

# AAUW MORGAN HILL POLICIES AND PROCEDURES

## INTRODUCTION

**Policies and Procedures** describe how the branch operates, give details of branch administration, specify duties and responsibilities of officers and committees, and are designed to supplement branch bylaws. Policies and Procedures reflect decisions made by the board of directors and are adopted or changed by a vote of the board. Decisions that affect the entire membership are called **Standing Rules (SR)** and are adopted or changed by the membership present at a general meeting.

## I. POLICIES AND PROCEDURES REVIEW

1. Any new policy or procedure or any proposed revision to an existing policy or procedure is reviewed by the bylaws committee for appropriate language and content.
2. After review, the bylaws committee sends its recommendations to the board for approval.
3. Any new policy or procedure or revision to an existing policy or procedure approved by the board must be added to the master copy of the Policies and Procedures by the bylaws chair and submitted to the web manager for posting on the branch website within 30 days.
4. When new versions of the Policies and Procedures are published, they must contain the date of approval, preferably in the lower right-hand corner of each page. Master copies of the Policies and Procedures are maintained by the bylaws chair, president, and secretary, and posted on the branch website.

## II. MEMBERSHIP

1. Dates for the membership year and renewals are determined by national AAUW policy.
2. Total dues include AAUW national, AAUW CA, and MH branch and are determined by each entity.
3. Upon the death of an active member a memorial gift of \$100.00 will be made to AAUW Fund. Money for memorial gifts shall be taken from Interbranch Special Projects Foundation (ISPF).

## III. GENERAL MEETINGS/PROGRAMS/EVENTS

1. Prospective members may attend no more than three branch activities within one year, including general meetings, interest groups, and special programs or events, not otherwise open to the general public, before becoming a paid member. (Standing Rule)
2. Dates of all meetings, including special interest group meetings, must be cleared with the person in charge of the branch calendar.

3. Traditional dates of interest group meetings will take precedence over proposed meeting dates for new groups.
4. No general or special meetings of the branch shall be scheduled on the dates of AAUW CA or AAUW national events.
5. No general or special meeting will be held on days of the following major religious observances: Easter, Rosh Hashanah (two days), Yom Kippur, Christmas or major holidays of the significant religious or ethnic groups within the relevant geographic area of the branch. All Jewish holidays begin at sundown the day before.
6. No branch activity will be scheduled on the date of the monthly meeting. This meeting takes precedence over any scheduled branch interest or action group.
7. Branch general meetings, special meetings and events held in public facilities will be accessible to persons with disabilities. Members will do everything possible to help members with disabilities attending events in private homes.
8. Reservations for branch events must be paid for unless canceled prior to the deadline ("A reservation made is a reservation paid"). The treasurer will bill members who do not cancel a reservation prior to the deadline. (SR)

#### **IV. BOARD OF DIRECTORS, COMPOSITION**

In addition to the elected and appointed officers, branch members serving as officers, directors, or committee chairs or committee members of AAUW California, AAUW National, and AAUW Fund shall be voting members of the Board of Directors during their term of service.

#### **V. BOARD OF DIRECTORS, GENERAL RESPONSIBILITIES**

1. Carry on the business of the branch in conformity with the policies and programs of AAUW National.
2. Administer the affairs of the branch in conformity with the Bylaws, Policies and Procedures of the branch.
3. Be subject to the organizational structure of the branch.
4. Recommend to the branch the establishment of additional committees.
5. In the event that immediate action on a program or policy question is necessary between board meetings, follow the procedure as outlined in Addendum 4 Board Voting by Email between meetings.

#### **VI. BOARD OF DIRECTORS, INDIVIDUAL RESPONSIBILITIES**

1. Read and be familiar with the branch Bylaws, Policies and Procedures, and Addenda.
2. Attend all board meetings and membership meetings. Notify the president if unable to attend a board meeting and arrange for a substitute and/or a report, if necessary. Read documents and reports prior to the meeting.

3. Participate in as many conventions, conferences, workshops, etc. as appropriate and possible.
4. Report to the board as needed on the activities and concerns of the position.
5. Spend only moneys that have been included in the budget and obtain approval for any additional expenses beforehand from the treasurer and the board.
6. Consult with the president on all branch activities, procedures and policies.
7. Keep a current Experience Binder or e-file that includes resource material, timelines, committee meeting notes, decisions and selections, suggested changes, and recommendations for a successor. Pass binder to successor at one-on-one meeting, if possible.
8. Ensure that important documents are kept permanently in branch records or e-files.
9. Verify membership dues are current before taking office.
10. Submit newsletter material to the newsletter editor by the deadline, via email as an attached file.
11. Suggest names for your replacement to President or Nominating Committee.

## **VII. BOARD OF DIRECTORS, MEETINGS**

1. Meetings will be held monthly, August or September through May or June.
2. Meetings will follow the agenda and one piece of business will be conducted at a time.
3. All branch members are welcome to attend board meetings. Only board members may vote. (SR)
4. Any branch member, including members of the board, may bring a proposal to the board for discussion and action at its next regular meeting by requesting the President to include the proposal as an agenda item before the date on which the agenda is finalized. (SR)
5. Branch participation in any new project or committee shall be brought to the board for approval. (SR)
6. A retreat shall be held during the summer for the newly elected board for the purpose of planning, team-building and goal-setting. An additional retreat may also be held as needed.

## **VIII. ELECTED OFFICERS.**

1. The Elected Officers are President, President Elect, Treasurer and Secretary.
2. The responsibilities of the elected officers are provided in Attachment A to Policies and Procedures, Job Descriptions.

## **IX. APPOINTED OFFICERS.**

1. The Appointed Officers include: AAUW Fund chair, Allocations chair, Bylaws chair, DEI chair (Diversity, Equity and Inclusion), Leadership and Development chair, Membership chair, Newsletter editor, Program chair, Public Policy chair, Publicity chair, Scholarship coordinator, Tech Trek coordinator, Wildflower Run director, WFR Corporate Sponsor chair, and any other officers appointed by the President and approved by the Board.
2. The responsibilities of the appointed officers are provided in Attachment B to Policies and Procedures, Job Descriptions.

## **X. BUDGET**

1. The Budget Committee shall consist of the treasurer, as chair, immediate past treasurer, president, immediate past president, president-elect, program vice president, membership vice-president, and one board member appointed by the president.
2. The Budget Committee develops an annual budget.
3. The board shall adopt an annual budget for presentation to the branch no later than the end of September. It will be published in the October newsletter as information for branch members.
4. The Budget Committee shall meet in January at the call of the treasurer to review and adjust the budget.
5. Each officer elected or appointed, having budgeted funds, shall be responsible for approval of the bills and requests for reimbursement for her/his committee and for keeping a current account of funds distributed and remaining within her/his budget. The treasurer shall issue checks only after such approval of bills and reimbursement requests.
6. A sum of money, the amount to be determined by the Budget Committee, will be budgeted annually and be used by AAUW CA Convention attendees for convention expenses.

## **XI. FINANCE**

1. Branch financial records must be reviewed annually. The president will work with the Treasurer to identify a qualified person who will perform this service.
2. The review shall be conducted after the fiscal year's books have been closed by the Treasurer. A report shall be submitted by the September board meeting.
3. A permanent reserve shall be an amount established by the board at twenty-five (25) percent of the preceding year's annual general revenue. At no time shall the reserve fall below this base amount of twenty-five (25) percent. Should the base amount fall below twenty-five percent, an amount sufficient to bring the reserve up to base level shall be a budget item in the next year's budget.

4. Honoraria, or speakers' fees, are set by the program committee and financed from the program budget, except in the case of fellowship recipients or LAF litigants. In that case the AAUW CA policies for fees and mileage or other transportation costs, meals and lodging if applicable must be applied.
5. Branch finance records shall be retained for at least seven years.

## **XII. BANK ACCOUNTS**

1. The branch shall maintain a branch operating funds checking account.
2. Expenditures over \$500 shall require board approval. Payments for membership renewals shall not require board approval.
3. The authorized signatories for the branch checking account shall include the president, treasurer/CFO and one additional officer. These officers shall also have access to the online banking system.

## **XIII. PAYMENT AND REIMBURSEMENT**

1. To be reimbursed for an approved expense, a Reimbursement Request form with receipt attached shall be submitted to the treasurer within 30 days of incurring the expense. If no receipt is available, a copy of a cancelled check may be substituted. In order to complete the year-end financial reports, all requests for reimbursement must be submitted to the treasurer by June 15.
2. For checks or cash to be deposited, an Income Record form shall be completed and given to the treasurer. This will ensure that money is credited to the correct account.
3. All expenses not included in the approved budget must have prior board approval.

## **XIV. NOMINATING COMMITTEE FOR ELECTED OFFICERS**

1. Four committee members shall be appointed by the president with recommendations from the board.
2. If the immediate past president is a member of the Nominating Committee, she/he shall serve as chair. If the immediate past president is not a member of the Nominating Committee, the president shall appoint a chair from among the committee members.
3. The Bylaws chair may attend the first meeting of the Nominating Committee to review nomination procedures and election timeline. (See Addendum 1.)
4. The Committee shall make every effort to select the best qualified candidates.
5. The current president may offer suggestions for nominations but shall not serve on the Nominating Committee.
6. Any branch member may offer suggestions for nominations to the committee.

7. Chair shall consult with the incoming President before approaching potential candidates to ensure compatibility.
8. Job descriptions should be given to the potential candidates as they are being approached.

## **XV. INTEREST GROUPS**

1. Any branch member may propose a new interest group to the interest group coordinator. (SR)
2. The interest group coordinator shall clear the proposed date of the new interest group with the person in charge of the calendar, so that it does not conflict with any branch activity.
3. All interest groups must be open to any member of the branch. (SR)
4. All participants in interest groups must be paid members. (SR)
5. It is the responsibility of the interest group chair to notify any participant who is not a paid member that she/he may no longer participate in the group until dues are paid.

## **ARTICLE XVI. EDUCATIONAL AWARDS**

1. The branch policy regarding educational awards is in accord with AAUW Public Policy for public education.

“To support a strong system of public education that promotes gender fairness, equity, and diversity, AAUW advocates:

- Adequate and equitable funding for quality public education for all students
  - Opposition to the use of public funds for nonpublic elementary and secondary education and to charter schools that do not adhere to the same civil rights and accountability standards as required at other public schools.”
2. Local scholarships that are awarded to high school and middle school girls shall be limited to those attending public schools within the Morgan Hill Unified School District area. Scholarships for college students shall be limited to those who live or have lived in the MHUSD area. Candidates for the Lauren Jenkins Healthcare Scholarship who live in Gilroy or Hollister will also be considered. See Addendum 6 for details.
  3. All funds go through the Interbranch Special Projects Foundation (ISPF)-AAUW
  4. All scholarship and grant disbursements from ISPF must be made directly to the college or university after verification of fall enrollment has been received. The only exceptions to direct payment are stipends less than \$200, such as given to NCCWSL recipients.
  5. Tech Trek campership and grant funds are paid through ISPF to AAUW CA SPF.
  6. All members are to avoid any attempt to influence applicants or members of the committees during the application and judging process.

7. When a selection committee member is familiar with one of the candidates or her family, the member is to excuse herself from judging that applicant. Exception would be KIT selections, as AAUW members may already be familiar with KIT applicants.
8. Additional guidelines for college scholarships for seniors and re-entry women and keeping in touch grants are found in Addendum 6.

## **XVII. PUBLICATIONS/NEWSLETTER**

1. All publications of the branch shall be in accord with the Association "Use of Name" bylaw that provides that any such publication shall not be in conflict with the policies and programs of the Association and AAUW California.
2. All newsletter articles must be submitted to the editor by the designated deadline.
3. Articles for the newsletter shall be AAUW-related unless approved by the board.
4. The branch president or a designee shall review and edit the content of the newsletter.
5. Advertising rates for the newsletter and directory shall be set at the last board meeting of the year for the following year.

## **XVIII. MEMBERSHIP DIRECTORY/BRANCH EMAIL LIST**

1. The membership directory and branch email list are for use only by the members for AAUW-related business.
2. Any business that is not clearly AAUW-related must be approved by the board prior to email distribution to the membership.
3. Emails not clearly covered by Addendum 2 can be approved by the Executive Board between board meetings, as necessary, in order to expedite approval, provided that all board members have had the opportunity to offer their input prior to the decision.
4. All messages to the general membership are to be sent to the email manager for distribution to the membership.
5. The branch directory and email list may not be used for non-AAUW recruitment or solicitation.

## **XIX. OUTSIDE ORGANIZATIONS**

1. No financial donations of any kind shall be made to outside organizations except those that are approved by the board.
2. No outside organization shall be allowed to promote fund raising activities or sell tickets at branch meetings except those that are approved by the board.
3. The branch directory shall not be made available to any other organization for recruitment or solicitation.

4. Information concerning any organization other than AAUW shall not be published in the monthly newsletter without board approval.
5. When forming a coalition with other organizations, the branch must retain control of the use of the name American Association of University Women. The objectives of the coalition must not be in conflict with AAUW's Mission Statement. Financial support can include dues or a commitment to participate in the on-going financial support of the common objective. The decision to join the coalition and the amount of financial support must be approved by the board.

## **XX. CANDIDATE ENDORSEMENT POLICIES**

1. The branch may choose to endorse, oppose, or take no position on candidates for appointive office.
2. The branch may endorse or take no position on candidates for non-partisan elective office. The branch may not oppose candidates for non-partisan office.
3. The branch may choose to take positions on candidates for agencies that include, but are not limited to, those within the Morgan Hill area.
4. To receive endorsement of the branch, candidates must be in accord with the mission statements, public policy priorities and guidelines of the Association, AAUW CA, and the branch, on issues that may come before their office.
5. The number of endorsed candidates need not be limited to the number of seats to be filled by any election.

## **XXI. BRANCH CONTRIBUTIONS TO CAMPAIGNS**

1. The branch may contribute neither money nor anything of material value to candidates for elective office, partisan or non-partisan.
2. The branch may not accept paid political announcements for inclusion in AAUW publications.

## **XXII. BRANCH POSITION ON COMMUNITY AND STATE ISSUES**

1. The branch may take a position on local issues that fall within the mission of AAUW upon approval of the board.
2. The branch may not take a position on state-wide issues that have not been endorsed or opposed by AAUW CA.
3. The branch may not take a position on state issues contrary to that of AAUW CA.

## **XXIII. CANDIDATE FORUM POLICY**

1. Partisan Elective Office



- a) Before a partisan election, the branch may hold a candidate forum to which all candidates in that election are invited. If three or more political parties have nominees for any office, the branch may limit invitations to the two political parties receiving the highest number of votes in the last preceding general election. The program may be held, even if one or more candidates decline to attend. The same policy applies to polling candidates on issues relating to AAUW program and publishing the results in AAUW publications.
  - b) The branch may invite a declared candidate in a partisan election to speak at a meeting on a subject of particular expertise, but not on her/his candidacy for future public office.
2. Non-Partisan Elective Office
- a) Before a non-partisan election in which AAUW has not endorsed candidates, the branch may hold candidate forums to which all candidates in that election are invited. Before a non-partisan election in which AAUW has endorsed candidate(s), the branch may invite the endorsed candidate(s) to speak at a meeting on her/his/their candidacy with or without inviting non-endorsed candidates.
  - b) Whether or not a declared candidate in a non-partisan election has been endorsed by the branch, the candidate may be invited to speak at a meeting on a subject of particular expertise.

#### **XXIV. ELECTION ACTIVITIES OF INDIVIDUAL BRANCH MEMBERS**

- 1. An individual member may endorse, as a private citizen, candidates for appointive and partisan or non-partisan office. An individual branch member may contribute money or anything of value to such candidate(s), but such endorsement or contribution shall not use the name of AAUW.
- 2. As a candidate for any office, an individual member may declare membership in AAUW as long as the member is not opposing AAUW program or policy. Declaring one's AAUW membership while opposing AAUW positions violates the AAUW use of name policy. In the absence of official endorsement (for appointive or non-partisan office), such a statement of AAUW membership should not be construed to imply endorsement.

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