

# AAUW NORTH HILLS PITTSBURGH

## BRANCH POLICY SHEET

### I. Membership and Dues

- A. A branch member must be a national and state member. A Branch member, upon payment of dues, shall be entitled to vote, hold office, and participate in all Branch activities/programs.
- B. Any College/University Member Representative(s) shall pay state and branch dues.
- C. Honorary Life Members (50-year members) will pay no Branch dues.
- D. Membership lists will be used only for AAUW purposes unless approved by the Board. The Directory will be available only to members of the Branch and AAUW-PA officials as requested.
- E. Prospective members may be invited to attend two Branch meetings without paying dues.
- F. The Branch shall establish annual dues for individual members payable by June 30th.
- G. The Branch Board will recommend any dues increase. The membership will be informed in writing, at least twice before a vote is taken, with the first notice at least thirty (30) days prior to a vote. After discussion, dues shall be fixed by a 2/3 vote of members present.
- H. Dues paid after March 15 apply to membership for the next fiscal year.

### II. Board of Directors

- A. The Board of Directors is composed of the executive committee, appointed chairs, interest group chairs, and special appointees. Board meetings are open to all Branch members to attend.
- 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 executive committee approval) a member of the board to serve as the 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.
- E. An elected officer or appointed person can be removed from office at an in-person meeting for just cause, i.e., not performing duties of the office in a timely manner, not adhering to Branch by laws/policy or engaging in conduct that adversely affects AAUW mission or reputation. Written notice of intent to vote for removal shall be given to the Board at least ten days prior to the meeting.

### III. 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.

- E. In any election year, if the need arises for a co-president who will serve with the president, a co-president shall be elected for a term of one year.

#### **IV. Money Raising and Distribution**

- 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 branch bank accounts until the Branch approves their allocation. Disbursement 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."
- D. 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.
- E. The Sister Matilda Kelly AAUW Incentive Grant is part of the local branch effort to encourage women to complete their college education. Female candidates must be seeking a first-time bachelor's degree and be currently enrolled at La Roche in their junior or senior year by the fall semester of the grant year. Grant monies will be determined yearly by Board approval.

#### **V. Files**

- A. Minutes must be kept for a minimum of five (5) years.
- B. Financial records must be kept for a minimum of seven (7) years.
- C. Officers and committee chairpersons should retain material that is beneficial to incoming officers and chairs.

#### **VI. 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 group, 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 product. Time may be extended upon Board approval.
- C. All members of interest groups must be Branch members.

#### **VII. Special Committees and Task Forces**

- A. A special committee or task force may be organized upon approval by the Board or by the Branch.
- B. After the first organizational meeting of the special committee/taskforce, the chairperson of the group will present a progress report to the Board. Periodic progress reports shall be made to the Board until the work of the special committee/task force is ended.
- C. All members of the special committee/task force must be Branch members.

## **VIII. Special Awards**

- A.** Awards & Recognition - AAUW-PA periodically establishes categories for recognition of and awards to members.
- B.** Outstanding Women Award and Member Making a Difference Award
  1. The awards selection committee for these awards shall consist of the recipients of the Outstanding Women Award (OW) from the previous three years. The committee chair will be the member serving their last year on the committee. No meetings are required to serve on the committee. Committee work will be done via email and virtual meetings or conference calls. In the event that a former OW is unable to serve on the committee the President will appoint a member of the branch so that three people serve on the committee. In a shared award status, together the recipients have one vote on the committee.
  2. The committee shall solicit recommendations from branch members 60 days prior to the PA state deadline which typically is mid-February. Nominations should include a brief statement explaining the reason for the nomination. The nominations will be sent to the designated awards committee person. All nominations will be summarized and shared with the entire awards selection committee. If a committee member is nominated, they will have to step off the committee for that award year. After receiving all recommendations, the committee will discuss and select a person for each award. The decision of the committee remains private until official announcement times.
- C.** A branch member in good standing may receive one of these awards in a given year. One member will be awarded in each category, with the exception of a leadership role recipient having co-chairs. In that case, both co-chairs would be honored. A member is eligible to receive a given award one time.
  1. Outstanding Women – The Outstanding Woman award is presented to a member of a branch for meritorious service to the branch and to the community.
  2. Member Making a Difference - The Member Making a Difference award is given to a branch member who has made a big difference in something important to the branch within the last year. The branch selects this recipient because she (or he) exemplifies the spirit of AAUW. The recipient may be new to the branch or may be an unsung hero. They need not be a branch officer or committee chair.
- D.** Recognition and Announcements
  1. The awardees will be honored at the PA State Convention, which is typically held in April in even years, and again at the May Branch Meeting. The branch award committee will purchase and present flowers and a certificate of recognition, which is provided by the AAUW-PA Membership Chair to the recipients.

2. AAUW-PA State - The PA State Convention is held in even number years. Award info will be printed in the convention yearbook. In odd years the information will be published electronically. The following for each award recipient will be provided to the designated AAUW-PA Membership VP by the designated date.
  - A one-sentence summary stating the accomplishment
  - Branch name, honoree name and optional photo
3. Branch - The same information stated above under D.2 should be sent to the Viewpoints editor to be published in the June newsletter.

**IX. Public Policy Action**

- A. Public policy action in the name of the Board shall require endorsement by a majority 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, and the committee chairperson most concerned with the issue.

**X. 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.

**XI. Miscellaneous**

- A. 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.
- B. The President shall announce, at an appropriate Branch meeting, good news of members such as births, job promotions, new degrees, and retirements.
- C. All publicity shall be channeled through a member designated by the president.
- D. The quorum for voting at any Branch meeting shall be twenty percent (20%) of paid membership.

**XII. Branch 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.