

AMERICAN ASSOCIATION OF UNIVERSITY WOMEN, TACOMA BRANCH POLICIES AND PROCEDURES

BRANCH OFFICERS AND CHAIRS – GENERAL DUTIES

- A. Each branch officer and chair shall maintain a job description and a procedures notebook, including current copies of state and branch bylaws and state and branch policies, to pass on to their successors. The president and secretary shall have a copy of the AAUW Charter and Bylaws and copies of job descriptions for all positions.
- B. In the case of co-officers, the individuals will divide these duties as they deem fit for the talents of the officers and as equitably as possible.

ELECTED OFFICERS – QUALIFICATIONS AND DUTIES

- A. Nominees for branch elected officers shall have demonstrated leadership abilities and a commitment to AAUW.
- B. Duties
 - 1. President
 - a. presides at all meetings of the branch, the board of directors, and the executive committee.
 - b. appoints standing committee chairs and special committees and task forces.
 - c. has the option to serve ex-officio on all committees and task forces except Governance and Development's function as a nominating entity.
 - d. is responsible for bringing the branch bylaws into conformity with the bylaws of AAUW and state after respective conventions.
 - e. acts as the official representative of the branch, or designates a substitute to act as the branch representative in all work with other organizations and conferences.
 - f. is the official representative of the branch in the activities of AAUW and state.
 - g. upon receipt, the retiring president shall update any AAUW or state forms for the new president, including the new officer forms.
 - h. performs all other duties usually pertaining to the office.
 - 2. Program vice president

- a. serves as chair of the committee on program development.
 - b. presides over branch, board of directors, and executive board meetings when the president is not available.
 - c. has responsibility for the branch meeting programs, which may include but not be limited to program scheduling, meeting location, set up, introduction of the program, and arranging honorariums as needed.
 - d. coordinates annual luncheon which may include honoring outgoing officers.
3. Membership vice president
- a. serves as chair of the committee on membership.
 - b. coordinates branch membership development and endeavors to increase branch membership.
 - c. maintains up-to-date membership records and submits all state and AAUW reports as required.
 - d. greets prospective members and introduces visitors to the branch.
 - e. contacts prospective members with branch information and application forms.
 - f. notifies appropriate people of new member information.
 - g. applies to AAUW for members who qualify as Fifty Year Honorary Life Members.
 - h. works with the directory editor to supply accurate information.
 - i. develops new member orientation program.
 - j. presides over branch, board of directors, and executive board meetings when the president and program vice president are not available.
4. Secretary
- a. records the minutes of the branch, board and executive committee meetings. Distributes as appropriate.
 - b. keeps on file all written reports and minutes.
 - c. maintains updated copies of job descriptions for officers and chairs of all committees and appointed positions. Provides copies to the Governance and Development committee and nominees.
 - d. maintains a roster of branch members, officers, board of directors, task force chairs, and members of committees.
 - e. maintains inventory and provides official stationery to branch officers and chairs for branch correspondence.
 - f. orders past president's pin to be awarded to the outgoing president.

5. Finance Officer
 - a. assists the president and vice presidents in the development of the budget for approval by the board of directors in August, publication in the September newsletter and approval at the September branch meeting.
 - b. keeps and annually reviews the branch financial procedures.
 - c. keeps an itemized account of all receipts and disbursements.
 - d. disburses funds as directed by the approved budget. Other disbursements may be made as directed by the executive committee and/or the board of directors. Bills are to be paid only when accompanied by bill copies and vouchers signed by persons incurring the bills.
 - e. presents financial reports at the request of the president and a detailed report at the annual meeting.
 - f. secures a bond for the finance officer and maintains branch insurance.
 - g. files all required state and federal tax documents and other documents as needed.
 - h. submits records for financial review at the close of the fiscal year.
 - i. receives branch dues and sends information to the Membership vice president.

BOARD OF DIRECTORS

- A. General duties
 1. Meet at least three (3) times a year and other times as deemed necessary.
 2. Only members of the board of directors may vote at board meetings.
 3. Include an opportunity for outgoing chairs to transfer job-related materials to incoming chairs.
 4. Incorporate training opportunities for members of the board.
 5. Report to membership as directed.
- B. Duties of standing committee chairs
 1. Governance and Development chair
 - a. With the committee, shall review and recommend changes to branch bylaws to assure they are in compliance with current AAUW and state Bylaws. The review must be completed by the branch and returned to the state bylaws chair as designated by state and national organizations.
 - b. With the committee shall review and recommend changes to branch policies and procedures and financial procedures.

- c. Provides current copies of state and branch bylaws and policies and procedures to all elected and appointed board members as needed
 - d. Oversees branch development.
 - e. Develops branch leadership.
 - f. Oversee the collection of materials to be archived each summer.
2. University Relations chair
 - a. Shall be responsible for developing a mutually supportive relationship between institutions of higher education and the branch.
 - b. Promotes the AAUW mission of education
 3. Communications chair
 - a. shall be responsible for communication of branch information to branch members and the community. This will include: publicizing branch programs and activities, maintaining the branch website, updating information to the state sites, compiling a branch newsletter to be distributed electronically and/or in print to all members, and work with the membership vice president to compile and publish an annual membership directory.
 - b. will appoint committee members to publicity, web site, Facebook and other social media, the newsletter and directory as needed.
 - c. shall work with branch officers to develop a communications action plan to gain visibility for the branch and publicize branch activities.
 4. Public Policy chair
 - a. shall formulate, with the concurrence of the board, and implement branch public policy which complies with AAUW and state policies.
 - b. shall keep members informed of public policy debate and actions that affect AAUW and branch public policy
 - c. shall promote education and the mission of AAUW, and appoint committee members to assist with these goals.

BRANCH INTEREST GROUPS

- A. Any branch member may start an interest group with the approval of the board of directors.
- B. Interest groups shall set their own meeting dates, times, places, and programs.

- C. Interest group chairs publicize and facilitate interest group meetings.
- D. Guests may attend interest groups for up to six months before joining AAUW and the Tacoma Branch.

BRANCH MISSION PROJECTS

- A. Mission Projects will use branch mission funds to promote equity for women and girls in Pierce County. Projects may include but are not limited to grants to local colleges/universities or scholarships to individuals.
- B. Mission projects for the fiscal year (July-June) will be determined annually by the membership at the preceding Annual Meeting.
- C. Any member or group of members may propose uses for the funds to the Board for recommendation to the membership. Any proposed project must show how the project advances the branch mission and must designate a committee, task force or individual to implement the project.
- D. Leaders of each project will report the results to the membership before the end of the fiscal year.

AMERICAN ASSOCIATION OF UNIVERSITY WOMEN, TACOMA BRANCH, COMMUNITY FUND

- A. An agreement between the Greater Tacoma Community Foundation and Tacoma Branch of the American Association of University Women establishes the American Association of University Women, Tacoma Branch Community Fund (a.k.a. Community Fund in branch publications) as an agency fund. All policies governing this relationship are considered covered by the agreement and are irrevocable by the branch.
- B. An agreement between the Greater Tacoma Community Foundation and the Tacoma branch establishes the AAUW Tacoma Project Fund. This fund is a pass through and the branch sets policies governing dispersal of funds to support the branch mission.**
- C. The president shall appoint the liaison for the Community Fund yearly. This position shall not be held by the same person for more than three (3) consecutive years.

CELIA GRAU TRUST

- A. The president, with approval of the board, shall appoint a liaison to the Celia Grau trust. The liaison will serve a three (3) year term.

BRANCH NEWSLETTER

- A. The newsletter of Tacoma branch shall be published both electronically and in print September through May. A majority of the executive board can waive one month's issue or add a summer issue.
- B. It is the responsibility of the editor and/or president to insure articles reflect AAUW philosophies on issues and projects. The contents of the newsletter should include upcoming events of the branch, interest groups, board meetings and other information deemed appropriate by the editor.
- C. Deadlines for submitting articles, appointment of a proofreader and mailer and other aspects of the production of the newsletter shall be the responsibility of the president and the editor.

BRANCH INSURANCE

- A. Branch liability insurance shall be purchased if required by AAUW.
- B. A thirty (30) day advance notice is mandated if the branch plans an activity that is not covered in the branch liability policy. These activities involve additional exposures and coverage that will entail additional and appropriate premiums.
- C. Bonding is required for the branch finance officer.

MISCELLANEOUS BRANCH POLICIES

- A. Budgeted funds designated for branch representation are: Association conventions – president; State conventions – president, delegates; Annual Meeting and State Leadership Meeting—President, Vice Presidents.
- B. Members shall endeavor to have new business placed on the agenda prior to meetings. The general topic needs to be given with details being optional.
- C. Members who make reservations for events requiring payment are responsible for payment regardless of attendance.
- D. Members may not smoke at a branch or interest group meeting. They are advised to refrain from wearing perfumes and other scents at meetings in consideration of members who may be allergic.
- E. The branch does not endorse political candidates. Endorsement of issues will be made by the public policy chair in conformance with branch, state, and AAUW policies.
- F. The branch may honor members who died during the previous year.

G. The list of members/directory are for the sole use of members, and will not be sold or given to other groups, profit or non-profit.

H. Meetings of the board of directors shall be open to all branch members.

I. **Members Concerns: *Policy:*** Board of directors meetings are open to any branch member. Any member has the right to bring matters of concern to the attention of the board and receive a response.

Procedures:

As standard procedure, the president notifies all branch members of the time and place of regularly scheduled board meetings.

A member whose concern cannot be resolved by civil discussion with the president may bring the matter to the agenda of a regularly scheduled board meeting. By letter or email, the member must outline the topic of concern and submit it to the president at least two weeks in advance of the next scheduled board meeting.

If the member considers that the matter must be reviewed before the next scheduled board meeting, the member may request, by letter or email, a special meeting of the board. In the request, the member must outline the topic of concern. The president may schedule a special board meeting at her discretion.

If the president declines to call a special session, the member may file a petition signed by 5 (five) board members requesting a meeting. In this case, the president must schedule the meeting in accordance with the bylaws.

Upon reaching a decision, the board will issue a written response addressing the member's concern no later than the next regularly scheduled board meeting. If after receipt of the response the member is not satisfied with the resolution, the member may request that the president bring the matter to a regularly scheduled branch meeting. The president, taking branch programs into consideration, will schedule the agenda item and will inform the members by e-mail or regular mail in advance of the meeting, if possible.

If the matter cannot be resolved to the member's satisfaction at the branch level, the member may submit the concern to the state board or to the Association for consideration. Any such appeal to a higher level is subject to state and/or Association policies and procedures.

J. **Member conduct: *Policy:*** Member conduct should not disrupt the order of business, impede group relationships in furthering branch goals, or have a detrimental effect on membership retention and branch finances.

Procedures: If a member is disruptive or uncivil at a branch meeting or function, interest group, board of directors, or committee meeting, or in communication by phone, mail or email, the president will either caution the member about this behavior or may, at her discretion, convene a special board meeting, to which the member is invited. The board may vote to

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censure the member, or to suspend the member from branch activities. A motion of censure or suspension will be voted on by secret ballot and will be approved if it receives at least a two-thirds majority in favor. If approved, the board will communicate in writing its decision to the member.

AMENDMENTS TO THE POLICIES AND PROCEDURES

These policies, with the exception of items requiring other procedures as specified by the bylaws, may be amended by a majority vote of the members present at any regularly called meeting of the branch. Written notice shall have been given to every member of the branch at least fourteen (14) days prior to the meeting. Changes to procedures may be made by the vote of the board of directors as they deem appropriate for the optimal functioning of the branch.

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