

Policies and Procedures
AAUW La Mesa-El Cajon Branch

The policies, procedures, and regular duties of the officers of the AAUW La Mesa-El Cajon California Branch are stated in the branch bylaws and should be kept in the branch officers' handbooks. Each officer and chair, elected or appointed, is responsible for reading the handbook thoroughly to familiarize herself, or himself, with the specific duties of the position. The following are additional policies and procedures.

POLICIES

- 1) FINANCIAL REVIEWERS. When possible, one of the two reviewers appointed by the Branch President shall be a past finance officer. While serving as a financial reviewer, such member shall also be entitled to hold another branch position.
- 2) BOARD MEETINGS. All elected officers, chairs, and the Parliamentarian are expected to attend board meetings unless excused by the president. However, if two or three elected officers hold the same position, only one need attend any board meeting. This would also apply to all appointed officers (chairs). If any position on the board is held by more than one person, then each of those persons who are present may vote on the issues. All board meetings are open to Branch members. If a Branch member attending a Board meeting wishes to speak, that member will have the courtesy to notify the President in order to be put on the agenda.
- 3) BYLAWS. A copy of the branch bylaws shall be included in each officer's handbook and be available at all board meetings. The Recording Secretary's copy shall be available at all general meetings.
- 4) CONVENTION FUNDS. Funds will be allocated each year to ensure the President Elect can attend the state and national conventions.
- 5) AAUW FUND. The annual AAUW Fund assessment levied on the branch by the state shall be paid out of the philanthropy budget.
- 6) FUND RAISING PROJECTS. All branch fund raising projects must be approved in advance by the Board of Directors. The tax-deductible portion of proceeds must be stated for each event. The branch will neither raise funds for nor donate funds to any organization outside of AAUW.
- 7) THE IMMEDIATE PAST-PRESIDENT. The Immediate Past-President shall serve in an advisory capacity to the Board of Directors and as Parliamentarian, or she may appoint a representative from Club Xers to serve in such capacity.
- 8) PARLIAMENTARIAN. The Parliamentarian shall be responsible for presenting the proposed revisions of the bylaws and the standing rules to the Board for review and revision. and for then sending the bylaws to the State for approval one month prior to the annual meeting. The Parliamentarian is responsible for publishing the proposed revisions of the bylaws electronically and on the branch website. The Parliamentarian is also responsible for making sure the proposed changes are available to the membership thirty days prior to the annual meeting.
- 9) USE OF BRANCH PROPERTY. The Branch property shall be used only for AAUW functions and shall not be loaned to individual members for personal use. The Board may approve the use of the branch property by other groups, but the President will be responsible for the property. A designated member shall store

the branch property at her or his home. The location of branch property shall be kept in the President's notebook.

- 10) USE OF NAME. Refer to Article III of our Bylaws.
 - a. In many instances publicity is a form of action, since the name of AAUW may be committed through this means. When the name of AAUW is involved, it is the President of the branch who is the spokesperson of the branch.
 - b. When the name of AAUW is used in local matters of concern to more than one branch, branches must communicate with each other before acting. If there is objection to proposed action among the branches concerned and no agreement can be reached, the matter should be referred to the appropriate state committee chair. No committee may act using the name of AAUW. The committee may vote to recommend to the board any action it wishes, but only the board or the membership at a business meeting may take action in the name of the branch.
- 11) DIRECTORY. The AAUW Directory may not be used as a mailing list by outside agencies, nor should individual members use it as a mailing or contact list for any purpose other than activities or needs of AAUW. This policy statement shall appear in the Directory.
- 12) COMMUNITY SUPPORTERS. A Community Supporter is an individual who does not meet national AAUW eligibility requirements for membership but who supports our mission statement, who wishes to participate in our activities and is willing to pay annual dues to the branch. A Community Supporter cannot vote or hold office but may co-chair an activity or be a non-board appointed chair.
- 13) POLICIES & PROCEDURES. Copies of the Policies & Procedures will be given to all officers and directors, and copies shall be available at all general meetings. These rules shall be displayed on the branch website: lamesaelcajon-ca.aauw.net. They shall be reviewed annually as necessary. Policies & Procedures may be amended at any branch board meeting.
- 14) HOLIDAYS: The La Mesa-El Cajon Branch will not hold meetings, social programs or events on the following holidays:
 - a. Rosh Hashanah and Yom Kippur
 - b. Christmas
 - c. Good Friday and Easter
 - d. Passover

PROCEDURES

- 1) AGENDA FOR GENERAL MEETINGS. The President shall plan the general meeting agenda. Members wishing to make announcements or presentations should discuss them with the President in advance of the meeting. The President shall preside over the meeting. The President shall:
 - a. call the meeting to order
 - b. welcome members and guests
 - c. officiate over any official branch action
 - d. adjourn the meeting, after which a program may be presented by the program chair.

- 2) BUDGET. Budgeted funds for each officer and chair must be obtained from the Branch Treasurer when needed. Additionally, the Branch Treasurer, with the approval of the President, is authorized to pay non-budgeted bills of \$50.00 or less. Both the President and Branch Treasurer shall be authorized to sign checks on branch accounts; however, only one signature shall be required.
- 3) DISTRIBUTION OF THE DIRECTORY. Using a list of paid members and community supporters provided by the Membership Treasurer, the Directory Editor shall distribute Directories to the membership. New members shall receive their Directories directly from the membership chair.
- 4) COST OF DUES. The dues for members, student affiliates and community supporters shall be printed in the directory. Half-year dues are discounted at the national level. The branch does not discount half-year dues. Dues are not discounted at the state or local level.
- 5) DUES DEADLINE. The membership chair shall serve as head of the team that, after June 1, will call members whose dues have not been paid.
- 6) SUPPLIES. A template of stationery for branch purposes may be obtained from the branch website. Funds for stamps for officers and chairs without budgets are available from the Finance Officer.
- 7) TELEPHONE COMMITTEE/E-MAIL. All official e-mails sent to all branch members shall be limited to AAUW, national, state and branch business and concerns.
- 8) AAUW FUND VICE PRESIDENT. The AAUW Fund VP is to provide an itemized status report on the fund and a report is to be published in the *Forecast* at least twice a year. The VP is encouraged to publish a list of donors in the *Forecast*.
- 9) AAUW LMEC, CALIFORNIA FOUNDATION is an entity separate from our branch that was established in 2005 as a tax-exempt organization under IRS code section 501(c)3. The Foundation dispenses a portion of its assets annually to the branch for any philanthropic purpose as decided by the Board of Directors. The branch donates 5% of its fund-raising proceeds after expenses to the Foundation.
- 10) WRITING AND SENDING CHECKS
 - a. DONATIONS TO AAUW FUND (NATIONAL)
 - i. Checks payable to: AAUW Fund – Send to AAUW Funds VP – Tax Deductible.
 - ii. AAUW Fund was established in 1881 to provide scholarships and grants to women for higher education, and additionally supports AAUW’s programs and activities such as Start Smart, Tech Savvy, Legal Advocacy Fund (LAF) and AAUW Advocacy. More information is available at www.aauw.org.
 - b. DONATIONS TO TECH TREK (State)
 - i. Checks payable to: AAUW CA SPF (Special Projects Fund). Send to the Branch Finance Officer, who will forward it to the Camp Treasurer – Tax Deductible. Write UCSD Camp Teck Trek LM-EC Branch in the memo line. This money goes to the UCSD Camp Treasurer and pays for our campers. This account is a 501(c)(3) so that Tech Trek donations are tax deductible.
 - c. MEMBERSHIP DUES

Due schedule is published in the Directory each year and is on the website.

d. DONATIONS TO FOUNDATION – ENDOWMENT

- i. Check payable to: AAUW La Mesa – El Cajon Foundation – Send donations to Foundation Treasurer. Tax deductible.
- ii. Donations are invested in our branch’s Foundation, which is a 501(c)(3) and was established in 2005. The San Diego Foundation manages our account. We receive a yearly distribution which goes to the Philanthropy checking account and benefits our branch’s local philanthropies.

e. DONATIONS TO FOUNDATION PHILANTHROPY Checking Account

- i. Check payable to: AAUW LA MESA – EL CAJON CA FOUNDATION. Send to Foundation Vice President. Tax Deductible.
- ii. Distributions from the endowment, other donations and Author’s Luncheon profits remain in this 501(c)(3) checking account until we are ready to pay for various branch awards, including Speech Trek, First Female, Tech Trek and Local Scholarships. The Author’s Luncheon payments are also deposited here to provide the tax deduction.

f. OTHER PAYMENTS TO OUR BRANCH

- i. Check payable to: AAUW LA MESA- EL CAJON BRANCH. Send to Branch Finance Officer. Not tax deductible because this account is a 501 (c) (4). This money is used to pay for branch operations such as general meetings, membership directory, refreshments, *Forecast*, insurance and other operating expenses.

COMMUNICATIONS

Communications shall coordinate with Vice Presidents - Programs, Public Relations Chair, Website Editor, Forecast Editor and those who write Press Releases.

- 1) Communications Chair, with the approval of the President, shall coordinate branch activity news releases to local newspapers, radio and television. All items pertaining to AAUW activities or to the branch members should be sent to the Communications Chair in sufficient time for them to be submitted to the news media. One easy method is to make a copy for the Communications Chair of material being sent to the *Forecast* editor.
- 2) DIRECTORY. The Directory is an annual publication that lists all members, community supporters and officers. Additional information is also included. It shall be mailed to members prior to the October general meeting. It may be distributed by hand to members instead of being mailed. Specific directory duties are as follows:
 - a. President: Provides names of national, state, and branch officers; dates of state and national conferences and conventions.
 - b. Program Vice President: Provides program information pertaining for general meetings.
 - c. Membership Vice President: Provides roster of branch members with their current home addresses, email addresses and phone numbers.
 - d. Finance Officer: Provides the cost of dues. Provides instruction for making donations and payments.
 - e. Special Activities Chair: Provides a list of all activity groups and chairs.

- 3) **FORECAST.** The deadline for *Forecast* articles shall be established by the editor. It is preferable that the editor remind members to submit articles. Articles will not be accepted via telephone. All submissions should be furnished via email. There shall be a summer *Forecast* as established by the editor. The December and January *Forecast* may be combined. The editor shall not print articles concerning non-AAUW sponsored activities, except by decision of the president in consultation with the editor, or by action of the board.
 - a. INFORMATION REQUIRED FROM THE FOLLOWING OFFICERS:
 - i. President: Provides all news which would be of general interest to members
 - ii. Program VP: Provides program information for the month, including title of program, date, time. A brief report shall be furnished early in the fall concerning subject areas and plans for the coming year.
 - iii. Special Activity Chair: Provides a list all their phone numbers and emails annually.
 - iv. Finance Officer: Provides an annual proposed budget report
 - v. Membership Chair: Provides new member information, changes of address, and resignations.
 - vi. Recording Secretary: Provide any actions taken by the board at the most recent Board meeting.
 - vii. Parliamentarian: Present proposed changes to Bylaws and Policies and Procedures as necessary.
- 4) **ADVERTISING.** Business card advertisements may be accepted for publication in the *Forecast* and/or in the directory. The Board of Directors will determine the cost of such advertising. They also will decide on the appropriateness of the ad.

DUTIES OF OFFICERS:

See Bylaws and Job Descriptions for additional information. Any Officer or Chair may hold office for more than two years if the membership votes to set aside the Bylaws.

- 1) **PRESIDENT(S):**
 - a. Requests the Parliamentarian to bring the branch bylaws into conformity with the state bylaws.
 - b. Presides at all meetings of the branch, the Board of Directors, and the Executive Committee.
 - c. Serves as an ex-officio member of all task forces and committees except the nominating committee.
 - d. Calls special meetings of the branch in accordance with provisions of the branch bylaws.
 - e. Appoints, with the approval of the Executive Committee, the chairs of all committees and those provided for by election and any additional officers authorized by the branch bylaws.
- 2) **PRESIDENT(S)-ELECT:**
 - a. Is a member of the Board of Directors, the Executive Committee, the budget committee and serves as the chair of the nominating committee.
 - b. Shall hold office for one year and succeed to the Presidency the following year.
 - c. Shall assume various duties and responsibilities in agreement with the President and presides at meetings in the absence of the president.
- 3) **FIRST VICE PRESIDENT: PROGRAMS**
 - a. Serves as chair of the program committee.

- b. Plans the general meeting calendar and arranges for guest speakers and presentations.
- 4) SECOND VICE PRESIDENT: MEMBERSHIP
 - a. Serves as chair of membership committee.
 - b. Keeps all membership applications on file.
 - c. Creates and carries out outreach programs to recruit new members
 - 5) MEMBERSHIP TREASURER
 - a. Works with Membership Vice President to secure membership renewals and to process dues and fees, including filing the necessary forms with state and national offices.
 - 6) THIRD VICE PRESIDENT: AAUW FUND
 - a. Serves as chair of committee that will educate the membership about the AAUW Fund.
 - b. Maintains records, collects and forwards contributions as directed by AAUW California at <http://www.aauw-ca.org>.
 - c. With the committee, selects the Branch Named Gift Honoree(s), and presents them to the membership at the AAUW Fund Meeting.
 - 7) RECORDING SECRETARY:
 - a. Takes the minutes at all board meetings and membership meetings.
 - b. Is responsible for putting motions that have been passed by the board or the membership into the *Forecast*.
 - 8) FINANCE OFFICER:
 - a. Receives all monies due the branch.
 - b. Pays all bills provided for in the budget or verified by the President.
 - c. Presents the proposed budget in the September *Forecast*.
 - d. Forwards all national dues to the national office and all state dues to the state office.
 - e. Presents a financial report at the branch annual meeting and other times as is requested by the Board of Directors.
 - f. Chairs the budget committee.
 - g. Provides the books for an annual financial review.

ADDITIONAL BRANCH DUTIES AND FUNCTIONS

- 1) BOARD OF DIRECTORS:
 - a. Submits to the membership a slate of five to seven names of candidates for the nominating committee; the president-elect will automatically be one of those and will function as chair.
 - b. Each Vice President is allowed one vote on any particular motion that comes before the Board of Directors. If there are co-officers holding a position, each of those co-officers may vote individually on any motion.
 - c. Only one Vice President or Chair of a committee is required to attend a Board meeting.
 - d. The President and President Elect may hold office for more than one year, and other officers may hold office for more than two years providing the board votes to set aside the bylaws.
- 2) AAUW FUND COMMITTEE:
 - a. Is chaired by the AAUW Fund Vice President(s). Implements the programs on fellowships, research and projects, and others as may be established by national.

- 3) MEMBERSHIP COMMITTEE:
 - a. Is chaired by the Membership Vice President(s).
 - b. Is responsible for membership recruitment, retention and orientation to the purpose and program of National.

- 4) PROGRAM COMMITTEE:
 - a. Is chaired by the First Vice President(s) - PROGRAMS.
 - b. Shall consider the program issues of National and shall recommend the selection of issues to be implemented.
 - c. Shall provide programs based on these issues, if possible, for the various branch meetings.

- 5) PUBLIC POLICY/ INTERNATIONAL RELATIONS COMMITTEE:
 - a. Is chaired by the Public Policy/International Relations Chair(s).
 - b. Is responsible for communicating AAUW Public Policy issues to the Branch.

- 6) TECH TREK COMMITTEE
 - a. Is chaired by the Tech Trek Chair(s).
 - b. Is responsible for contacting the middle schools, setting up interviews, and choosing the seventh-grade girls who will attend Tech Trek camp at UCSD.

- 7) BUDGET COMMITTEE:
 - a. Is chaired by the Finance Officer.
 - b. Includes the Finance Officer, Membership Vice President, Ways and Means Chair, Tech Trek Chair, Speech Trek Chair and Local Scholarship Chair. Program VP, President and President-elect or a representative designated by the President.
 - c. Compiles the tentative budget for the year and submits it to the Board of Directors for approval.

- 8) ELECTED AND APPOINTED CHAIRS WITH BUDGETS

The following committees are chaired by their appointed chair and will submit their proposed budget during the budget process:

 - a. Directory Editor
 - b. First Female
 - c. Hospitality
 - d. Local Scholarship
 - e. Speech Trek
 - f. Tech Trek

- 9) LOCAL SCHOLARSHIP COMMITTEE:
 - a. Communicates with Community Colleges and selects scholarship recipients.

- 10) WAYS AND MEANS CHAIRS(S) - FUNDRAISERS
 - a. Are responsible for organizing the fundraisers, including by not limited to publicity, location , date and time, recruiting committee members and any othe logistics. The activities fund Tech Trek and Local Scholarships. Additionally, a portion of the proceeds is allocated to AAUW Fund, First Female, Speech Trek, and NCCWSL (National Conference for College Women Student Leaders), if a suitable candidate is found.
 - b. Disposition of proceeds: 5% of all fund raisers proceeds will be given to the AAUW La Mesa-El Cajon Foundation. The remainder will go to the philanthropy fund. Because of the various due

dates and time frames of the fundraisers, the philanthropy fund shall be carried over from year to year.

- c. The Budget Committee will allocate the available funds to the various philanthropies.

11) SPECIAL ACTIVITIES CHAIR(S):

- a. Responsibility for all special activity groups.
- b. Members may group themselves into special activities. A minimum of eight (8) members must signify their interest before that activity shall be sanctioned.
- c. No special activity will receive any funds from the branch. They must be monetarily self-sufficient.

12) HOSPITALITY CHAIR(S)

- a. Arranges for snacks to be offered at general meetings
- b. May request snack donations from Branch groups
- c. Is in charge of Branch serving items

13) PROSPECTIVE MEMBERS:

- a. May attend no more than three branch functions before deciding to become members and paying their dues.
- b. A prospective member is not to be confused with a Community Supporter, referred to under Policies, #12.

14) GOV TREK

- a. Gov Trek is designed to address the paucity of women in the halls of power to consider careers in public service and elected office. One of the priorities of AAUW's core mission is to inform and empower girls in an effort to close the gender gap in traditionally male-dominated fields.

Amended by Barbara Jania-Smith (president), Mary Jo McGuire (parliamentarian), Jane Niemeier (finance officer), Shirley Stowers (president-elect) and Randa Blanding (Forecast editor). This document was voted upon and accepted by the La Mesa-El Cajon Board on March 14, 2016.

An additional sentence was added to Section 2 of POLICIES as a result of the March 11, 2019 Board Meeting.

Amended June 2021

Amended and accepted by the Board April 2023