

ADDENDUM 1

Timeline for Election of Officers

October:

- Leadership Development Team (LDT) chair submits announcement for Nov/Dec newsletter by deadline, requesting recommendations for potential candidates for elected officers.

November:

- Branch president appoints four members, including a chair, to the nominating committee with recommendations from LDT and the board.
- Chair obtains nominating committee binder or e-file from president or current cloud storage.
- Chair submits reminder for one weekly email mid-Nov, requesting recommendations no later than December 1 for potential candidates for elected officers.

December:

- Nominating committee meets to develop slate of officers.

January:

- Nominating committee finalizes proposed slate of officers by January 30.

February:

- Nominating committee chair presents slate of officers to the board for approval.
- Nominating committee chair sends article to editor by deadline for Mar/Apr newsletter, presenting proposed slate of officers (with bios and photos) and including a request for additional nominations (“from the floor”) to be made by March 15 to the nominating committee chair.

March:

- Slate of officers, bios, photos, and any bylaws amendments appear in March/April newsletter.

April:

- Bylaws chair submits voting instructions, slate, any additional nominations, and bylaws amendments for weekly email by April 1.
- Voting occurs by electronic or telephone response to bylaws chair.
- Voting completed by April 15.
- Quorum of 15% of branch members required.
- Bylaws chair sends results of vote to editor for May/June newsletter.

May:

- Results of election appear in May/June newsletter.
- New officers installed at Spring event.
- Nominating committee chair updates experience binder or e-file and returns to president or cloud storage.

Additional information may be found in BYLAWS ARTICLE IX Nominations and Elections, and POLICIES & PROCEDURES ARTICLE XIV Nominating Committee.

Updated Nov 2023

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 promote education and equity.** That is, we will publicize the event, including soliciting volunteers in the newsletter and weekly Sunday email. No board approval is needed.
 - A. LOCAL EVENTS that we provide **publicity and volunteer support** for include:
 - Poppy Jasper Film Festival, a local film festival showcasing independent films
 - City of Morgan Hill commission events, such as open studios and health and wellness fair
 - Friends of the Library activities
 - B. OTHER LOCAL EVENTS that we provide **publicity** for include:
 - Programs held at the public library, including Silicon Valley Reads
 - Events presented by local symphony and theater
 - C. Other examples of SUPPORT have included the solicitation of volunteers for:
 - Morgan Hill Unified School District parcel tax campaign
 - Morgan Hill Library parcel tax campaign
2. **The branch CO-SPONSORS other specific events, as approved by the board.** In addition to providing publicity, the branch works with other sponsoring organizations to help pay for events and/or manage logistics. Examples include:
 - Santa Clara County AAUW Inter-Branch Council (IBC) events. The IBC consists of representatives from all local AAUW branches.
 - Earth Day Festival with the City of Morgan Hill
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. **All other requests for support, co-sponsorship, or publicity are considered on a case-by-case basis.**

Approved 2011
Updated 2013
Approved May 2024

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 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 each have a separate, individual vote. (Amended August 2019)
- 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

Board Meeting Guidelines

1. Raise hand to be recognized so that one person speaks at a time. Each member will have the opportunity to speak in turn.
2. Be courteous and respectful of the rights of others; listen attentively when others are speaking.
3. Minutes and Treasurer's report are presented. After questions and corrections, they stand approved (no motion or vote needed).
4. Procedure for Motions:
 - Introduction of topic and informal discussion
 - Preliminary motion proposed (no second needed)
 - Further discussion/questions, possible amendment(s)
 - Motion made and recorded in final form with second
 - Motion from a committee does not need a second.
 - President reads motion
 - Vote taken
 - Secretary to record in minutes
 - No motion necessary to adjourn
5. Co-officers each have a single, independent vote.
6. All reports will be uploaded to Google Drive Board Meeting folder no later than two days prior to the meeting. Reports will be reviewed by board members before 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. There is no need to repeat what is included in the uploaded report.
7. 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

Amended September 2023

ADDENDUM 6A

Scholarships and Grants for Women and Girls

COLLEGE SCHOLARSHIPS FOR HIGH SCHOOL SENIORS

1. Applicants for high school scholarships must meet the following criteria:
 - a. Live Oak and Sobrato
 - Submit the MHUSD Common Scholarship Application
 - 3.5 GPA or higher
 - Pursuing an AA or higher degree
 - Preference given for financial need and participation in AAUW programs, community service, and/or work experience
 - b. Central
 - Submit the Central Scholarship Application
 - Be recommended by the school counselor
 - Pursuing a vocational license or certification, an AA or higher degree
2. Applicants interview with the Scholarship Committee. The interview includes specific questions regarding how the candidate is planning to finance her education.
3. Selected candidates must submit a verification of full-time enrollment (minimum of 12 units), for the regular school year before receiving the scholarship.
4. HS scholarship recipients may apply for Keeping In Touch (KIT) grants in subsequent years.

COLLEGE SCHOLARSHOPS FOR HIGH SCHOOL SENIORS in YOUNG WOMEN LEADERS

1. Applicants for high school Young Women Leaders (YWL) scholarship must meet the following criteria:
 - Participate in Young Women Leaders
 - Live within MHUSD boundaries
 - Submit the MHUSD Common Scholarship Application or comparable documents
 - 3.0 GPA or higher
 - Preference given for financial need, community service, and/or work experience
2. Applicants interview with YWL committee. The interview includes specific questions regarding how the candidate is planning to finance her education.
3. Selected candidates must submit a verification of full-time enrollment (minimum of 12 units), for the regular school year before receiving the scholarship.
4. YWL scholarship recipients may apply for Keeping In Touch (KIT) grants in subsequent years

COLLEGE SCHOLARSHIPS FOR RE-ENTRY /DEFERRED ENTRY WOMEN

1. Re-entry/Deferred-entry scholarships will be awarded to women re-entering college after a break in undergraduate studies or to those who after high school postponed entering college or are entering college after obtaining a GED equivalent. They are limited to those who live or have lived within the MHUSD boundaries and are able to demonstrate financial need.
2. Candidates must submit the AAUW Re-entry/Deferred scholarship application and supporting documents, which is available on the AAUW Morgan Hill website, by date as stated on the website.
3. Selected candidates must submit a verification of enrollment that includes a minimum of six units for the regular school year before receiving the scholarship funds.
4. Re-entry/Deferred-entry scholarship recipients may apply for Keeping In Touch (KIT) grants in subsequent years.

Additional Specific Criteria

RE-ENTRY

1. Enrolled/enrolling at a community college with a plan to transfer to a four-year institution or currently enrolled/enrolling at a four-year college/university.
2. Working toward an Associate or Bachelor degree on a part-time (6 units or more) to full-time (12 units) basis.

DEFERRED ENTRY

1. Enrolling at a community college or four-year institution
2. Working toward an Associate or Bachelor degree or taking coursework leading to a specific certificate program on a part-time (6 units) to full-time (12 units) basis.

HEALTHCARE SCHOLARSHIP

1. The Healthcare Scholarship is available to a woman who meets the following criteria:
 - Accepted into a professional healthcare program culminating in a license or credential to practice in a career such as registered nurse, pharmacist, clinical lab scientist, dietitian, or geneticist. Advanced programs within a healthcare career will not be considered (i.e. RN, but not RNP).
 - Lives or has lived within the Morgan Hill Unified School District boundaries.
 - Demonstrates financial need and academic achievement.
 - Proof of enrollment will be required to receive funds.
2. Scholarship application and selections must be completed prior to the annual Allocations Meeting. (An appropriate application deadline date that considers local healthcare program acceptance dates will be provided on the application).
5. Candidates must:

- Submit the AAUW 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.
6. Selected candidates:
- Must be enrolled a minimum of six units.
 - Must submit a verification of enrollment that includes number of units before receiving the scholarship.
7. Recipients may apply for Keeping in Touch grants in subsequent years.

KEEPING IN TOUCH GRANTS

1. Keeping in Touch (KIT) grants are available to all former AAUW MH college scholarship recipients who are currently undergraduates.
2. To apply for a KIT grant, a former scholarship recipient must be enrolled a minimum of six units, pursuing an AA, AS, BA, or BS degree.
2. KIT applications must be submitted by date stated on AAUW MH website. Candidates must:
 - Submit an application form found on the branch website.
 - Provide an unofficial transcript showing current enrollment and a minimum 3.0 GPA.
 - Indicate how they are financing their education.
3. The minimum standard KIT grant will be \$500.
4. Selected candidates must submit a verification of enrollment that includes a minimum of six units for the regular school year before receiving the grant.

Approved February 2016
Revised October 2023

ADDENDUM 6B

Named, Tribute, and Memorial Scholarships for Women and Girls

Named, Tribute, and Memorial Scholarships (“named scholarships”) are established by friends and family to honor a branch member with a donation to fund that scholarship. In order to effectively manage the establishment and management of named scholarships, the following guidelines shall be followed.

1. When a AAUW family or friend wishes to establish a named scholarship, he/she will contact the AAUW President and Scholarship Coordinator directly. If the family contacts a branch member, that member will direct the family to the President and Scholarship Coordinator.
2. The Scholarship Coordinator or another designee will coordinate with the family to ascertain scholarship conditions and donation amount. These criteria will be presented to the AAUW Board of Directors and added to AAUW Scholarship Policies and Procedures scholarship and grants addendum.
3. Where possible, named scholarships will be incorporated into existing AAUW scholarship categories: High School, Re-Entry, Healthcare, and Keeping in Touch (KIT). The awarding of named scholarships will follow criteria set forth by these categories. Where incorporation is not appropriate, the family will work with AAUW to identify a designated member to manage the selection of the named scholarship recipients.
4. When a named scholarship fund is fully distributed, the scholarship will be discontinued, unless a decision to continue the named scholarship is made by the AAUW Board of Directors. The named scholarship will then be supported by AAUW allocations.

FRITTS FAMILY STEM SCHOLARSHIP

The Fritts Family STEM Scholarship was established in 2021 with a \$10,000 donation from the Fritts Family. It is a \$1000 award to be given annually .

1. The Fritts Family STEM Scholarship (FFSS) is available to a woman who meets the following criteria:
 - Freshman, sophomore or junior currently working full time (minimum 12 units) toward a bachelor’s degree in science, math, technology or engineering and planning to graduate from an accredited four-year college or university.
 - Lives or has lived within the Morgan Hill or Gilroy unified school districts boundaries.
 - Demonstrates financial need.
2. Candidates must:
 - Submit the Fritts Family STEM Scholarship application, which is available on the AAUW Morgan Hill website, by the stated deadline.

- Submit copies of transcripts for work completed at all colleges attended, including current college work.
 - Write a personal statement (one page maximum) that includes career goals and personal growth to be submitted with application.
 - Interview with the scholarship committee.
3. Selected candidate must submit a verification of enrollment for the upcoming term that includes number of units for the regular school year before receiving the scholarship funds.
 4. Recipients may apply for Keeping in Touch grants or another FFS scholarship in subsequent years.

JUDITH KINKER MEMORIAL SCHOLARSHIP

The Judith Kinker Memorial Scholarship was established in 2022 with a \$10,000 donation from Judy's daughters. AAUW members and friends added \$2000 for a total of \$12,000.

1. Scholarships will be awarded in \$1000 increments to girls and women in two categories: graduating high school senior and college student pursuing a career in the field of education. One award in each category may be made each year as appropriate until the fund is depleted.
2. High school scholarship recipient will be selected by the high school scholarship committee. Recipient is eligible for a Keeping in Touch (KIT) grant in subsequent years.
3. College student in field of education
 - Eligible for a Keeping in Touch grant as a previous recipient of an AAUW scholarship
 - Submit KIT application and supporting documents to KIT chair stating career path in field of education
 - Recipient selected by KIT chair in consultation with designated AAUW member.
 - Grant may be awarded for a post graduate year while working toward teaching credential.
 - Recipient may apply for a Keeping in Touch grant or an additional Kinker scholarship in subsequent years.
4. Selected candidates must submit a verification of enrollment that includes the number of units for the regular school year before receiving the scholarship funds.
5. The awarding of Kinker funds will follow criteria that align with HS scholarships or KIT grants.

Approved October 2023

ADDENDUM 7

Weekly Email Guidelines

1. The purpose of the weekly email is to serve as a brief reminder of upcoming events and announcements, not a repeat of information included in the current newsletter. It may also be used to disseminate additional important information.
2. Deadline for submitting items to email manager is noon on Friday. Send to email@aauwmh.org.
3. Include this information in your submission: title, brief description, date, time, location, contact. Entire entry should be no more than 75 words. May include link to additional information in branch newsletter , blog or website
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. (Members need to send updated information to Calendar manager to keep branch activities current.)
5. Any program or special event reminder will appear no more than two times, or as determined by Email Manager.
6. The Email Manager will review and may edit messages for content or brevity or may return to submitter for revision. 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 above may be forwarded to the branch president for review and approval.

Approved June 26, 2016
Revised February 4, 2021

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