

AAUW CARLISLE BRANCH

Board Policies and Procedures

2021--2023

*To be reviewed at the beginning of every President's term.
(Approved March 31, 2022)*

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 of DIRECTORS

- A. Types of Board Members (see Board organization chart in Addendum A)
 - 1. All positions/roles identified in this section are subject to the AAUW Carlisle Bylaws and AAUW Carlisle Policies and Procedures.
 - 2. Voting Board Member Qualifications Guidelines
 - a) Officers should be an AAUW member for at least one year, have some previous (AAUW or other organization) Board or committee experience, and be available to attend Board and Branch meetings.
 - b) Chairs should be an AAUW member for at least one year or have previous (AAUW or other organization) Board or committee experience, and be available to attend Board and Branch meetings.
 - 3. Off-Board Member Qualifications Guidelines
 - a) Both guidelines in Section 2 above apply.
 - b) The President may appoint Chairs to serve in an Off-Board position at the request of the member, to accommodate their needs.
 - c) Off Board means the Chair:
 - (1) is not required to attend Board meetings, however, is always welcome;

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- (2) is assigned by the President to a Board member and required to provide regular updates to that person;
 - (3) does not have a vote on Board motions;
 - (4) may offer a motion for vote to the Board that will be seconded by a voting Board member.
4. Coordinator position:
 - a) is to be a member in good standing with a special interest in the area to which will be responsible for;
 - b) is not on the Board of Directors.
 5. Ad Hoc Committee Chair:
 - a) is appointed by the President to manage a special project;
 - b) is to be a member in good standing with a special interest in the area to which will be responsible for;
 - c) is not on the Board of Directors;
 - d) will report to the President, who presents their report to the Board;
 - e) may attend Board meetings at the request of the President;
 - f) role ends at the completion of the special project.
 6. Exceptions to these guidelines may be made by the President, in consultation with the Executive Committee, for the good of the Branch.

B. Transition

1. While terms do not officially begin until July 1 of each fiscal year, the transition of roles begins after the election of officers or the appointment of committee chairs and coordinators. This provides ample time for a transition before the start of the fiscal year.
2. The President will share current Bylaws and Policies and Procedures and Board dates.
3. It is the incumbent's responsibility to ensure the smooth transition of the work and role responsibilities to the successor.
4. Transition materials include, but are not limited to:
 - a) job description that is updated to reflect current responsibilities;
 - b) updated planning calendar which lists important dates to the operation of the position, list of current/open tasks or issues;
 - c) outline of role processes and the interdependencies with other Board functions.
5. The June Board meeting is an organizational meeting, attended by members of incoming and outgoing boards.
 - a) The purpose of the meeting is:
 - (1) provide a transition between boards, so incoming and outgoing elected officers and appointed chairs attend;
 - (2) board members to get to know each other;
 - (3) discuss priorities for the next two years (which will become the strategic plan);

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- (4) reach a common understanding on the needs of the branch and identify priorities.
 - b) The meeting is run by the President elected for the next fiscal year and determines the agenda.
 - c) The outgoing President does not attend to provide for a candid evaluation and assessment of the Past President's term. This is an exception to the AAUW Carlisle Bylaws.
- C. 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* and AAUW Board of Directors Policies.
 2. Attend when possible, AAUW Pennsylvania and AAUW events, and stay current with AAUW information.
 3. The President shall:
 - a) be the official spokesperson and representative for AAUW Carlisle;
 - (1) the President may delegate this responsibility to a Board member working with an ally organization. The Board member is to keep the President informed and involved as necessary.
 - 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 an 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 consent of the Executive Committee, Chairs, off Board Chairs, Coordinators, Ad Hoc Committee Chairs (except the nominating committee and those provided for by the election), and any additional officers authorized by AAUW Carlisle Bylaws.
 - d) serving as Vice President is not a pre-requisite for being considered a candidate for President.
 4. 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;

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- d) chair the committee to review AAUW Carlisle Policies & Procedures;
 - e) serve only during the first year of the (successor) President's term unless requested by the President and is willing.
5. The Vice President shall:
- a) work closely and collegially with the President to conduct the business of the Branch;
 - b) preside at meetings of the Branch, the Board, and the Executive Committee in the absence of the President;
 - c) be responsible for:
 - (1) planning and updating the Branch perpetual calendar, following up with Board members to ensure all tasks are completed;
 - (2) compiling Board annual reports and preparing the Annual Report Summary;
 - (3) ensuring Board job descriptions are current;
 - (4) for maintaining the Branch email distribution list.
 - d) Assist the President to:
 - (1) assemble Board meeting agendas and electronic attachments for distribution to the Board prior to meetings;
 - (2) follow up on outstanding items requested from Board members.
 - e) Be responsible for coordinating (ordering and presenting) the AAUW graduation cord gift to graduating Dickinson AAUW Student Organization graduating seniors.
 - f) Perform such duties as the President shall request.
6. The Program Vice President(s) shall:
- a) serve as chair of the committee on program development;
 - (1) securing speakers for regular Branch meetings;
 - (2) collaborating with other Branch Committee Chairs (for example Public Policy, STEM, other project committees) to organize at least one AAUW mission-based public event each fiscal year;
 - b) preside at meetings in the absence of the President and Vice President;
 - c) perform such duties as the President and Board shall request.
7. 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, Vice President, and Program Vice President(s);
 - c) oversee the AAUW Shape the Future membership program and recommend distribution for the free AAUW national membership to the President and Finance Officer(s);
 - (1) See Article VII, A, 6, g.

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- d) manage AAUW branch and member databases;
 - e) manage the membership application process;
 - f) direct the work of the Yearbook Coordinator;
 - g) perform such duties as the President and Board shall request.
8. The Secretary shall:
- a) record and maintain 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) maintain on file all correspondence to and from the Board;
 - d) maintain 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 request.
9. The Finance Officer(s) shall:
- a) receive all monies due the Branch;
 - b) be responsible for assuring the insurance policy for Officers and Board of Directors Liability and General Liability are current;
 - c) be responsible for collecting all annual dues unless otherwise authorized by the Board, using the following procedures;
 - (1) dues notifications and payments are made electronically via the use of the AAUW online payment process, currently Membership Payment Process (MPP); and
 - (2) payments made online or by check;
 - d) forward all dues collected to AAUW and AAUW-PA by the specified deadline;
 - e) electronically transmit to AAUW all applications, with dues, made to the Branch by individuals who qualify for membership in AAUW under the AAUW Bylaws;
 - f) coordinate with Membership Vice Presidents in the member application process;
 - g) send monies to the AAUW Funds by the deadlines specified by AAUW;
 - h) submit an annual budget to the Board for preliminary approval at the June Board meeting; and for final review and approval at the September Board meeting; and to the membership for review and approval at the September Branch meeting;
 - i) maintain records of scholarship receipts, disbursements and any carryforward balances;
 - j) provide a financial report of the prior year financial activity at the September Board and September Branch meetings;
 - k) pay all bills provided for in the budget or approved by the Board;
 - l) record income and expenses and maintain supporting documentation in accordance with national recommendations;

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- m) provide financial status reports at Board meetings and statement of financial condition (on budget or not) at Branch meetings;
 - n) present the financial records for annual review when requested;
 - o) 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 sensitive business and report the outcome of those discussions at the next Board meeting.
- D. Nominating Committee:
 - 1. is an ad hoc committee;
 - 2. Chair shall be a Board member and the Committee shall be comprised of two Branch members;
 - 3. nominates AAUW Carlisle officers for the upcoming fiscal year.
 - 4. At the November Board meeting, the President will recruit a volunteer to Chair the Nominating Committee. The Board shall also have a brief discussion about any changes in the open position for the fiscal year 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.
- E. Board Meetings
 - 1. The Board will meet the second Tuesday of September, November, January, March, May, June (see Article III, B, 5). The location is determined by the President. The meetings are announced in the Yearbook and in the newsletter. Scheduled starting time is 7:00 p.m. unless otherwise noted.
 - 2. Board members are expected to attend. If unable to attend, call/email/text the President. A designee may be tasked to attend in place of the absent Board member to receive information and answer questions.
 - 3. Board members will notify the President no later than one day prior to the meeting of their intent to invite any Branch member not currently serving on the Board to the Board meeting.
 - 4. Board members will submit their reports, including attachments, and any proposed motions in writing to the President no later than one day prior to the Meeting for inclusion in the Agenda.
 - 5. The President will send the Agenda with proposed motions, reports and attachments to Board members prior to the Meeting.
 - 6. Quorum:
 - a) a quorum shall be fifty-one percent of the Board members;
 - b) the Secretary shall determine if a quorum is met when a quorum is required for the Board to act.
 - 7. All Branch business shall be transacted 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.

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- a) All voting Board members must consent to an electronic motion in lieu of a meeting.
 - b) The electronic motion is stated as follows:
 - (1) as an AAUW Carlisle Board member, by voting on this motion, you declare your consent of this electronic vote in lieu of a meeting;
 - (2) it is moved [content of the motion];
 - (3) yea and nay responses required by [date].
 - c) If every member of the Board does not vote, the motion can not pass, because consent is not granted.
 - d) If every member of the Board does vote, it takes a simple majority of all Board members for an electronic motion to pass.
 - e) The motion will be recorded in the next Board meeting minutes.
8. The President may call a special Board meeting to address an issue that will require more time to discuss than can be provided in a regular Board meeting.
- F. Annual Reports
- 1. Planning Report submitted by every Board position prior to the May Board meeting will include:
 - a) description of the goals for the next fiscal year with an estimate of expenses anticipated to be incurred and, where relevant, income may be generated.
 - b) The President shall provide a copy of the estimated expenses and anticipated income to the Finance Officer(s).
 - 2. Annual Report submitted by every Board position by June 15th each year will include:
 - a) accomplishments, record of activities, special assignments, etc.
- G. Board Members' Files
- 1. Files should be kept current for the duration of your term. Files will include active materials, annual reports, a job description, and anything that will be helpful to the successor.
 - 2. Materials of special interest or timeless information should be given to the Branch Historian to be deposited in the Branch archives located at the Cumberland County Historical Society in Carlisle, Pennsylvania.
- H. Special Projects
- 1. A Special Project is any undertaking not currently defined within Branch Policies and Procedures, Bylaws or Board Job Descriptions, or current branch member approved budget.
 - 2. Special projects must have Board approval before the committee proceeds with that project.
 - 3. Special projects not included in the approved budget, but requiring funding shall be approved by the Board if funding exists within the current year branch member approved budget.

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4. Special projects not included in the approved budget, requiring the use of Branch reserves require both Board and membership approval. See Article IV.
- I. Use of AAUW Carlisle name
 1. Board approval is required when entering into a collaboration with another organization.
 2. Board approval is required when using the AAUW Carlisle name in a public forum, even if there is no monetary or organization collaboration consideration. For example, letters to the Editor, opinion editorials, voter registration, participating as an organization (not as individuals who also happen to belong to AAUW Carlisle).

IV. RESERVES POLICY

- A. Establishment of Reserves. The Branch shall maintain two reserves to ensure the financial stability of the organization and to further the mission of AAUW.
 1. One reserve, designated as the **Operating Reserve**, shall provide a source of funds when the Branch is unable to pay ordinary expenses of operations through income or uncommitted savings. The Operating Reserve is intended to fund normal operations for a two-year period when there has been an unanticipated increase in expenses or an unexpected reduction in income. It is not intended to replace a permanent loss of funds or to eliminate an ongoing budget gap. The target amount of the Operating Reserve shall be based on the costs of operation as set forth in the budget for the current and prior fiscal year. The target amount of the Operating Reserve, which is based on approved budget amounts designated as Operating Expenses, unreimbursed Meeting and Program Expenses, and Community Support Activities Expenses shall be \$7000.
 2. The second reserve, designated as the **Branch Initiatives Reserve**, provides a source of funds for Special Projects, as defined in III, H, and for established programs and projects when it is determined by the Board that such funding is needed. Funds in the Branch Initiatives Reserve may be used to supplement programs, projects and initiatives provided for in the budget or may be used to fund new initiatives proposed after final approval of the annual budget. The target amount of the Branch Initiatives Reserve shall be \$15,000.
- B. Accounting for Reserves. The Operating Reserve and the Branch Initiatives Reserve will be accounted for separately in the Branch's financial records. Funds committed to the reserves will be comingled with other funds in the savings account and certificates of deposit of the Branch.
- C. Funding of Reserves. The Operating Reserve and the Branch Initiatives Reserve will be funded with unrestricted funds received by the Branch. The Board may from time to time direct that a specific source of income be set aside for the funding of reserves.

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- D. Use of Reserves. Use of funds in the Operating Reserve or the Branch Initiatives Reserve requires three steps:
1. First, one of the Finance Officers and the President of the Branch will identify the need for access to the reserves and will confirm that the proposed use is consistent with the purposes of the reserves as described in subsection 1. They will consider the reasons for the shortfall and the availability of other funds not held in reserve or otherwise restricted. Neither reserve shall be used when there are uncommitted funds available to address the need. Any member of the Board may ask one of the Finance Officers and the President to consider use of the reserves.
 2. Second, if the Finance Officer and President determine that use of the Operating Reserve is warranted, they may request the Board to authorize the use of up to fifty (50%) percent of the Operating Reserve. This request must be accompanied by a description of the reasons why use of the reserves is necessary to maintain the Branch's operations and a plan for replenishment of the reserves. A request to the Board for use of the Branch Initiatives Reserve must be accompanied by a description of the special project, program, or initiative to be funded by the reserves, a statement of whether or not the project, program, or initiative may be included as a line item in future budget proposals, the maximum amount being requested from the Branch Initiatives Reserve, whether there are other sources of funding for the project, program, or initiative, and a plan for replenishment of the reserves. Before the Board may approve the use of funds in either the Operating Reserve or the Branch Initiatives Reserve, notice of the intended use of the funds shall be provided to the members of the Branch.
 3. Third, one of the Finance Officers shall be responsible for ensuring that the reserve funds are maintained and used only as described in this policy and that any plan for replenishment of either of the reserves is followed. If either or both of the reserves are below the target amount at the end of the fiscal year, one of the Finance Officers will provide a report to the Board on efforts being made to restore the reserves to the target amount.
- E. Review of Reserves Policy. This policy will be reviewed in even numbered years by an ad hoc committee of five members appointed by the President of the Branch. The Board may direct a review of the policy more frequently if required by changes in the operation of the Branch or for other good cause.

V. CONFLICT OF INTEREST

- A. The purpose of this policy is to protect the Branch's interest when it considers entering into a transaction or arrangement that might benefit the private interest of an elected or appointed officer or director of the Branch.
- B. Identifying Conflicts of Interest
 1. A potential conflict of interest arises when an elected or appointed officer or director, or that person's family member or business:

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- a) stands to gain a financial benefit from an action the Branch takes or a transaction into which the Branch enters; or
 - b) has another interest that impairs, or could be seen to impair, the independence or objectivity of the officer or director.
 - 2. Potential conflicts of interest include situations in which an officer or director, or that person's family member or business:
 - a) has an ownership or investment interest in an entity that the Branch deals with or is considering dealing with;
 - b) serves on the board of, participates in the management of, or is otherwise employed by or volunteers with an entity that the Branch deals with or is considering dealing with;
 - c) receives or may receive compensation or other benefits in connection with a transaction into which the Branch enters;
 - d) receives or may receive personal gifts or loans from entities dealing with the Branch;
 - e) has a close personal or business relationship with a participant in a transaction being considered by the Branch; or
 - f) would like to pursue a transaction being considered by the Branch for her or his own personal benefit.
 - 3. A potential conflict is not necessarily a conflict of interest. An officer or director has a conflict of interest only if the Board of Directors decides under Article V, D, 1 that a conflict exists.
- C. Duty to Disclose
 - 1. In connection with any actual or possible conflict of interest, an interested officer or director must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the Board.
- D. Determining Whether a Conflict of Interest Exists
 - 1. After disclosure of the financial interest and all material facts, the interested officer or director shall leave the meeting while the determination of a conflict of interest is discussed and voted upon. The remaining disinterested Board members shall decide if a conflict of interest exists by majority vote of those in attendance at the meeting. A record of the issue of the conflict presented to the Board for decision and any votes taken in connection with proceedings under this Policy shall be recorded in the minutes of the meeting.
- E. Procedures for Addressing the Conflict of Interest
 - 1. The Board may appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement to determine whether the Branch can obtain a more advantageous transaction from an entity that would not give rise to a conflict of interest.
 - 2. If a more advantageous transaction or arrangement is not reasonably possible, the Board shall determine by a majority vote of the disinterested

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directors whether the transaction or arrangement is in the Branch's best interest and whether it is fair and reasonable.

F. Violations of the Conflicts of Interest Policy

1. If the Board has a reasonable case to believe an officer or director has failed to disclose actual or possible conflicts of interest, it shall inform the officer or director and provide an opportunity to explain the alleged failure to disclose.
2. If the Board determines the officer or director has failed to disclose an actual or possible conflict of interest, it shall take appropriate corrective action.

G. Quorum

1. Interested members may be counted in determining the presence of a quorum at a meeting of the Board that authorizes, approves, or ratifies a transaction or arrangement pursuant to this Policy.

H. Annual Statements

1. Each officer and director shall annually sign the Conflicts of Interest Disclosure Statement attached as Addendum B. The signed Disclosures will be maintained by the Secretary of the Branch.

VI. **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) electronic document attached to or in the body of an email message.

C. Yearbook

1. The Yearbook lists names, addresses, email addresses, telephone numbers, and education information of members whose dues are paid by August 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 the President, Vice President, and Secretary are to have access to the Branch email account.
2. The Vice President is responsible for maintaining the Branch email distribution list.

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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".

VII. DIVERSITY, EQUITY, INCLUSION AND BELONGING

- A. In principle and in practice, AAUW Carlisle values and seeks an inclusive membership, leadership team, and board of directors. There shall be no barriers to full participation in this organization on the basis of age, disability, ethnicity, gender, gender identity, geographical location, national origin, race, religious beliefs, sexual orientation, or socioeconomic status.
- B. AAUW Carlisle respects and celebrates the diversity of our members and those differences form the backbone of our organization.
- C. AAUW Carlisle seeks to promote diversity, equity, inclusion and belonging
 1. We work to set actionable goals and strategies that develops into inclusive practices of our branch.
 - a) Program VPs and Public Policy Chairs are to work with the DEIB Chair to create a minimum of one DEIB focused public event every fiscal year;
 2. We seek to help members understand how inclusive strategies factor into every decision made in the Branch and in our lives. Members participate in ongoing dialogue that inspires members to bring those values to their personal and professional interactions.
 3. We aim to bring inclusion to the workplace, to our communities, and to our families.
- D. We are working to create positive change.

VIII. FINANCES

- A. Dues
 1. AAUW recommends that Branch dues be set at a level that 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 at the current Fiscal Year amounts. Dues are payable upon joining. Members who join during January, February, or March will have their national and state dues payment held until March 17 so the member's dues will cover the following Branch year.
 4. Dues of all continuing members are payable upon notice to be printed in the April newsletter. Dues are payable on or before July 15. After notification of nonpayment, a member still in arrears after August 1 shall be dropped from the Branch Yearbook.
 5. Terminated membership shall be renewed upon presentation of a current membership form and payment of dues

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6. Payment:

- a) an Individual Branch Member pays current AAUW and AAUW-PA dues plus AAUW Carlisle dues;
- b) a Paid Life Member (20 years of national dues paid in advance) pays 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) when a College/University becomes an AAUW affiliate, the institution is allotted two national memberships for the appointed AAUW College/University Representatives. If the College/University Representatives wish to join AAUW Carlisle, they pay individual AAUW-PA and AAUW Carlisle dues. AAUW Carlisle waives Branch dues and pays the AAUW-PA dues for one AAUW College/University Representative representing Dickinson College. It will be a Board decision how to assess a second College/University Representative from Dickinson College or any College/University Representative from another AAUW college/university affiliate;
- f) members of the AAUW Dickinson Student Organization who attend AAUW Carlisle meetings or events do not pay dues.
- g) AAUW Shape the Future membership program:
 - (1) new members who join during a Shape the Future event will receive a 50% discount on National and AAUW Pennsylvania state dues only; they must pay Carlisle dues in full;
 - (2) discounted AAUW memberships are earned by the Branch based upon the number of new members who join under the Shape the Future program;
 - (3) the Membership Committee determines how the discounted memberships will be awarded.

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. Non-budgeted items

1. The Finance Officer(s) shall submit non-budgeted items or unauthorized expenditures for Board approval.

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 \$25 gift card honorarium.

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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.

E. Expense Reimbursement

1. Requests for reimbursement of expenses must be submitted to the Finance Officer(s) in a timely manner using the Branch form to be updated by Finance Officer(s) as needed.

F. Branch meetings with meal charges

1. For meetings, such as Holiday Brunch, Scholarship Banquet, and February or March meeting, where meals are provided:
 - a) the registration deadline will be determined by the deadline for informing the caterer of the number of meals to prepare;
 - b) members must pay the meal charge at the time of registration;
 - c) members who do not register or pay the meal charge, yet attend the event and consume a meal, will be charged;
 - d) the Program VP(s) may accept a late registration and fee payment if the caterer verifies that a charge will not be incurred. If the caterer indicates that there will be a catering charge, the member may attend without eating;
 - e) in consultation with Finance, members planning meetings or events with meal charges shall obtain a description of the charges included (such as gratuity, taxes, and facility fees) prior to setting the meal charge for members attending the meeting or event. The meal charge to members must cover all expenses unless a subsidy is approved by the Board.
2. Cancellations made prior to the registration deadline will be refunded if requested.
3. Cancellations made after the registration deadline and no shows the day of the event will not be refunded.

G. Special Interest Groups

1. The activities of Special Interest Groups shall be funded by individuals participating in these activities. No Branch funds will be expended for Special Interest Group activities unless a subsidy is approved

IX. FUNDRAISERS

- A. 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.

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- B. 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 carry forward balances.
- C. The AAUW Funds Chair will communicate information regarding scholarship monies collected to the Scholarship Chair.
- D. All Fundraising activities are to be coordinated with the AAUW Funds Chair.

X. 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 may be offered, when the purpose of the activity is of particular interest to AAUW and not in conflict with AAUW policies. Refer to Bylaws Article III and Policies and Procedures III, I.
- 2. Financial support is discouraged and may be used only in special cases with prior approval by the Board.
- 3. It is 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 made by the coalition, and the Board must approve any financial support in coalition endeavors.
- 3. All printed materials issued must be carefully read by the AAUW Carlisle coalition members 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, on the website or social media, or in other printed materials only if all candidates for office are listed.
- 2. AAUW/States/Branches may endorse candidates for appointive office (such as Commissioners to Governor’s Advisory Councils, judges, state cabinet offices).

XI. HIGHER EDUCATION SCHOLARSHIP

A. AAUW Carlisle offers annually a 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 Higher Education Scholarships upon recommendation of the Scholarship Committee.

B. Qualifications of the Candidate

- 1. A female resident of Cumberland County for at least one year.
- 2. Successful completion of at least one full-time year of college, or equivalent college credits.

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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 of the Scholarship Committee
1. The Scholarship Chair will be appointed by the President.
 2. A committee of five or seven members 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. Each committee member will serve for a three year term on a rotating renewal. Opportunity for membership to join the committee will be announced in fall newsletter.
 4. The AAUW Funds Chair will communicate information regarding scholarship monies collected to the Scholarship Chair.
 5. An article about the recipients shall be published in the May newsletter.
- D. Payment of the Scholarship Award
1. The scholarship payment is forwarded to the recipient's institution with a letter of instruction to apply the scholarship to the recipient's account and with Branch contact information.
 2. The recipient receives a copy of the letter of instruction sent to the institution along with a facsimile of the scholarship forwarded to the institution.

XII. 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 January 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.

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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 May Branch meeting.
 - a) In even years with an AAUW-PA convention prior to the May Branch meeting, the President may choose to inform recipients of their award, because the information is contained in the convention Yearbook.
 5. Awardees shall be listed in the June 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 innovation.
 2. One honoree can be named for every \$500 the Branch contributes to 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 the award at the January Board meeting. All work must be completed to meet the deadline of the AAUW-PA.
 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 April newsletter. The presentation of this award is to correspond with the celebration of Women's History Month.

XIII. CONVENTIONS, ANNUAL MEETINGS, DISTRICT MEETINGS

- A. The Branch may pay the registration fee, hotel, banquet, and transportation costs up to \$200 for the President and Vice 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.

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- B. If funds are available after paying the President's and Vice President's expenses, these funds will be allocated among attending Branch members toward their registration fees for such meetings upon approval of the Board.

XIV. **GIFTS**

- A. Memorial Gift. The Branch will donate \$50 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 \$200 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 \$50 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 Vice President shall make arrangements for the gift. The incoming President will make the presentation.
- D. Dickinson AAUW Student Organization. Award AAUW graduation cords to all graduating seniors.

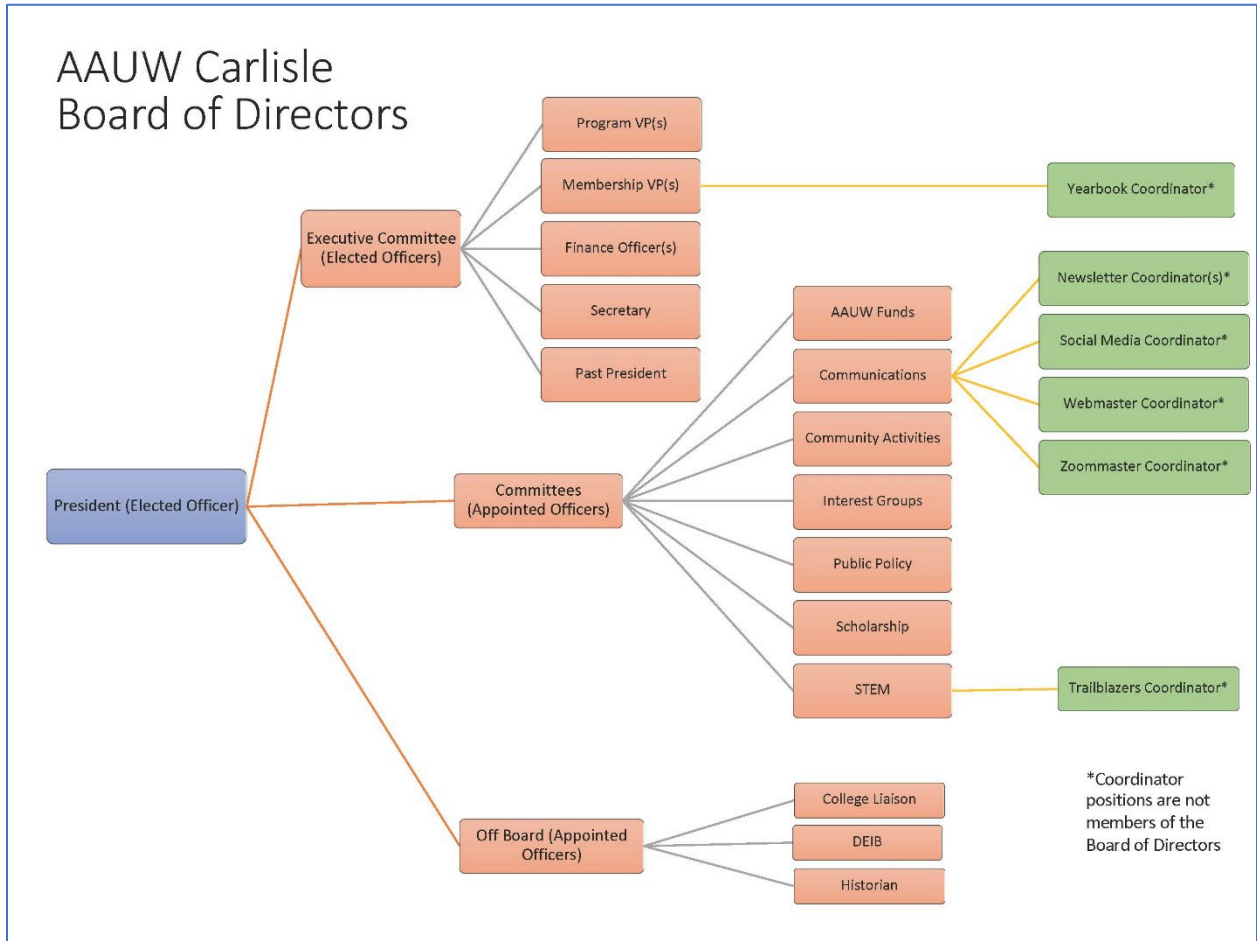
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ADDENDUM A

As of January 2022



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ADDENDUM B

Conflicts of Interest Disclosure Statement

I affirm that (check all that apply):

- 1. I have received and read a copy of the Conflicts of Interest Policy of AAUW Carlisle.
- 2. I agree to comply with the Policy.
- 3. I have no actual or potential conflicts as defined by the Policy.
- 4. I have an actual or potential conflict, but I previously disclosed any conflicts as required by the Policy, or
- 5. I am disclosing an actual or potential conflict below

Description of actual or potential conflict

Signature

Date

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