

Policies

American Association of University Women

Seaside Branch

Adopted April 9, 2016

PURPOSE: To provide guidelines for handling items not covered in Branch bylaws, thereby eliminating confusion and possible conflict.

FINANCIAL POLICIES:

1. **Contributions:** All contributions or gifts to the project of other groups or organizations must support our mission.
2. **State Convention and other state meetings:** Expenses of delegates shall be prorated according to the amount budgeted. Expenses for state meetings other than convention will only be covered if it has not been spent for state convention.
3. **Gifts and Honorariums:** Honorariums to outside speakers will be given in the form of a donated book to a local school or city library in the name of the speaker.
4. **Annual Budget.** The financial officer in cooperation with the Board shall prepare an annual budget at a summer planning meeting for presentation to the members at the September meeting (or first regular business meeting in the fall). Payment of non-budgeted items shall be made only upon majority vote of the board. The board may choose to refer it to the full membership.
5. **Memorials:** Memorial for a deceased member shall be a book given in her name to a local library. Books for memorials will be chosen by the book group.
6. **Branch Member dues:** Dues of Branch members shall correspond to fiscal year of national (July 1-June 30). Dues are set by state and national. Local dues are presently \$15. Affiliate member will pay half the total dues of state, national, and local dues.

MEETING SCHEDULES:

Regular meeting shall be held monthly unless otherwise specified by the board of directors. Board meeting shall be held at the discretion of the board no less than three times a year.

INTEREST GROUPS:

Interest groups may be formed by any number of organization members having a common interest. Meeting notices are published in Coastlines and the web site. Guests may be invited. Guests who regularly attend any interest group shall be expected to join the organization.

COMMITTEES:

1. Special committees may be appointed as needed to serve as long as deemed necessary.

2. The AAUW Funds named gift committee shall meet prior to the last regular meeting of the calendar year and: shall consist of the three last-named gift recipients to select a grantee: the senior member shall serve as chairman. If one or more of most recent recipients is not available, the president shall appoint a previous honoree. Announcement of honorees shall be made at the last regular meeting of the calendar year.

3. Seaside AAUW Scholarship Foundation will operate under the guidelines of their bylaws.

COMMUNITY AFFILIATES.

Members of the community who do not possess a degree from an accredited institution may participate in activities of the organization as community affiliates. They cannot become members of state and national AAUW and therefore are not added to official membership counts. However, they shall pay one/half of branch dues, State and National dues and may attend all branch functions. They may be appointed to committee chairs and unelected offices but may not hold elected office or vote on issues above the branch level.

COMMUNICATIONS:

Communications within the branch may be conducted by newsletter, website and directory.

Branch newsletter, *Coastlines*, shall be distributed prior to monthly meetings. The AAUW of Seaside, Oregon web-site will be maintained in order to give current information about our organization for members and other interested parties. The directory including all members and affiliates with mail and e-mail addresses and telephone numbers, yearly program, past presidents, AAUW honorees, shall be published and distributed to members in the fall.

AMENDMENTS TO POLICIES:

Amendments to the policies may be made with 30 day notice to members and following quorum requirements in the bylaws.