**AAUW CARLISLE BRANCH**

**Board Policies and Procedures 2023-2025**

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

*(Approved November 14, 2023)*

# 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. DEFINITIONS**

A. “AAUW” refers to the National organization unless otherwise indicated.

B. “Board” or “Board of Directors” refers to the governing body of the Carlisle Branch, which includes elected officers and appointed committee chairs.

C. “Executive Committee” refers to the elected officers of the Carlisle Branch.

D. “Appointed officers” refers to chairs of standing committees of the Carlisle Branch.

E. “Bylaws” refers to the Bylaws of the Carlisle Branch.

F. “Off-Board” refers to leadership positions within the Carlisle Branch who are not members of the Board, for example coordinators and ad hoc committee members (other than the Chair of the Nominating Committee).

G. “Coordinators” are Carlisle Branch leaders who are not members of the Board, but who report to a Board member on their specific areas of responsibility.

H. “Membership” refers to the members of the Carlisle Branch.

# III. REVIEW AND REVISION

1. Board Policies and Procedures shall be reviewed and updated at the beginning of each President’s term. In July, 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.
2. Proposed revisions to the Policies and Procedures shall be sent to the Board no later than September 1 for review and comment prior to the September Board meeting at which time a vote will be taken to approve the revisions. Approval of the revisions requires a majority vote of members present at the Board meeting.
3. If at any time the Board determines that revisions to the Policies and Procedures would facilitate the operations of the Branch, upon motion of a member of the Board, revisions to the Policies and Procedure may be considered by the Board. Approval of the revisions requires a majority vote of members present at the Board meeting.
4. **BOARD of DIRECTORS**

# Types of Board Members (see Board organization chart in Addendum A):

#  Elected Officers, as described in Article IX.1.a of the Bylaws, or

#  Standing Committee Chairs (also referred to as Appointed Officers) as described in Article IX.1.b of the Bylaws. The Standing Committees of the Branch are as follows:

 a) AAUW Funds,

 b) Communications,

 c) Community Activities,

 d) Interest Groups,

 e) Public Policy,

 f) Scholarship, and

 g) STEM.

B. Selection Guidelines for Board Members. A candidate for the Board should:

1. have been a member of AAUW for at least one year;

2. have had some previous Board or committee experience (with AAUW or another similar organization); and

3. be available to attend Board and Branch meetings.

C. Exceptions to these guidelines for the appointment of members of the Board may be made by the President, in consultation with the Executive Committee, for the good of the Branch.

**V. OFF-BOARD POSITIONS**

A. Coordinator positions. The following activities are managed by Branch coordinators who report to designated Board members:

1. The Yearbook Coordinator reports to the Vice President(s) for Membership.

2. The Newsletter Coordinator, Social Media Coordinator, Webmaster and Zoommaster report to the Chair of the Communications Committee.

 3. The Trailblazer Coordinator reports to the Chair of the STEM Committee.

 4. The College Liaison and Historian report to the President.

B. Guidelines for selection of coordinators. A candidate for a coordinator position:

1. should be a member in good standing with a special interest in the area for which the coordinator will be responsible; and

2. should not be a member of the Board.

C. Coordinators are not required to attend Board meetings but are always welcome.

D. Ad Hoc Committees Chairs. The President may create a committee with the consent of the Executive Committee to carry out a special project. The committee will dissolve once the special project is completed. For each committee created, the President shall appoint a chair(s), with consent of the Executive Committee, to manage the project.

E. Guidelines for selection of ad hoc committee chairs. The chair shall:

1. be a member in good standing with a special interest in the area for which the Chair will be responsible;

2. not be a member of the Board;

3. report to the President, who will present the committee’s report to the Board; and

4. attend Board meetings at the request of the President.

F. Exceptions to these guidelines for the appointment of coordinators and ad hoc committee chairs may be made by the President, in consultation with the Executive Committee, for the good of the Branch.

**VI. LEADERSHIP TRANSITION**

1. Procedures. 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, Policies and Procedures and future Board dates with all newly elected and appointed officers, coordinators, and other off-Board leaders.
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:
5. a job description that is updated to reflect current responsibilities and
6. an updated planning calendar which lists important dates to the operation of the position and a list of current/open tasks or issues.
7. Incumbents should provide all transition materials to the successor by the June Board meeting, if possible, but no later than July 1.
8. The June Board meeting is an organizational meeting attended by members of incoming and outgoing boards.
9. The purpose of the meeting is:
10. provide a transition point between the incoming and outgoing boards;
11. enable board members to get to know each other;
12. discuss priorities for the next two years (which will become the strategic plan); and
13. allow the board to reach a common understanding on the needs of the branch and identify priorities.
14. The meeting is run by the President elected for the next fiscal year, who determines the agenda.

**VII. DUTIES OF ELECTED OFFICERS**

 A. General duties

1. Officers shall perform the duties prescribed by the AAUW Carlisle Bylaws and 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. Officers shall attend, when possible, AAUW Pennsylvania and AAUW events, and stay current with AAUW information.

B. Duties of Specific Officers

1. The President shall:

1. be the official spokesperson and representative for AAUW Carlisle (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.);
	* + 1. be responsible for submitting such reports and forms as required by

AAUW and AAUW-PA; and

* + - 1. 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 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, standing chairs, coordinators, ad hoc committee chairs (except the nominating committee) and any additional officers authorized by the Bylaws.

2. The Past President shall:

* + 1. be responsible for bringing the Bylaws into conformity with the AAUW Bylaws and for submitting the Bylaws for review to the AAUW-PA Bylaws Chair and AAUW as required;
		2. be responsible for bringing the Bylaws into conformity with the AAUW-PA Bylaws as required;
		3. serve as parliamentarian at Board and Branch meetings;
		4. chair the committee to review Policies and Procedures;
		5. serve only during the first year of the (successor) President’s term unless is willing to serve an additional year when requested by the President.

1. The Vice President shall:
	1. work closely and collegially with the President to conduct the business of the Branch;
	2. preside at meetings of the Branch, the Board, and the Executive

Committee in the absence of the President;

* 1. 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. maintaining the Branch email distribution list.
	2. 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.
	3. Be responsible for coordinating (ordering and presenting) the AAUW graduation cord gift to graduating Dickinson AAUW Student Organization graduating seniors.
	4. Perform such duties as the President shall request.
1. The Program Vice President(s) shall:
	1. serve as chair of the committee on program development;
	2. secure speakers for regular Branch meetings;
	3. collaborate with other committee chairs to organize at least one AAUW mission-based public event each fiscal year;
	4. preside at meetings in the absence of the President and Vice

President;

* 1. perform such duties as the President and Board shall request.
1. The Membership Vice President(s) shall:
	1. serve as the chair of the committee on membership;
	2. preside at meetings in the absence of the President, Vice President, and Program Vice President(s);
	3. oversee the AAUW Shape the Future membership program and make recommendations to the President and Finance Officer(s) for the distribution of free AAUW national membership. (See Article XV.A.6.g.);
	4. manage AAUW branch and member databases;
	5. manage the membership application process;
	6. direct the work of the Yearbook Coordinator;
	7. perform such duties as the President and Board shall request.
2. The Secretary shall:
	1. record and maintain custody of the minutes of all meetings of the

Branch, Board and the Executive Committee;

* 1. have charge of such correspondence of the Branch as is delegated by the President or the Board;
	2. maintain on file all correspondence to and from the Board;
	3. maintain an up-to-date list of new or revised policies and procedures voted on by the Board;
	4. perform such other duties as the President and the Board shall request.
1. The Finance Officer(s) shall:
	1. receive all monies due the Branch;
	2. be responsible for ensuring that directors’ liability and general liability insurance premiums are paid and that coverage is maintained;
	3. be responsible for collecting all annual dues unless otherwise authorized by the Board, using procedures required or permitted by AAUW.
	4. forward all national and state dues collected to AAUW and AAUW-PA by the specified deadline;
	5. electronically transmit to AAUW all applications, with dues, made to the Branch by individuals who qualify for membership in AAUW under the AAUW Bylaws;
	6. coordinate with Membership Vice Presidents in the member application process;
	7. send monies to the AAUW Funds by the deadlines specified by

AAUW;

* 1. submit an annual budget to the Board for preliminary approval at the

March Board meeting~~;~~ and for final review and approval at the May Board meeting; and to the membership for review and approval at the May Branch meeting;

* 1. maintain records of scholarship receipts, disbursements and any carryforward balances;
	2. provide a financial report of the prior year financial activity at the

September Board and September Branch meetings;

* 1. pay all expenses provided for in the budget or approved by the Board;
	2. record revenue and expenses and maintain supporting documentation in accordance with national recommendations;
	3. provide financial status reports at Board meetings and statement of financial condition (on budget or not) quarterly at Branch meetings;
	4. present the financial records for annual review when requested;
	5. complete and submit financial reports required by AAUW, AAUW-PA, and government entities, e.g., tax returns, in a timely manner.

**VIII. EXECUTIVE COMMITTEE**

1. The Executive Committee shall:
2. Consist of all elected Board positions;
3. Consult with the President regarding the appointment of standing chairs, coordinators, ad hoc committee chairs (other than the Nominating Committee) and any additional officers authorized by the Bylaws;
4. Administer any matter delegated to it by the Board; and
5. Act for the Board between meeting on emergency matters and report the actions taken to the Board.

**IX. NOMINATING COMMITTEE**

1. The Nominating Committee shall
2. Consist of a member of the Board to serve as chair and two members from the Membership.
3. Nominate persons for election as officers as set forth in Article VIII of the Bylaws.
4. At the November Board meeting, the President shall recruit a volunteer to Chair the Nominating Committee. The Board shall discuss the responsibilities of the open positions so that the Chair will be aware of desirable talents, skills, and knowledge that candidates for the open positions should possess.
5. At the December Branch meeting, the President shall announce the Chair and invite members interested in serving on the Nominating Committee to contact the Chair.

**X. BOARD MEETINGS AND RESPONSIBILITIES**

1. The regularly scheduled meetings of the Board are held on the second Tuesday of September, November, January, March, May, and June (see Article VI.A.4) at 6:30 p.m. unless notice of a different time is given. The location of the meetings will be determined by the President. The meetings are announced in the yearbook and in the newsletter.
2. Board members are expected to attend. If unable to attend, the member should notify the President and, when possible, obtain a designee to receive information and answer questions.
3. Board members must notify the President no later than a day before the meeting of their intention to invite any Branch member not a member of the Board to attend a Board meeting.
4. Board members must submit their reports, including attachments, with any proposed motions 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. A quorum shall be fifty-one percent of the number of members of the Board.
7. The Secretary shall determine if a quorum is met before any action requiring a quorum is taken by the Board.
8. 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 under the following conditions:
9. Each Board member consents to electronic voting by providing an email address to the Vice President at the commencement of the member’s term of office. It is the responsibility of each Board member to apprise the Vice President of any email address changes.
10. Each motion submitted for electronic voting shall include the following:
	* 1. A statement that by voting on the motion, the Board member consents to electronic voting in lieu of a vote at a meeting;
		2. A statement of the content of the motion to be voted upon; and
		3. Notice that a vote on the motion requires the respondent to state either yes or no to the sender by a specified date.
11. Fifty-one percent of the Board members must vote to constitute a quorum.
12. A simple majority of the members voting in favor of the motion is sufficient for the motion to pass.
13. The vote on the motion shall be recorded in the minutes of the next regularly scheduled Board meeting.
14. 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.
15. Annual Reports
16. A planning report shall be submitted by every Board position prior t the March Board meeting. The report shall include:
17. A description of the goals for the next fiscal year with an estimate of expenses anticipated to be incurred and, where relevant, revenue that will be generated.
18. The President shall provide a copy of the estimated expenses and anticipated revenue to the Finance Officer(s).
19. An Annual Report shall be submitted to the President by every Board member by June 15 each year. When there are co-officers only one report is required. The report shall include a description of accomplishments, a record of activities, special assignments, etc.
20. Board Member Files
21. Files should be kept current for the duration of the term and should include active materials, annual reports, a job description, and anything else that will be of assistance to the successor.
22. Materials of special interest or of historical importance relating to the Branch should be given to the Branch Historian to be deposited in the Branch Archives located at the Cumberland County Historical Society.
23. Special Projects
24. A Special Project is any undertaking not currently defined within the Policies and Procedures, Bylaws, Board job descriptions, or the approved budget for the current fiscal year.
25. Special projects must have Board approval, including funding approval, if funding is required before the committee proceeds with the project.
26. Special projects not included in the approved budget, but which require funding, may be approved by the Board if there are uncommitted, unreserved funds available.
27. Special projects not included in the approved budget that require the use of Branch Reserves must have both Board and Membership approval (see Article XI).
28. Use of AAUW Carlisle name
29. Board approval is required when entering into a collaboration with another organization.
30. Board approval is required when using the AAUW Carlisle name in a public forum even if there is no monetary or organizational collaboration. This includes situations such as letters to the editor, opinion editorials, voter registration, or any other event where the organization is participating in the event. If an event will reoccur during the fiscal year, Branch organizers may request blanket authority to conduct the activity or project using the AAUW Carlisle name throughout the year.

# XI. RESERVES POLICY

1. 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 revenue 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 revenue. 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 Article X.D 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.
2. 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.
3. 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 revenue be set aside for the funding of reserves.
4. 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 A.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.
5. 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.

# XII. CONFLICTS OF INTEREST

1. 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 officer or director of the Branch.
2. Identifying Conflicts of Interest

1. A potential conflict of interest arises when an officer or director, or that person’s family member or business:

* 1. stands to gain a financial benefit from an action the Branch takes or a transaction into which the Branch enters; or
	2. has another interest that impairs, or could be seen to impair, the independence or objectivity of the officer or director.
1. Potential conflicts of interest include situations in which an officer or director, or that person’s family member or business:
	1. has an ownership or investment interest in an entity that the Branch deals with or is considering dealing with;
	2. 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;
	3. receives or may receive compensation or other benefits in connection with a transaction into which the Branch enters;
	4. receives or may receive personal gifts or loans from entities dealing with the Branch;
	5. has a close personal or business relationship with a participant in a transaction being considered by the Branch; or
	6. would like to pursue a transaction being considered by the Branch for her or his own personal benefit.
2. 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 XII.D.1 that a conflict exists.
3. 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.
4. 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.
5. 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 directors whether the transaction or arrangement is in the Branch’s best interest and whether it is fair and reasonable.
6. 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.
7. 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.

1. 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.

# XIII. COMMUNICATIONS

1. News Releases
	1. All news and media releases should be channeled through the Communications Chair and be cleared by the President.
2. Newsletter
	1. The deadline for submissions 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.
3. Yearbook
	1. The Yearbook lists names, addresses, email addresses, telephone numbers, and education information of members whose dues current on 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.
4. 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.
	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”.

# XIV. DIVERSITY, EQUITY, INCLUSION AND BELONGING

1. 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.
2. AAUW Carlisle respects and celebrates the diversity of our members and those differences form the backbone of our organization.
3. AAUW Carlisle seeks to promote diversity, equity, inclusion and belonging
	1. We work to set actionable goals and strategies that develop into inclusive practices of our branch.
	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.

4. We are working to create positive change.

# XV. FINANCES

A. Dues

1. AAUW recommends that Branch dues be set at a level that will cover the normal operating expenses of the Branch. The Board is committed to keeping membership affordable, so fundraising is regularly used to supplement revenue from dues.
2. The membership shall be notified about any proposed change in Branch dues at two Branch meetings and by newsletter prior to a vote on a dues change.
3. New members may join at any time at the amount set for the current fiscal year. Dues are payable when a member joins the Branch. The date dues are paid by a member is the “join date.” An annual membership starts at the “join date” and expires one year thereafter.
4. Dues of all continuing members are payable upon notification by AAUW National via email. For memberships scheduled for renewal in June, notice of the renewal date will be provided by the Membership Vice President(s) for inclusion in the April Branch newsletter. For members who have “join dates” other than June, the Membership Vice President(s) will send renewal reminders by email to the affected members at least ten days prior to their respective join dates. Members who do not renew within 45 days of their “join dates” will be dropped from the membership rolls.
5. Terminated membership shall be renewed upon presentation of a current membership form and payment of dues
6. Payment:
7. an Individual Branch Member pays current AAUW and AAUW-PA dues plus AAUW Carlisle dues;
8. a Paid Life Member (20 years of national dues paid in advance) pays

AAUW-PA and AAUW Carlisle dues only;

1. 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;

1. Pennsylvania Dual Members pay AAUW Carlisle dues. Out-of-State

Dual Members pay AAUW-PA and AAUW Carlisle dues;

1. 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;

1. members of the AAUW Dickinson Student Organization who attend AAUW Carlisle meetings or events do not pay dues.
2. 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. Branch dues may be waived, or a discount may be offered, upon recommendation by the Membership Vice President(s) and approval of the Board. Discounted AAUW memberships are earned by the Branch based upon the number of new members who join under the Shape the Future program.

* 1. The Membership Committee determines how the discounted memberships will be awarded.
1. Non-budgeted items.

If a request for reimbursement or an invoice seeking payment for goods or services not provided for in the budget is received by the Finance Officer(s), the Finance Officer(s) shall submit the request or invoice to the Board for approval.

1. Reimbursement of expenses and payment of honoraria for Program Speakers
	1. The Branch may pay the current GSA approved mileage reimbursement rate for personal vehicles and provide hospitality.
	2. Any speaking fee requires prior Board approval.
	3. The Branch may award a $25 gift card honorarium to each Program Speaker.
2. Financial Institution Accounts
	1. The Board must pre-approve all investments. The Finance Officer(s) will recommend investments for Branch assets.
	2. Only the President and the Finance Officer(s) may be authorized signers on the financial accounts of the Branch.
3. 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.
4. Branch meetings with meal charges

1. For meetings such as the Holiday Brunch, the Scholarship Banquet, and the February or March meeting, where meals are provided:

* + - 1. the registration deadline will be determined by the deadline for informing the caterer of the number of meals to prepare;
			2. members must pay the meal charge at the time of registration;
			3. members who do not register or pay the meal charge, yet attend the event and consume a meal, will be charged;
			4. the Program Vice-Presidents 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;
			5. 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. It is recommended that members responsible for setting the amount of meal charges for events add an additional 10 to 25% to the meal price to ensure that all costs of the meals are paid by the attendees.
		1. Cancellations made prior to the registration deadline will be refunded if requested.
		2. Cancellations made after the registration deadline and no shows the day of the event will not be refunded.
1. Special Interest Groups
	1. The activities of Special Interest Groups shall be funded by individuals participating in these activities.
	2. No Branch funds will be expended for Special Interest Group activities unless a subsidy is approved.

# XVI. 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 carry forward balances.
3. The AAUW Funds Chair will communicate information regarding scholarship monies collected to the Scholarship Chair.
4. All Fundraising activities are to be coordinated with the AAUW Funds Chair.

# XVII. RELATING WITH OTHER GROUPS

1. 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.
2. 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.
3. 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 the Governor’s advisory councils and state cabinet officials).

# XVIII. HIGHER EDUCATION SCHOLARSHIP

1. 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.
2. Qualifications of the Cumberland County Candidates are:
	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.
	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 applicants 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.
3. Qualifications of the Perry County Candidate
	1. One scholarship may be awarded to a female resident of Perry County who meets all the requirements set forth in XVIII.B above except for residency.
	2. The Perry County scholarship will be funded through restricted donations provided by the donor.
4. 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.
5. 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 check forwarded to the institution.

# XIX. AWARDS

1. 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. A list of the recommended candidates and the reasons for their nomination 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 the member’s 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 confidential until revealed at the May Branch meeting. If an AAUW-PA convention is to be held 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 present an award every year.
2. 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.
	2. The awardee may not be the current Branch President.
3. AAUW-PA Member Making a Difference Award
	1. The member provided outstanding service to the Branch during the past year.
4. 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.
5. 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, 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.

# XX. CONVENTIONS, ANNUAL MEETINGS, DISTRICT MEETINGS

1. 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.
2. 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.

# XXI. GIFTS

1. 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.
2. 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 Director of Conferences and Special Events in May.
3. 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.
4. Dickinson AAUW Student Organization. Each graduating senior of the Dickinson AAUW Student Organization will receive a AAUW graduation cords



**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.
5. \_\_\_\_\_\_ I am disclosing an actual or potential conflict below:

**Description of actual or potential conflict of interest**

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**Signature**

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**Date**