



Scottsdale (AZ) Branch

AMERICAN ASSOCIATION OF UNIVERSITY WOMEN

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AAUW SCOTTSDALE BRANCH POLICIES

Table of Contents

PURPOSE.....	2
I. ADMINISTRATIVE POLICIES.....	2
II. BOARD OF DIRECTORS.....	2
III. BOARD OF DIRECTORS, COLLECTIVE RESPONSIBILITIES.....	2
IV. BOARD OF DIRECTORS. INDIVIDUAL RESPONSIBILITIES.....	2
V. CHANGE OF ADMINISTRATION.....	3
VI. BRANCH INSURANCE.....	3
VII. ATTENDANCE AT AAUW SCOTTSDALE FUNCTIONS.....	4
VIII. COMMUNICATIONS.....	4
IX. FINANCE.....	5
X. SPECIAL INTEREST GROUPS.....	8
XI. NON-RENEWING MEMBERS.....	10
XII. JOB DESCRIPTIONS.....	10
XIII. AMENDMENTS.....	10

AAUW Scottsdale (AZ) Branch Policies & Procedures

I. PURPOSE

The AAUW Scottsdale Branch Policies and Procedures shall state and clarify actions taken by the Elected Executive Board and Appointed Board Members. It is to be used to improve administrative efficiency and to define duties and responsibilities of officers and committees.

The contents of these Policies shall in no way be in conflict with the AAUW Scottsdale Branch Charter and AAUW Scottsdale Branch Bylaws or the AAUW of Arizona (State) Bylaws. The Bylaws of AAUW National and the AAUW of Arizona (State) supersede these policies. These policies should be read in conjunction with the AAUW Scottsdale Branch Bylaws. These Policies and Procedures shall be reviewed every two (2) years and revised when deemed necessary by the voting members of the Executive Board and brought into conformity with both the Bylaws of AAUW National and the AAUW of Arizona (State). Branch Bylaws and Branch Policies and Procedures will be posted on the Branch website. Any changes voted to these Policies and Procedures between revisions shall be noted.

II. BOARD OF DIRECTORS, COMPOSITION

1. The Elected Officers. The elected officers shall be as defined in the Bylaws.
2. The Appointed Leaders. The appointed officers shall be Public Policy/Community Action, MCF-AAUW Scholarship, Adopt-A-Book, Branch Scrapbooks, Newsletter, Bylaws/Policies and Procedures, Caring Committee, Website, and Zoom Coordinator.
3. Branch members serving as officers, directors, committee chairs or committee members of AAUW-AZ or AAUW may be voting members of the Board of Directors during their term of service.

III. BOARD OF DIRECTORS, COLLECTIVE RESPONSIBILITIES

1. Carry on the business of the Branch in conformity with the policies and program of AAUW.
2. Have the general power to administer the affairs of the Branch between Branch meetings and shall report its actions to the Branch.
3. Be subject to the orders of the Branch. None of its actions shall conflict with action taken by the Branch.
4. Submit the annual budget to the Branch.
5. Set advertising rates for the newsletter and the directory.
6. Any Branch member may bring a proposal to the Board for discussion and action at its next regular meeting by requesting the president to include the proposal as an agenda item at least

3 (three) days before the Board meeting in writing. If the member wishes to appear at the Board meeting to speak to the proposal, that request should be included also.

IV. MEMBERS OF THE BOARD OF DIRECTORS, INDIVIDUAL RESPONSIBILITIES

1. Read and be familiar with the Bylaws and these Policies and Procedures, including job descriptions for appointed officers, and committees.
2. Attend all Board meetings and general meetings. Notify the president if unable to attend and arrange for a substitute to deliver the officer's report.
3. Attend as many conventions, conferences, district meetings, workshops, etc. as possible.
4. Report to the Board on the activities and concerns of the position. Spend only moneys that have been included in the budget. All expenditures over \$100.00 require prior approval of the Board of Directors and the finance officer.
5. Consult with the president on all Branch activities, procedures and policies.
6. Submit promptly all reports and other information required by the AAUW or AAUW-AZ officers. Give a copy of all reports to the president and pass on copies to officer's successor.
7. Submit newsletter material to the editor by the deadline in electronic format as requested by the editor.
8. Submit new website information to the webmaster in electronic format.

V. CHANGE OF ADMINISTRATION

Outgoing officers are expected to provide incoming officers with training and with current, accurate records and materials any time after the Installation of Officers and before the end of the fiscal year, June 30. The officers involved shall notify the Past-President and the Incoming President when this exchange occurs. The outgoing Finance Vice President, however, shall maintain records and prepare a final Financial Report for the closing fiscal year prior to turning over responsibilities and materials to the incoming Finance Vice President. It is also the responsibility of both outgoing and incoming Finance Vice Presidents to be sure that banking requirements and bank signature forms are completed in a timely manner.

VI. BRANCH INSURANCE

A Liability Insurance Policy [vetted by AAUW of Arizona (State)] for the Branch shall be purchased by the Finance Vice President annually in the fall for the period of January 1 to December 31.

VII. ATTENDANCE AT AAUW SCOTTSDALE FUNCTIONS

A person has to be a member of the Scottsdale Branch, Arizona State organization, and AAUW National, in order to participate in local AAUW functions: General Meetings and Interest Groups. Invited guests and prospective members may attend a maximum of two general meetings. They may also attend up to three different Interest Groups once. It will be the responsibility of the Interest Group leader to notify the President-Elect of the guest's attendance, so there can be follow-up. Since we have some Interest Groups that are couple groups, one person must be a member, as defined above, for both to attend such functions.

VIII. COMMUNICATIONS

A. Announcements for Community Organizations

Announcements for community organizations in any Branch communications or at Branch meetings must conform to the mission of AAUW **to advance equity for women and girls through advocacy, education, philanthropy and research.** AAUW Scottsdale will maintain a Community Information table at the general meeting where information may be displayed about organizations and/or causes that benefit women and girls where we have member involvement. To gain effectiveness as a community leader it is important that we support those organizations that are appropriate so that we may gain their support of our events and programs. Requests for announcements which pertain to a business or would result in personal gain are not allowed without Board approval. For example, a speaker might be allowed to have her/his book available for sale at the meeting where she/he speaks.

B. Vetting

New information and articles issued or published by AAUW Scottsdale via the Branch website, newsletter, or any other mass communication media must be approved by the President or her designee. Links to other websites or organizations on the AAUW Scottsdale website, newsletter, or any other mass communication media must be referred to and sanctioned or endorsed by AAUW National.

C. Newsletters

The monthly Scottsdale Branch Newsletter shall be developed by the editor/design layout person(s) and distributed electronically to all Branch members. In addition, *The Arizona Sun* (Arizona State newsletter) is mailed quarterly to the Branch President who then forwards it to the Branch Newsletter person to also be distributed electronically to all Branch members. There is no printed version of *The Arizona Sun*.

D. Website

The AAUW Scottsdale Branch shall maintain a website or other public access venue through which our elected officers may be contacted by the public.

E. Privacy Policy

Personal information of Branch members, other than first and last names, should not be listed on our website or in any other venue with public access, except with the express consent of the member. Generic email addresses for the website will be assigned to all officers and interest group leaders for privacy protection of our members. These should be used in the Newsletter calendar and articles announcing activities. The generic email address will automatically forward email messages to the member's normal email address.

F. E-Blasts

All electronic mass communications (E-Blasts) to be sent out by the Webmaster must first be sent to the Branch President for approval, before the President forwards the e-blast to the Webmaster for electronic distribution to the members.

G. Branch Member Directory

1. For personal information, members are referred to their AAUW Scottsdale Branch Handbook and Membership Directory (aka Branch Member Directory), which shall be issued annually and updated as needed. This Branch Member Directory is a private list of members, and the member names and contact information may not be used for marketing purposes or as a distribution list for commercial purpose or private gain.

2. The AAUW Handbook and Membership Directory shall not be distributed to anyone who is not a current member of the Branch or an AAUW-AZ officer.

H. Advertising in the Branch Newsletter and on the Branch Website

1. Advertising the size of business cards may be taken from members to be placed in the Branch Newsletter and Website so long as the advertised business is not in conflict with AAUW's Mission Statement: **"To advance equity for women and girls through advocacy, education, philanthropy and research."**

2. Advertising rates shall be set by vote of the Branch Board. Approval of the ads shall be given by the Branch Board.

I. Coalitions

The decision to work in a coalition with other organizations requires the approval of the AAUW of Arizona (State) Board of Directors (See AAUW-AZ at Article XI. Policies for Relationships with Other Organizations).

IX. FINANCES

A. Authorized Signatures for Branch Bank Accounts

The President and Finance Vice President are to be the authorized signers on any Branch bank account(s). Only one signature is to be required on checks unless the bank requires two. At the beginning of the President's and the Finance Vice President's terms, they will sign signature documents at the Branch's financial institution(s).

B. Expenses

1. All elected and appointed officers shall be allowed to use the budgeted amount as needed to fulfill the position they hold.
2. All elected and appointed officers shall be allowed reimbursement for postage, printing and telephone charges within their budget.
3. All receipts must be submitted along with a Branch Reimbursement Form within thirty (30) days of the expense being incurred to the Finance Vice President and are to be paid before the Branch's books are closed for the fiscal year. If an expenditure is not a budgeted item, the Board will need to approve the reimbursement.

C. Memorial Scholarships

Memorial scholarship donations may be collected with the approval of the Board and the consent of the family.

D. MCCF-SCC Scholarships

1. The endowment agreement between MCCF and AAUW Scottsdale was begun on July 19, 2012.
2. The AAUW Scholarship shall be awarded annually to one or more students attending Scottsdale Community College. The recipient(s) must have completed at least thirty (30) credit hours, must be returning to college after an absence/interruption of his/her studies and be currently enrolled in at least six (6) credit hours in a designated program.

E. Contracts

1. General Branch Meetings: Only the Branch President or her designee is authorized to sign a contract on behalf of the Branch after consultation with the voting members of the Executive Board.
2. Special Meetings with Meals: Special events/projects are required to be self-sufficient and within event budget unless pre-approved by the Board of Directors. Those specific Committee Chairs may sign venue/menu contracts only for their specific event, co-signed by the President or Finance Vice President.
3. Speakers and Special Guests: The Board shall pre-approve expenses for speakers and special guests. Speakers shall be requested to speak free-of-charge as the Branch does not offer honoraria without Board pre-approval. Lunch for the speaker or special guests after the general meeting or for special programs will be hosted and paid for by the Branch.

4. Fundraising: Any fundraising the Branch sponsors for the National AAUW Fund or local Scottsdale Community College Scholarships shall be approved by the Board. At least one National AAUW Fund fundraising event shall be held each year.

5. Grant Applications: Application for any grants for Branch events/projects shall be approved by the Board and signed by the contact for the grant application, as the Board's designee. The Branch President may also sign the contract if required.

F. Conventions

National, Regional, State Conventions, including Forums, and Legislative Day:

1. In order to encourage as many Branch members to attend these meetings, specific scholarship amounts shall be included in the Branch budget each year with priority to the State meetings, as determined by the Branch's financial status.

2. Reimbursement Funds for registration shall be divided up equally among Branch members who have attended the event.

3. If additional Funds are then available, reimbursement for transportation, meals and/or accommodations will be considered.

4. The cost of State Meetings shall be included in the budget yearly.

5. Funding a Branch representative(s) to attend Regional and National Meetings shall be considered on alternate years depending on the Branch's financial status.

G. Financial Review

1. The Branch's monthly financial statements shall be filed for Review (Audit).

2. A Financial Review (Audit) Committee of at least two (2) people shall be appointed by the President.

3. The Branch's books shall be reviewed as soon as possible after the close of the fiscal year.

4. The committee's written report shall be presented for acceptance at the October Board meeting.

H. Reserve and Excess Funds

AAUW Scottsdale Branch should maintain a cash reserve equal to the Branch's annual budgeted expenses for the current year. The Board may use funds remaining from the prior fiscal year over the required cash reserve to support mission-related projects of the Branch.

I. Retention of Financial Records

Financial records are to be kept for as long as they may be needed for the administration of any provision of the Internal Revenue Service Code and other legal purposes. Records that support income and expenditures are to be kept for three (3) years from the due date of an IRS return or when it was filed, whichever is later. This includes financial records for years before IRS returns were required to be filed. Copies of contracts, leases, bank statements and any tax returns as filed or email receipts for electronic filings must be retained for at least seven (7) years.

X. SPECIAL INTEREST GROUPS

A. Overview

1. The President-Elect or Board of Directors' designee will coordinate the Interest Groups and keep the master calendar of meetings.
2. When a new Branch member joins and indicates the Interest Groups in which she would like to participate, the Membership Vice President should immediately contact the Interest Group Leader who should immediately invite the new member to attend the next meeting of the Interest Group. This ensures quickly involving the new member.
3. Expenses for the Interest Group will be the responsibility of the members of the group.
4. Preferably the meeting date should not overlap with any existing Branch meetings as scheduled on the master calendar though there may be situations where it may be necessary.
5. Generic email addresses for the website will be assigned to the Interest Group Leader for privacy protection of our members. These should also be used in the Newsletter calendar and articles announcing activities. The generic email address will automatically forward email messages to the member's normal email address.
6. Any changes in meeting dates or leaders as well as the formation of new Interest Groups should be communicated to the President-Elect. The President is to be notified if any group disbands.
7. Interest Groups are formed based on the interest of enough members to maintain the group (usually 5 or more). The individual Interest Groups shall elect their individual Chairs, who may serve as long as the group chooses.
8. When a new Interest Group is being formed, the Chair of the proposed group should contact the President-Elect. Essential information will be completed by the President-Elect for Board approval. The President-Elect should present the proposed Interest Group information before

the Board and, if approved, immediately notify the Interest Group Chair and schedule the meeting on the master calendar. She will provide the Chair with the Interest Group policy.

9. Invited guests and prospective members may attend a maximum of two (2) general meetings. They may also attend up to three (3) different Interest Groups once. It will be the responsibility of the Interest Group Chair to notify the President-Elect of the guest's attendance, so there can be follow-up.

B. Guidelines

Since Interest Groups are such an important and vital component of AAUW Scottsdale, the Board recognizes the need to create guidelines to be sure that the process to become a member of an Interest Group is clear and fair for all concerned. New members and current members alike need to feel welcomed and included. The guidelines for Interest Groups are as follows:

1. It is recommended that each summer the Interest Group Leaders contact each member of their Interest Groups and ask her to "recommit" to the group by September 1st. This will enable each Interest Group to maintain a current and active membership list.

2. The preferred minimum size for an Interest Group before membership can be limited is 10-12 members. Each group can determine its own maximum number of participants and notify the President-Elect of that number. A group may remain active, but is encouraged to accept new members until it reaches its maximum. For each event, a hostess can determine the number of members she can comfortably host. As a courtesy to the hostess, participating Interest Group members are strongly requested to RSVP to the hostess.

3. If an Interest Group Leader is notified by Membership that a new member is interested in joining the group, it is the responsibility of the Interest Group Leader to call the new member with an invitation to join.

4. Each fall the Finance Vice President will notify the President-Elect (cc Membership Vice President) with the names of members who have NOT renewed their membership. The President-Elect will notify all Interest Group Leaders that "the following people have elected NOT to re-join AAUW Scottsdale this calendar year. Please remove them from your distribution list." It is the responsibility of the Interest Group Leader to inform any non-renewing member attending an Interest Group that she is ineligible to participate in the Interest Group until her membership is paid. If the Interest Group Leader is unwilling to do so, she will ask the President-Elect to contact the unpaid member regarding this matter. Since the International Relations Interest Group discussion calendar starts in or about February and continues until the book is completed, non-renewing members should be allowed to participate in the International Relations Interest Group discussions for that term. Additionally, the non-renewing members still may not participate in any other Interest Group or attend the general meetings. They also may not continue in the International Relations Interest Group (i.e. buy the books for the upcoming year) unless they pay their dues before the new books are ordered.

The International Relations Interest Group chair must confirm those dues have been paid before ordering the new books.

5. For Interest Groups that are open to couples/partners/significant others, the right to participate stays with the paid member. If the paid member decides to leave the Interest Group, the other person must either join AAUW (if eligible) or drop out of the group.

XI. NON-RENEWING MEMBERS

1. The Membership Vice President shall confirm through the Finance Vice President which members have not renewed.

2. During the spring Membership Drive, the Membership Vice President will contact any member who has not renewed to inquire about their renewal status.

3. If the non-renewing member confirms that she will not be renewing, the Membership Vice President shall immediately notify:

- a. the President
- b. the President-Elect
- c. the Interest Group Leader

4. Non-renewing members may not participate in any Interest Group or attend the General Meeting.

5. After the last Additional Dues Remittance (ADR) Form is submitted to AAUW National in November, the Membership Vice President shall generate an email listing all non-renewing members and request that they be removed from both Branch electronic distribution lists (e-Blasts and newsletters). This notification email shall be sent to:

- a. the Webmaster
- b. the Newsletter editor
- c. the Corresponding Secretary (for the Branch Member Directory)
- d. the Interest Group Leader
- e. the following officers shall all be copied on this correspondence: President, President-Elect, and Finance Vice President

XII. JOB DESCRIPTIONS for Elected Officers, Appointed Officers and Committee Chairs

Occasionally offices and committees may have two (2) persons acting as “co-officers”, in which case those involved will divide up the responsibilities of their position so as to ensure all responsibilities are covered. For further job descriptions, see the Bylaws of AAUW Scottsdale (AZ) Branch.

XIII. AMENDMENTS

A. At any regular meeting of the Board of Directors, a majority vote may amend these policies, procedures and job descriptions provided notice of said amendment(s) has been given in

writing to each member of the Board at least two (2) weeks prior to the meeting at which the vote is taken.

B. A two-thirds (2/3) vote is required to amend these policies, procedures and job descriptions, without previous notice, provided there is intervening business between presentation of the amendment(s) and voting thereon.

C. These policies, procedures and job descriptions are a supplement to the AAUW Scottsdale (AZ) Branch Bylaws and shall be in agreement with and subordinate to both the AAUW National, AAUW of Arizona (State) Bylaws as well as the Public Policy Programs.

Amended and approved:

April 1997

August 2010

May 2012

August 2014

May 2023