

**American Association of University Women (AAUW)  
Northville-Novu Branch, Inc  
Policies & Procedures**

**PURPOSE**

It is the purpose of policies and procedures to clarify the basic practices and procedures under which the AAUW Northville-Novu Branch Inc. operates to implement its programs, projects and bylaws. This document shall serve as the operating rules for the Board of Directors. All activities shall be in keeping with the mission of AAUW and enhance its image as a leader in the community.

**BASIS FOR MEMBERSHIP**

(FROM THE AAUW BYLAWS, ARTICLE IV, SECTION 4)

Criteria for Membership

A graduate holding an associate or equivalent, baccalaureate, or higher degree from a qualified educational institution or a foreign degree acceptable as a basis for admission by graduate schools at qualified universities of the United States shall be eligible to receive admission to AAUW membership; such membership shall be granted upon payment of AAUW dues. The provisions set forth in this section are the sole requirement for eligibility and admissibility to membership. Refusal to admit an eligible graduate to branch membership shall result in loss of recognition of a branch.

Categories of Membership

- **Branch Member** is a national member who is also a member of the branch and the state. That member shall be entitled to vote, hold office, and participate in all branch activities and programs.
- **National Member** (formerly Member-at-Large) is an individual who pays only AAUW (national) dues but does not belong to a branch.
- **Paid Life Member** is an individual who has made a one-time payment of 20 years' dues based on AAUW (NATIONAL) dues the year the member elects to become a life member. Thereafter, the Paid Life Member will be exempt from payment of AAUW (national) dues, but pays state and branch dues.
- **Fifty-Year Honorary Member** is an individual who has paid AAUW dues for 50 years and shall become a Life Member and thereafter be exempt from AAUW (national), state, and branch dues.
- **Student Affiliate Member** is an undergraduate student enrolled in a qualified educational institution and pays the reduced amount determined by AAUW.

**MEETINGS**

Meetings

Branch meetings are held usually the second Tuesday of each month, September through May.

Board and Executive Committee Meetings

Board of Directors or Executive Committee meetings are held the fourth Tuesday of each month as needed, usually August through May, except December.

The incoming president may call a meeting of the incoming officers prior to July 1.

State and AAUW Meetings

In years when there is a newly elected President, she/he shall chair the delegation to State and AAUW meetings.

Announcements and Handouts

Announcements and handouts to be presented at meetings of the branch and/or meetings of the Board of Directors, which are outside the policies and programs of AAUW, shall be cleared 24 hours in advance with the President.

Guest Policy

Guests are welcome at up to three (3) functions prior to joining the branch.

## **BOARD OF DIRECTORS AND COMMITTEE CHAIRS**

### **Board Membership**

1. The Board of Directors shall be composed of the elected officers, the immediate past president, the chairs of the standing committees, and the chair of the nominating committee. These individuals are the voting members of the Board of Directors.
2. The standing committees may include the following: Bylaws and Policy & Procedures, Communication, Education Gifts/Legal Advocacy, Financial Development, Initiatives, International, Public Policy, Newsletter Editor, Nominating, and others deemed necessary.

### **Board Attendance**

Members of the Board of Directors are expected to attend meetings of the Board. Chairs of special committees attend when appropriate for their responsibilities. Other branch members are welcome at any board meeting and should notify the President if they plan to attend; they shall have no vote.

### **Special Committees**

Special committees may include, but are not limited to: Archivist, Historian, Hospitality, and Special Projects chairs. The chairs of the special committees shall not have a vote on the Board of Directors.

### **Files of Officers and Chairs**

1. Officers and committee chairs shall maintain appropriate permanent files containing pertinent materials, correspondence, annual reports, job description, and recommendations for future plans and program development.
2. Records and files are to be passed to each person's successor; after four years the files are to be turned over to the Archivist.
3. The President shall ensure that a permanent file is maintained of all legal documents including, but not limited to, Articles of Incorporation, Bylaws with amendments, board minutes, IRS Application for Recognition of Tax Exempt Status, IRS Letter Recognizing Tax Exempt Status, Michigan Charitable Solicitation License, and AAUW Affiliation Agreements.
4. The Treasurer's records shall be kept for at least seven (7) years. Audit reports and tax filings shall be kept permanently.

## **JOB RESPONSIBILITIES** **ELECTED OFFICERS**

### **President**

1. Represent the branch at all levels of AAUW and to other organizations.
2. Submit officer forms to the State and the AAUW by April 30 of each year and other reports as requested.
3. Interpret the provisions of AAUW's *Use of Name Policy* to branch members.
4. Preside at all meetings of the branch, the Board of Directors, and the Executive Committee.
5. Serve on the Budget Committee.
6. Serve as ex-officio member of all other committees, except the Nominating Committee.
7. Call special meetings of the branch or the Board of Directors and Executive Committee as provided by the bylaws.
8. Appoint chairs of all committees, except the Nominating Committee and those provided for by election.
9. Direct the Treasurer to arrange for annual audit/financial review of the books by the close of the fiscal year.
10. Maintain an accurate and up-to-date file of materials necessary to carry out the office of the President.
11. Serve as the official link between the branch, the State, and AAUW.
12. Review yearly with the Board of Directors the branch strategic plan.
13. Ensure that a permanent file is maintained of all legal documents including, but not limited to, Articles of Incorporation, Bylaws with amendments, board minutes, IRS Application for Recognition of Tax Exempt Status, IRS Letter Recognizing Tax Exempt Status, Michigan Charitable Solicitation License, and AAUW Affiliation Agreements.
14. Confirm with the Treasurer that all filing dates are met.
15. Provide on-going education to the Board of Directors and members on the responsibilities and privileges of 501 (c)(3) designation.
16. Serve as co-chair with the Education Gifts/Legal Advocacy chair in planning the Annual Meeting.
17. Have the responsibility of updating the branch on-line calendar for meetings of the Board. (Shared with the Secretary)

### Program Vice President

1. Chair the Program Committee.
2. Coordinate the program portion of branch meetings.
3. Submit information and reports to the AAUW's Program Office as requested or state chairs as requested.
4. Preside at meetings in the absence of the President.
5. Act in the absence or disability of the President.
6. Become President if the office of President is vacated.
7. Serve on the Membership/Diversity Committee.
8. Serve on the Budget Committee.
9. Order the past president's pin and present it to the out-going president at the time of new officer installation.
10. Activate the phone chain in consultation with the president
11. Have the responsibility of updating the branch on-line calendar for program meetings and program planning meetings.

### Membership/Diversity Vice President

1. Chair the Membership/Diversity Committee.
2. Preside at meetings in the absence of the President and the Program Vice President.
3. Prepare membership material for new member recruitment.
4. Keep an active file of member profile sheets.
5. Keep a file of prospective members.
6. Involve all branch members in new member recruitment.
7. Organize at least one new member recruitment event annually.
8. Follow up on moving member cards received from AAUW.
9. Keep a file on dropped members, and report their reasons for dropping to the Board of Directors.
10. Provide orientation on AAUW to new members of the branch at least once a year. Other officers and chairs may assist the Membership/Diversity Vice President with this task.
11. Develop the phone chain.
12. Serve on the Program Committee.
13. Serve on the Budget Committee.
14. Provide updated member/new member information to the Newsletter Editor and Communication Chair.
15. Receive all new member and renewing member forms and dues and forward to the branch Treasurer.
16. Forward the branch newsletter to branch members not receiving it electronically.
17. Prepare the dues notice to all members to be included in two spring newsletters.
18. Monitor member affiliation dates to identify potential 50 consecutive year AAUW members; file the necessary forms with the National AAUW Membership Office and plan branch recognition for that individual.
19. Have the responsibility of updating the Branch on-line calendar for prospective new member events and other membership activities.

### Secretary

1. Record and keep a copy of the minutes of all meetings of the branch, the Board of Directors, and the Executive Committee.
2. Prepare and maintain a file of branch and board minutes; copies of minutes may be distributed electronically.
3. Forward a copy of the minutes to the President within two weeks of the meeting.
4. Prepare a summary of meetings of the Board of Directors and submit to the Newsletter Editor each month.
5. Have available for reference at all meetings a copy of:
  - a. the branch Bylaws and Policies & Procedures.
  - b. list of branch Board of Directors.
  - c. minutes for the meetings of the current and previous year.
6. Handle all correspondence for the branch as delegated by the President or the Board of Directors.
7. Keep files of all communications received and letters sent.
8. Send cards on behalf of the branch to members who are hospitalized or have had a death in their immediate family.
9. Write all thank you notes, except to speakers.
10. Attach a copy of the treasurer's report and other relevant material to the minutes.
11. Keep and archive the minutes permanently.
12. Have the responsibility of updating the Branch on-line calendar for meetings of the Board. (Shared with the president)

### Treasurer

1. Receive and deposit all monies due the branch.
2. Pay all bills provided for in the budget, verified by the branch President, or approved by the Board of Directors.
3. Forward membership dues for new members to the AAUW Treasurer; forward dues for renewing members to the AAUW Treasurer by the date specified by AAUW; forward state dues to the State Treasurer in the same manner.
4. Provide copies of the monthly report for the President, Secretary, and Treasurer's files and copies for branch and board meetings.
5. Prepare the books for the annual audit. Present audit findings and final fiscal year report at the first board meeting following the completion of the audit.
6. Chair the Budget Committee.
7. Keep Treasurer's records for at least seven (7) years. Retain all audits and federal tax filings permanently.
8. Maintain a file of the IRS documents, IRS Letter of Determination of tax status, State of Michigan filings and AAUW filings, and provide copies for the president.
9. File the appropriate IRS and State of Michigan documents before the filing deadline each year and provide copies to the president.
10. Send a statement of cost at the beginning of the fiscal year to members choosing to receive hard copies of newsletters and the directory based on the prevailing rate of duplication and U.S. postal rates.
11. Prepare contribution checks to the colleges made payable to the established AAUW Northville-Novu Branch Endowments.
12. Prepare scholarship checks for the graduating senior(s) made payable to the student and the college which they will be attending.
13. Budget each year for endowment contributions and scholarship amounts.
14. Have responsibility of updating the Branch on-line calendar for meetings of the Budget Committee.

### **STANDING COMMITTEE CHAIRS**

The chairs of the standing committees serve on the Board of Directors.

The chairs of the standing committees have the responsibility of updating the branch on-line calendar.

### Bylaws and Policies & Procedures Chair

1. Update the branch bylaws after each AAUW convention and State annual meeting and submit them to the State Bylaws Chair.
2. Make recommendations for changes in the bylaws to the Board of Directors in preparation for member vote.
3. Submit new (proposed) wording to the State Bylaws Chair for approval before submitting to the branch for a vote.
4. Serve as a resource on the Bylaws and Policies & Procedures and their implementation to the Board of Directors.
5. Review at least every two years with a committee and make recommendations to the Board as needed for updating the Policies & Procedures.

### Communication Chair

1. Coordinate all aspects of branch communication and public relations.
2. Review communication tools.
3. Redefine and/or create new communication tools and methods that provide a consistent, positive image of AAUW to the members and to the community.
4. Maintain effective two-way communication within the branch.
5. Oversee the maintenance and development of the AAUW Northville-Novu Branch website as an up-to-date major communication link to the community and members; it shall serve as an archive of important information and photos.
6. Prepare and maintain the Branch directory on the website.
7. Print a hard copy of the directory at the end of the fiscal year and submit it to the Archivist.

#### Education Gifts/ Legal Advocacy Chair

1. Provide branch members with current information on the work of AAUW funds.
2. Inform members on the availability of AAUW grants and deadlines for such grants.
3. Encourage members to apply for research and projects grants.
4. Provide information on how member/branch contributions to the AAUW Funds are used.
5. Keep records of contributions to the AAUW Funds.
6. Serve on the Program Committee and the Budget Committee.
7. Report to the Board of Directors, in November of each year, the dollar amount for the AAUW Funds contributions based on budgeted amounts and prepare the appropriate vouchers.
8. Report to the Board of Directors in November of each year the dollar amount for the annual contributions to local high school and community college scholarships based on budgeted amounts.
9. Prepare vouchers for contributions to the established AAUW Northville-Novu Branch Endowments at local colleges.
10. Conduct selection process of local high school scholarship recipients.
11. Prepare vouchers for scholarship recipients at high school(s) made payable to the student and the college which they will be attending.
12. Recommend endowment contributions and scholarship amounts to the Budget Committee.
13. Initiate the AAUW Funds Named Honoree nomination process including preparation of the newsletter article.
14. Serve as co-chair with the President in planning the Annual Meeting.
15. Prepare the article for the newsletter following the annual meeting on the AAUW Funds Named Honoree.
16. Send to AAUW the name of the Named Honoree when filing the contribution report form in December of each year. Submit a copy of this form to the State AAUW Funds Vice President.

#### Financial Development Chair

1. Facilitate development of a short term and long term financial plan for board approval annually.
2. Develop implementation strategy with the Financial Development Committee.
3. Coordinate special fund raising committees.
4. Keep the membership informed and engaged in financial development activities.

#### Initiatives Chair

1. Facilitate development of short and long term initiatives program plan for Board approval.
2. Participate in the annual budget process with a request for financial resources necessary to implement the approved plan.
3. Guide the Initiatives Committee in its role to initiate, sanction, and develop an implementation strategy; help to pilot and coordinate initiative programs.
4. Facilitate coordination and sanction of interest group activities and new group formation. Present committee recommendation for new interest group formation to the Board of Directors for approval.
5. Provide two-way communication between the Board of Directors and chairs/facilitators of initiative programs, the coordinator of interest groups and interest groups.
6. Serve on the Program and Budget committees.

#### International Chair

1. Provide information and topics of concern relating to international issues as provided by the State and AAUW and submit newsletter articles on these subjects.
2. Serve on the Program Committee and the Membership Committee.
3. Act as a liaison to local and international organizations and populations, with a focus to engage and involve these groups.

#### Newsletter Editor

1. Prepare the monthly branch newsletter and oversee the distribution process.
2. Work with the President to keep the newsletter focused on AAUW issues and concerns.
3. Request newsletter articles from the elected officers, standing committee and special committee chairs.

### Public Policy Chair

1. Interpret the State and AAUW public policy to branch members.
2. Recommend action to the branch and/or Board of Directors on public policy positions.
3. Implement the State and AAUW public policy.
4. Ensure that Board of Directors sanctioned public policy activity conforms to the IRS Compliance Guide for 501(c)(3) public charities. Board officers and the Public Policy Chair are responsible for staying abreast of current rules.
5. All public policy activity taken in the name of AAUW must be cleared with the Public Policy Chair and/or President prior to initiation. *Individual members are free to act in their own name, but not in the name of AAUW-NN. The freedom of speech of the individual member to speak a personal opinion in her own name is not abridged.*
6. Communicate with elected officials in support of the State and AAUW public policy positions.
7. Communicate branch concerns to the State Public Policy committee.
8. Encourage branch member participation in corresponding with elected officials on AAUW positions.
9. Serve on the Program Committee.

## **COMMITTEES**

### **COMPOSITION AND RESPONSIBILITIES**

#### Budget Committee

Composition: Treasurer shall serve as chair, Program Vice President, Membership Vice President, Education Gifts/Legal Advocacy Chair, Financial Development Chair, Initiatives Chair, and President, and others with information basic to budget development.

1. Prepare the annual budget for adoption by the Board of Directors and the branch membership.
2. Monitor budget activity and report to the Board of Directors mid-year.
3. Receive and review project proposals and fiscal requests for unbudgeted expenses beyond the adopted budget and make recommendations to the Board of Directors.

#### Communication Committee

Composition: Communication Chair, Newsletter Editor, Technology/Website Chair, and others as needed.

1. Develop a plan to inform the membership and community of the mission and activities of the branch.
2. Present a plan of communication for Board approval.
3. Implement the plan.

#### Financial Development Committee

Composition: Financial Development Chair, Treasurer, and others with diverse experiences in fund raising.

1. Develop and maintain short term and long term financial plans to enhance the financial stability of the branch.
  - a. Proposed plans should include a master plan, time commitment, projected income, expense, and net.
  - b. Represent AAUW in a positive, professional manner.
2. Submit proposed plans to the Board of Directors for approval.
3. Prepare the fund raising plans to be included in the Branch annual budget.
4. Implement the approved plan(s).

#### Initiatives Committee

Compositions: Initiatives Chair, Facilitator/Chair of each initiative program, coordinator of interest groups, and others with strong interest and skills in community action.

1. Develop short term and long term initiatives program for Board of Directors approval.
2. Participate in the annual budget process with a request for financial resources necessary to implement the approved program.
3. Initiate, sanction, develop an implementation strategy, and help to pilot and coordinate initiative programs.
4. Consider proposals for new interest group formation and make recommendations to the Board of Directors.

### Membership/Diversity Committee

Composition: Membership/Diversity Vice President, Program Vice President, International Chair, President ex officio and others with recruitment skills.

1. Plan and implement recruitment strategies.
2. Contact potential members.
3. Continue personal contacts with all members.
4. Share new member interests with other committee chairs.
5. Plan and implement recruitment events.
6. Develop and implement the branch mentoring program.
7. Plan and implement the new member orientation at least once each fiscal year.

### Nominating Committee (See Bylaws for composition and procedures)

1. Request suggestions for nominees from branch members.
2. Prepare a slate of officers for election at the annual meeting
3. Prepare information on nominees to be sent to branch members at least thirty (30) days prior to the election.

### Program Committee

Composition: Program Vice President, Membership/Diversity Vice President, Education Gifts/Legal Advocacy Chair, Initiatives Chair, Public Policy Chair, International Chair, President ex officio and others with program expertise.

1. Integrate AAUW program and public policy into planning branch monthly programs.
2. Plan and implement the monthly programs.
3. Conduct a survey of members regarding interests and programs when planning for programs.

## **PROCEDURES**

### Finance

1. When the branch is asked to participate with other groups, the Board will carefully consider all requests based on the program and the policies of AAUW and the State.
2. A gift of \$25.00 shall be sent in memory of a deceased member to "Remember the Ladies" or whatever organization or project is most appropriate and consistent with AAUW goals.
3. All bills for reimbursement of budgeted or approved expenditures shall be presented to the Treasurer as soon as incurred, but no later than the end of the fiscal year which ends on June 30.
4. Bills for all reimbursement must be submitted to the Treasurer attached to a voucher provided by the Treasurer.
5. Every voucher must be signed by the Branch President or the Committee Chair.
6. The registrations for AAUW conventions, conferences and workshops may be paid (or partially paid) for official delegates, members of the Board of Directors, subject to Board approval.
7. The person signing the voucher cannot issue the check.
8. Chairs of branch fundraising events shall present a written financial statement and a full written report to the branch President and Treasurer at the Board meeting the month following the event.
9. The Board of Directors shall review the budget, comparing the budgeted amounts with expenses to date, in January of each year.

### Newsletter

1. The branch newsletter is used as a means of communication of AAUW business to AAUW members.
2. Announcements of membership births, illnesses, and deaths may be made in the newsletter.
3. Announcements that may be construed to be outside of AAUW business, programs and policies must be approved in advance in writing by the President before it may appear in the newsletter.
4. Prospective members may receive three (3) monthly newsletters electronically prior to application for membership.
5. The President edits the newsletter before it is published.
6. Members without electronic capacity may receive hard copies at the prevailing cost of duplication and U.S. postal rate. The Treasurer will provide a statement to those choosing that option at the start of the fiscal year

### Communication

1. All branch publicity shall be submitted to the Communication Chair who will arrange the necessary media contacts.
2. All media publicity for the branch should contain the branch website.
3. The President shall be kept informed of all publicity activities.

### Directory

1. The directory is published electronically.
2. The directory shall include all paid members as of the date of its publication.
3. Directories **shall not** be available to non-members or to other organizations.
4. Members without electronic capacity may receive hard copies at the prevailing cost of duplication and U.S. postal rate. The Treasurer will provide a statement to those choosing that option at the start of the fiscal year.

### Interest Groups

1. Interest groups reflect and fulfill the program policies of AAUW and the interests of the members.
2. New interest groups wishing to organize shall present their plans to the Initiatives Committee for recommendation and then presentation to the Board of Directors for approval.
3. Where funds are not budgeted for interest groups, prior approval by the Board of Directors must be obtained for reimbursement of expenses.
4. Special interest and study groups are open to individuals who are not eligible to join AAUW.
  - A. The number of non-eligible participants in a given special interest or study group shall be limited to 20% of the group members.
  - B. Non-eligible participants in interest groups will pay a participation fee to the treasurer equal to the amount of branch dues; they may not vote nor hold office.
5. The Chairs of Interest Groups have the responsibility of updating the branch on-line calendar.

### Political Activity and Involvement

1. The Branch and the Board of Directors may not take a position on candidates for public office.
2. Individuals/members may support or oppose a candidate for public office **in her/his own name only** and not in the name of AAUW or AAUW Northville-Novu Branch.
3. Nominating petitions for candidates for public office may not be circulated at meetings.
4. Campaign materials regarding candidates for elected public office cannot be distributed at meetings of the Branch or Board of Directors.
  - A. Exceptions can be granted by the Board of Directors if materials for all candidates for a particular office are provided (i.e. in a candidates forum).
5. The branch directory is for the internal use of the members.
6. The branch directory shall not be given to others outside the branch and shall not be given to other organizations.
7. The branch directory may not be used for political purposes either by members or others outside of the branch.

## AAUW FUNDS NAMED HONOREE

### Selection Process

1. No later than February 1, the Education Gifts/Legal Advocacy Chair shall request of the membership names and credentials of members who meet the criteria for the award.
2. The President will submit the names and credentials to the Executive Committee.
3. The Executive Committee will vote at the direction of the President.
4. The name of the selected nominee shall be kept confidential until the date of the presentation of the award.

### Criteria

1. Awardee must be an active member of the branch.
2. Consideration is based on activities that demonstrate a significant commitment to the advancement of AAUW's mission.
3. Activities may represent a concentrated time frame or an extended number of years.

### Recognition

1. The Education Gifts/Legal Advocacy Chair shall be responsible for obtaining the certificate from AAUW and named honoree pin for presentation to the named honoree.
2. The certificate and named honoree pin will be presented at the annual meeting.
3. If the Board of Directors chooses to purchase an ad in the annual state convention booklet to recognize the named honoree, the Education Gifts/Legal Advocacy Chair shall have this responsibility.



## **AAUW COMMUNITY ENRICHMENT AWARD**

### **Selection Process**

1. The selection of the Community Enrichment Award honoree is at the discretion of the Board of Directors in unique circumstances.
2. The award need not be given every year.
3. The award is intended for individuals in the community and who are not members of AAUW.

### **Criteria**

1. Awardee must have made an impact in his or her community.
2. Awardee demonstrates the goals and values of education, equity, and women's issues in professional and personal endeavors.

### **Recognition**

1. Recognition of the awardee shall be at the Annual Meeting.
2. The committee planning the Annual Meeting shall determine how s/he will be recognized.

## **WAIVER OF POLICY**

The Board of Directors may vote to waive a policy by a majority vote of the Board for a specific purpose or period of time.

## **REVIEW AND REVISION**

1. The Board of Directors shall review the Policies & Procedures annually on the recommendation of the Policies & Procedures Committee noting any changes to be made.
2. It shall be the responsibility of the Bylaws and Policies & Procedures Chair to prepare and present the revisions to the Board of Directors for approval.
3. Approval of the Policies & Procedures by the Board of Directors shall be a majority vote..

October 2005  
January 2007  
May 2009  
September 2010  
May 2012  
May 2014