

**PARADISE BRANCH OF AAUW  
POLICIES & PROCEDURES  
LAST REVISED SPRING 2020**

**GENERAL MEETINGS**

- 1. Reservations or cancellations for luncheon or dinner meetings must be made as designated in Branching Out and payment made accordingly. No refunds will be allowed for cancellations.
- 2. Guests are welcome at all branch general meetings unless the board votes to close a meeting for a specific purpose.
- 3. Members and guests may attend meetings to hear the speaker without attending the luncheon or dinner.
- 4. If possible, each member should volunteer, or be ready if asked, to assist with hospitality tasks for at least one general meeting each year.

**MEMBERSHIP**

- 1. The Administrative Committee may decide, at its discretion, to extend invitations for guest membership participation to women, eligible for AAUW membership, who happen to be in the area due to special circumstances and for a limited time period, e.g., on sabbatical, on an exchange program from another country, etc.

**PROGRAMS**

- 1. The content of programs at general meetings should relate to the AAUW mission, with priority given to current issues.
- 2. Gifts or honoraria to speakers may cost up to \$35; any in excess of this amount require board approval.
- 3. Speakers will be reimbursed for travel expenses if necessary. Members will provide housing and meals as appropriate.

**ADMINISTRATIVE COMMITTEE**

- 1. Officers and chairs should give highest priority to attendance at Administrative Committee meetings and report their absence, if necessary, to the president. A written report may be requested by the president.
- 2. Officers and chairs should develop or update a job description to include in these policies and to pass on to their successor. It should include a list of current policies affecting their position and an annual calendar peculiar to their area of activity for their successors' guidance.
- 3. Policies of the Paradise Branch shall be reviewed in even-numbered years by a committee appointed by the president and chaired by the bylaws chair. These Policies were last reviewed in the 2019-2020 Fiscal Year.
- 4. Additions and revisions to the Policies of the Paradise Branch may be proposed and voted on at the same Administrative Committee meeting. Approval is by simple majority. Copies of the minutes shall be provided to the bylaws chair in order that any changes may be reflected in the records.

#### **DUTIES OF ADMINISTRATIVE COMMITTEE MEMBERS**

- 1. The president shall:
  - Preside at all meetings of the Administrative Committee and general membership.
  - Appoint all chairs of standing and special committees and be ex-officio member of all committees except nominating committee. All new appointees shall be in place by July.
  - Keep a calendar of deadlines noted by the branch, State and Association and inform committee chairs when reports, payments and forms are due.
  - Make arrangements for incoming and outgoing board members to hand on materials.
  - Call a special planning meeting in late summer.
  - Present budget for approval at September general meeting (publish in prior newsletter).
  - Receive and distribute all materials from State and AAUW as needed.
  - Stay current with chairs in charge of fund-raisers.
  - Keep in close touch with all committee chairs, officers and interest group leaders.
  - Attend North Valley IBC Council meetings or ensure that at least one other member does.
  - Submit a list of incoming and continuing branch officers and chairs as required to State and AAUW.
  - Write "View from Here" for each newsletter and submit other needed articles.
- Suggested timing:
  - Administrative Committee meetings on the second Tuesday of each month except December, June, July & August.

- At least four general meetings per year, in September, December, February / March, and the annual meeting in April, May or June.
- If possible and desired:
  - Membership coffee or brunch in the fall.
  - Annual Meeting in April to elect officers, etc.
  - Installation luncheon in May.
- 2. The secretary shall:
  - Record the proceedings of all meetings of the branch and the Administrative Committee.
  - Prepare the final draft of minutes to be submitted for review.
  - At least two weeks before the next Administrative Committee meeting, email or snail mail the drafted minutes to the president for review.
  - Incorporate president's corrections / revisions into the final copy of the minutes.
  - At least one week prior to the next Administrative Committee meeting, email or snail mail the final minutes to each officer and standing committee chair.
  - General meeting minutes are made available to anyone interested at the subsequent meeting.
  - Maintain the minute book for the branch and turn it over to the successor at the close of the term.
- 3. The treasurer shall:
  - Collect all branch dues and money due the branch.
  - Forward State and AAUW dues.
  - Serve on budget committee; may act as chair. (See Finance Section.) Call meeting to prepare branch budget for approval by the Administrative Committee at the August planning meeting or the September Administrative Committee meeting and approval by the membership at first general meeting of the fiscal year. Prepare a budget-to-date report at the end of the calendar year.
  - Act as custodian of all funds, securities and business papers.
  - Keep an itemized account of all receipts and disbursements, disbursing money only as directed by the branch president or the Administrative Committee.
  - Maintain separate accounts for AAUW FUNDS and Frances Pence Scholarship Fund.
  - Pay bills only upon receipt of voucher / receipt signed by the person incurring bills.
  - Be responsible for the branch enrolling in the state insurance program(s) so that the branch will be in good standing each year with recognition and voting privileges at the state convention.
  - Submit a written annual financial statement at the annual branch meeting.

- Present a financial statement at each meeting of the Administrative Committee, which is filed by the secretary.
  - Ensure that branch financial records from previous fiscal year are reviewed or audited.
  - Turn over records to successor at the expiration of term, but no later than August 1.
  - Work closely with branch membership chair to assure accurate records.
  - File necessary forms with Internal Revenue Service and keep abreast of state and federal tax regulations.
  - Keep in touch with State treasurer
- 4. The membership chair shall:
    - Recruit new members and help develop strategies to retain existing members.
    - Distribute flyers and brochures to public places (library, senior center, whatever).
    - Send membership packet of letter, newsletter, application and brochure to prospective members.
    - Send welcoming letter and member record form to new members.
    - Maintain files of letters and packets sent.
    - Maintain member database of names, addresses, phone numbers and email addresses, informing appropriate board members of any changes.
    - Work with treasurer to assure accuracy of branch member list.
    - Inform newsletter editor of prospective members for three-month mailing list.
    - Inform newsletter and directory editor(s) of new members, with all necessary information.
    - Create and maintain member name tags, taking to each branch meeting. Also take blank name tags for guests.
    - Greet members and guests as they arrive at branch meetings.
    - Introduce new members and guests at branch meeting.
    - Arrange for tea or coffee reception in the fall for new and prospective members.
- 5. The program chair, if any, shall:
    - Arrange programs/speakers for the branch meetings.
    - Arrange locations for such meetings as early as possible. If possible, have a geographic mix of locations and a variety of times of day and days of the week in order to accommodate all of our membership.
    - Write program articles for Branching Out, consulting with relevant officers and committees. Include needed hospitality arrangement in the article. Send a simultaneous copy to publicity chair, if any.
    - Secure gift or check for speaker's honorarium.
    - Introduce the speaker, thank them and present gift at conclusion.
    - Make budget recommendations.

- In the absence of a program chair, these tasks shall be done by the Administrative Committee working collaboratively, or by a special committee (see section 4 below).
- 6. If desired, the president may appoint special meeting committees to make arrangements for the fall and spring luncheons, soup supper fundraiser, and annual holiday party.
  - The rest of this section should be read as suggestions that reflect past branch practice:
    - Fall and Spring Luncheons: The committees will arrange location (restaurant or meeting room with catered meal), coordinate reservations with the treasurer and establish a reservation deadline, discuss cost for the meal with the board and write an article for the newsletter preceding the event. The Pence Scholarship committee arranges for the program for the fall luncheon and the Past Presidents co-ordinate the spring installation of officers.
    - Soup Supper: Arrangements for the "Soup Supper" will be made by the group within AAUW that benefits from the fund-raiser. This committee will secure a location, arrange for food and beverage donations/purchases, organize the set up and cleanup, publicize the event and arrange for speakers/program. A raffle may also be organized as part of the fund raising.
    - Holiday Party: The committee will secure a location for the event, arrange for setting up tables and chairs, provide needed decorations, engage a musician(s) or other entertainment and provide beverages to go with member-donated finger foods. The committee will also see that an article is written for the newsletter.
- 7. The hospitality chair, if any, shall:
  - Coordinate refreshments and decorations for branch events.
  - Plan floor arrangements for tables, etc. Plan table settings.
  - Recruit set-up and clean-up committees. For special events, person in charge of event will usually have sign-ups for set-up and clean-up.
  - For general meetings, may coordinate with interest groups coordinator for volunteers to bring refreshments.
  - Bring coffee and tea supplies, disposable cups and napkins, etc. Take inventory of current supplies and replenish as needed.
  - In the absence of a hospitality chair, these tasks shall be done by the Administrative Committee working collaboratively, or by a special committee.
- 8. The Frances Pence Scholarship chair shall:
  - Select and lead committee to manage annual Frances Pence Scholarship process.
  - If desired, introduce scholarship recipients at first branch meeting of the fall.
  - If desired, organize and manage annual fund-raiser to benefit the scholarship fund.

- 9. The newsletter editor shall:
  - Publish a newsletter for branch distribution four times a year in approximately September, November, February and April.
  - Publish an email reminder when necessary or desired, informing branch members of upcoming events and /or important information.
  - Establish content by working with branch president, attending Administrative Committee meetings, soliciting articles from Administrative Committee members, obtaining AAUW and State input from branch president, collecting events calendar from Administrative Committee and special interest coordinator.
  - Establish how and when copy is to be submitted. Edit as appropriate.
  - Determine method of production. Either create or supervise layout to prepare finished product for printer.
  - Arrange printing and payment.
  - Produce mailing labels for branch members without e-mail, as well as such AAUW and State officers and interbranch president if not on e-mail. Print extras for prospective members, membership VPs and branch archives. Send e-mail if possible or first class if not.
  
- 10. The public policy chair, if any, shall:
  - Inform branch members of legislative and governmental issues of importance to AAUW. This can be done at meetings, through Branching Out, or by e-mail.
  - Activate letter-writing, e-mail, fax, telephone campaigns to lobby elected officials and inform media on critical issues. Work closely with publicity chair.
  - Work with other community groups on coalition efforts (League of Women Voters, Soroptomists, Girl Scouts, etc.)
  - Lead candidate or issue endorsement efforts. Others may initiate. See that policy and procedures are followed accurately. Work with IBC on area-wide issues.
  - Recruit and chair public policy committee.
  
- 11. The bylaws chair shall:
  - Chair branch bylaws committee, usually consisting of president, immediate past president, and bylaws chair.
  - Work with branch bylaws committee and board of directors to maintain currency of branch bylaws, assuring they are in compliance with State and AAUW requirements and reflect members' approved changes in branch governance. Follow AAUW, State and branch bylaws for amending. Work with State bylaws committee representative to obtain required approvals before submitting changes to branch for vote.
  - In even-numbered years, chair committee to review the Policies of the Paradise Branch. These Policies were last reviewed in the 2019-2020 Fiscal Year. Assure the

Policies conform with the bylaws and branch practice. Significant new or changed procedures should go to branch for vote.

- Extract standing rules from policies and procedures that directly affect branch members. Publish.
  - Work with IBC to establish bylaws, policies and procedures for questions that affect more than one branch. Candidate and issue endorsements need cooperation of all affected branches.
- 12. The interest group coordinator, if any, shall:
    - Keep a current list of group chairs, members, dates and meeting places to avoid scheduling conflicts.
    - Attempt to visit each interest group each year, promoting branch activities, explaining AAUW mission and programs, bringing interest group concerns to the board.
    - Help establish new groups when needed.
    - Keep members informed of existing groups.
    - Promote participation.
    - Provide newsletter editor with contact names and numbers for interest groups.
- 13. The AAUW Funds chair, if any, shall:
    - Produce one or more major fund raiser each year.
    - Promote AAUW Funds/LAF support throughout the year.
    - Write articles for Branching Out when appropriate.
    - Coordinate with publicity chair for articles in local media when appropriate.
    - Work with Treasurer to send AAUW Funds and LAF contributions to State offices by the deadlines.
    - Chair the AAUW Funds Named Honoree selection process. Board members shall vote in secret ballot for the honoree of their choice. Two ineligible board members will count the ballots, reporting the results to the AAUW Funds/LAF vice president. She will obtain a Named Honoree pin and present it to the honoree at a meeting selected by the board. She also will work with Treasurer to report the honoree's name to CA AAUW for their records and certificate. Eligible honorees are limited to branch members who have not received this honor within the past five years.
- 14. The publicity chair, if any, shall:
    - Work with local media to promote branch monthly meetings, special events, activities and AAUW goals.
    - Receive information from all Administrative Committee members on events that need to be publicized. Attend all board meetings to stay current with activities.

- 15. The education chair, if any, shall:
  - Work with IBC in planning a career event for local girls.
  - Assist Tech Trek Coordinator in selection of Branch Scholarship recipients.
  - Assist (or chair) committee in selection of Women's Improvement Club Scholarship recipient.
  
- 16. The international interests chair, if any, shall:
  - Work with international interest group to arrange time and place for monthly meeting. (Traditionally, has been first Monday of each month in evening, morning or late afternoon.)
  - Notify branch members of schedule through newsletter articles and calendar.
  - Stimulate volunteers to study topics, reporting on foreign areas vital to the United States.
  - Recruit new group members and their spouses.
  - Subscribe to, or have access to, IFUW News and interpret work of this organization to branch members, encouraging financial support of programs of women world-wide of which AAUW is a participant.
  - Participate in branch board meetings, reporting on international interests group as necessary.
  - Select speaker on an international topic for branch meeting.

## COMMUNICATION

- 1. Members should be contacted primarily by e-mail.
- 2. Each member is responsible for notifying the membership chair of changes in her street address, phone number, or e-mail address.
- 3. A directory shall be updated and published annually and made available for the membership at the October and November general meetings. Members wanting a directory must pick it up. The branch membership list shall not be given out or used for other than AAUW purposes; misuse of the directory information is a violation of AAUW's Use of Name policy. This last sentence will be printed in the front of the directory.
- 4. The Branching Out deadline shall be the 20th of each month prior to the month that the newsletter is scheduled to be distributed.
- 5. The program chair, if any, will send information on the upcoming meeting to both the newsletter editor and the publicity chair by the 20th of each month.



- 6. The president will submit a column for each of the newsletters. Other officers and chairs will submit articles whenever useful or appropriate. Special interest group chairs will keep the newsletter editor informed of their groups' schedules.
- 7. All articles will be approved prior to publication by the editor.

## PUBLIC POLICY / ACTION

- 1. Any resolution or action originating from a branch section or member must be submitted to the Administrative Committee for approval before release to the press or the general public, if said resolution or action is to be made in the name of the Paradise Branch.
- 2. The branch may endorse or oppose candidates for appointive office and non-partisan elective office, including submitting names or recruiting such candidates. The branch may not endorse or oppose candidates for partisan elective office.
  - a. Before endorsing candidates for non-partisan elective office, the branch must determine whether election laws consider endorsement itself a contribution. In that case, the branch may not endorse candidates.
  - b. In order to endorse or oppose any candidate, the branch must follow these procedures:
    - (1) The Administrative Committee must decide to investigate the matter, appointing a three-person committee to do so.
    - (2) The committee will contact every candidate to determine their position on issues relevant to the campaign and to AAUW programs and policies.
    - (3) The committee will review the responses and make a recommendation to the Administrative Committee to endorse or oppose or take no position. The Administrative Committee will vote to accept or reject the committee's recommendation.
    - (4) If the Administrative Committee votes to endorse or oppose any candidate, the branch members will vote on the issue, provided at least two weeks written notice is given to all members before the vote is taken at the next general meeting. A majority of those present and voting carries the decision.
  - c. If the electoral district includes other AAUW branches, endorsement procedures must be established by a majority of those branches. In a multi-branch electoral district, any branch choosing not to participate in endorsement will notify all other branches and the remaining branches may proceed.
  - d. The branch may not contribute money, mailing lists, or anything else of material value to candidates for any elective office, partisan or non-partisan.
  - e. The branch may not publish paid political announcements in the newsletter.
- 3. Policies governing branch activities for candidates are as follows:

- a. Before a partisan election, the branch may have candidate forums to which all candidates are invited. If three or more political parties have nominees for any office, the branch may limit invitations to the two parties receiving the highest number of votes in the last preceding general election. Candidates for a specific office may participate in the forum providing at least two candidates have accepted the invitation.
- b. The branch may invite a declared candidate in a partisan election to speak at a meeting on a subject of particular expertise, but not on her/his candidacy for future public office.
- c. Before a non-partisan election in which the branch has not endorsed a candidate, the branch may have candidate forums to which all candidates in that election are invited. Before a non-partisan election in which AAUW has endorsed a candidate, the branch may invite the endorsed candidate to speak at a meeting on her/his candidacy with or without inviting non-endorsed candidates.
- d. Whether or not a declared candidate in a non-partisan election has been endorsed by the branch, s/he may be invited to speak at a meeting on a subject of particular expertise.
- 4. All candidates running for the office to be covered in a candidate questionnaire must have the opportunity to participate. Any publication of responses to the questionnaire must include all responses in their entirety up to the specified word limit. The publication of responses should include the names of all candidates to whom the questionnaire was sent, but the publication may proceed even if not all the candidates respond.
- 5. Endorsement policy in no way infringes on an individual member's rights to endorse, as a private citizen, candidates for partisan elective office, contribute her/his own money or anything of value to such candidates, and organize for the purpose of supporting such candidates, but such endorsement, contribution or organization cannot utilize the name of AAUW.
  - a. Any AAUW leader who is actively involved in a candidate's campaign should avoid involvement in branch activities that may give the appearance of AAUW endorsement of the candidate.
  - b. As a candidate for any office, an individual member may state his/her AAUW membership as long as s/he is not opposing any AAUW program or policy. Stating one's AAUW membership while opposing AAUW positions violates the AAUW Use of Name Policy. In the absence of official endorsement, such a statement of AAUW membership should not be construed to imply endorsement.

## NOMINATIONS

- 1. The nominating committee is appointed by the president with the assistance of the Administrative Committee. The committee shall consist of at least three members, the majority of whom are not officers. In March the committee will present a slate of nominees to the Administrative Committee for its information. Nominations will be published for membership information at least thirty days before the annual meeting. Installation will take place at the annual meeting or a general meeting in April, May, or June.

## DELEGATES TO CONVENTIONS AND WORKSHOPS

- 1. When possible, the branch shall help pay the expenses of members who wish to attend the annual state convention.
- 2. The branch shall pay the expenses of the president to conferences or workshops as follows: registration fees or any other expenses at the discretion of the Administrative Committee.
- 3. The branch may pay registration fees or any other expenses for members attending workshops and regional meetings from the allocated budgeted amount or reserves at the discretion of the Administrative Committee.

## FINANCE

- 1. All money-raising projects shall be approved in advance by the Administrative Committee.
- 2. Branch financial records shall be reviewed at the end of each fiscal year.
- 3. Dues should cover all branch operating expenses, except the expenses for conventions, conferences and workshops may be covered by an additional fundraiser.
- 4. Fund-raising events that are advertised as contributing to the AAUW Funds shall be used for these purposes. However, other funds raised may be used for branch operating expenses, local educational grants and to enrich branch programs.
- 5. Contributions to AAUW or the branch are not tax deductible to the donor. AAUW Funds and Tech Trek, however, are classified as non-profit educational organizations and all contributions to them are tax deductible.
- 6. The Budget Committee, appointed by the president, should consist of the president, immediate past president and current and past treasurer and any other members the president wishes to include.

- 7. If the anticipated expenditure for any category of the budget is more than fifty dollars (\$50) above the budget figure, Administrative Committee approval is necessary.
- 8. The budget committee shall present the proposed budget to the Administrative Committee for approval at the August planning meeting or the September Administrative Committee meeting.
- 9. The treasurer shall move to accept by vote of the general membership the proposed budget for the year at the September general meeting (Fall Luncheon).
- 10. The branch shall not contribute financially to any outside organizational drive.
- 11. The membership of the branch shall not be solicited for funds unless permission is given by the Administrative Committee.
- 12. The treasurer and the president shall be authorized to withdraw money and to issue checks against funds in the checking account.
- 13. It is suggested, but not mandatory, that the reserve account be maintained somewhere around \$1500.00. The treasurer and president are authorized to withdraw money and to issue checks from the fund.
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### **FRANCES PENCE SCHOLARSHIP**

- 1. Candidate requirements:
  - a. Must have been out of school for at least two years either between high school and higher education or during their higher education studies.
  - b. Must be currently enrolled at Butte Community College as a full-time student (12 units).
- 2. Selection process
  - a. Candidates shall submit application to the Butte College Foundation.
  - b. The Scholarship Committee or Foundation shall select candidate or candidates depending on amount of scholarship money available.
- 3. Amount of scholarship and method of distribution
  - a. The scholarship amount will be determined based on the money available and the number of acceptable candidates. The committee is encouraged to give each winner a minimum of \$500. \$1,000 scholarships are encouraged whenever possible.
  - b. Upon proof of registration for 12 units, the scholarship shall be given at the beginning of the school year.
  - c. If divided, the remaining half shall be granted upon receipt of the first semester grades and proof of registration for the second semester.
  - d. It is recommended that the scholarship be awarded through the Butte College Foundation, which shall award the scholarship upon registration of 12 units.
- 4. Continuance of grant

- At the discretion of the committee, the grant may be renewed each semester thereafter until completion of training as long as the recipient meets the original requirements. The selection process must be repeated each year.

## **INTEREST GROUPS**

- 1. No special interest group meeting shall be held at the same time as a branch meeting, workshop, board meeting or a major fundraiser.
- 2. Prospective members shall be encouraged to visit special interest groups to become acquainted with AAUW programs. Such visitors may attend a maximum of two (2) meetings of a given group.
- 3. Regular attendance in interest groups shall be limited to AAUW members and spouses. Under special circumstances the board may allow the spouse of a deceased member to continue attending an interest group.
- 4. The chair of each special interest group is responsible for keeping a current list of members in the group. Names of guests eligible for membership shall be forwarded to the membership vice-president.
- 5. It is the responsibility of the chair of the group to submit information on activities to the interest groups coordinator prior to the deadline (15th of the previous month).
- 6. It is the duty of all chairs to keep the interest groups coordinator, if any, informed of all committee meetings and activities other than those regularly scheduled and published.

## **BRANCH RECORDS POLICY**

In order to maintain complete yet useful records for the Paradise AAUW branch, each officer or committee chair shall:

- 1. Keep a copy of documents and materials related to her position during her term of office. These include materials from the state and national offices, branch documents, working papers, sample documents and useful objects (raffle tickets, hospitality supplies, name tags, etc.).
- 2. Maintain the documents in some sort of organized manner – a three-ring binder, a compartmented box, file folder – using labels so others can identify the contents. Objects should be organized in labeled boxes.
- 3. Review files at least once a year and always before handing them on to her successor to be sure they are complete but not overlooked.
- 4. Remove documents and materials more than two years old unless historically significant or potentially useful. If uncertain, ask the past presidents' group for help.

- 5. Discard all documents and materials kept by a more directly relevant officer or chair; for instance, the newsletter editor and historian should keep copies of Branching Out, the treasurer keep copies of financial records, the secretary keeps copies of minutes – there is no need for others to do so.

**PARADISE BRANCH OF AAUW  
STANDING RULES  
FEBRUARY 2020**

- 1. Reservations or cancellations for luncheon or dinner meetings must be made as designated in Branching Out and payment made accordingly. No refunds will be allowed for cancellations.
- 2. Guests are welcome at all branch general meetings unless the board votes to close a meeting for a specific purpose.
- 3. Members and guests may attend meetings to hear the speaker without attending the luncheon or dinner.
- 4. If possible, each member should volunteer, or be ready if asked, to assist with hospitality tasks for at least one general meeting each year.
- 5. A yearbook/directory shall be updated and published annually and made available for the membership at the October and November general meetings. Members wanting a directory must pick it up.
- 6. Public statements or letters to the press referring to AAUW must be approved by the board before release to the press or the general public. This is required by AAUW's Use of Name Policy.
- 7. Contributions to AAUW or the branch are not tax deductible to the donor. AAUW Funds, Legal Advocacy Fund and Tech Trek, however, are classified as non-profit educational organizations and all contributions to them are tax deductible by the contribution.
- 8. No special interest group meeting shall be held at the same time as a branch general meeting, workshop, board meeting or a major fund-raiser.
- 9. Prospective members shall be encouraged to visit special interest groups to become acquainted with AAUW programs. Such visitors may attend a maximum of two meetings of a given group.
- 10. Regular attendance in interest groups shall be limited to AAUW members.
- 11. The chair of each special interest group is responsible for keeping a current list of members in the group. Names of guests eligible for membership shall be forwarded to the membership vice-president.
- 12. It will be the responsibility of the chair of the group to submit information on special activities to the interest groups coordinator prior to the deadline (15th of the previous month).

- 13. It shall be the duty of all chairs to keep the interest group coordinator informed of all committee meetings and activities other than those regularly scheduled and published.