

## AAUW LAGUNA BEACH (CA) BRANCH POLICIES & PROCEDURES 2019-2020

1. **Purpose.** The purpose of these Policies and Procedures is to clarify how the American Association of University Women of Laguna Beach, CA Branch (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.** AAUW-LB shall further AAUW's mission to advance gender equity for women and girls through research, education, and advocacy.
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 levels.
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. 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 *Laguna Waves* 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 members. Under no circumstances may any part of the directory, including members' names, phone numbers and e-mail addresses, be copied, forwarded, or given to any individual, business, campaign, outside organization, or be used for mailings or solicitations by such entities.
6. **Meetings, Programs and Events, Interest Groups, Fundraising, Regional.**
  - a. **Board Meetings.** Meetings of the board of directors are held from September through June. An annual planning retreat 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 AAUW-LB 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 the branch. A fundraising committee will be formed to coordinate the branch overall effort. 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 nonprofit 501(c)(3) AAUW of Laguna Beach Branch 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 IBC meetings, state conventions and district workshops with expenses paid when financially possible. Officers and regular members are encouraged to attend such meetings with expenses paid as the budget permits.

## **7. Publications and Communications.**

- a. All publications shall be in accord with the AAUW "Use of Name" bylaws article, which states that any publications shall not be in conflict with the policies and programs of AAUW and AAUW CA. Contents of all publications shall be reviewed and approved by the vice president. The branch directory, newsletter, and website shall be used exclusively for communication on AAUW matters among branch members, and they shall not be used for solicitation of any kind.
- b. The *Laguna Waves* newsletter, published ten times a year, is distributed electronically to members and mailed to those without Internet access. Information concerning any organization other than AAUW shall not be published 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 publications and 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. Each of the co-officers has a vote.

## **9. Executive Board**

- a. **President.** The president or presidents council is the branch's administrator, coordinator, creative planner, and believes in the philosophy of AAUW. To qualify for this position the president must have served on the branch board at some time. The president serves as the official representative of the branch in activities of AAUW at all levels; presides at all branch, executive and board 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; submits a president's message for each *Laguna Waves* issue; ensures that the branch bylaws are brought into conformity whenever notified by AAUW or AAUW CA of mandatory amendments; attends district meetings or sends a representative; with the approval of the executive committee, may fill any vacancies of elected offices; and, in June when prompted by AAUW and AAUW CA, updates the incoming officers roster online.
- b. **Vice President.** The vice president attends all board of directors and executive board meetings, carries out specific administrative duties as assigned by the president, attends IBC meetings or sends a representative, and acts as the branch communication coordinator overseeing all publications, i.e., *Laguna Waves*, Facebook, website, press releases, and E-blasts to assure that AAUW policies are adhered to and only AAUW-related information is contained therein. 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 Chair.** The programs chair is responsible for planning, developing and coordinating branch programs, including projects and events that promote the mission of AAUW and the branch. The chair will form a committee with board approval to assist in program planning and implementation; create a Master Calendar with the vice president, present a schedule of planned programs at the annual board planning retreat meeting in July/August.
- d. **Membership Coordinator.** The coordinator and a membership committee approved by the board oversee efforts to recruit and sustain a diverse, active branch membership, and assist the programs chair in planning an annual membership event in September. The chair submits articles for the *Laguna Waves* on a regular basis; organizes one or more informal orientation meetings to acquaint new members with branch programs and activities; offers the AAUW's *Shape The Future* membership promotion program whenever

feasible, and works with the treasurer to keep accurate up-to-date membership records on the AAUW Member Services Database (MSD).

e. Treasurer. The treasurer collects, distributes, and accounts for all funds; collects dues and remits them to AAUW and AAUW CA by required deadlines; prepares an annual budget, with input from officers and committee/project chairs, and presents it at the annual planning retreat meeting and provides a summary of the branch financial status on a monthly and annual basis. The treasurer is responsible for entering member data into the AAUW MSD; submits all financial reports and filings required by the IRS, AAUW and AAUW CA by deadlines as instructed by AAUW; and ensures that the branch financial records are reviewed annually.

f. Secretary. The secretary is the recording officer of the branch and the custodian of all the records except those specifically assigned to others. Works with the president to prepare the order of business as requested; sends out notices of meetings as requested; works closely with the president and the parliamentarian to achieve smooth-flowing, business-like meetings; records board meeting attendance; sends a copy of the minutes of the previous board meeting to the president within 10 days of the board meeting; sends a copy of the previous board meeting and an agenda for the upcoming board meeting to board members in a timely manner. The secretary maintains permanent records of all branch minutes on a flash drive and makes a copy of such for the president's file.

g. AAUW-LB Foundation Director, a voting member of the branch board, reports on any business taken by the Foundation, works with the board on fundraising projects, and provides a monthly financial statement.

#### 10. Appointed Board

a. AAUW Fund Chair is a board appointed voting member for national, state and branch communication and coordination purposes, and educates branch members about its programs and determines named gift honorees who have made significant contributions to the work of AAUW-LB and AAUW's mission. The AAUW Fund committee is composed of chairs of the Educational Opportunities Fund (fellowships, grants, etc., C/U Partners, Tech Trek), Leadership Fund (Start Smart), Legal Advocacy Fund, and Public Policy.

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. The bylaws chair keeps the official version of the bylaws document. The bylaws committee also assists with revising branch policies and procedures and obtaining approval from the board.

c. Immediate Past President. Appointed by the president to serve as advisor to the executive board, the immediate past president does not have voting privileges.

d. Parliamentarian. Appointed by the president to serve as advisor to the president and the executive board, the Parliamentarian, who does not have voting privileges, assures meeting quorums, and is in charge of tallying 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 the branch 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 retreat 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 treasurer.

13. Dues are collected from each member annually and comprise AAUW national dues, AAUW CA state dues and branch dues.

a. AAUW-LB 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* \$109 - national \$59 (\$56 tax-deductible), state \$20, branch \$30

- *Dual \$30 - branch dues only*
- *50-Year Honorary Life \$30 - branch dues only*
- *Student undergraduate of AAUW C/U Member \$20 - national \$0, state \$20*
- *Student undergraduate of Non-AAUW C/U Member \$38.81 – national \$18.81 (tax-deductible \$16.81), state \$20*
- *New to AAUW or a 2-yr. Lapsed Member joining at a meeting/event \$79.50 - national \$29.50, 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, AAUW-LB earns 1 free membership with a maximum of 3/FY.*
- *College/University Representative of a Partner Member Institution \$50 – national \$0, state \$20, branch \$30*

c. **Renewal of Dues.** After April 15, the treasurer will send dues renewal forms by electronic invoices to all members through the AAUW MPP, and by mail to those without Internet access. Beginning with the *Laguna Waves* April issue, members will be notified to renew their dues by June 30. Dues are payable beginning March 16 and are in arrears after June 30.

**14. Elections.** Executive board nominees are approved by the board and then presented to the membership 10 days prior to 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 voting provided the number of members voting meets the quorum of 10% of the total membership. Electronic ballots will be sent to members, and paper ballots will be mailed to those members without Internet access, with a 2-week voting period. All votes will be tallied by the parliamentarian, reported to the board, and published in the *Laguna Waves* and on the branch website.

**15. 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 and on the branch website.

Last mandatory amendments: March 25, 2019