

AAUW CARLISLE BRANCH
Board Policies and Procedures
2015–2017

(Approved November 10, 2015)

To be reviewed at the beginning of every President's term.

(Revised May 17, 2016)

- I. PURPOSE
 - A. To provide a format for efficient decision-making.
 - B. To detail duties and responsibilities.
 - C. To help prevent conflict and confusion.

- II. REVIEW AND REVISION
 - A. *Policies and Procedures* are reviewed and updated at the beginning of each president's term.
 - B. Revisions and additions to the policy sheet require a 3/4 vote by the entire board.
 - C. The President and the Secretary shall keep an up-to-date list of new or revised policies voted on by the board. The list will be used to update the policy sheet.
 - D. The President shall appoint a review committee which shall meet prior to the September Board meeting.

- III. BOARD MEMBERS
 - A. Board Member Qualifications Guidelines
 - 1. Officers should be an AAUW member for at least one year, have some previous board or committee experience, and should be available to attend Board and Branch meetings.
 - 2. Chairs should be an AAUW member for at least one year and should be available to attend Board and Branch meetings.
 - B. Duties of Officers
 - Section 1.** Officers shall perform the duties prescribed by the branch bylaws, branch policies, and by the current edition of Robert's Rules of Order Newly Revised.
 - Section 2.** The president shall:
 - a. be the official spokesperson and representative for the branch;
 - b. be responsible for submitting such reports and forms as required by AAUW and the

- state;
- c. be responsible for bringing the branch bylaws into conformity with the AAUW Bylaws after each AAUW Convention and for submitting the bylaws for review to the chair of the state committee on bylaws by December 1 following the biennial AAUW convention;
- d. be responsible for bringing the branch bylaws into conformity with the state bylaws after a state annual business meeting;
- e. perform the following duties:
 - 1. preside at all meetings of the branch, the board of directors and the executive committee;
 - 2. serve as ex-officio member of all task forces and committees except the nominating committee;
 - 3. call special meetings of the branch in accordance with provisions of the branch bylaws;
 - 4. appoint, with the approval of the board of directors, coordinators of areas of interest, the chairs of all task forces and committees except the nominating committee and those provided for by the election, and any additional officers authorized by branch bylaws.

Section 3. The program vice president(s) shall:

- a. serve as chair of the committee on program development;
- b. preside at meetings in the absence of the president;
- c. perform such duties as the president and board shall direct.

Section 4. The membership vice president(s) shall:

- a. serve as the chair of the committee on membership;
- b. preside at meetings in the absence of the president and program vice president;
- c. perform such duties as the president and board shall direct.

Section 5. The secretary shall:

- a. record and keep custody of the minutes of all meetings of the branch, board of directors and the executive committee;
- b. have charge of such correspondence of the branch as is delegated by the president or board of directors;
- c. keep on file all correspondence to and from the board;
- d. keep an up-to-date list of new or revised policies and procedures voted on by the board;
- e. perform such other duties as the president and board of directors shall direct.

Section 6. The finance officer(s) shall:

- a. receive all monies due the branch;
- b. be responsible for collecting all annual dues unless otherwise authorized by the branch Board of Directors;
- c. forward all dues collected and properly remit them to AAUW and state by the specified deadline; maintain the branch membership roster.
- d. transmit to AAUW all applications, with dues, made to the branch by individuals who qualify for membership in AAUW under the AAUW Bylaws;

- e. Transmit copies of new member applications to president, co-finance officer, and membership vice president(s);
- f. Transmit copies of all new member applications and renewal forms to the yearbook chair.
- g. send monies to the AAUW Funds by the specified deadlines;
- h. pay all bills provided for in the budget or verified by the president;
- i. record income and expenses along with supporting documentation;
- j. submit annual budget to board for review and to membership for approval at the September branch meeting;
- k. render a financial report at the annual meeting of the branch and at other times as required by the board of directors;
- l. chair the budget committee;
- m. present the financial records for annual review.
- n. Complete and submit reports required by AAUW, AAUW-PA, and government entities, e.g. tax exempt status, in a timely manner.

C. Meetings

- 1. Scheduled starting time is 7:00 p.m.
- 2. The board will meet on dates and at places to be determined at the organizational meeting and announced in the yearbook and in the newsletter.
- 3. Board members with appropriate business are expected to attend. If unable to attend, call/email the President or a designee to report and receive information.
- 4. Board members should be prepared to report any plans or activities on which their committee has agreed. Chairpersons will report committee decisions for board approval or viable options for board vote.
- 5. Please notify the President to schedule any topic to be presented to the board prior to the meeting.

D. Annual Reports

- 1. Every officer and chair shall write an annual report listing committee accomplishments for that year. Records of activities, special assignments, and a calendar should be included to make the description as detailed and complete as possible.
- 2. Annual reports and updated job descriptions shall be submitted to the president at the May Board meeting with a copy to be kept in each committee's file. The outgoing President will submit these reports to the incoming president prior to June 15.
- 3. Job descriptions are to be up-dated at the end of the term by the person(s) performing the office.

E. Board members' files

- 1. Files should be kept current for four years. Date material as received. Files will include active materials, *Policies and Procedures*, current bylaws, annual reports, a job description, and a calendar of important dates.
- 2. Materials of special interest or timeless information should be deposited in the branch archives.

F. Special Projects

1. Special projects requiring the work of many members must have board approval before the committee proceeds with that project.
2. Refer to V. Finances E and F.

G. Any plan or activity that requires board action is to be submitted in writing.

H. Quorum

A quorum consists of the board members present.

IV. COMMUNICATIONS

A. News Releases

All news and media releases should be channeled through the Communications Chair and be cleared by the President.

B. Newsletter

1. The deadline is the twentieth of the month.
2. Articles should be submitted in writing, *preferably by email*.

C. Yearbook

1. The Yearbook lists names, addresses, email addresses, and telephone numbers of members whose dues are paid by July 1.
2. The Yearbook may not be released or sold to other organizations for the use of names.
3. The yearbook should include other pertinent branch information.

V. FINANCES

A. Dues

1. AAUW recommends that dues be set at a level which will cover the normal operating expenses of the branch.
2. The membership shall be notified about any proposed increase in branch dues at two branch meetings and by newsletter prior to a vote.
3. The branch Board of Directors may set a reduction in branch dues.
4. New members may join at any time. Dues are payable upon joining.
5. Dues of all continuing members are payable upon notice in the April newsletter. Dues are payable on or before July 1. After notification of nonpayment, a member still in arrears after July 31 shall be dropped from membership. Terminated membership shall be renewed on presentation of credentials (a former membership card or verification of branch records) and payment of all authorized current AAUW, state, and branch dues and charges.
6. Payment

- a. An Individual Branch Member pays current AAUW and AAUW-PA dues plus branch dues of \$13.
- b. A Paid Life Member (20 years of national dues paid in advance) owes state and branch dues only.
- c. An Honorary Life Member (50 years of membership) is exempt from all dues but is encouraged to pay branch dues to help defray branch expenses.
- d. Pennsylvania Dual Members pay branch dues. Out-of-State Dual Members pay AAUW-PA and branch dues.
- e. College/university partner members who affiliate with the branch are exempt from AAUW dues but pay individual state and branch dues. Carlisle Branch waives branch dues and pays the AAUW-PA dues for university partner members representing Dickinson College who elect to affiliate with the branch.
- f. Student Affiliates who attend Carlisle Branch meetings do not pay dues.
- g. AAUW, AAUW-PA, and Carlisle branch annual dues are waived for one year concurrent with a one-year national gift membership given to a graduate within two years of graduation.
- h. Special Circumstances
The branch may pay dues for a member who is unable to pay them. A committee appointed by the president will determine eligibility.

B. Non-budgeted items

The Finance Officer shall submit non-budgeted items or unauthorized expenditures for board approval before reimbursing the money to the member.

C. Paying Program Speakers

1. The branch may pay current mileage rate and provide hospitality.
2. Any speaking fee requires prior board approval.
3. The branch may award a gift certificate to a bookstore in the amount of \$25 as an honorarium as appropriate.

D. Bank Accounts

1. The board must pre-approve all investments. The Finance Officer will recommend investments for branch assets.
2. The Finance Officer will report money transfers at the next scheduled board meeting.
3. Only the President and Finance Officer are authorized to sign bank account signature cards.
4. The branch shall keep \$25,000 in reserve to honor the heritage of the branch and maintain an income-generating asset.

E. Special Project Funding

Every chairperson must present an estimated budget and funding plan for all special projects to the Finance Officer. Board approval must be obtained before the project may proceed

F. Fundraisers

1. The purpose and proposed use of proceeds from fundraising activities should be clearly stated prior to undertaking the project. There should be strict adherence to the agreed commitment.
2. Funds raised to support scholarships and not used in the current year shall be retained for future scholarships.

G. Expense Reimbursement

Requests for reimbursement of expenses will be submitted to the Finance Officer.

H. Special Interest Groups

Interest Groups will be self-supporting.

VI. RELATING WITH OTHER GROUPS

A. Support Other Groups

1. The Branch may support other groups by lending the use of its name. Individual members may assist another group. Member help, when the purpose of the activity is of particular interest to AAUW and not in conflict with AAUW policies, may be used.
2. Support with money is discouraged and may be used only in very special cases.
3. It may be suggested that members help the organization as individuals.

B. Working In Coalitions

1. Cooperation is encouraged as an effective way to pool information and form a broad base of support.
2. AAUW must have a voice in any decisions, and the board must approve any financial support in coalition endeavors.
3. All printed materials issued must be carefully read prior to committing AAUW's name.

C. Candidate Endorsement

1. AAUW/States/Branches **may not** endorse partisan or nonpartisan candidates for **elective** office. Candidates and their positions may be announced or printed in the newsletter only if **all** candidates for office are listed.
2. AAUW/States/Branches **may** endorse candidates for **appointive** office.

VII. Higher Education Scholarship

A. The Carlisle Branch offers annually a \$1500 Higher Education Scholarship to a woman pursuing a college degree who demonstrates a financial need to complete her educational goals. The board may approve additional \$1500 Higher Education Scholarships upon recommendation of the Scholarship Committee.

B. Qualifications

1. A female resident of Cumberland County for at least one year
2. Successful completion of one year of college

4. Demonstration of financial need
5. Submission of completed application by a date to be determined by the board.
6. The candidate must be willing to grant permission to the branch to use her name, picture, and/or biographical information for publication.
7. The candidate shall be enrolled in an educational program that upon completion will make her eligible to be a member of AAUW.
8. Successful applicant(s) must be available to accept the scholarship and present their educational and career goals to the membership at the Scholarship Banquet. The board may make alternative arrangements under extraordinary circumstances.

C. Selection

1. The Scholarship Chair will be appointed by the President.
2. A committee of five or seven members including the AAUW Funds Chair will screen, interview, and nominate the recipient(s), presenting the candidate(s) to the board for approval at the board meeting held prior to the Scholarship Banquet.

VIII. AWARDS

A. AAUW-PA “Outstanding Woman”

1. Guidelines: The member exemplifies the ideals of AAUW, shows commitment to the community, and is an inspiration and role model for branch members. The member may not be the current Branch President.
2. The selection committee, which is appointed by the President, will be composed of the Membership Vice President(s), who will serve as chair, and three or more past recipients of the award. The committee will present the nominee(s) to the board, which will select the recipient(s) at the November board meeting.
3. All work must be completed to meet the deadline of the AAUW-PA Committee.
4. It is not necessary to honor an outstanding member each year.

B. Named Gift Honorees

1. Guidelines: The member has contributed service to the local branch through leadership, commitment, or innovative support.
2. At the September board meeting, members will select one or more nominees for the award according to available funds. One honoree can be named for every \$500 the branch contributes to AAUW Funds or any of its subsidiaries. Individual member contributions to AAUW Funds or any of its subsidiaries can be credited toward the branch contribution. The names will be published in the newsletter. A confirmation vote will take place at the November board meeting.
3. It is not necessary to name a Named Gift Honoree every year.

C. Member Making a Difference Award (Formerly Branch Spotlight Award)

1. Guidelines: The member provided outstanding service to the branch during the past year.
2. At the September board meeting, members will select one or more nominees for the award. A confirmation vote will take place at the November Board meeting.
3. It is not necessary to honor a member with the Branch Spotlight Award every year.

D. Gateway to Equity Award

1. Guidelines: Honors individuals, groups, or organizations that have shown, by action and philosophy, that they advance equity for women and girls through advocacy, education, philanthropy, or research.
2. All work must be completed to meet the deadline of the AAUW-PA Committee. The winner's profile will be published in the March newsletter to correspond with the celebration of Women's History Month.
3. It is not necessary to bestow this honor every year.

IX. CONVENTIONS, ANNUAL MEETINGS, DISTRICT MEETINGS

1. The branch may pay the registration fee, hotel, banquet, and transportation costs for the President to attend AAUW and/or AAUW-PA convention(s), annual meetings, and district meetings upon approval of the board.
2. If funds are available after paying the President's expenses, these funds will be allocated among attending branch members toward their registration fees for such meetings upon approval of the board.

X. GIFTS

- A. Deceased Member: The branch will donate \$25 to AAUW Funds in memory of the deceased member who was a member in good standing at the time of death.
- B. Dickinson College: A contribution of \$100 for the use of the facilities and a thank you note will be sent by the Finance Officer to the Dean of Special Events in May.
- C. Outgoing President's Gift
 1. As a token of appreciation upon the completion of the outgoing President's term, the Branch shall purchase a book to be placed in the Bosler Library with an appropriate honor plate. The book selected should reflect the interests of the outgoing president while meeting the needs of the library.
 2. The presentation will be made at the last branch meeting of the fiscal year and the title of the book published in the June newsletter.
 3. The Finance Officer and the incoming President shall make arrangements for the gift.