

Branch Policies and Procedures

POLICIES

Membership

Those eligible for membership in AAUW may not attend more than 2 interest group or general program/membership meetings unless they join the branch. If a member chooses not to continue to pay their dues, they may not continue to attend meetings, including special interest group meetings.

PROCEDURES

Board and Officers

1. President's Duties

- a. Serve as the official representative of the branch.
- b. Responsible for timely submission of reports and forms required by national and state.
- c. Appoint members (concurrence of the Board) to a committee to award scholarships/grants no later than March 30.
- d. Appoint members to a nominating committee (with concurrence of the Board) no later than March 1.
- e. Oversee all officers, committees, and special interest groups to ensure that the mission, purpose and goals of AAUW are being observed.
- f. Serve as the primary contact, along with the treasurer, for the Colorado Mesa University Foundation.

2. Membership Vice President Duties

- a. Welcome new and potential members and respond to membership inquiries.
- b. Keep extra copies of the Yearbook and distribute a copy to each new member.
- c. Follow up on non-renewing members.
- d. With the Board, plan and carry out membership recruitment activities.
- e. Ensure that nametags are available for members.

3. Program Vice President Duties

- a. Meet with the Board during the summer to plan the coming year's programs.
- b. Arrange for the speakers and facilities for general program meetings.
- c. Provide the treasurer with a written list of meal reservations prior to the general program meeting, when appropriate.
- d. After a meeting, prepare written thank you notes for the speakers or facilities, where appropriate.
- e. Perform the duties of the President in all cases in which the President is unable to serve, until such time as the Board appoints a permanent replacement.

4. Treasurer's Duties

- a. Before June 30 of each year submit dues from renewing members to national and state.
- b. Submit new members' national and state dues as soon as possible after receipt.
- c. Submit monthly financial reports to the Board.
- d. Maintain adequate books and records.
- e. Submit the accounts of the branch for audit as determined by the Board.
- f. Will notify President, Membership Vice President and Newsletter/Yearbook Editor of new members or changes in returning members information.
- g. Maintain up to date membership files.
- h. Serve as the primary contact, along with the President, for the Colorado Mesa University Foundation.

5. Secretary's Duties

- a. Record and keep minutes of all Board, membership, and special meetings.
- b. Forward minutes of Board and membership meetings to the board within 30 days of the meeting.
- c. Summarize the Annual Meeting Minutes in the first newsletter following the annual meeting.
- d. Send get well cards, sympathy or congratulatory cards to members whenever appropriate. Plants, flowers, or other gifts are to be excluded.

6. Public Policy Chair

- a. Keep members informed regarding the organization's Public Policy Program, its structure, history and importance.
- b. Keep members informed on national or state legislative issues, as identified by national or state public policy.

7. Scholarship Coordinator

- a. Oversee committee(s) to award scholarships and/or grants based on the annual amounts available as approved by the Board.
- b. Coordinate and work with Colorado Mesa University Foundation and/or Financial Aid office regarding promotion of, receipt of applications and notification of awards to recipients and the Foundation.
- c. Should a need to raise funds for scholarships arise, will oversee any plan approved by the Board.
- d. Keep membership informed of various AAUW Funds and educational awards available.

8. Newsletter Editor

- a. In conjunction with the President, determine the content, write and edit the branch newsletter.
- b. Email the branch newsletter and print and mail the newsletter to those without internet access.
- c. Email a copy of each issue of the newsletter to the AAUW State President and State Archivist and any other state or branch officer as requested.
- d. Forward by email the state newsletter to branch members and print and mail the state newsletter to those without internet access. Submit cost of printing and mailing to the State Treasurer for reimbursement.

9. Public Relations Coordinator

- a. Submit press releases and other announcements to media to promote membership, announce meetings and other information as determined by the Board.
- b. Maintain list of media sources and contacts, submission information and deadlines.
- c. Maintain a record of published information.

10. Branch Leadership Committee

In the event that one or more offices cannot be filled through normal procedures, a leadership committee should be formed to take care of the duties of such offices. Members of the branch should be elected to this committee at the Annual Meeting. At least one month's prior notification should be given to branch members if this will be implemented. As required by bylaws and national at least three members must be designated in the following positions: President or Branch Administrator, Treasurer or Finance, and Secretary.

11. Board Attendance

Board members are expected to attend all branch and board meetings. Any Board member who is absent from three (3) consecutive meetings of the Board, without formal consent, shall be deemed as being retired and the position shall be declared vacant.

Finance

1. Dues Deadline

Deadline for payment of renewal dues to the branch treasurer shall be June 20th.

2. Dues Increase

Notification of a proposed increase of branch dues shall be noted in the branch newsletter at least 30 days prior to the annual meeting and must be approved by the membership. Current branch dues are: \$26.

3. Financial Contributions

Contributions to other groups or organizations shall be consistent with the mission, purpose and goals of AAUW. Proposed contributions shall be included and presented as part of the annual budget. Requests for contributions that are not in the budget shall be submitted in writing and will be reviewed by the branch board. The Board will review the request and approve or deny the request. No contributions will be made to individuals.

4. Signatories

The President, Treasurer and one additional Board member shall be the minimum number of signatories on all branch bank accounts.

5. Budget

The Treasurer with input from the Board shall prepare and submit to the Board for approval a proposed budget no later than September 15 of each year.

6. Meal Reservations

Individual members who cancel a reservation after the reservations are turned in, or who do not show up for the meeting, are responsible for paying for the meal.

7. Conventions and Meetings

Convention and state meeting expenses should be estimated and included in the annual budget. Registration fees, meals and hotel will be paid for the President, if funds are available. Expenses for other Board members will be paid, if funds are available on a pro rata basis.

8. President's Gift

The Program Vice President and Treasurer shall be in charge of the selection of the President's gift up to the amount budgeted. This gift shall represent the appreciation of the entire membership and shall be presented by the Program Vice President at the general meeting in May.

Other

1. Change of Name, Address, Phone, Email

It is the responsibility of the individual member to notify the President and/or Treasurer of any changes. The President or Treasurer will then submit the changes to national and notify branch board members and newsletter/yearbook editor.

2. Revisions

These policies and procedures should be reviewed annually and may be revised at any time by approval of the Board.

Approved: July 25, 2019