

NORTH HILLS – MCKNIGHT AAUW
BRANCH POLICY SHEET
Revised September 5, 2012

I.

Money Raising

A.

All money raising projects, for or in the name of AAUW, for whatever purposes, must be approved by the Board.

B.

Monies raised from fundraising may be held in the AAUW Funds account until the Branch approves their allocation. Dispersement is not limited to the fiscal year.

C.

Requests for reimbursement for expenditures must be accompanied by signed receipts and a completed "Check Request Form."

II.

Study/Action/Interest Groups

A.

New study/action/interest groups may be organized upon approval by the Board or by the Branch.

B.

All study/action/interest groups must follow Branch Policy. After the first organizational meeting of the study/action/interest groups, the goals and guidelines for the group must be presented to the Board. These should include length of time of study, officers, direction of the topic, and possible end product. Time may be extended upon Board approval.

C.

All members of interest groups must be Branch members.

III.

Membership

A.

Prospective members may be invited to attend two Branch meetings without paying dues.

B.

Dues paid after March 15 apply to membership for the next fiscal year.

C.

The Directory will be available only to members of the Branch and AAUW-PA officials as requested.

D.

Membership lists will be used only for AAUW purposes unless approved by the Board.

E.

Honorary Life Members (50 year members) will pay no Branch dues.

IV.

Community Projects and Organizations

A.

The Branch may be represented, if requested, in any community

projects consistent with our purpose, upon approval of the Board.

B.

The Board may appoint official or unofficial representation to other community organizations for not longer than two years unless reappointed.

C.

Fundraising functions of non-AAUW organizations may not be publicized in

Viewpoints

except with Board approval.

V.

Files

A.

Minutes and financial budgets must be kept indefinitely.

B.

Officers and committee chairpersons should retain material that is beneficial to incoming officers and chairs.

VI.

Board of Directors

A.

The Board of Directors is composed of the executive committee, appointed chairs, interest group chairs, and special appointees.

B.

All appointments shall be for a term of one year and may be extended.

C.

If the Program Vice-President must complete the term of the President, she may appoint (with the executive committee approval) a member of the board to serve as new Program Vice-President.

D.

The Past President shall be a member of the Board for one year immediately following the full completion of her term as President.

VII.

Nominations and Elections

A.

The nominating committee shall be formed in January and shall consist of two Board members and three general branch members.

B.

The list of nominees must be published in

Viewpoints

prior to the

annual election.

C.

The annual election of officers will take place at the April branch meeting.

D.

Persons nominated for the office of President shall have served a minimum of one year on an AAUW Branch Board.

VIII.

Public Policy Action

A.
Public policy action in the name of the Branch shall require endorsement by a majority vote of the Board whenever possible. In the case of controversial issues, approval by a majority of the members present at a Branch meeting shall be required. If time or circumstances prevent Branch or Board action, the minimum requirement shall be unanimous endorsement of at least three members of the Board who shall be: President, public policy chairperson, or committee chairperson most concerned with the issue.

IX.

Policy

A.

Addition or correction to this Branch Policy must be approved by the Board.

B.

Branch Policy sheets should be revised and updated by the Board every two years.

X.

Miscellaneous

A.

The program vice-president shall make certain that a letter of appreciation is written to each Branch meeting speaker.

B.

A token of appreciation to guest speakers shall be given at the discretion of the Board.

C.

Upon the death of a member, a letter of condolence shall be sent to her family. Fifty dollars shall be sent to AAUW Funds in her memory.

D.

The Secretary shall send cards or messages to members who have new immediate family, or attain a notable accomplishment, such as earning a new degree or a new or changed job.

E.

All publicity shall be channeled through the communications chairperson.

F.

Monies in the savings account may be used, with Board approval, for non-budgeted expenses for our Branch and members, and/or for community endeavors that reflect our mission statement.

G.

The Branch will determine when Branch dues will be raised.

H.

The Branch Board will recommend any dues increase. The membership will be informed at least twice before a vote is taken. After discussion, dues shall be fixed by a 2/3 vote of members present. Branch Policy revised by the Board on September 5, 2012
Branch Policy Committee: Marilyn Lanz and Linda Tozier