

AAUW California Online Branch Policies and Procedures

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1. Document Review

1.1. Policies and Procedures Review. This document shall be reviewed biennially in the autumn of odd-numbered years and, if approved, posted online not more than three (3) days after board approval. If this document is inconsistent with the bylaws it will be brought into compliance with them without further vote.

1.2. Bylaws Review. The branch bylaws shall be reviewed biennially in the autumn of odd-numbered years. Amendments mandated by AAUW or AAUW CA shall be made in whatever time frame required by AAUW or AAUW CA.

2. Membership.

2.1. All branch members must be members of AAUW and AAUW California. Dues must be paid using AAUW's Membership Payment Program (MPP) system or by check made out to "AAUW CA Online" mailed to the branch treasurer. For procedures on processing new members, see 8.4.2.

2.2. Current dues for the 2019-2020 year are:

[Note: *Dual members are not required to pay AAUW or AAUW CA dues if they have already paid them through another AAUW branch. Past Presidents of AAUW CA are exempt from paying state dues.]

Regular Members (not members of any other AAUW branch)

AAUW: \$59 (\$56 of which is tax deductible)

State: \$20

Branch: \$10
TOTAL: \$89

Dual Branch Members (member of another California state branch)

AAUW: \$0
*State: \$0
Branch: \$10
TOTAL: \$10

National or Out of State Dual Branch Members (member of the national organization only or of a non-California branch)

AAUW: \$0
State: \$20
Branch: \$10
TOTAL: \$30

Student Affiliates/Members (undergraduate or degree-seeking graduate student)

AAUW: \$18.81 (\$16.81 of which is tax deductible), or \$0 if attending an [AAUW-member university](#)
State: \$10, or \$0 if attending an [AAUW-member university](#)
Branch: \$5
TOTAL: \$33.81, or \$5 if attending an [AAUW-member university](#)

AAUW Life Members (have paid life membership to national AAUW)

AAUW: \$0
State: \$20
Branch: \$10
TOTAL: \$30

AAUW Life/Dual Branch Members (AAUW life members who are members of another California branch)

AAUW: \$0
*State: \$0
Branch: \$10
TOTAL: \$10

AAUW college/university representative (the designated representative of a college/university partner member of AAUW)

AAUW: \$0 (institutional partner membership in AAUW includes national dues)
State: \$0 (AAUW CA waives state dues for C/U partner representatives)
Branch: \$10
TOTAL: \$10

2.3. AAUW Life Members (those who have paid AAUW lifetime dues according to AAUW policy) are exempt from paying the AAUW portion of the dues, but are still required to pay state and branch dues.

2.4. Honorary Life Members (those who have paid AAUW dues for 50 years or more) may continue their membership in AAUW and the branch without paying any additional national or state dues, after being duly recognized as an Honorary Life Member by AAUW. Honorary Life Members are not exempt from paying branch dues.

2.5. National AAUW dues are established by the national board of directors. Changes in state dues must be approved by state members according to state bylaws. Branch dues may be changed by a two-thirds vote of the membership at a branch business session upon recommendation of the branch board of directors, provided branch members have been given 15 days prior notice of the proposed change (per Bylaws Article VIII, Section 2-a).

2.6. Dues are assessed for the fiscal year (July 1-June 30). Full price dues paid anytime after March 15 will cover membership through June 30 of the following year.

2.7. The “Members Only” section of branch website shall include a link to the branch membership roster on the Member Services Database on the AAUW website, newsletter archive, member resources, and branch financial reports. The branch member directory is for the use of members only. It shall not be given to any person or organization outside of AAUW.

2.8. Branch Email List.

2.8.1. All branch members whose dues are paid for the current fiscal year are automatically subscribed to the branch email list, unless specifically requesting to be unsubscribed. After the beginning of each fiscal year (July 1), members who have not paid their dues shall be unsubscribed from the branch email list by the end of August. (See Policy Section 3.1.3 for deadline for program email list.)

2.8.2. Members are to refrain from using vacation or auto-reply features on their email accounts while subscribed to email lists. Members may request to be temporarily unsubscribed from the email list.

2.8.3. The purposes of email list messages are to conduct branch business, communicate AAUW issues, or propose and conduct branch projects that further AAUW’s mission.

2.8.4. No email messages shall be forwarded to the branch email list unless directly related to AAUW business and mission.

2.8.5. Members who do not follow established email list netiquette will receive one warning from an email list moderator/administrator. If the member then continues to use the branch email list inappropriately, s/he will be removed from the email list.

3. Branch Business/Programs

3.1. Methods of conducting business and program.

3.1.1. Branch business will be conducted on the branch email list, and only current members are subscribed to it. (See also Policy Section 2.8.1)

3.1.2. Board business will be conducted on the board email list, with all branch officers subscribed to that email list, as well as any interested branch members. The President shall include quarterly reminders to members that they have the option to join the board email list.

3.1.3. Branch program discussions may occur on a separate program email list, with current branch members invited to opt-in to discussions if interested in the topic. Once a new fiscal year has begun (July 1), only members whose dues are paid for the new year may participate in programs.

3.1.4. Branch business, board business, and program discussions are conducted over a period of days and weeks, as defined by the branch officer initiating the business or program.

3.1.5. Because of the inherent flexibility of email list participation, “meetings” do not occur unless the board holds a conference call or videoconference meeting.

3.1.6. To encourage participation in AAUW activities at the state and national level and to embody the AAUW value of diversity, no in-person or conference call meeting shall conflict with AAUW or AAUW CA conventions or annual meetings, or major religious holidays, including Maundy Thursday through Easter, the evening preceding the first day of Passover, Rosh Hashanah (two days), Yom Kippur, Christmas, or any other holidays significant to major ethnic or religious groups. (All Jewish holidays begin at sundown the day before.)

3.2. The branch president shall clearly define the timeline for all board and branch business, including how many days will be allowed for discussion and voting.

3.2.1. **Board Decisions:** Most board decisions should be made by consensus, requiring every voting board member to voice support of a proposal for it to be approved. For business items requiring a formal motion, the president shall allow a minimum of four (4) days for discussion and possible amendments after the motion/second before calling for a vote. Should there be an amendment to the motion, voting on both the amendment and the main motion may take place simultaneously. Board votes will occur on the board email list.

3.2.2. **Branch Voting:** Branch votes will occur on a voting platform created to ensure that each member has the opportunity to vote. The president will allow a minimum of four (4) days from the time voting is announced open until the close of voting. Branch members must be given at least 15 days notice prior to a call for a vote for any business item concerning electing officers, changing branch dues, or amending the branch bylaws.

3.3. Programs primarily consist of topical group discussions on the program email list or on a private virtual discussion platform. The discussion can continue for as many days/weeks as interested members care to participate, or the program chair may establish a timeline.

3.4. Prospective members and/or guests may be temporarily subscribed to the program email list or added to the virtual discussion platform, at the discretion of the president, program chair, or membership chair for a period no longer than one month. Guest may not participate in more than one program discussion per membership year, unless they join the branch.

3.5. Per bylaws Article IX, Section 2-a, the president shall call for officer elections anytime between March 1 and May 30. At this time other branch business shall be conducted including, but not limited to electing officers, changing branch dues, and amending bylaws. As with other branch business, the president shall define the timeline for the discussion and voting, as outlined in Policy Section 3.2.2. (above).

4. Finance

4.1. Bank Account. There shall be two signers for the branch bank account: the branch treasurer and president.

4.2. Financial Review. Branch financial records must be reviewed annually to ensure that record keeping is orderly, accurate and up-to-date. The incoming president will appoint a financial reviewer who is familiar with financial record keeping and has knowledge of accounting procedures. No member shall serve as financial reviewer for more than two consecutive years. By the end of August the financial reviewer shall submit to the board a report on the fiscal year ending in July.

4.3. Budget.

4.3.1. Approving the Budget. The board must approve a branch budget, post it on the branch website, and notify members where to find it no later than September (See bylaws, Article XIII, Section 3). In preparing the budget, the board takes into account:

- 4.3.1.1. Fiscal health of the branch and all branch fiscal obligations as specified in branch bylaws and policies.
- 4.3.1.2. Realistic estimates of expected income.
- 4.3.1.3. Past budgets and year-end financial reports.
- 4.3.1.4. Branch goals in setting funding priorities.

4.3.2. Reserve. A permanent reserve shall be an amount established by the board at 25 percent of the preceding year's net dues income (not including state and AAUW dues income). At no time shall the reserve fall below this base amount. Should the base amount fall below 25 percent, an amount sufficient to bring the reserve up to base level shall be a budget item in the next year's budget.

4.3.3. Convention Expenses. The branch budget will include an appropriate amount to reimburse some of the expenses of the branch president-elect for registration, travel, hotel and meals to attend the AAUW CA convention or annual meeting, or national AAUW convention. If the president-elect cannot attend, the board may allocate convention/annual meeting reimbursement funds to another board officer. If no board officer can attend, the

board may allocate the funds to any branch member to assist them in attending convention, giving highest priority to first-time convention attendees. Any branch member receiving convention reimbursement is expected to provide a full convention/annual meeting report to all branch members.

4.3.4. President's Gift. The branch budget will include funds for a president's gift. The gift will be:

- 4.3.4.1. Past-president's pin from the Napa Branch (sales of which contribute to AAUW Funds), or if the president already owns this pin,
- 4.3.4.2. A gift whose purchase price benefits an AAUW entity whenever possible, such as a purchase from the AAUW store or an object from an AAUW branch fundraiser. Gifts that do not benefit an AAUW entity may be purchased if no appropriate item benefitting AAUW is available.
- 4.3.4.3. Should the president prefer, convention reimbursement up to the budgeted amount for the president's gift may be given as a gift.

4.3.5. AAUW Funds Assessment. The AAUW CA assessment for AAUW Funds will be allotted from the branch budget.

4.4. Payment and Reimbursement.

4.4.1. The treasurer shall pay all bills by the due date or within 30 days.

4.4.2. Reimbursement requests should be submitted to the treasurer within 30 days of the date the expense was incurred with the exception of telephone expenses, which may be accumulated over several months if the total expense is under \$25.

4.4.3. Receipts must accompany the request. IRS requires receipts for all individual items exceeding \$25.

4.4.4. Any expenditure over budget requires board approval, with the exception of non-negotiable obligations to AAUW CA or national AAUW.

4.4.5. No member may engage in a contract on behalf of the branch without prior board approval. The treasurer shall notify the board whenever an existing contract is approaching its auto-renewal date, allowing the board to consider alternatives before the renewal date.

4.4.6. Programs are discussions on the program email list or virtual discussion platform. If a guest speaker is invited to participate in the program discussion, the speaker must agree to participate at no charge.

4.4.7. In accordance with AAUW policy, the branch will neither raise funds for nor donate to any organization outside of AAUW.

5. Board of Directors, Responsibilities in addition to those in the bylaws

5.1. Read and be familiar with these policies and procedures and the bylaws.

5.2. Be subscribed to the board email list and participate in all board email list discussions and business transactions, with the president establishing the agenda and the range of dates for discussion and votes. If unable to participate for any length of time, notify the president.

5.3. Respond promptly on the board email list when board decisions are called for by the president

5.4. Monitor the branch website, particularly the page(s) pertinent to the officer's position, and send in all requests for website additions, corrections or updates to the communications chair.

5.5. Communicate to branch members by submitting articles to the newsletter and posting on the branch Facebook group as appropriate. To respect members' desire to keep emails to a reasonable level, individual board members' messages to the branch email list should be reserved for announcements of upcoming branch programs and AAUW Funds fundraising campaigns; all other announcements should be made via the newsletter.

5.6. Take responsibility for a program, in coordination with the program VP, as deemed appropriate.

5.7. Coordinate responses to "Contact Us" messages from the branch website. Should multiple officers receive these messages, the first person to respond will cc the others receiving the message, so they all know the inquiry has been answered.

5.8. At the end of term of service in an officer position, provide records to successor.

6. Administrative Calendar

The branch year begins July 1, but the incoming board may begin planning as soon as it is elected.

Summer (June-August):

- Update website and Welcome document for new members
- Update email list subscriptions and alias forwarding addresses
- Update bank account signatories, as needed
- Board sets annual goals and objectives
- Treasurer posts year-end finance report (July 1-June 30)
- Incoming branch president appoints financial reviewer, who will report to the board by the end of August (see Policy Section 4.2)
- Board approves budget (see Policy Section 4.3)

Autumn (September-November)

- Board committee reviews documents (see Policy Section 1)

- Treasurer posts Q1 financial report (July-Sept)
 - AAUW Funds VP holds fundraising drive to meet state deadlines for calendar year credit
- Winter (December-February)
- Nominating committee is appointed
 - Treasurer posts Q2 financial report (Oct-Dec)
 - Branch named gift honoree selected
 - Plan branch social gathering at state convention or annual meeting
- Spring (March-June)
- Treasurer posts Q3 financial report (Jan-Mar)
 - Social gathering at state convention or annual meeting
 - Officer elections and other branch voting (see Policy Section 3.5)
 - Send renewal invoices to members

7. Outside Organizations and Endorsements

7.1. As noted in Policy Section 4.4.7, no financial donations of any kind shall be made to outside organizations.

7.2. No outside organization shall be allowed to promote its own fundraising activities within the branch.

7.3. Information concerning any organization other than AAUW shall not be posted on the branch website, unless in relationship to a program or activity in which it participates as a collaborator with AAUW.

7.4. The branch membership directory shall not be made available to any outside organization for recruiting or solicitation.

7.5. As a non-partisan organization, the branch shall not endorse candidates for political office.

8. Elected Officers

8.1. PRESIDENT

The president is the branch's administrator, coordinator and creative planner. The president believes in the philosophy of AAUW and has faith in the branch members. To qualify for this position the president must have served on the board of this branch or another AAUW branch at some time. The president:

8.1.1. Serves as the official representative of the branch in activities of AAUW at all levels. (See bylaws Article X, Section 2.)

8.1.2. Presides over all branch and board business, clearly defining the timeline for all email list discussions, motions, and votes according to policies and procedures (see Policy Section 3.2). Sends quarterly invitations to all branch members that any who are interested may join the board

email list (see Policy Section 3.1).

8.1.3 Ensures there are quarterly minutes on all branch and board business, to be posted on the branch website. The president may write these minutes or delegate the responsibility of keeping minutes to another person.

8.1.4. Calls business sessions of the branch in accordance with the provisions of the branch bylaws.

8.1.5. Appoints the chairs of all task forces and committees.

8.1.6. Interprets the objectives of AAUW to the members and to the public.

8.1.7. Submits a list of incoming and continuing branch officers and chairs to AAUW CA and AAUW. Notifies AAUW CA and AAUW of any changes in branch officers or chairs throughout the year.

8.1.8. Ensures that all AAUW or AAUW CA deadlines are met. Submits the documentation required in the event of any AAUW or AAUW CA branch recognition program.

8.1.9. Ensures that the branch bylaws are in conformity with the AAUW bylaws and with AAUW CA bylaws.

8.1.10. In July appoints a financial reviewer to prepare a report of the previous fiscal year's finances for board review by the end of August. (See Policy Section 4).

8.1.11. Serves as an ex-officio member of all committees except the nominating committee.

8.1.12. Attends state conventions and other AAUW meetings to the extent possible and reports on these conventions and meetings to branch members.

8.1.13. Creates a harmonious climate for cooperative interrelationships among board members.

8.1.14. Encourages member participation in branch.

8.1.15. Knows and implements business-like procedures and processes.

8.1.16. Assists with updating this job description and any procedures with which s/he has had experience.

[Check AAUW and AAUW CA websites for additional resources for this officer position.]

8.2. TREASURER

8.2.1. Submits a proposed budget to the board for its review and approval according to the timeframe requirements of the bylaws (Article XIII, Section 3). (See also Policy Section 4.3.)

8.2.2. Receives all monies due the branch via AAUW's Member Payment Plan or a check written to the branch.

8.2.3. Keeps an accurate set of financial records.

8.2.4. Manages the branch's bank account and branch debit card.

8.2.4.1. Initiates paperwork to make the president and treasurer signers on the branch bank account (see Policy Section 4.1).

8.2.4.2. Ensures that AAUW has current bank account information for automatic deposit of branch dues received by AAUW through the online Member Payment Plan.

8.2.5. Pays all bills provided for in the budget in accordance with Policy Section 4.4. Notifies the board when an existing contract's auto-renewal date approaches, allowing the board time to consider alternatives before the renewal date.

8.2.6. Handles tasks related to membership and dues in coordination with the membership vice president.

8.2.6.1. Sends out dues renewal invoices at a time agreed upon by the board.

8.2.6.2. When a new member pays dues to join the branch, sends the new member a welcoming acknowledgement of receipt of the dues and notifies the membership VP (see Policy Section 8.4.3.).

8.2.6.3. For dues paid by check, submits national or state portion of the dues to those entities as required.

8.2.7. Presents the board with quarterly financial reports within two weeks of the close of each quarter, which shall then be posted on the branch website.

8.2.8. Retains all branch financial records for a period of seven years or in accordance with IRS regulations.

8.2.9. Provides all required records to the financial reviewer as requested.

8.2.10. Pays AAUW CA for insurance and Funds Assessment on or before due dates.

8.2.11. Files national and California tax forms and CA Attorney General Form RRF-1 as required.

8.2.12. Purchases president's gift and delivers it before the end of the fiscal year. (See Policy Section 4.3.4.)

8.2.13. Assists with updating this job description and any procedures with which s/he has had

experience

8.2.14. Performs other duties as requested by the president or the board.

[Check AAUW and AAUW CA websites for additional resources for this officer position.]

8.3. PROGRAM VICE PRESIDENT

8.3.1. Coordinates branch programs that promote AAUW's mission to advance equity for women and girls, incorporating AAUW and AAUW CA program priorities. Manages branch program discussions according to the following procedures:

8.3.1.1. Announces each new program on the branch email list at least one week before the program begins, offering members the opportunity to opt in to program email list discussions.

8.3.1.2. Begins each program discussion with a welcome that introduces guest speakers (if any) and, if not already visible from an online discussion platform, a list of participants.

8.3.1.3. Moderates the discussion or assigns a moderator. Allows the discussion to last as many days/weeks as the participants' interest carries it, but intervenes as necessary to keep the discussion pertinent to the topic and to remind participants that personal messages should be sent privately, not on the discussion platform.

8.3.1.4. At the end of the program, sends communication chair updates for the program page on the branch website.

8.3.1.5. Before any program occurring at the beginning of the year (July 1-August 31), confirms all participants have paid branch dues for the year. (See Policy Section 3.1.3)

8.3.2. Presides over the branch and acts as president in the absence of the president.

8.3.3. Assists with updating this job description and any procedures with which s/he has had experience.

8.3.4. Performs other duties as requested by the president or the board.

[Check AAUW and AAUW CA websites for additional resources for this officer position.]

8.4. MEMBERSHIP VICE PRESIDENT

8.4.1. Works with the communications chair and treasurer to keep the membership roster and branch email list current and accurate; presents branch board with quarterly membership reports; ensures that branch records match AAUW membership records; and works with AAUW staff to correct errors.

8.4.2. At the beginning of the year, updates the Welcome document with the current branch officer list, and continues to update it as needed throughout the year. Gives the updated

document to the communications chair to post in the Members Only section of the branch website as a resource guide for all members.

8.4.3. Uses the following procedure to welcome new members:

8.4.3.1. Receives notification from treasurer or the Member Payment Plan (MPP) of a new member joining the branch.

8.4.3.2. Asks the email list administrator to subscribe the new member to the branch email list.

8.4.3.3. Sends the new member a welcome message document with information about how the branch operates and the password to the Members Only section of the website.

8.4.3.4. Announces and welcomes a new member in the next newsletter, and submits a new member profile for the newsletter as soon as possible..

8.4.4. Initiates and coordinates branch recruitment and retention efforts. Keeps records of when new members join to be able to calculate retention rates.

8.4.5. Coordinates membership renewals, working with the treasurer who sends dues invoices.

8.4.5.1. Personally contacts non-renewals in July and August to determine if they intend to renew.

8.4.5.2. Informs the email list administrator regarding removal of non-renewals from all email lists at the end of August. (See Policy Section 2.8.1)

8.4.6. Coordinates branch gathering at the state convention or annual meeting.

8.4.7. Maintains accurate database record of branch members' information, and contacts members for missing or outdated information.

8.4.8. When emails to a member bounce, contacts the member by telephone to get current email address and ensures the MSD is updated with the new information.

8.4.9. Assists with updating this job description and any procedures with which s/he has had experience.

8.4.10. Performs other duties as requested by the president or the board.

[Check AAUW and AAUW CA websites for additional resources for this officer position.]

8.5. AAUW FUND VICE PRESIDENT

8.5.1. Educates the branch about the programs of the AAUW Funds, using the branch website, newsletter articles, and the branch social media.

8.5.2. Plans and coordinates fund raising activities for the AAUW Funds, encouraging members to donate directly via the AAUW website.

8.5.3. Recommends to the board where AAUW Funds contributions should be designated, which is then communicated to the membership in the fundraising drive.

8.5.4. Recommends to the board any branch named gift honorees.

8.5.4.1. Asks for branch members' suggestions no later than January.

8.5.4.2. Presents those suggestions to the board for a vote.

8.5.4.3. Current sitting members of the board are not eligible to be named a branch gift honoree.

8.5.5. Thanks all branch donors by recognizing them in branch newsletter and/or by sending them personal notes.

8.5.6. Assists with updating this job description and any procedures with which s/he has had experience.

8.5.7. Performs other duties as requested by the president or the board.

[Check AAUW and AAUW CA websites for additional resources for this officer position.]

9. Appointed Officers

9.1. COMMUNICATIONS CHAIR

The communications chair is responsible for the overall technology and communications strategy to support the operations of the branch, and to maintain the website and social media in a way that enhances visibility of AAUW's mission and branch programs. The tasks involved may be delegated to others on a communications committee as appropriate. The communications chair:

9.1.1. Recommends specific technology and communications solutions to the board for their approval.

9.1.2. Ensures that branch officers' submissions for updates to the website are handled promptly.

9.1.3. Manages email list subscriptions in coordination with the Membership and Program VPs. Manages email alias (e.g., president@aauwcaonline.org) forwarding addresses.

9.1.4. Recommends and ensures implementation of a voting platform for branch elections.

9.1.5. Acts as the web manager for the branch website at www.aauwcaonline.org. This includes maintaining historical records of branch activities, listing board officers, committee members,

AAUW Funds honorees, etc.

9.1.6. Acts as a mentor to other branch members, particularly board members, on the use of implemented solutions and other technology to improve the efficiency and effectiveness of the branch.

9.1.7. Ensures that the president has current record of all website and email list administrative passwords, as well as domain management contact information.

9.1.8. Assists with updating this job description and any procedures with which s/he has had experience.

9.1.9. Performs other duties requested by the president or the board.

[Check AAUW and AAUW CA websites for additional resources for this officer position.]

9.2. NOMINATING COMMITTEE

9.2.1. **Composition:** A minimum of two members, at least one of whom shall be a board member, up to a maximum of 5 members, appointed as described in Article IX of the bylaws.

9.2.2. **Selection of the Chair:** The board member on the committee is the chair. If there is more than one board member on the committee, the president names the chair from among them.

9.2.3. **Term of service:** From the time of appointment until officer elections, for a maximum of two consecutive terms.

9.2.4. Desirable qualifications:

9.2.4.1. Branch member for at least two years

9.2.4.2. Active in the branch for at least the past two years, preferably serving on the board.

9.2.5. Duties of the Chair

9.2.5.1. Chair business sessions of the committee.

9.2.5.2. Emphasize confidentiality.

9.2.5.3. Instruct the committee on the elected positions to be filled and the qualifications desired for each office.

9.2.5.4. Set deadline for completing the slate.

9.2.5.5. Keep in close touch with committee members.

9.2.5.6. Send the slate to the president, allowing enough time for it to be presented to the branch as stated in the branch bylaws.

9.2.5.7. See that all written items in the hands of committee members about members' qualifications and personalities are discarded as soon as the committee finishes its work.

9.2.5.8. Submit a final report to the president with suggestions for the coming year.

9.2.6. Duties of the Committee

9.2.6.1. Become familiar with the duties of the elected positions for which they are selecting candidates: president, treasurer, program VP, membership VP, and AAUW Funds VP. See bylaws Article X, and Policy Section 8.

9.2.6.2. In considering candidates for branch president, candidates must have served on the board of this branch or some other AAUW branch at some time (see Policy Section 8.1). Other officers are required to have been branch members for at least one year.

9.2.6.3. Respect the confidentiality of the committee work.

[Check AAUW and AAUW CA websites for additional resources for this committee.]

Date Branch Policy Last Amended: November 15, 2019