

AAUW LAGUNA BEACH (CA) BRANCH POLICIES & PROCEDURES 2016-2017

1. **Purpose.** The purpose of these Policies and Procedures is to clarify how the Laguna Beach (CA) Branch of AAUW (AAUW-LB) operates day-to-day under the provisions of its bylaws. In the event that there is a conflict between the policies and procedures and the bylaws, the bylaws shall take precedence.
2. **Branch Mission Statement.** The branch shall further AAUW's mission to advance equity for women and girls through advocacy, education, philanthropy, and research.
3. **Branch Goals.** Together we are working to empower women and girls through education to reach their full potential by:
 - a. Contributing to the growth and advancement of AAUW and the AAUW Fund,
 - b. Participating in development of AAUW policies and programs through study, action and public advocacy in areas related to its purpose, including community, cultural interests, and education,
 - c. Supporting branch needs and promoting positive societal change in the community,
 - d. Cooperating in AAUW work at the district, state, and national level.
4. **Membership.** Members must meet the eligibility requirements established by AAUW. There shall be no barriers to full participation in this organization on the basis of gender, race, creed, age, sexual orientation, national origin, disability or class.
 - a. Prospective Members may attend two programs or events and one each of the interest groups as guests. Their names should be given to the membership chair for follow-up, and to the newsletter editor for emailing/ mailing them at least two complimentary issues.
5. **Membership Directory.** A membership directory will be prepared and distributed annually for the sole use of branch members.
 - a. Restrictions on Use of Directory. Under no circumstances may any part of the branch directory, including members' names, phone numbers and email addresses, be copied, forwarded, or given to any individual, business, campaign, outside organization, or be used for mailings or solicitations by such entities without the prior written permission of the AAUW-LB Board of Directors.
6. **Meetings, Programs and Events, Interest Groups, Fundraising, Regional.**
 - a. **Board Meetings.** Meetings of the board of directors are held monthly from September through June. An annual planning meeting will be held in July or August. Officers and project/committee chairs should attend all board meetings, which are open to all members.
 - b. **Membership Meetings.** The branch shall hold at least two meetings during the fiscal year, with September designated as the annual meeting, to conduct business, including but not limited to, establishing dues, and approving the budget, and June designated as the annual officers installation meeting including approving bylaws amendments. The branch board shall determine the time and place for these meetings.
 - c. **Programs and Events.** The branch will offer a program, salon, or other event, at least monthly from September through May, except where a program might conflict with a major fundraising event. Members are encouraged to attend. Programs are open to non-member guests. Reservations for events involving meal service must be paid for in advance unless cancelled by the stated deadline.
 - d. **Interest Groups.** The branch will form interest groups consisting of a series of small planned meetings where members may become acquainted and share mutual interests. Members are encouraged to attend at least one of these groups on a regular basis.
 - e. **Fundraising.** The branch shall actively raise funds to support the missions of AAUW and AAUW-LB. A fundraising committee will be formed to coordinate the overall effort for the branch. The intended use of the raised funds must be established and published prior to the event. Funds raised shall be collected and distributed by the branch nonprofit 501(c)(3)

AAUW Laguna Beach Foundation. The branch will neither raise funds for nor donate funds to any outside organization. No outside organization shall be allowed to promote its fundraising activities or sell tickets at branch meetings or events.

f. **Regional.** The branch president or board-appointed member should attend state conventions and district workshops with expenses paid by the branch when financially possible. Officers and regular members are encouraged to attend such meetings with expenses paid as the budget permits.

7. **Communications.**

a. The board of directors will communicate regularly with members to inform them about AAUW programs and priorities, branch activities, public policy and other topics of interest.

b. The branch will publish the *Laguna Waves* newsletter ten times a year. The newsletter will be distributed electronically to members whenever possible. Information concerning any organization other than AAUW shall not be published in the *Laguna Waves* without board approval.

c. The branch will maintain an up-to-date website, and utilize social media to communicate with members and prospective members.

d. The branch leadership will develop guidelines for developing and releasing public information including press releases, websites, fliers, invitations and other items that are distributed outside the branch.

e. AAUW's published style guidelines should be followed in all publicly released printed or electronic information. Only AAUW official logos shall be used.

f. Press releases on branch activities should also inform the public of the aims and achievements of the organization. All such releases should reference the branch website.

g. The Historian maintains records of all branch activities.

8. **Branch Leadership.** Each elected and appointed office may be shared. The duties of the office must be divided between the co-officers such that all responsibilities of the office are fulfilled and they share a single vote.

9. **Executive Board**

a. **President.** The branch president conducts the business of AAUW in the branch and develops, implements, and oversees all AAUW activities in the branch and community. The president is the official representative in the activities of AAUW-LB on all levels; presides at all meetings; serves as an ex-officio member of all committees except the nominating committee; calls special meetings when needed; and appoints, with approval of the executive committee, the chairs of all committees except the nominating committee. The president with the approval of the executive committee may fill any vacancies of elected offices.

b. **Vice President.** The vice president attends all board of directors and executive board meetings and carries out specific administrative duties as assigned by the president. This officer is responsible for being familiar with AAUW's and the branch's missions and priorities, governing documents, organization, and practices in preparation for assuming the office of president. To qualify for this position, the vice president must have served as a board member at some time.

c. **Programs Officer.** The programs officer is responsible for planning, developing and coordinating branch programs, including projects and events that promote the mission of AAUW and the branch. This officer will form a committee to assist in program planning and implementation, serving as the head of that committee, and will present a schedule of planned programs at the annual board-planning meeting in July.

d. **Membership Officer.** The membership officer oversees efforts to recruit and sustain a diverse, active membership in the branch. The membership officer will assist the programs chair in planning an annual membership event in September of each year. This officer is encouraged to organize one or more informal orientation meeting to acquaint

new members with branch programs and activities, and will offer AAUW's Shape The Future membership promotion program whenever feasible. The membership chair will send a dues renewal notice and form to all current members each spring.

e. **Finance Officer**. The finance officer collects, distributes, and accounts for all funds; collects dues and remits them to AAUW and AAUW-CA by required deadlines. This officer prepares an annual budget, with input from officers and committee/project chairs, and presents it at the annual planning meeting and provides a summary of branch financial status on a monthly and annual basis. This officer (or FO Assistant) is responsible for entering member data into the online national AAUW Member Database. The finance officer is responsible for being aware of and complying with all state, local and federal tax regulations in effect and for filing applicable tax forms by specified deadlines.

f. **Secretary**. The secretary records and keeps minutes of all business meetings; notifies officers and committee/project chairs of the date, time and place of board meetings at least one week in advance of the meeting; and prepares and distributes agendas and minutes. The secretary maintains permanent records of all branch minutes on a flash drive and a copy of such shall be in possession of the current president.

10. **Appointed Board**

a. **AAUW Fund**. The AAUW Fund office educates branch members about its programs and yearly determines named gift honorees who have made significant contributions to the work of the branch and AAUW's mission. The Educational Opportunities Fund (fellowships, endowments, etc.), Legal Advocacy Fund, and Public Policy chairs serve within this office and share one vote.

b. **Bylaws**. The bylaws chair heads the bylaws committee that is responsible for reviewing the bylaws and, when needed, proposing and implementing changes, and obtaining approval from AAUW CA. The bylaws chair keeps the official version of the bylaws document. The bylaws committee also assists with revising the branch Policies and Procedures and obtaining approval from the board.

c. **Educational Equity**. The educational equity office, comprised of elementary school tutoring, scholarships, Tech Trek, and Start Smart project chairs sharing one vote, shall oversee all local branch projects relating to education and is responsible for:

- Coordinating tutoring projects at elementary schools including recruiting, training, and scheduling tutors, interfacing with the school staff and students.
- Coordinating the scholarship projects including selecting scholarship recipients and interfacing with school and college faculty and students, and attending award ceremonies.
- Coordinating the Tech Trek project including selection of scholarship recipients and interfacing with AAUW CA, school faculty, students and parents, and attending award ceremonies.
- Coordinating the Start Smart project with college faculty and students.

d. **Parliamentarian**. Appointed by the President to serve as advisor to the President and the Executive Board, the Parliamentarian is not an officer and does not have voting privileges. The parliamentarian also is in charge of tallying the votes for elective offices.

11. **Other Committee and Project Chairs**. The president with approval of the executive board may appoint committee and project chairs and coordinators as needed to carry out its mission. The chairs are responsible for recruiting and retaining members of their respective committees or projects and reporting to the board.

12. **Annual Operating Budget**. The board of directors shall adopt an annual budget, which shall be presented to the membership in the *Laguna Waves*. The officers and project/committee chairs will not exceed their annual budget without prior approval of the board.

a. Expenditure plan of submission. Officers and committee/project chairs must submit a detailed expenditure plan of anticipated

needs to the finance officer for review one month prior to the annual planning meeting.

b. Reimbursement for out-of-pocket expenses. Members who have incurred out-of-pocket expenditures for branch expenses should submit vouchers and receipts for reimbursement to the finance officer within 45 days from the date of the bills.

c. Request for advance payment. Officers and committee/project chairs who must provide deposits to secure venues for approved branch programs and events, or for the services of identified consultants, or to purchase supplies, may submit requests for advance disbursement of funds in writing to the finance officer.

13. **Dues** are collected from each member annually and comprise AAUW dues, AAUW CA dues and AAUW-LB branch dues.

a. Branch dues are \$30 per year and are used to finance branch operating expenses, e.g., printing and postage, convention and workshop expenses, program costs, and website hosting.

b. Membership dues levels:

- *Regular \$99* - national \$49 (\$46 is tax-deductible), state \$20, branch \$30
- *Dual \$30* - branch dues only
- *Paid Life \$50* - state and branch dues only
- *50-Year Honorary Life \$30* - branch dues only
- *Student Affiliate (current undergraduate) \$37* - national \$17 (\$16 tax-deductible), state \$20, branch \$0
- *New to AAUW or a 2-yr. Lapsed Member joining at a meeting/event \$74.50* - national \$24.50, state \$20, branch \$30. To qualify for this reduced rate, a person must sign up on an official *Shape the Future Guest/Referral List* at a meeting/event. For every two new/2-yr. lapsed members joining at that time, the branch earns 1 free membership with a maximum of 5/FY.

c. Renewal of Dues. A dues renewal form will be mailed to all current members each spring. Beginning with the April issue of the *Laguna Waves*, members will be notified to renew their dues by June 30. Dues are payable beginning on March 15 and are in arrears after June 30.

14. **AAUW-LB Affiliations.** Affiliations may be made only with such other local groups compatible with AAUW interests and issues, e.g., education, equity, environment, and women's healthcare. Appointed representatives may state a position if it has been taken by AAUW.

15. **Elections.** Executive board nominees are approved by the board and then presented to the membership 30 days before elections. No later than two weeks after the board approves the nominees, additional nominations may be made with consent of the nominees, sent to the nominating committee chair, presented to the board, and then their names are added to the ballot. Voting may be by ballot, or by electronic (email) voting provided the number of members voting meets the quorum of 10% of the total membership. Email ballots will be sent to members with Internet access, and paper ballots will be mailed to those members without email accounts with a 2-week voting period. All votes will be tallied by the parliamentarian, reported to the board, and published in the *Laguna Waves*.

16. **Amendments/Revisions.** These Policies and Procedures may be amended/revised by the bylaws committee, adopted by the board of directors, and published in the membership directory.

Last Revised: January 13, 2016

