

**POLICIES AND PROCEDURES**  
**AAUW Midland Branch, Incorporated – Established in 1934**  
**2016 Update**

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**POLICIES AND PROCEDURES**  
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**2016 Update**

The policies and bylaws of the national AAUW and state and branch bylaws guide the activities of an AAUW branch. Supplementing these guidelines are the decisions, which are made from time to time by the governing board of the Branch. In order that members of the Midland Branch (herein after called the Branch) may have a record of Branch policies established by the Board of Directors (herein after called the Board), the following list has been compiled from Board minutes accumulated since the Branch was chartered. Some of these policies will be recognized as traditions, while others are reviewed nearly every year and represent only the most recent thinking. Any of these policies may be altered by Board vote as the needs of the Branch change.

**I. MEMBERSHIP**

A. Categories of Membership (March 2016)

1. **Branch Members:** Persons who are eligible for AAUW membership and join the Branch are also members of the national AAUW and AAUW of Michigan.
2. **Student Affiliates:** Students attending a post-secondary institution may join the national AAUW, AAUW of Michigan, and the Branch as student affiliates.
3. **National Members:** AAUW provides for national membership. Persons eligible for membership in AAUW pay only national AAUW **dues** and are not members of the Branch. (June 2012)
4. **Community Members:** Those persons who are not eligible for AAUW membership may join the Branch as community members upon payment of **dues** as set by the Board and are eligible to join AAUW **interest groups**. The Branch newsletter, *The Twig*, will be distributed to all community members as will the Branch **Handbook**. (November 1988, June 2012, March 2013)

B. Members having fifty (50) years of membership in the national AAUW will be awarded an **Honorary Life Membership** and will also be exempt from paying Branch and state **dues**. (May 1968, March 2013)

C. **Dues**

1. **Branch dues** will be determined by the Board and ratified by the membership. (March 2016)
2. **Student affiliate dues** are 25% of the current Branch dues plus any current AAUW of Michigan and national AAUW student affiliate dues. (February 2000)
3. **Community member dues** are one-half of the total of national AAUW, state and Branch dues. (March 2013)

## II. GENERAL MEETINGS

- A. **General meetings are open to members of the community.** (April 2008)
- B. **Only paid Branch members may vote** during the annual business meeting and participate in the election of officers. (1956 Policy)
- C. If a meeting requires **paid reservations** to attend, members are responsible for payment in advance. (November 1986, April 2008)

## III. INTEREST GROUPS (March 2016)

- A. **New interest groups** are formed by at least three AAUW members presenting to the Board, through the interest group coordinator, an orderly and sequential plan for study and an established goal in one of the areas of AAUW programming. (March 1956)
- B. No one qualified for national AAUW **membership** may belong to an **interest group** unless Branch **dues** have been paid. (1956 Policy, March 2016)
- C. **Branch members** shall take **precedence** over community members when joining **interest groups** if the group is oversubscribed. (January 1976, June 2012)
- D. Although all **interest groups** are open to the community at large, at least **two-thirds (2/3) of the membership** of any interest group and the **chair must be AAUW and Branch members.** (September 1956, June 2012)
- E. **Interest Group Members:** A Branch member may join any number of AAUW **interest groups.** If a group is full, the member will be put on a waiting list. (June 2012, March 2016)
- F. **Expenses** incurred by **interest groups** in implementing their programs or projects should be **assumed jointly by all members of the group.** Requests for Branch financial assistance for interest group projects should come to the Board through the interest group coordinator. (May 1969, May 1971)
- G. By written request of an **interest group** and a majority vote of the Board, a **project** started and continued over a period of time **by an interest group may become a Branch project** if consistent with Branch purposes as defined in the Branch Bylaws. (May 1971)

## IV. GENERAL PROCEDURES FOR BRANCH BOARD OF DIRECTORS

- A. The **Secretary** shall write only those letters which need direct **correspondence** from the Branch as a whole. Committees and **interest groups** will take care of their own correspondence. (December 1955, June 2012)
- B. **Terms of office** for officers and committee chairs cover the period from July 1 to June 30. Committee chairs will submit **annual reports** covering this period to the **President** no later than July 30 and distributed electronically to the Board. (May 1968, April 2008, March 2016)
- C. Any public action taken in response to requests from the national or state AAUW on **public policy issues** must be approved by the Board, the **Executive Committee**, or by the **President** if none of the above is possible. (January 1972, June 2012)

- D. The Branch will distribute the Branch monthly newsletter, *The Twig*, to appropriate state Board members and to Michigan branches as authorized by the **President**. (July 1972) It may also be posted on the Branch **website**, Facebook page, and on the state **website**. (June 2012)
- E. **Motions presented to the Board** should be in writing. A motion arising from Board discussion during the meeting will be recorded by the **Secretary**. Each motion will be clearly stated prior to discussion and prior to the vote. (April 2008, June 2012)
- F. **Board meetings** will start promptly at the appointed time and adjourn within two hours unless the time is extended by majority vote.
- G. The **Executive Committee** is composed of the elected officers of the Branch. The Executive Committee has emergency power to act for the Board between meetings and performs other duties as listed in Article VIII of the Branch Bylaws or determined by the Board to be necessary. (June 2012)
- H. **Voting Between Meetings**. In the event of a need to meet a critical deadline between meetings of the Branch Board, an electronic vote of the Board may be taken at the request of the **President** on any motion submitted to the Board in writing provided that every member of the Board shall have the opportunity to vote on the question submitted within five (5) days of being sent. Board members with no email shall receive written notice. Electronic response to the question should always be "Reply to All". If anyone has a question about the motion being presented, there will be a HOLD option in addition to YES, NO, or ABSTAIN. Should anyone request a HOLD, another email shall be sent with an answer to the question, and a second vote will follow. The affirmative vote of a majority of the quorum shall be the minimum vote requirement for the adoption of any motion. If a majority shall vote on any question so submitted, the vote shall be counted and shall have the same effect as if at a Board meeting. Co-officers will count as one (1) vote. The result of the vote shall be sent to all voting members and then be recorded in the minutes of the next **Board meeting**.

## V. CONVENTIONS, WORKSHOPS, REGIONAL AND STATE MEETINGS

- A. **Nominations**: The Branch **Nominating Committee** will nominate **delegates** and **alternates** to **conventions** and **state annual meetings**. **Delegates** and **alternates** will be elected at the Branch annual meeting. (April 1963, April 2008, June 2012, March 2016)
- B. **Finances**: The **Finance Committee** will make recommendations concerning funds needed for **conventions, state annual meetings** and **workshops** during the annual **budget**-making process. Money will be drawn from **reserve funds** if necessary to implement these recommendations. Like most volunteer organizations, the Branch expects that some of the cost of participation will be borne by those attending. (April 2008)
  - 1. **National Conventions**: It is expected that the **incoming President** will **attend** the national AAUW convention. (January 1987, April 2008) Recommendations concerning Branch **reimbursement** of expenses should be based on known distances and expenses. Transportation at not more than the coach airfare rate, shared hotel facilities, registration and official meals should be paid for by the Branch. If it is necessary for an additional

Branch member to be present at the convention in an official capacity, additional money should be **budgeted** as far as is possible.

2. **State Annual Meetings:** The Branch will send its **President** and as many Board members as possible to state annual meetings. The Branch should pay for the following expenses: registration, car transportation reimbursement at the IRS volunteer charitable services standard rate per mile, and hotel facilities provided these are shared. A **President** or President's designee will receive full payment for a room if the President (or the designee) is the only Branch member attending. (April 2008, June 2012)
3. **State Workshops:** Board members are encouraged to attend state events. The Branch will pay registrations for Board members. If additional Branch members attend, additional money may be allocated within **budget** limitations. (May 1971, April 2008)
4. **Hosting Workshops and/or Conventions:** The Board may authorize expenditures of funds to host workshops or conventions. Such action will require a two-thirds (2/3) majority of votes cast in a **Board meeting** where a quorum of those eligible to vote is present. (1962, June 2012)

## VI. RELATIONSHIPS WITH OTHER ORGANIZATIONS

- A. The **Branch name**, stationery, and/or **membership list** should not be used to **promote any action** which has not been studied and approved by the Branch or Board.
- B. **Branch Member Handbooks or other Branch directories** or member lists, including **email distribution lists**, must not be given to agencies outside AAUW without approval of the state President. (March 1961, June 2012)
- C. The Branch may appoint **representatives to attend meetings of other organizations** when their work is within the scope of the Branch program. The duties of these representatives are then to keep the Board informed.
- D. Before **cooperating with another group**, the Branch should evaluate the project carefully (including any financial responsibility the Branch may have) to be sure that it is within the scope of the AAUW program and that there is a significant need for the direct participation of AAUW.
- E. **Requests by other organizations for placing articles in *The Twig*** should be sent to the Branch **President** for approval prior to publication. Such information must fall within the scope of the AAUW program and policies. (November 1986)

## VII. FINANCE AND BUDGET PROCEDURES

- A. The **Finance Committee**, as provided for in the Branch Bylaws, shall develop a proposed **budget** for the coming year. The membership of the **Finance Committee** shall consist of the **President, President-Elect**, the incumbent and newly-elected **Finance Vice President**, and the **Program Vice President(s)**. The incumbent **Finance Vice President** shall serve as chair (or co-chair). (June 2012)

- B. The Board will adopt the **budget** for the next fiscal year before the end of the current fiscal year. The fiscal year begins on July 1 and ends on June 30 of the following year. (June 2012)
- C. The Board is responsible for **budget administration**.
- D. If a **proposed expense** in any **budget** category will **exceed the budgeted amount** for that category by more than \$25, Board approval is required before money is spent. (June 2012)  
If **actual expenses** in any **budget** category **exceed the budgeted amount** by more than \$10, Board approval is necessary for reimbursement. (May 1979, June 2012)
- E. Every **expense claim** against the Branch **budget** shall be sent to the **Finance Vice President** with a voucher and all relevant receipts. (September 1988) Without acceptable documentation, payment must be authorized by a two-thirds (2/3) vote of the Board. (April 2008)
- F. **Membership grants** to help defray up to one-half (1/2) of membership **dues** (total **dues** package including state and national AAUW **dues**) for persons with financial hardship are to be administered by a committee composed of the **Membership Vice President(s)**, **Finance Vice President**, and **President**. **Grants will be limited to one year**. The money will be included as a line item in the **budget**. (August, 1990, March 2016)
- G. A **Finance Review Committee** appointed by the **President** shall review the **Finance Vice President's** books annually at the end of the fiscal year. The Committee should consist of an 'odd number' of people and have at least 3 members. If possible, the **President** and **Program Vice President(s)** should be members of the Committee as well as at least one other Branch member or former **Finance Vice President**. The incumbent **Finance Vice President** may not serve on this Committee, but may be contacted for clarification and information. (March 2005, June 2012 )
- H. The **Finance Vice President** will work with the **Membership Vice President(s)** to provide a **current membership list** noting resigned and non-renewing members to the **Handbook** editor as soon as possible after the Branch **dues** deadline date. (April 2008)
- I. A **Reserve Fund for Operations** of the Branch shall be maintained in an amount equal to at least one-third (1/3) of the actual expenses of the previous year. The dollar amount of the fund shall be established annually when the **budget** is set. (January 2002, April 2008)
- J. A **Reserve Fund for Education Projects** of the Branch shall be maintained in an amount equal to one-third (1/3) of the previous year's donation **budget** or \$5000, whichever is greater. The dollar amount of the fund shall be established annually when the **budget** is set. (January 2002).

## VIII. GENERAL POLICIES

- A. No AAUW group shall undertake a **community project** until it has been approved by the **Executive Committee** of the Board. (1962 Policy)
- B. The **Executive Committee** authorizes Branch **materials purchased** for use by the whole Branch or by committees. (1962 Policy)

C. **Special Board projects** may be established by Board action. Money may be expended by majority vote of the Board for **projects of community service** or for special equipment and/or for AAUW Funds; it may also be spent hosting **workshops** or **conventions** by a two-thirds (2/3) majority of votes cast at a **Board meeting** where a quorum of those eligible to vote is present.. (1962 Policy, 1987, June 2012)

D. **Memorial Tributes and Contributions** (June 2011)

1. **Memorial Tributes:** A **Memorials Chair** selected by the **President** shall write a memorial tribute for any deceased current member to be published in *The Twig*. Any memorial tribute for a former member is left to the discretion of the **President** and may include **Past Presidents, Honorary Life** (50 year) members, or significant persons such as **Named Gift Honorees**. (March 1993, 2000, March 2016)
2. **Sympathy Cards** may be sent to:
  - a. A member upon loss of a close family member. *No Board action is required.*
  - b. The family of a deceased member. *No Board action is required.*
  - c. Cards may be sent on behalf of the Branch by the **President, Secretary, Memorials Chair** or **Membership Vice President(s)**, as designated by the **President**.
3. **Memorial Contribution:** From Used Book Sale proceeds, the Board may fund a contribution to AAUW Funds in honor of a deceased member who has made significant contributions to the Branch, or maintained membership for many years. The **Membership Vice President(s)** and archivist may be consulted for a history of the member's activity if current Board members need more information. *Board action is required.*
  - a. Past members who were especially significant may also be considered for this honor if a current Board member proposes it. *Board action is required.*
  - b. The Branch AAUW Funds Chair will prepare the funds transfer transmission document for the contribution and notify the state AAUW Funds Director of the gift.
4. **Budget:** An amount of \$500 shall be designated for funding **Memorial Contributions**. Moneys shall be replenished as needed after a book sale.

E. **Information from Branch files** may be made available to persons working on worthwhile **community projects** at the discretion of the Board. (March 1961, April 2008)

F. All **information to be published** other than Branch news bulletins, e.g. *The Twig*, shall be issued by the **Communications Officer** of the Branch after review by the **President**. This includes Branch and **interest group** activities. (1962 Policy, June 2012)

G. **Social Media / Website Policy:** The **President** will designate a manager or managers to manage the Branch's social media account(s) (such as Facebook, Branch website, etc.). One of the managers will be the Branch's **Technology Officer**. The manager(s) will monitor the social media account(s) and upload only content that is approved by the **President**. The manager(s) will only upload photos that are copyright free or are accompanied by a signed



release. The manager(s) will not post private information about members (such as phone numbers, e-mail addresses, home addresses) in any copies of *The Twig* distributed to non-members and in any of the Branch's social media account(s) unless permission is granted in writing by the owner of the private information. (June 2012, March 2016)

- H. Routine financial **contributions to outside organizations** will not be made. (1962 Policy, June 2012)
- I. Acceptance of **requests from other organizations to speak at AAUW meetings** is left to the discretion of the **Executive Committee**. (December 1955)
- J. **Sale of items** at any Branch meeting or function must be authorized by the **Executive Committee**.
- K. **Services to** and contacts (e.g., *The Twig*, telephoning, etc.) with all **members of the previous year** will continue through the September **general meeting**. (March 1972)
- L. **Disclosure Requirement on Fund Solicitation(s)**: The Federal Revenue Act (HR3545) requires all oral, written, printed or AAUW **fundraising** solicitation via any other media type—including **dues** billings and invoices but excluding AAUW Funds, to prominently display the following statement: “Contributions or gifts to AAUW are not deductible as charitable contributions for federal tax purposes.” The portion of AAUW **dues** which is **tax deductible** will be posted in the Member Center section of the AAUW website at [www.aauw.org](http://www.aauw.org). (As of 3/2013, check <http://www.aauw.org/files/2013/02/National-Dues-Fees-Tax-Deductibility.pdf> . If a solicitation is a request for contributions to both AAUW and AAUW Funds, only that portion that is allocated to AAUW Funds is **tax deductible** and the solicitation must say so. Solicitations solely for AAUW Funds are **tax deductible** and may include appropriate wording). (June 2012, March 2013)
- M. **Used Book Sale Advertising** will reflect that book sale proceeds will be used by the Branch to fund scholarships and other **educational projects**. (April 1993, 2008, June 2012)
- N. **Past Branch Presidents and Named Gift Honorees** will be designated in the **Handbook** annually. (April 1993). The **Secretary** shall maintain the official lists. (April 2008)
- O. The Branch shall keep in force a **commercial general liability policy** with a rider covering the **Used Book Sales**.
- P. **Informational material consistent with AAUW mission and program** may be inserted in *The Twig* by the editor. With the approval of the **President**, brief announcements of activities sponsored by groups with AAUW connections or deemed to be consistent with AAUW mission and program may be included in *The Twig*. (November 1995)

## IX. OFFICERS

Each office, elected and appointed, may be filled by an officer or co-officers. Co-officers will count as one (1) vote. The **President-Elect** is expected to serve the purpose of Co-President but, as an elected officer, does have a vote. Officers are expected to **attend all Board meetings** and to

perform all duties pertaining to the office and such other duties as are requested by the **President** or the Board. (March 2016)

A. **President.** The President of the Branch shall:

1. Be the official representative of the Branch in the activities of the national AAUW at all levels;
2. Submit a list of Branch officers and chairs to the **President** of the state organization and to the national AAUW no later than June 1;
3. Be responsible for informing the Branch of national AAUW activities and public policies of the national and state AAUW.
4. Perform the following duties:
  - a. Preside at all meetings of the Branch, the Board, and the **Executive Committee**;
  - b. Serve ex-officio on all task forces and committees except the **Nominating Committee**;
  - c. Call special meetings of the Branch in accordance with the provisions of the Branch Bylaws.

B. **President-Elect.** The President-Elect shall:

1. Preside at meetings in the absence of the **President**;
2. Review the duties of all officers to ensure that those duties are accurate per the Branch's Policies and Procedures and recommend updates as needed. (March 2016)

C. **Program Vice President(s).** The Program Vice President(s) shall:

1. Serve as chair of the **Committee on Program Development**; (March 2016)
2. Preside at meetings in the absence of the **President** and **President-Elect**.

D. **Membership Vice President(s).** The Membership Vice President(s) shall:

1. Serve as chair of the **Committee on Membership**;
2. Work with the **Finance Vice President** in collection of **dues** and monitoring membership renewals, including members who renew online and members who pay by check. (June 2012, May 2016)

E. **Finance Vice President.** The Finance Vice President shall:

1. Forward all collected **dues** from members who have paid by check to national AAUW. Record collected **dues** in Member Services Database. National will distribute state and Branch portion of **dues**; (June 2012)
2. Record all new applicants who qualify for membership under the AAUW Bylaws in the Member Services Database. Forward appropriate **dues** to AAUW National; (June 2012)

3. Work with the **Membership Vice President(s)** in collection of **dues** and monitoring membership renewals, including members who renew online and members who pay by check. (May 2016)
4. In coordination with **Membership Vice President(s)**, see that all member changes are made: name, address and resignations, including the date received; (June 2012, March 2016)
5. Receive all monies due the Branch;
6. Pay all bills provided for in the **budget** or properly verified by the **President**;
7. Keep a proper set of records;
8. Render a monthly account to the Board and an **annual report** to the Branch;
9. Chair the **Finance Committee**;
10. Present the records for annual review to the **Finance Review Committee** by August 15 of each year;
11. Prepare and submit an **annual report** each year by October 1 to the State of Michigan per the requirements of Michigan's Nonprofit Corporation Act and notify State of any changes in Resident Agent or Resident Office address for the Branch as they occur;
12. Prepare and submit IRS Form 990 to the IRS by September 15<sup>th</sup> each year.

F. **Secretary.** The Secretary shall:

1. Record and keep in custody the minutes of all meetings of the Branch, Board and **Executive Committee**;
2. Maintain and keep in custody a separate motions book which shall be brought to all Board and Branch, meetings; (March 2016)
3. Have available for reference at all meetings a copy of the Branch Bylaws, Policies and Procedures, and a list of officers and committee chairs;
4. Maintain a list of **Past Presidents** and **Named Gift Honorees**.

G. **Communications Officer.** The Communications Officer shall:

1. Have charge of such communications of the Branch as are delegated by the **President** or the Board;
2. Notify members of the community through public media of Branch **general meetings** and other AAUW-sponsored events. (June 2012)

H. **Delegate-At-Large.** The Delegate-At-Large shall: (July 2012)

1. Represent the membership on the Board;
2. Assume duties as assigned by the **President**.

- I. **Nominations Officer.** The Nominations Officer shall: (July 2012)
1. Serve as chair of the **Nominating Committee**; (March 2016)
  2. Present names of the four **Nominating Committee** members no later than at the October **Board meeting**;
  3. Present a written slate of officers to the **membership** in the February newsletter (*The Twig*) that will be **voted** upon at the annual meeting;
  4. At the annual meeting, present a slate of officers to be **voted** upon by the **membership** and a list of nominees for election as **delegates** to the state convention.
- J. **Parliamentarian.** The Parliamentarian shall:
1. Be responsible for bringing the Branch Bylaws into conformity with the AAUW National and State Bylaws by the deadlines specified and submitting locally proposed amendments to the State Bylaws Chair for approval prior to **branch vote**; (March 2016)
  2. Be responsible for updating Branch Policies and Procedures as determined by the Board. (March 2016)
- K. **Technology Officer.** The Branch Technology Officer shall:
1. Be the primary manager of the Branch **social media** account(s), e.g., Facebook, Branch **website**, etc., in accordance with the policies outlined in VIII, section G. **Social Media / Website** Policy above; (March 2016)
  2. Send updated Branch information to the State Technology Website Director as needed for uploading on the Branch's mini-website on the AAUW MI website;
  3. Manage the Branch's e-mail account(s) and forward messages to the appropriate Branch entities as needed;
  4. Maintain and update the Branch's e-mail distribution list and distribute electronic messages to the Branch's members via the Branch's e-mail account. (June 2012)
- L. **Job Descriptions for Officer Positions:** Job descriptions for Branch officers shall be available in individual officer files and also in the **President's** files. (June 2012)
- M. **Retention of Officer Records:** See the AAUW national policy on records retention at its **website**. All officers shall retain a records file of *at least* two years; thereafter to our archives as appropriate. (June 2012, March 2016)

## X. COMMITTEES

- A. **Committee on AAUW Funds** shall be responsible for implementing its programs on Fellowships, Research, and such other as may be established by the national AAUW or AAUW Funds. The Committee shall nominate a member as **Named Gift Honoree**. The **President** appoints the chair. (June 2012, March 2016)

- B. **Committee on Public Policy** shall be responsible for the legislative program in the Branch. The **President** appoints the chair.
- C. **Committee on Membership**, chaired by the **Membership Vice President(s)**, shall be responsible for Branch membership recruitment and orientation to the purpose and program of the national AAUW.
- D. **Committee on Program Development** shall be chaired by the **Program Vice President(s)** and shall consider the program of the national AAUW and provide policy guidance for the continuing program concerns of the Branch.
- E. **Additional standing committees** for the Branch may be created as necessary upon recommendation by the Board.

### **XI. BRANCH FUNDRAISING PROJECTS (March 2016)**

- A. The Branch conducts Used Book Sales twice a year to fund scholarships and **educational projects**. Contributions, as funds allow, are disbursed to:
  - 1. AAUW Funds;
  - 2. AAUW's Legal Advocacy Fund;
  - 3. National Conference for College Women Student Leaders (NCCWSL);
  - 4. Local AAUW Scholarships offered through the Midland Area Community Foundation:
    - a. Graduating High School Senior Scholarship(s);
    - b. Women in Transition Scholarship(s);
  - 5. STEM Scholarships for middle school girls summer camp.
- B. Used Book Sale purchases by Branch members may be used for operating funds such as:
  - 1. Leadership training;
  - 2. Contributions to the Midland Center for the Arts - Midland County Historical Society for maintenance of Branch archives;
  - 3. Contributions to Midland Public Schools for use of a conference room for **Board meetings**.
- C. Other **fundraising** projects may be approved by the Board and designated for the Educational Fund or Operating Fund.

AAUW Midland (MI) Branch, Inc. - Policies and Procedures

Updates: May 2016; March 2016; March 2013; July 2012; June 2012; June 2, 2011; June 5, 2008; October 2000.

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