

AAUW CALIFORNIA ONLINE BOARD POLICIES AND PROCEDURES

The board Policies and Procedures provide the map for the day-to-day management of the branch. The branch Bylaws are the primary governance document with the Policies and Procedures providing the finer details. These Policies and Procedures are reviewed and updated as needed to align with the Bylaws and best practices for the branch.

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1. DOCUMENT REVIEW

1.1. Policies and Procedures Review. This policies and procedures document shall be reviewed biennially in the autumn of odd-numbered years and may be amended by a board vote of approval. If this document is inconsistent with the bylaws, it will be brought into compliance with the bylaws without requiring a board vote of approval. Outdated information in Section 2.2 about dues may be updated without requiring board approval. Whenever this document is amended or updated, the new version shall be posted on the branch website within seven days.

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 AND DUES

2.1. All branch members must be members of AAUW and AAUW California. Dues must be paid via national AAUW’s website system, or by check made out to “AAUW CA Online” and mailed to the branch treasurer. For procedures on processing new members, see 9.4.2.

2.2. Dues for the current fiscal 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.] This table is automatically updated annually to reflect current dues rates.

MEMBERSHIP DUES RATE REFERENCE TABLE

Member Type	AAUW (National)	AAUW CA (State)	AAUW CA ONLINE (Branch)	TOTAL
Regular Member: (Not members of any other AAUW branch)	\$72 (\$69 tax deductible)	\$20	\$15	\$107

Dual Branch Member (member of another CA branch of AAUW)	\$0	\$0	\$15	\$15
National or Out-of-State Dual Branch (Member of the National organization only, or claims a non-California branch as their primary branch)	\$0	\$20	\$15	\$35
Student Affiliates/Member (undergraduate or degree-seeking graduate student)	\$18.81 (\$16.81 is tax deductible) or \$0 if attending an AAUW member university.	\$10 or \$0 if attending an AAUW member university	\$5	\$33.81 or \$5 if attending an AAUW member university
AAUW Life Member (have paid life membership to national AAUW)	\$0	\$ 20	\$15	\$30
AAUW Life/Dual Branch Member (AAUW Life members who are members of another AAUW CA branch)	\$0	\$0	\$15	\$15

AAUW College/University representative (the designated representative of a college/university partner member of AAUW)	\$0 (institutional partner membership in AAUW includes National dues)	\$0 (AAUW CA waives state dues for C/U partner representatives)	\$15	\$15
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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 any time after March 15 will cover membership through June 30 of the following year.

3. COMMUNICATIONS

3.1. The “Members Only” section of the branch website shall include a membership roster, 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.

3.2. Branch Email List.

3.2.1. 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 immediately be unsubscribed from the program email list, but will be given until the end of August to renew their membership before being removed from the branch email list. (See also Policy Section 4.1.3.)

3.2.2. The purposes of branch email list messages are to conduct branch business, distribute branch newsletters, send event reminders, or propose and conduct branch projects that further AAUW's mission. The branch president approves use of the branch email list if there is a question on appropriate use of the list.

3.2.4. No email messages shall be forwarded to the branch email list unless directly related to AAUW business and mission. The president is to be consulted if there is a question of relevancy of an item being posted.

4. BRANCH BUSINESS/PROGRAMS

4.1. Methods of conducting business and programs.

4.1.1. Branch business will be conducted using the branch email list, and only current members are subscribed to the list. (See also Policy Section 3.2.2.)

4.1.2. 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 board may also have videoconference meetings at a frequency agreed upon by all board members. The president shall include quarterly reminders to members that they have the option to join the board email list or participate in videoconference board meetings.

4.1.3. Branch program discussions occur on a separate program email list. New members are automatically added to the program email list to encourage their participation. Any member subscribed to the program email list may opt out at any time by contacting the list administrator or using the link at the end of any email message from the list. Once a new fiscal year has begun (July 1), only members whose dues are paid for the new year may participate in branch programs.

4.1.4. Program or board email list discussions are conducted over a period of days and weeks, as defined by the branch officer initiating the business or program.

4.1.5. Because of the inherent flexibility of email list participation, scheduled meetings do not occur unless the board or branch holds a videoconference meeting.

4.1.6. To encourage participation in AAUW activities at the state and national level and to embody the AAUW value of diversity, no in-person or videoconference 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.)

4.2. 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.

4.2.1. Board Decisions:

4.2.1.1. Board decisions should be made by consensus, requiring every voting board member to voice support of a proposal for it to be approved. (See Addendum B: Consensus Building Guidelines).

4.2.1.2. For business items requiring a formal motion during board email list discussions, the president shall allow a minimum of 4 days for discussion and possible amendments after the motion/second before calling for a vote, and then allow a minimum of 4 days for voting. Should there be an amendment to the motion, voting on both the amendment¹ and the main motion may take place simultaneously.

4.2.2. Branch Voting:

4.2.2.1. Branch votes occur on a voting platform created to ensure that each branch member has the opportunity to vote.

4.2.2.2. Per bylaws Article XIV, Section 1, branch members must be given at least 15 days' notice prior to a call for a vote for any branch business.

4.3. Programs primarily consist of topical group discussions on the program email list or in a scheduled videoconference meeting. The program email list discussions can continue for as many days/weeks as interested members care to participate, or the program chair may establish a timeline.

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

4.5. Members who do not follow established email list netiquette will receive one warning from an email list moderator/administrator. A member who continues to use an email list inappropriately after being warned will be removed from the email list. (See Addendum A: Netiquette Guidelines.)

4.6. 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 may be conducted including, but not limited to changing branch

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dues and amending bylaws. The president shall define the timeline for the discussion and voting, as outlined in Policy Section 4.2.

5. FINANCE

5.1. The treasurer is elected for a one-year term.

5.2. When the election is final and prior to June 30, the incoming treasurer will be authorized by a vote of the board to open a bank account.

5.3. With the minutes of that vote in hand and documentation of our branch's status as an affiliate of AAUW, the incoming treasurer will open an account at a bank, preferably one that offers free accounts to nonprofits including online banking options.

5.4. Once the account is opened, the treasurer will provide the incoming president with the login information to access the account online.

5.5. Both the president and the treasurer will be known as banking agents (not signers as there is nothing to sign). Both banking agents will have full access to the account.

5.6 The treasurer will monitor electronic deposits and debits including, but not limited to, incoming deposits from National and automatic payments to vendors. The treasurer will also use the bank's online system to send payments when needed and will deposit any checks received into the account. Each month the treasurer will reconcile the account and send a copy of the reconciliation to the president who will compare it with the electronic statement.

5.7. Each quarter a financial report will be provided to the board. Once accepted by the board, the quarterly reports will be posted on the website in the members only section.

5.8. Branch financial records must be reviewed annually to ensure that recordkeeping is orderly, accurate and up to date. The incoming president will appoint a financial review person who is familiar with financial recordkeeping and accounting procedures. The financial review person shall not be a member of the branch's board. 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 on June 30.

5.9 Budget.

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

5.9.1.1. Fiscal health of the branch and all branch fiscal obligations as specified in branch bylaws and policies, including fixed expenses and mandated reserves.

5.9.1.2. Realistic estimates of expected income.

5.9.1.3. Past budgets and year-end financial reports.

5.9.1.4. Branch goals in setting funding priorities.

5.9.2. 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). 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.

5.9.3. Convention/Annual Meeting Expenses.

5.3.3.1. 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 national AAUW convention.

5.9.3.2. If the president-elect cannot attend, the board may allocate annual meeting reimbursement funds to another board officer.

5.9.3.3. 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.

5.9.3.4. Any branch member receiving convention reimbursement is expected to provide a full convention/annual meeting report to all branch members.

5.9.4. President's Gift: The branch budget will include funds for a president's gift for the outgoing president. The amount budgeted will not exceed \$50.

5.9.4.1. 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.

5.9.4.2. Should the president prefer, convention reimbursement up to the budgeted amount for the president's gift may be given as a gift.

5.9.5. AAUW Fund Assessment. The AAUW CA assessment for AAUW Fund will be allotted from the branch budget.

5.10. Payment and Reimbursement.

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

5.10.2. 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.

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

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

5.10.5. No member may engage in a contract on behalf of the branch without prior board approval. The branch president is the signer on ALL branch contracts unless another board member has been so authorized by the president. 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.

5.10.6. Program Speaker Fees: If a guest speaker is invited to participate in a program discussion, the speaker must agree to participate at no charge.

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

6. BOARD OF DIRECTORS, RESPONSIBILITIES IN ADDITION TO THOSE IN THE BYLAWS

6.1. Read and be familiar with these board policies and procedures and the bylaws.

6.2. 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, a board member is obligated to notify the president.

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

6.4. 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.

6.5. 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 Fund fundraising campaigns; all other announcements should be made via the newsletter.

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

6.7. 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.

6.8. At the end of term of service in an officer position, meet (via telephone or videoconferencing) with and provide records to the successor.

7. 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 reviewers, who will report to the board by the end of August (see Policy Section 5.2)
- Board approves budget (see Policy Section 5.3)
- President invites members to participate in e-mail lists

Autumn (September-November)

- Board committee reviews documents (see Policy Section 1)
- Treasurer posts Q1 financial report (July-Sept)

- AAUW Fund 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 4.5)
- Send renewal invoices to members

8. OUTSIDE ORGANIZATIONS AND ENDORSEMENTS

8.1. As noted in Policy Section 5.4.7, no financial donations of any kind shall be made to outside organizations.

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

8.3. Information concerning any organization other than AAUW shall not be posted on the branch website, unless relative to a program or activity in which there is a collaboration with AAUW or AAUW CA.

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

8.5. As a non-partisan organization, the branch shall not endorse partisan candidates for political office. Endorsement of non-partisan candidates at the state and local level are is governed by AAUW CA Public Policy Guidelines.

9. ELECTED OFFICERS

9.1. PRESIDENT. The president is the branch's administrator, coordinator and strategic 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:

9.1.1. Serves as the official representative of the branch in activities of AAUW at all levels. (See bylaws Article X, Section 2-b.) and signs all official documents for the branch (e.g., contracts, etc.).

9.1.2. 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 4.2). Sends quarterly invitations to all branch members that any who are interested may join the board email list (see Policy Section 4.1.2).

9.1.3. 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.

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

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

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

9.1.7. 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.

9.1.8. 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.

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

9.1.10. In July appoints a financial review committee to prepare a report of the previous fiscal year's finances for board review by the end of August. (See Policy Section 5.2).

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

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

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

9.1.14. Encourages member participation in the branch.

9.1.15. Knows and implements best business-practices, procedures and processes.

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

9.2. TREASURER

9.2.1. 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 5.3.)

9.2.2. Receives all monies due the branch from national AAUW, bank transfers, or a check written to the branch.

9.2.3. Keeps an accurate set of financial records.

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

9.2.4.1. Initiates paperwork when officers change making the current president and treasurer signers on the branch accounts (see Policy Section 5.1).

9.2.4.2. Ensures that AAUW has current bank account information for automatic deposit of branch dues received by AAUW.

9.2.5. Pays all bills provided for in the budget in accordance with Policy Section 5.4. Notifies the board when an existing contract's auto-renewal date approaches, allowing the board time to consider alternatives before the renewal date.

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

9.2.6.1. Sends out dues renewal notices at a time agreed upon by the board.

9.2.6.2. 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 9.4.3.).

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

9.2.7. 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.

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

9.2.10. Provides all required records to the financial review committee as requested.

9.2.10. Pays the AAUW CA insurance and Funds Assessments before due dates.

9.2.11. Files federal and California tax forms and CA Attorney General Form RRF-1 as required.

9.2.12. Purchases president's gift and delivers it before the end of the fiscal year. (See Policy Section 5.3.4.)

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

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

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

9.3. PROGRAM VICE PRESIDENT

9.3.1. 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:

9.3.1.1. Sends communications chair all program dates and details as soon as they are available to be added to the calendar for the branch website.

9.3.1.2. Announces each new program on the branch email list at least one week before the program begins, offering members the opportunity to opt in or out of the program email list for the discussion. (See Section 4.)

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

9.3.1.4. Moderates the discussion or assigns a moderator. Allows a program email list discussion to last as many days/weeks as the participants' interest carries it, but intervenes as necessary with netiquette reminders. (See Addendum B: Netiquette Guidelines.)

9.3.1.5. At the end of a program, submits updates for the program page on the branch website.

9.3.1.6. 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 4.1.3)

9.3.2. In the absence of the President and President-elect presides over the branch and acts as president.

9.3.3. Writes articles for the branch newsletter.

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

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

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

9.4. MEMBERSHIP VICE PRESIDENT

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

9.4.2. 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.

9.4.3. Uses the following procedure to welcome new members:

9.4.3.1. Receives notification from treasurer or national AAUW of a new member joining the branch.

9.4.3.2. Notifies the email list administrator to subscribe the new member to the branch and program email lists.

9.4.3.3. 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.

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

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

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

9.4.5.1. Makes contact with non-renewals in July and August to determine if they intend to renew.

9.4.5.2. Informs the email list administrator regarding removal of non-renewals from the program list on July 1 and all email lists at the end of August. (See Policy Section 3.2.1)

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

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

9.4.8. When emails to a member bounce, contacts the member by telephone to get current email address and ensures their national AAUW record is updated with the new information.

9.4.9. Writes newsletter articles welcoming new members, working on recruitment and retention.

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

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

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

9.5. AAUW FUND VICE PRESIDENT

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

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

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

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

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

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

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

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

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

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

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

9.6. PRESIDENT-ELECT

9.6.1. Serves in the capacity of president in the event the president is unable to serve or is absent.

9.6.2. Attends state convention/meetings and other AAUW meetings to the extent possible and reports on these events to the branch membership.

10. APPOINTED OFFICERS/CHAIRS AND COMMITTEES

10.1. COMMUNICATIONS Chair and Committee

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:

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

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

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

10.1.4. Recommends and ensures implementation of a voting platform for branch elections. Monitors the integrity of the voting process in collaboration with the Nominating Committee Chair.

10.1.5. 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 Fund honorees, etc.

10.1.6. 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.

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

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

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

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

10.2. NOMINATING Chair and Committee

10.2.1. 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. The branch president may not serve on the nominating committee.

10.2.2. 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.

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

10.2.4. Desirable qualifications:

10.2.4.1. Branch member for at least two years.

10.2.4.2. Active in the branch for at least the past two years, preferably having previous board or committee experience.

10.2.5. Duties of the Chair

10.2.5.1. Chair business sessions of the committee.

10.2.5.2. Emphasize confidentiality.

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

10.2.5.4. Set deadline for completing the slate.

10.2.5.5. Keep in close touch with committee members.

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

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

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

10.2.6. Duties of the Committee

10.2.6.1. Become familiar with the duties of the elected positions for which they are selecting candidates: president, treasurer, program VP, membership VP, and AAUW Fund VP. See bylaws Article X, and Policy Section 9.

10.2.6.2. 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 9.1). Other officers are required to have been branch members for at least one year.

10.2.6.3. Respect the confidentiality of the committee work.

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

10.3. PUBLIC POLICY Chair and Committee

10.3.1. Committee Composition. The public policy committee is a standing committee of the board with an appointed chair and others as the board deems necessary.

10.3.2. Public Policy Committee Chair. The public policy chair, under the direction of the board and within the scope of the national AAUW and AAUW CA public policy programs does the following:

10.3.2.1. Works with the AAUW CA public policy chair to further the public policy programs of AAUW CA and National.

10.3.2.2. Acts as a resource to branch members, keeping them informed of national and state AAUW public policies, voter education programs, and recommended actions.

10.3.2.3. Communicates current public policy activities, requesting membership support as needed.

10.3.2.4. Distributes to the branch membership, at the end of the legislative session, a report/voting record of the final action on or disposition of all AAUW CA supported legislation.

10.3.2.5. Directs the membership to web locations of the AAUW and AAUW CA Public Policy Program/Brochure.

10.3.2.6. Coordinates the meetings of the Branch Public Policy Committee.

10.3.3. Public Policy Committee

10.3.3.1. The public policy committee works with the branch public policy chair to educate the branch membership and engage the membership in the support of AAUW and AAUW CA public policy initiatives.

10.3.3.2. Works with the committee chair to coordinate branch participation in AAUW CA Public Policy outreach and events.

10.4. DIVERSITY, EQUITY, AND INCLUSION (DEI) Coordinator and Committee

10.4.1. Purpose. The DEI Committee supports branch members to facilitate their commitment to diversity, equity and inclusion. An emphasis is on increasing DEI awareness, engaging branch members in DEI activities, and connecting with other organizations that promote DEI.

10.4.2. Coordinator. The DEI coordinator is responsible for coordinating the work of the committee and reporting to the board.

10.4.3. Committee responsibilities

10.4.3.1. Participate in regularly scheduled monthly meetings.

10.4.3.2. Share best DEI practices and resources with the branch membership and encourage the membership to set personal goals and strategies to increase their awareness of DEI.

11. SPECIAL INTEREST GROUPS

11.1. The membership may form Special Interest Groups to pursue their common interests. Interest Groups are formed with the approval of the board.

11.2. Interest Groups are encouraged to pursue interests that support AAUW's mission.

11.3 Interest Groups may not schedule meetings that conflict with branch/state/national meetings or religious holidays.

11.4. Guests may participate in one Interest Group meeting per year before the guest is required to join the branch.

11.5 When a new member joins the branch and wishes to join one or more SIG the Membership VP sends the SIG chair an email with the new member's name and email address.

11.6 The SIG chair sends an email to groupsadmin@aauwcaonline.org asking that the new member be added to the SIG member list.

11.7 When a current branch member wishes to join a SIG they contact the SIG chair.

11.8 The SIG chair sends an email to groupsadmin@aauwcaonline.org asking that they add the new member to the SIG member list.

11.9 When a SIG chair wants a list of their group, they send groupsadmin@aauwcaonline.org their request.

11.10 New Special Interest Group. If a new SIG or new committee is added to the branch, with board approval, the board president will notify the email list coordinator so the new email group may be established.

ADDENDUM A

NETIQUETTE

The AAUW California Online Branch is an online entity. These are helpful suggestions to ensure that members' participation and experience is enjoyed by all.

1. In the interests of civil discourse, avoid ALL CAPS (considered shouting) and remember that tone is often difficult to discern in written emails. Before you reply, THINK.

T – is it True?

H – is it Helpful?

I – is it Inspiring?

N – is it Necessary?

K – is it Kind?

2. When replying to the program email list, the reply will be sent to everyone on the list. If the reply is meant for one individual, send that message directly to that member's email.
 - **HELPFUL HINT #1: Pay attention to the “TO” and “FROM” lines in email addresses before hitting the SEND key.**
 - **HELPFUL HINT #2: To send a message to an individual use FORWARD instead of REPLY.**
3. If replying to a program email list, please provide full name on the signature line.
4. It is considered polite to retain at least a part of previous messages when using “REPLY” so that we all can see the context of the reply. However, it is helpful to delete the oldest messages of long threads, so that a reply doesn't include an endless scrolling list of previous messages.
5. In large group discussions, avoid responding with “I agree” messages and instead try to add rationale or information that can further the discussion.
6. In a discussion with multiple topic threads, check the SUBJECT line. As a topic changes, so should the subject line. Replies should go to the applicable subject thread.
7. Exchanges on all email lists should be relevant to the topic under discussion and issues that unite AAUW members. Inappropriate exchanges will be questioned, and the senders removed from the email list.

8. To unsubscribe from a program email list discussion, use the link at the end of any message, or contact the email list administrator. If a branch member opts out of a program, the member will need to remember to opt back in for future program discussions.
9. Share the URL of sources that might help the discussion. Attachments are too cumbersome to read in a discussion.
10. Check the [Wikipedia article on netiquette](#), a guide on appropriate ways to participate in email list discussions. It also contains some good tips that will prevent unintended misunderstandings.

ADDENDUM B

REACHING CONSENSUS and CONSENSUS BUILDING TOOLS

REACHING CONSENSUS

Consensus is a decision-making technique that:

- Enables a group to satisfy all members, not just the majority
- Equalizes member's responsibilities and power
- Synthesizes viewpoints and focuses on areas of agreement
- Affirms that the integrity of the group is more important than any single issue

Steps in reaching consensus:

- Designate a facilitator who is firm, yet flexible
- Bring the issue in question to the group, usually in the form of a proposal
- Discuss the issue to raise questions and concerns
- Encourage the expression of disagreement as well as agreement
- Modify the original proposal or create a new one
- Through discussion, reach a decision that is acceptable to all, in spite of reservations or differences
- Remember: it is not necessary for every group member to think that the consensus solution is exactly what they want most, but that it is the best solution that can be reached under the circumstances.

In reaching consensus it helps to:

- State the issue clearly
- Look at all of the alternatives carefully
- Seek out areas of agreement
- Listen closely; check to make sure you understand differing viewpoints
- Recognize that differences of opinion are natural and can produce new, creative possibilities.

CONSENSUS BUILDING TOOLS

- Straw votes --- to limit the options to a manageable number
- Making modifications --- to win over a holdout
- Creating combinations --- when two or three choices are better than one
- Airing reservations --- to avoid groupthink or passive resistance
- Reassessing and re-evaluating --- to get a fresh start
- Taking a break --- when process bogs down
- Having trial runs --- to lessen the fear of making a mistake.

ADDENDUM C

ROBERT'S RULES OF ORDER – SIMPLIFIED

Guiding Principles:

- Everyone has the right to participate in discussion if they wish, before anyone may speak a second time.
- Everyone has the right to know what is going on at all times. Only urgent matters may interrupt a speaker.
- Only one thing (motion) can be discussed at a time.

A **motion** is the topic under discussion (e.g., "I move that we add a coffee break to this meeting"). After being recognized by the president of the board, any member can introduce a motion when no other motion is on the table. A motion requires a second to be considered. If there is no second, the matter is not considered. Each motion must be disposed of (passed, defeated, tabled, referred to committee, or postponed indefinitely).

How to do things:

One may want to bring up a new idea before the group. After recognition by the president of the board, present your motion. A second is required for the motion to go to the floor for discussion, or consideration.

One may want to change some of the wording in a motion under discussion. After recognition by the president of the board, move to amend by

- adding words,
- striking words or
- striking and inserting words.

One may like the idea of a motion being discussed, but may need to reword it beyond simple word changes. Move to substitute your motion for the original motion. If it is seconded, discussion will continue on both motions and eventually the body will vote on which motion they prefer.

One may want more study and/or investigation given to the idea being discussed. Move to refer to a committee. Try to be specific as to the charge to the committee.

One may want more time personally to study the proposal being discussed. Move to postpone to a definite time or date.

One may be tired of the current discussion. Move to limit debate to a set period of time or to a set number of speakers. Requires a 2/3rds vote.

One may have heard enough discussion. Move to close the debate. Also referred to as calling the question. This cuts off discussion and brings the assembly to a vote on the pending question only. Requires a 2/3rds vote.

Unanimous Consent:

If a matter is considered relatively minor or opposition is not expected, a call for unanimous consent may be requested. If the request is made by others, the president of the board will repeat the request and then pause for objections. If none are heard, the motion passes.

- **One may INTERRUPT a speaker for these reasons only:**
 - to get information about business –point of information to get information about rules– parliamentary inquiry
 - if one can't hear, safety reasons, comfort, etc. –question of privilege
 - if one sees a breach of the rules –point of order
 - if one disagrees with the president of the board’s ruling –appeal
 - if one disagrees with a call for Unanimous Consent –object

Quick Reference					
	Must Be Seconded	Open for Discussion	Can be Amended	Vote Count Required to Pass	May Be Reconsidered or Rescinded
Main Motion	√	√	√	Majority	√
Amend Motion	√	√		Majority	√
Kill a Motion	√			Majority	√
Limit Debate	√		√	2/3 ^{rds}	√
Close Discussion	√			2/3 ^{rds}	√
Recess	√		√	Majority	
Adjourn (End meeting)	√			Majority	
Refer to Committee	√	√	√	Majority	√
Postpone to a later time	√	√	√	Majority	√
Table	√			Majority	
Postpone Indefinitely	√	√	√	Majority	√

Source:

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https://assembly.cornell.edu/sites/default/files/roberts_rules_simplified.pdf