

AMERICAN ASSOCIATION OF UNIVERSITY WOMEN, POWAY-PENASQUITOS, CALIFORNIA AFFILIATE

POLICIES AND PROCEDURES.

Policies and Procedures and Affiliate Bylaws will be reviewed every two years from the last revision. A committee will be appointed by the president and chaired by the Parliamentarian. The Affiliate Bylaws must be revised whenever mandatory amendments are required by National or State AAUW, by a committee appointed by the President and chaired by the Parliamentarian.

Policies and Procedures may be temporarily suspended or revised by a majority vote of the Board when a quorum is present. A 2/3 vote of the Board of Directors is required to add, alter or rescind any policy or procedure. No policy or procedure may be adopted that conflicts with the Affiliate Bylaws, which have priority.

Whenever the Bylaws, or these Policies and Procedures are amended, the official Affiliate copy of the document shall be updated with the date of approval on the footer of each page, and distributed to all Board officers within 30 days

MEMBERSHIP AND DUES

See Bylaws Article IV and Article VII

Affiliate Dues: The Affiliate dues for members shall be as follows:

	Full year
Regular member and dual member	\$\$23.00
Student affiliate (undergraduate)	5.00
Graduate Student	10.00
College/University Partners	

National and State dues are currently listed at www.aauw-ca.org.

An individual member may become a AAUW National life member (“Life Member” upon a one-time payment of twenty years annual AAUW National dues, based on the amount of annual AAUW dues the year the member elects to become a Life Member. Thereafter, the Life Member shall be exempt from the payment of AAUW National dues. Life members pay State and Affiliate dues.

A Fifty-Year Honorary member is an individual member who has paid AAUW dues for fifty years and therefore shall become a Life Member and be exempt from the payment of all AAUW dues including National, State and Affiliate.

Affiliate Directory: Members must pay dues before September 1 to be included in the initial yearly Affiliate directory.

NOMINATIONS AND ELECTIONS

See Bylaws Article IX

The nominating committee shall have present at its meeting a copy of the job descriptions of the elected officers, a copy of the Bylaws and a list of past officers. The secretary will maintain this information.

Nominees for Board positions will be announced in the newsletter before the annual meeting. Voting will take place at the Annual meeting held between March 1 and April 30. Officers will be installed, at the last general meeting of the fiscal year.

If a quorum (20% of membership) is not present at the annual meeting, mail/electronic voting is allowed in accordance with the Bylaws to conduct the Affiliate election. This method of voting may not be used in lieu of holding an annual meeting.

BOARD MEETINGS AND BUSINESS

See Bylaws Article XI

Board meetings are open to all Affiliate members. Dates and locations of Board meetings shall be published in the Affiliate newsletter and/or calendar.

Any Affiliate member may submit a proposal to the Board for discussion and action by requesting the president include the proposal as an agenda item. The proposal must be submitted in writing at least seven days prior to the Board meeting. If the member wishes to appear at the Board meeting to speak to the proposal, that request should also be included

Voting electronically between Board meetings is authorized in accordance with the Bylaws. It shall not be used to replace in-person discussion and voting at regular Board meetings, but rather is to be used only to expedite decisions that have already been discussed at previous meetings or to handle emergency, time-sensitive business. Electronic voting shall use the procedure agreed upon by the Board.

Any officer or chair may be removed from a position by a 2/3 vote by secret ballot of the Board, which will, thereupon, send written notice to the officer or chair involved. This officer or chair shall be notified in writing prior to the vote and shall be given the opportunity to respond.

A Board-to-Board planning meeting shall be held after the Affiliate elections, at which time outgoing Board members will turn over their files to their successors. The date and location of this meeting shall be determined by the incoming president, and advertised to the entire Affiliate membership.

OFFICERS

See Bylaws Article X

Should a majority of its members deem it necessary in order to discuss matters of personal or litigation, a recess could be called during a Board of Directors meeting and the Executive Committee (the five elected positions) could convene in Executive Session. Upon adjournment of the Executive Session, the Board of Directors meeting could continue.

DUTIES OF ELECTED AND APPOINTED OFFICERS:

a. President: As the executive officer, the President shall:

- (1) preside at all meetings of the Affiliate, the Board of Directors, and the executive committee;
- (2) perform all other duties usually pertaining to the office;
- (3) appoint, with the approval of the executive committee, all appointed officers and chairs of all task forces and Committees except the nominating committee and those otherwise provided for in these Bylaws;
- (4) serve as an ex-officio member of all task forces and committees except nominating committee;
- (5) submit such reports and forms as required by AAUW and the State by designated deadlines;

(6) be responsible for updating Affiliate Bylaws after each AAUW convention and submitting them as instructed to the State bylaws chair by the deadline specified by AAUW;

(7) be responsible for the Affiliate enrolling in the state liability insurance program or for providing a “certificate of insurance” of duplicate coverage so that the Affiliate will be in good standing each year with recognition and voting privileges at district meetings and State convention;

(8) call special meetings of the Affiliate in accordance with provisions of Affiliate Bylaws.

b. Vice Presidents.

(1) Program Vice President. The Program Vice President shall serve as chair of the committee on program development; and shall also perform the following duties:

(a) preside at meeting in the absence of the president, act in the absence or disability of the president;

(b) perform such other duties as are requested by the president or Board of Directors.

(2) Membership Vice President. The membership vice president shall serve as chair of the committee on membership; and shall also perform the following duties:

(a) preside at meetings in the absence of the president and program vice president;

(b) perform such other duties as are requested by the president or Board of Directors.

c. Secretary. The Secretary shall:

(1) record and keep in custody the minutes of all meetings of the Affiliate, Board of Directors, and the committee;

(2) have available for reference at all meetings a copy of the Affiliate Bylaws and a list of its officers, taskforce and committee chairs;

(3) have charge of such correspondence of the Affiliate as is delegated by president or Board of Directors;

(4) keep on file all communications received and copies of all letters sent;

(5) perform such other duties as are requested by the president or Board of Directors.

(6) send sympathy cards on behalf of the Affiliate

d. Treasurer. The Treasurer shall:

(1) be responsible for collecting all annual dues and forwarding them to AAUW and to the State at the time specified by AAUW;

(2) forward immediately dues received after the dues deadline;

(3) submit to AAUW all qualifying applications, with dues, made to the Affiliate;

(4) receive all monies due the Affiliate;

(5) pay all bills provided for in the budget or verified by the president;

(6) keep a proper set of books;

(7) render a financial report at the annual meeting of the Affiliate, and at such other times as is requested by the Board of Directors;

(8) serve on the budget committee;

(9) present the books for an annual audit;

(10) attempt to collect amount of check plus fees on checks returned for insufficient funds.

e. Public Policy Chair. The Public Policy chair shall serve as chair of the public policy committee and be responsible for overseeing the public policy program of the Affiliate.

f. AAUW Funds Chair: The AAUW Funds chair shall be responsible for overseeing/coordinating AAUW Funds and activities of the Affiliate.

g. Communications Chair (This position includes Web Site, Social Media , Newsletter/Calendar and Publicity): The communications chair/s shall:

- (1) serve as chair of the public information committee which includes the historian;
- (2) publicize the Affiliate and its activities in local newspapers and other media, as appropriate;
- (3) perform such other duties as are requested by the Board of Directors.

h. Parliamentarian: The Parliamentarian shall:

- (1) have those duties which usually devolve upon the holder of this office;
- (2) serve as chair of the committee on revision of the Bylaws;
- (3) at the direction of the Affiliate president, be responsible for bringing Affiliate Bylaws into conformity with the AAUW Charter and Bylaws and with the State Bylaws;
- (4) serve as a non-voting advisory member of the nominating committee.

i. Diversity, Equity and Inclusion (DEI): The DEI chair shall:

- (1) promote inclusion and awareness for all members to create an equitable, sustainable and inclusive membership reflective of today's world
- (2) conduct conversations with the Board to discuss most relevant DEI challenges in the Affiliate and set goals to address them
- (3) work with AAUW California DEI Committee to monitor Affiliate programs activities, and communications to members
- (4) educate the Affiliate to be aware of opportunities to reach out to other organizations, groups and entities to promote AAUW-CA DEI mission.

NOMINATING COMMITTEE:

The nominating committee shall have present at its meeting a copy of the job descriptions of the elected officers, a copy of the Bylaws and a list of past officers. The secretary will maintain this information.

Nominees for Board positions will be announced in the newsletter 30 days before the annual meeting. Voting will take place at the Annual meeting held between March 1 and April 30. Officers will be installed at the last general meeting of the fiscal year.

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OFFICERS AND CHAIRS

See Bylaws Article X

Officers and chairs are required to keep up-to-date experience files or notebooks, including job descriptions and all materials sent by State.

Officers and chairs must furnish any financial information requested by the treasurer.

The chair of a project not funded in the Affiliate budget shall prepare a proposed project budget. Funding must be approved by the Board and/or general membership prior to expenditure.

A Project report, including financial statement, shall be submitted to the president within 30 days of project completion.

FINANCIAL ADMINISTRATION

See Bylaws Article XIII

Financial Policies: The financial officer or treasurer shall maintain a notebook containing best policies and procedures to control the financial aspect of Affiliate activities. Changes to the policies can be made by a majority Board vote. A review of the Policies should be included in the annual financial review. **Financial Review;** Affiliate financial records must be reviewed annually. The president will work with the treasurer to identify someone who will perform this service, who may or may not be an Affiliate member. The financial review shall be conducted after the treasurer has closed the fiscal year's books. A report shall be submitted no later than the September Board meeting.

Budget: The Board will adopt a budget prior to the first general meeting. The budget will be presented to the Affiliate no later than the October meeting for review and approval by a quorum of members. The budget shall be included in the newsletter after approval.

Finances: All requests for payments must be submitted to the Treasurer with a check request and back-up information. If the item is within the agreed budget, the Treasurer will make the payment. The Treasurer will request approval of the President for any request for payment not in the approved budget.

Debit Card: The use of the Debit card is restricted. All Debit card purchases must be pre-approved by the President in writing. Back-up documents must be provided to the Treasurer.

The Treasurer must submit a monthly statement of finances to the President.

Affiliate Donations: Affiliate funds will not be donated to charitable organizations. An individual member may donate to a charitable organization introduced by the Affiliate, but such donation shall not use the name of AAUW.

Fund Raising: In compliance with AAUW guidelines, fund-raising activities will be limited to those undertaken in support of AAUW and AAUW Fund goals, and upon occasion, community service projects.

AAUW Conventions or Training: A sum of money will be budgeted annually to encourage attendance at AAUW conventions and training workshops. The funds will be budgeted each year and the amount will be carried over from year to year. The budget shall include a line item to cover all or a portion of convention expenses for the president, president-elect or designated Board member (excluding meals). Any Affiliate member who wishes to attend the convention or meeting may request a reimbursement for entry fees. The request must be submitted to the Board prior to the event. Any member who attends AAUW Convention or training with prior approval from the Board and has any part of the expenses paid by the Affiliate must attend all business sessions if applicable.

Speaker Fees: Honoraria and speaker's fees are set by the program committee and financed from the program budget, except in the case of fellowship/grant recipients or LAF litigants, which are financed from the AAUW Funds budget. Speaker reimbursement for travel expenses shall be in accordance with AAUW CA policy of 50¢/mile, plus meals and lodging.

MEETINGS AND INTEREST GROUPS

See Bylaws Article XIV

Meeting Dates: No meetings shall be scheduled on any major holiday of significance to religious or ethnic groups.

Meetings which are not regularly scheduled: All committee and group meetings, except those which are regularly scheduled on the same day each month, must be cleared with the master calendar which is maintained by the president.

Special Activities: Leaders of the interest groups should be announced at the last meeting of the year.

Paid Reservations: Refunds for prepaid reservation for meals and other Affiliate activities are subject to the policy of the venue or program. Refunds can only be given for no-shows and late cancellations if the venue reimburses the Affiliate.

Discounted Program Rate: If a member is able to attend only the meeting portion of an Affiliate activity that includes a meal, the meeting cost may be reduced by the actual cost of the food. The member must let the committee chair know in advance and a discounted price that reflects an equitable share of program and facility expenses will be determined. Reservation dates, deadlines and policies are the same for this discounted rate as for other reservations.

Announcements: There will be an opportunity at every business session of the general meeting for members to make announcements. If it is anticipated that an announcement will require more than 3 minutes, the president must be notified prior to the meeting so that enough time may be allowed.

Guests: Non AAUW members may be guests twice of the Affiliate at special interest groups.

Complaints: Member complaints or concerns about interest group activities shall be settled by the membership vice president in consultation with the membership committee. A member may appeal to the Board for resolution of interest group issues, but only after first seeking the assistance of the membership chair.

Membership Directory: The membership directory will be distributed only to members unless otherwise directed by the Board. The membership directory is not to be used for commercial purposes.

NAMED GIFTS TO AAUW FUNDS

A committee composed of president, AAUW Funds chair, and Board members, will decide on recipients. Names of honorees shall be kept secret until formal presentation. The following criteria shall be used: Individual Affiliate members must have been an Affiliate member at least five (5) years; Recipients must have unselfishly given time toward Affiliate activities; Neither an Affiliate president nor an AAUW Funds chair may be named during or at the end of term of office; Named gifts may be awarded in memoriam to members who have made outstanding contributions in service and/or money to the Affiliate; Committees or the entire Affiliate may be named. Donors of \$1000 or more may name their own recipients, who may or may not meet the above criteria. Recipients will be recognized at the last meeting of the calendar year.

PUBLICATIONS AND COMMUNICATION

All publications of the Affiliate shall be in accord with the AAUW "Use of Name" Bylaws article, which provides that any such publication, shall not be in conflict with the policies and programs of AAUW and AAUW California.

The Affiliate membership directory, newsletter, and the members only portion of the website shall be used exclusively for communication on AAUW matters among the Affiliate members. They shall not be

used for solicitation of any kind. . The Affiliate website and any social media may be used for external communication to the public.

Personal contact information of any member or non-member (names, mailing addresses, phone numbers, and email) shall not be posted on the Affiliate website, any print or social media unless on a password protected page for members only, without the permission of that member or non-member. It is the responsibility of those who submit updates to the website and social and print media, to obtain permission for personal contact information to be included from any member or non-member so identified. A Photo Release Form is required (unless permission to use photos is already given as part of the AAUW project or program) to upload a photo of any non-member, and in the case of a minor, from his or her parents, or guardian.

The Affiliate website and any social media will only include links to other AAUW entities or to coalition organizations approved by the Board. All social media sites for the Affiliate whether internally or externally hosted must be set up and established by the Affiliate Communication Committee. Staff and volunteers may not set up a Affiliate social media site without the permission and direction of the Communications Chair since it may not support the overall strategic goals of the organization. Refer to AAUW California social media guidelines for posting, comments, and copyright permissions and citations.

It is the responsibility of each officer and chair to meet the newsletter editor's deadline with information for the newsletter in written form. Content of the Affiliate newsletter shall be reviewed and approved by the president.