct committee members to discard, all written items about members' qualifications and personalities as soon as the committee finishes its work.
8. Submit a final report to the president with suggestions for the coming year.

Duties of the Committee

1. Become familiar with the duties of the elected positions for which they are selecting candidates.
2. Offer suggestions to the incoming president as to possible appointive officers, off-board positions and committee members.
3. In considering candidates for branch president or president-elect, candidates must have served on the board at some time. Other officers are required to have been branch members for at least one year.

4. Distribute job descriptions from these policies and procedures to prospective candidates to ensure they fully understand the position.
5. Develop a slate of officers and ensure it is published in the branch newsletter by the deadline required for prior notification per branch bylaws. Oversee the vote count for the election if a print ballot is used instead of a voice vote.
6. *[If branch bylaws authorize electronic or mail-in ballots:]* If the board authorizes an election using electronic or mail-in ballots, oversees the election using these procedures:
 - a. Publish the slate in the branch newsletter by one month before the prior notice deadline, asking for additional nominations “from the floor” in writing by a specified deadline.
 - b. A final slate, including any additional nominations submitted by the deadline, is sent to all members by the prior-notice deadline, along with instructions on how to vote electronically or by mail if a member cannot attend the annual meeting in person. A ballot shall be made available upon request in advance of the annual meeting even if it is an uncontested election, in order to ensure a quorum is met.
 - c. Electronic and mail ballots must be received by the nominating committee by the time of the annual meeting in order to be counted. The nominating committee will verify mailed/mailed ballots were submitted by members not present at the annual meeting before counting those ballots towards the quorum or the final election count.
 - d. The election results shall be finalized and announced at the annual meeting.
 - e. Should the board request a branch vote at the annual meeting on any other issue, such as a change in branch dues, the nominating committee will include that motion on the ballot used for officer elections.
7. Respect the confidentiality of the committee work.

PROGRAM COMMITTEE

Composition: Program vice-president, membership vice-president, AAUW Funds vice president, public policy vice president, publicity chair, and any others deemed necessary by the committee chair.

Chair: Program vice president.

Length of Service: One-year term.

Duties of Chair:

1. Call meetings of committee.
2. Coordinate committee members' activities and facilitate communication between committee meetings.
3. Present branch program plan to board.
4. Send branch calendar of programs to newsletter editor and web manager, with updates in each issue throughout the year.
5. Submit a report to the president at the end of the year with recommendations for the coming year.

Duties of Committee:

1. Create a branch calendar of branch programs that fulfill AAUW's mission to advance equity for all women and girls, through advocacy, education, philanthropy, and research.
2. Assign responsibilities for each program, including (but not limited to): securing meeting space, publicity, branch newsletter articles, getting board approval for speaker honoraria, providing for speakers' equipment needs, and arranging hospitality refreshments.
3. Ensure that programs are scheduled in accordance with branch policies and procedures (see Section 6: MEETINGS/PROGRAMS/INTEREST GROUPS) and standing rules.

PUBLIC POLICY COMMITTEE

Composition: Public policy vice president, president, and any others deemed necessary by the committee chair.

Chair: Public policy vice president.

Term of Service: One-year term.

Duties of Chair:

- a. Coordinate and facilitate committee members' activities and communication.
- b. Serve on the Program committee.

Duties of Committee:

- a. Write articles for the branch newsletter focusing on AAUW and state public policy priorities.
- b. Coordinate branch public policy studies and action.
- c. Coordinate branch forums and endorsement meetings.
- d. Educate members about the state and AAUW Action Alerts, and encourage them to participate.