

**AAUW CARLISLE BRANCH**  
**Board Policies and Procedures**  
**2017--2019**

**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. The President shall seek input regarding changes from all Board members and ask for volunteers to serve on the review committee chaired by the Past President.
- B. Revisions to the Policies and Procedures shall be sent to the Board for review and comment prior to the Board meeting to approve. Revisions require a majority vote at a Board meeting.
- C. Interim changes will be handled as described in B.
- D. AAUW refers to the national organization unless otherwise stated.

**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
  - 1. Officers shall perform the duties prescribed by the AAUW Carlisle Bylaws, AAUW Carlisle Policies and Procedures, and in accordance with the current edition of Robert's Rules of Order Newly Revised.
  - 2. The President shall:
    - a) be the official spokesperson and representative for AAUW Carlisle;
    - b) be responsible for submitting such reports and forms as required by AAUW and AAUW-PA;
    - c) perform the following duties:
      - (1) preside at all meetings of the Branch, the Board 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 AAUW Carlisle Bylaws;
      - (4) appoint, with the approval of the Board, 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 AAUW Carlisle Bylaws.

3. The Past President shall:
  - a) be responsible for bringing the AAUW Carlisle Bylaws into conformity with the AAUW Bylaws and for submitting the Bylaws for review to the AAUW-PA Bylaws Chair and AAUW as required;
  - b) be responsible for bringing the AAUW Carlisle Bylaws into conformity with the AAUW-PA Bylaws as required;
  - c) serve as parliamentarian at Board and (as needed) Branch meetings;
  - d) chair the committee to review AAUW Carlisle Policies & Procedures.
4. 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.
5. 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(s);
  - c) oversee the AAUW Shape the Future membership program and recommend recipients for the free AAUW national membership to the President and Finance Officer(s);
  - d) perform such duties as the President and Board shall direct.
6. The Secretary shall:
  - a) record and keep custody of the minutes of all meetings of the Branch, Board and the executive committee;
  - b) have charge of such correspondence of the Branch as is delegated by the President or Board;
  - 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 shall direct.
7. 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 Board;
  - c) forward all dues collected and properly remit them to AAUW and AAUW-PA 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) maintain a data base of all members and forward a digital copy to President, Finance Officer(s), Membership Vice President(s), Newsletter Chair and Yearbook Chair; and Communications Chair;
  - f) maintain a file of member applications for a period of 5 years;
  - g) send monies to the AAUW Funds by the specified deadlines;

- h) submit annual budget to Board for preliminary approval at the June Board meeting; final review and approval at September Board meeting; and to membership review and approval at the September Branch meeting;
- i) provide a financial report of the prior year financial activity at the September Board and September Branch meeting;
- j) pay all bills provided for in the budget or approved by the Board;
- k) record income and expenses and maintain supporting documentation in accordance with national recommendations;
- l) provide financial status reports at Board meetings and statement of financial condition (on budget or not) at Branch meetings;
- 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.

6. Executive Committee shall:

- a) consist of all elected positions;
- b) meet as needed to conduct business sensitive in nature and report outcome of those discussions at the next Board meeting.

C. Nominating Committee

- 1. These comments speak to the implementation of the nominating procedure as outlined in the AAUW Carlisle Bylaws;
- 2. The Nominating Committee nominates AAUW Carlisle officers for the upcoming fiscal year.
- 3. The Nominating Committee Chair shall be a Board member and the committee two Branch members;
- 4. At the November Board meeting, the President will ask for a volunteer to Chair the Nominating Committee. The Board shall also have a brief discussion about any changes in the position that will inform the Chair about talents, skills, knowledge required.
- 5. At the December Branch meeting, the President shall announce the Chair and ask for members interested in serving to contact the Chair.

D. Board Meetings

- 1. Scheduled starting time is 7:00 p.m. unless otherwise noted.
- 2. The Board will meet on dates and at places to be determined at the June 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. The President should be notified regarding the scheduling of any topic to be presented to the Board prior to the meeting. Any plan or activity that requires Board action is to be submitted in writing.
- 6. Quorum
  - a) a quorum shall be fifty-one percent of the Board members;

- b) the Secretary shall determine if a quorum is met if a quorum is required.
  - 7. All Branch business shall be discussed during regularly scheduled Board meetings. In the event a decision must be made between Board meetings, the President may submit the motion for electronic voting. It takes a simple majority of all Board members for an electronic motion to pass. The motion will be recorded in the next Board meeting minutes.
  - 8. The President may call a special Board meeting to address an issue which will require more time to discuss than can be provided in a regular Board meeting.
- E. 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.
- F. Board Members' Files
  - 1. Files should be kept current for seven years. Materials should be dated as received. Files will include active materials, Policies and Procedures, current Bylaws, annual reports, a job description, and a list of dates important to the operation of the position.
  - 2. Materials of special interest or timeless information should be deposited in the Branch archives located at the Cumberland County Historical Society in Carlisle, Pennsylvania.
- G. Special Projects
  - 1. Special projects must have Board approval before the committee proceeds with that project.
  - 2. Special projects not included in the approved budget, but requiring funding shall be approved by the Board if funding exists from current year receipts.
  - 3. Special projects not included in the approved budget, requiring use of Branch savings require both Board and membership approval.

#### IV. **COMMUNICATIONS**

- A. News Releases
  - 1. 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 unless otherwise specifically stated.
  - 2. Articles should be submitted in a WORD (or equivalent) document attached to or in the body of an email message.
- 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 or its contents may not be released or sold to other organizations for the use of names. The personal information of members is restricted to use by members only. The Yearbook shall contain a notice to this effect.
  3. The Yearbook should include other pertinent Branch information.
  4. Past Yearbooks are to be shredded when no longer needed. Members are to be instructed to shred past Yearbooks in a newsletter reminder.
- D. Email to Branch Members
1. Only Board members are to have access to the Branch email account.
  2. The President is responsible for maintaining the Branch email distribution list.
  3. Emails to the total Branch membership shall be cleared with the President prior to sending. This is to permit the President to coordinate emails.
  4. When sending emails to total Branch membership, the distribution list should be placed in bcc rather than To.

## 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 change in Branch dues at two Branch meetings and by newsletter prior to a vote.
3. New members may join at any time. Dues are payable upon joining.
4. Dues of all continuing members are payable upon notice to be printed 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 upon presentation of current membership application and payment of dues.
5. Payment
  - a) an Individual Branch Member pays current AAUW and AAUW-PA dues plus AAUW Carlisle dues of \$13;
  - b) a Paid Life Member (20 years of national dues paid in advance) owes AAUW-PA and AAUW Carlisle dues only;
  - c) honorary Life Member (50 years of membership) is exempt from all dues but is encouraged to pay AAUW Carlisle dues to help defray Branch expenses;
  - d) Pennsylvania Dual Members pay AAUW Carlisle dues. Out-of-State Dual Members pay AAUW-PA and AAUW Carlisle dues;
  - e) AAUW College/University Liaison who affiliates with the AAUW Carlisle is exempt from AAUW dues but pays individual AAUW-PA and AAUW Carlisle dues. AAUW Carlisle waives Branch dues and pays the AAUW-PA dues for AAUW College/University Liaison representing Dickinson College;
  - f) members of the AAUW Dickinson Student Organization who attend AAUW Carlisle meetings or events do not pay dues;

- g) members redeeming a Give-a-Grad-a-Gift free AAUW membership, within two years of graduation, have AAUW-PA and AAUW Carlisle annual dues waived for one year concurrent with the one-year national gift membership.
- 6. Special Circumstances
  - a) the branch may pay dues for a member who is unable to pay them.
    - (1) Membership Vice President(s) should be advised of these situations and make a recommendation to the President and Finance Officer(s).
  - b) AAUW's Shape the Future membership program awards free AAUW national membership for one year
    - (1) the recipients will pay AAUW-PA and AAUW Carlisle dues;
    - (2) Membership Vice President(s) may recommend the Branch pay the AAUW-PA and AAUW Carlisle dues to the President and Finance Officer(s).
- B. Non-budgeted items
  - 1. The Finance Officer(s) 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 an honorarium of up to \$25.
- D. Bank Accounts
  - 1. The Board must pre-approve all investments. The Finance Officer(s) will recommend investments for Branch assets.
  - 2. Only the President and Finance Officer(s) are authorized to sign bank account signature cards.
  - 3. The Branch shall keep \$25,000 in reserve.
- E. 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. Finance shall maintain records of scholarship receipts, disbursements and any carryforward balances.
- F. Expense Reimbursement
  - 1. Requests for reimbursement of expenses will be submitted to the Finance Officer(s) in a timely manner using the Branch form to be updated by Finance Officer(s) as needed.
- G. Special Interest Groups
  - 1. 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. Financial support is discouraged and may be used only in very special cases with prior approval by the Board.
3. It may be suggested that members help the organization as individuals rather than as an AAUW Carlisle sponsored event.

**B. Working In Coalitions**

1. Cooperation is encouraged as an effective way to pool information and form a broad base of support.
2. AAUW Carlisle 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 Carlisle'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. AAUW Carlisle 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.
3. Demonstration of financial need.
4. Submission of completed application by a date to be determined by the Board.
5. The candidate must be willing to grant permission to AAUW Carlisle to use her name, picture, and/or biographical information for publication.
6. The candidate shall be enrolled in an educational program that upon completion will make her eligible to be a member of AAUW.
7. 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.
8. Payment shall be made directly to the awardee's institution of higher learning.

**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.
3. An article about the recipients shall be published in the May newsletter.

## VIII. AWARDS

### A. Selection Process

1. This process shall be used for selecting AAUW-PA awards of Outstanding Woman and Member Making a Difference, as well as Named Gift Honoree(s)
2. Recommendations for recipients, and why, will be made at the November Board meeting. At the conclusion of discussion, each Board member will complete a ballot, listing an awardee name for each award.
3. If a Board member is to be considered, her/his name is to be entered on the ballot without discussion.
4. The Executive Committee will make the final decision in time for reporting to AAUW-PA. The decision shall remain secret until revealed at the March Branch meeting.
5. Awardees shall be listed in the April newsletter.
6. It is not necessary to award these each year.

### B. AAUW-PA Outstanding Woman

1. The member exemplifies the ideals of AAUW, shows commitment to the community, and is an inspiration and role model for Branch members. The awardee may not be the current Branch President.

### C. AAUW-PA Member Making a Difference Award

1. The member provided outstanding service to the Branch during the past year.

### D. Named Gift Honorees

1. The member has contributed service to the local Branch through leadership, commitment, or innovative support.
2. One honoree can be named for every \$500 the Branch contributes to National's fund called AAUW Funds. Individual member contributions to AAUW Funds can be credited toward the Branch contribution. It is not necessary to name an awardee every year or for each incremental donation of \$500.

### E. AAUW-PA Gateway to Equity Award

1. 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. The Public Policy Committee shall make a recommendation for awarding at the January Board meeting. All work must be completed to meet the deadline of the AAUW-PA Committee.
3. The winner will be invited to receive the award at the March Branch meeting. If the awardee is not available, other arrangements for presentation will be made. A profile of the organization and/or person shall be published in the March newsletter. The presentation of this award is to correspond with the celebration of Women's History Month.

## IX. CONVENTIONS, ANNUAL MEETINGS, DISTRICT MEETINGS

- A. The Branch may pay the registration fee, hotel, banquet, and transportation costs up to \$200 for the President to attend AAUW and/or AAUW-PA convention(s), annual meetings, and district meetings upon approval of the Board. Such requests shall be



supported by original expense documentation in accordance with the expense reimbursement form.

- B. 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 donate \$25 towards 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.