

# **Addendum 1**

## **Timeline for Election of Officers**

### September:

- Leadership Development Team (LDT) submits announcements for Fall newsletter by deadline, requesting recommendations for potential candidates for elected officers.

### November:

- President appoints four members, including a chair, to the nominating committee with recommendations from LDT and the board.
- Chair obtains nominating committee binder from president.
- Chair submits announcements for weekly emails requesting recommendations for potential candidates for elected officers.

### December:

- Nominating committee meets to develop slate of officers.
- Chair submits announcements for weekly email requesting recommendations for potential candidates for elected officers.
- Deadline for nominations from the membership is December 31.

### January:

- Nominating committee finalizes slate of officers by January 30.

### February:

- Nominating committee presents slate of officers to the board for approval.
- Nominating committee chair sends article to editor by deadline for special election newsletter, presenting proposed slate of officers.
- Bylaws chair submits voting instructions to editor for special election newsletter.

### March:

- Slate of officers, bios and any bylaws amendments appear in special election newsletter published by March 1.
- Voting occurs by electronic or telephone response to bylaws chair.
- Voting completed by March 15.
- Quorum of 15% of branch members required.
- Bylaws chair sends results of vote to editor for Spring newsletter.

### April

- Results of election appear in Spring newsletter.

### May:

- New officers installed at Spring event.
- Nominating committee chair returns experience binder to president.

Updated Nov. 21, 2013

Revised April 5, 2018

## Addendum 2

### AAUW SUPPORT OR CO-SPONSORSHIP of LOCAL EVENTS, INCLUDING EMAIL AND NEWSLETTER POLICY (See Policies and Procedures, Article XVIII)

1. **The branch SUPPORTS local non-profit events that actively support education.** We also support community public events, such as city or school district public forums. (Sentence added 7/13). That is, we will publicize the event and pass on emails soliciting volunteers. No board approval is needed.

- A. **LOCAL EVENTS** that we provide annual publicity and volunteer support for include:

- **Morgan Hill Math Mardi Gras** - sponsored by the American Institute of all Mathematics and providing a free day of math activities for local students of all ages.
- **Poppy Jasper Film Festival** - local film festival showcasing independent films, raising funds for local scholarships

- B. **OTHER LOCAL EVENTS** that we provide publicity for include:

- **Programs** held at the public library
- **Events** presented by local symphony and theater

- C. **Other examples of SUPPORT** have included the solicitation of volunteers for: the Morgan Hill Unified School District parcel tax campaign, the Morgan Hill Library parcel tax campaign, and the Friends of the Library.

2. **The branch CO-SPONSORS other specific events.** In addition to providing publicity, the branch works with other sponsoring organizations to help pay for events and/or manage logistics.

- **Silicon Valley Reads** - This annual speaker event is usually co-sponsored by the Friends of the MH Library, AAUW-Morgan Hill, BookSmart, and the Morgan Hill Times. The Silicon Valley Reads program is often AAUW-MH's February branch program.
- **Candidate Forums** - In election years, we co-host and organize candidate forums with the Morgan Hill Times. This forum will be publicized as one of our monthly branch events.
- **Santa Clara County AAUW Inter-Branch Council (IBC) events** - The IBC consists of representatives from all local AAUW branches. The Council often organizes annual programs that may take the place of the monthly branch program.

3. **The branch has a special relationship with the Morgan Hill Historical Society.** We publicize each other's events, and solicit volunteers for the Historical Society. In return for our support, the Historical Society permits us to use Villa Mira Monte at no charge.

4. **The board considers all other requests for support, co-sponsorship, and publicity on a case-by-case basis.**

5. **Requests for publicity of non-AAUW causes in the newsletter** similarly require board approval. (See Article XVIII in Policies and Procedures). Examples include:

- A member's solicitation of crutches for an orthopedic hospital in Buenos Aires
- A public forum about bringing more health care providers to Morgan Hill

6. In order to expedite a decision, **emails not clearly covered by this policy addendum** can be approved by the Executive Board between board meetings, provided that all board members have had the opportunity to offer their input prior to the decision.

Approved March 3, 2011  
Amended July, 2013

### Addendum 3

#### USE OF NAME GUIDELINES

1. **External use.** In materials geared to external, non-member audiences, use “**American Association of University Women (AAUW)**” at the first mention of our name and “**AAUW**” thereafter.
2. **Internal use.** In documents intended for members, please continue to use just “**AAUW**”.
3. **Logo.** Use either the vertical or horizontal logo with just the acronym. On materials for external audiences, use the **AAUW** (not-spelled-out) logo. Be sure that the name is spelled out somewhere in your document.

# Addendum 4

## **BOARD VOTING BY EMAIL BETWEEN MEETINGS**

Voting by email between meetings is authorized in accordance with the bylaws (see Article VII, Section 5). It may only be used if ALL members of the board have an active email account. It shall not be used to replace in-person discussion and voting at regular board meetings, but rather is to be used only to expedite decisions that have already been discussed at previous meetings or to handle emergency, time-sensitive business. Email voting shall use the following procedure:

### **1. Motion**

- a.) The member who is requesting an email vote sends the motion, with a second, to the President.
- b.) The President, after approving the necessity of an email vote, sends the motion and second to all board members.

### **2. Discussion**

- a.) Members have 48 hours for discussion before the vote (Use Reply All)
- b.) During that discussion period, standard parliamentary procedure will apply, including the ability to amend the motion. Should there be a motion and second to amend the original motion, the president must allow a minimum of 48 hours from that time to allow the amendment to be discussed, before a vote is called.
- c.) All email discussion must include ALL board members, not just email replies sent to the president. (Use “Reply All”)

### **3. Vote**

- a.) After the 48 hours allowed for discussion, the President calls for the vote.
- b.) Co-officers shall be considered as one voting member of the board. (Added 11/1/12)
- c.) The votes (YES, NO, ABSTAIN) must be emailed to the entire board within 48 hours. (Use “Reply All”)
- d.) If the issue is regarding use of the AAUW name and has not been discussed at a regularly scheduled board meeting within the previous two months, **a three- fourths vote of the entire board** shall constitute approval.
- e.) If the issue does not involve use of name and has not been discussed at a regularly scheduled board meeting within the previous two months, **a three- fourths vote of a quorum of board members** is necessary for approval.
- f.) If a question has been discussed at a previous board meeting within the previous two months, a **majority vote of a quorum of board members** is sufficient for approval.
- g.) The President notifies the board of the results.

### **4. Record the vote**

The Secretary records the motion and results as a separate item in the minutes (addition of the following: Mar., 2013) of the next board meeting.

Approved Dec. 1, 2011; Amended Mar. 7, 2013

# **Addendum 5**

## **AAUW Morgan Hill Board Meeting Guidelines**

1. Raise hand to be recognized so that one person speaks at a time.
2. Minutes and Treasurer's report are presented. After questions and corrections, they stand approved (no motion or vote needed).
3. Motions:
  - a. Procedure for Motions:
    - i. Introduction of topic and informal discussion
    - ii. Preliminary motion proposed (no second needed)
    - iii. Further discussion/questions, possible amendment(s)
    - iv. Motion made and written down in final form
    - v. President reads motion (second needed)
    - vi. Vote
    - vii. Written motion given to secretary to record in minutes
  - b. A motion from a committee does not need a second.
  - c. No motion necessary to adjourn
4. Co-officers shall be considered as one voting member of the board.
5. As much as possible, all reports should be sent to the President and distributed to board members with the agenda to be read before the meeting. During the meeting, the author of the report will only need to bring up items that require discussion and to answer questions related to the report. (Added June 2014)
6. The President has the same rights as other members of the board to make a motion, to discuss, and to vote. However, the President has a duty to maintain the appearance of impartiality and not "lead" the discussion or influence the vote. The President should vote last in an email vote so as not to influence other board members' votes. (Approved July 6, 2013)

## **Addendum 6**

### **Scholarships and Grants**

#### COLLEGE SCHOLARSHIPS FOR HIGH SCHOOL SENIORS

1. Applicants for AAUW high school scholarships must meet the criteria defined by AAUW MH, including grade point average and plan to achieve an undergraduate degree.
2. Applicants must follow the guidelines of their schools.
3. The Scholarship Committee reviews submitted applications that include financial information.
4. Applicants interview with the Scholarship Committee. The interview includes specific questions regarding how the candidate is planning to finance her education.
5. Selected candidates must submit a verification of full-time enrollment (minimum of 12 units), for the regular school year before receiving the scholarship.
6. HS scholarship recipients may apply for Keeping In Touch (KIT) grants in subsequent years.

#### COLLEGE SCHOLARSHIPS FOR RE-ENTRY WOMEN

1. Re-entry scholarships will be awarded only to women re-entering college after a break and be limited to those who live or have lived within the MHUSD boundaries, plan to transfer to a four-year institution, and have financial need.
2. Re-entry scholarship applications must be submitted by March 15.
3. Candidates must:
  - Submit the AAUW Re-entry scholarship application, which is available on the AAUW Morgan Hill website, or a financial application package from the institution that they are attending.
  - Interview with the scholarship committee.
  - Explain to the scholarship committee how they plan to finance their education.
4. Selected candidates must submit a verification of enrollment that includes number of units for the regular school year before receiving the scholarship.
  - Candidates enrolled full-time (minimum of 12 units) will receive the full amount of the scholarship.
  - Candidates enrolled part-time (minimum of 6 units) will receive half of the grant and may apply for the remainder by submitting a verification of enrollment for the second term.
5. Re-entry scholarship recipients may apply for Keeping In Touch (KIT) grants in subsequent years.

## KEEPING IN TOUCH GRANTS

1. Keeping in Touch (KIT) grants are available only to former AAUW MH college scholarship recipients.
2. To apply for a KIT grant, a former scholarship recipient must be enrolled full-time, equivalent to at least 12 units, pursuing an AA, AS, BA, or BS degree. Re-entry applicants may be enrolled part-time, equivalent to at least 6 units, given special circumstances.
3. KIT applications must be submitted by Jan. 30. Candidates must:
  - Submit an application form that includes financial information.
  - Provide an unofficial transcript showing current enrollment and a minimum 3.0 GPA.
  - Indicate how they are financing their education.
4. The minimum standard KIT grant will be \$500 unless an application requests a lesser amount.
5. Selected candidates must submit a verification of enrollment that includes number of units for the regular school year before receiving the grant.
  - Candidates enrolled full-time (minimum of 12 units) will receive the full amount of grant.
  - Candidates enrolled part-time (minimum of 6 units) will receive half of the grant and may apply for the remainder by submitting a verification of enrollment for the second term.

## LAUREN JENKINS HEALTHCARE SCHOLARSHIP

1. The Lauren Jenkins Healthcare Scholarship (LJHS) is available to a woman who meets the following criteria:
  - Accepted into a Registered Nurse (RN) program or related program in the allied healthcare field that leads to an associate degree or a bachelor's degree. This could include radiation therapist, medical or clinical laboratory technologist, geneticist, or other approved healthcare field.
  - Lives or has lived within the Morgan Hill Unified School District boundaries. Gilroy or Hollister residents will be considered, with students coming from Morgan Hill receiving a weighted higher score.
  - Demonstrates financial need.
  - Proof of enrollment will be required in order to receive funds.
2. Scholarship applications must be submitted by March 1.

3. Candidates must:
  - Submit the AAUW Lauren Jenkins Healthcare Scholarship application, which is available on the AAUW Morgan Hill website, or a financial application package from the institute that they are attending.
  - Submit copies of grade reports or transcripts for courses completed at all colleges attended.
  - Interview with the scholarship committee.
  
4. Selected candidates must submit a verification of enrollment that includes number of units for the regular school year before receiving the scholarship.
  - Candidates enrolled full-time (minimum of 12 units) will receive the full amount of the scholarship.;
  - Candidates enrolled part-time (minimum of 6 units) will receive half of the scholarship and may apply for the remainder by submitting a verification of enrollment for the second term.
  
5. Recipients may apply for Keeping in Touch grants in subsequent years.

Approved February 7, 2016  
Amended November 3, 2016  
Amended September 7, 2017



## Addendum 7

### **Weekly Email Guidelines**

1. The purpose of the weekly email is to serve as a reminder of upcoming events, not a repeat of information included in the current newsletter. It may also be used to disseminate additional important information not found in the current newsletter.
2. Deadline for submitting items to email manager is 10:00 p.m. Friday.
3. Submit in the following format:
  - Title:
  - One-sentence description:
  - Date:
  - Time:
  - Where:
  - Contact:
4. Items to be included in the weekly email: header, (webpage link to the current newsletter, login ID and password for the newsletter), monthly program, interest group activities for upcoming week, and other special requests.
5. Any program or special event reminder will appear no more than two times.
6. The Email Manager will review and may edit messages for content or brevity. If necessary, she may forward to the President for clarification or review/edits.
7. Policies and Procedures XVIII: “All business that is not clearly AAUW-related must be approved by the board prior to email distribution.”
8. Policy Addendum 2: “AAUW Support or Co-sponsorship of Local Events, Including Email and Newsletter Policy” provides further guidance for inclusion of pre-approved non-AAUW programs.
9. Any weekly email requests that do not fit the criteria listed about may be forwarded to the branch president for review and approval.

Approved June 26, 2016

## **Addendum 8**

### **Wildflower Run/Fund: Fundraising, Allocations, and Donations**

AAUW-Morgan Hill branch follows AAUW National policies for fundraising and mission-based program allocations.

#### **FUNDRAISING**

1. AAUW Morgan Hill uses the occasion of the annual Wildflower Run to solicit corporate sponsorships and individual donations.
2. This income, along with proceeds from Run registrations, is deposited into the branch's Wildflower Fund account with the Interbranch Special Projects Foundation-AAUW (ISPF), a 501(c)3 entity, which allows donations to be tax-deductible to the donor.
3. Expenses associated with the Run are paid from the same account.
4. The Wildflower Run is the branch's only fundraiser in support of our philanthropic activities: AAUW Fund and local scholarships, grants and programs.

#### **WILDFLOWER FUND ALLOCATIONS**

1. An annual allocation meeting is held to determine the distribution of Wildflower Fund monies among the branch's philanthropic activities. The amount available for allocation is what is in the ISPF account, deducting unpaid previous year scholarships, money set aside for Wildflower Run start-up, and any previously designated donations (such as a memorial fund).
2. The Allocations Committee consists of the Allocations Chair, the Wildflower Run Corporate Sponsor Chair, the Annual Giving Campaign Chair, and a representative for each of the branch's philanthropic activities. These may include (but are not limited to) AAUW Fund, Local Scholarships, Tech Trek, Girls Engaged In Math and Science (GEMS), Leadership, Speech Trek, and Community Action Grants. Advisory members of the committee include the Wildflower Run Director, Branch President, and CFO.
3. The Allocations Committee develops a recommendation for allocation of available funds for the upcoming year. Considerations will include (but not be limited to):

- support for national AAUW priorities
- visibility of AAUW-MH's philanthropic efforts in our community
- perceived impact of specific programs
- proven success of programs
- effective management of programs

4. The Allocation Committee recommendation will be presented to the board for approval.

5. Funds are distributed as follows:

- Leadership Morgan Hill scholarships will be paid in the fall.
- AAUW Fund allocations will be sent to AAUW national by the end of the calendar year
- Community Action Grants will be distributed when appropriate.
- Speech Trek prizes will be given following the competition.
- GEMS money will be dispersed as needed throughout the fiscal year.
- Tech Trek funding will be paid early the following year.
- National Conference for College Women Student Leaders (NCCWSL) funding will be dispersed when a student is selected for the conference.
- Scholarships will be paid upon student enrollment verification, usually in the fall of the following calendar year.
- Keeping in Touch grants will be paid upon student enrollment verification.

6. Any requested changes in the approved allocation budget will be sent back to the committee for review and presented to the board for confirmation. Local Scholarships, however, may move allocated funds from one scholarship to another within the same fiscal year as determined by the Scholarship Coordinator and chairs.

7. Allocations not accounted for at the end of the fiscal year will remain in the ISPF account to become part of the subsequent year's Wildflower Run Fund allocation.

## INDIVIDUAL DONATIONS

1. All cash donations from individual members and non-members are held in the AAUW MH Wildflower Fund Interbranch Special Projects Foundation (ISPF) account and are included in the annual allocation process.

2. Donations designated for a specific purpose or program must follow the intent of the donor and must be stated at the time of the donation. Memorial donations will follow the family's wishes.

3. Any individual who makes a restricted donation of \$1000 or more (designated for a specific program) will be contacted by the branch leadership (President, CFO, or

Allocation chair) to explain the allocation process and how designated and unrestricted donations are used.

4. Donations for specific individuals are not permitted as per IRS regulations.

5. Distribution of memorial donations:

- The president appoints a committee of 3-5 members to make recommendations to the board for approval.
- The family's wishes will be followed.

6. Questions regarding donation requests not covered above should be directed to the branch President, the CFO, and the Allocations Chair.

Approved October 6, 2016  
Amended September 7, 2017