

POLICIES

AMERICAN ASSOCIATION OF UNIVERSITY WOMEN

SEASIDE BRANCH

Sept. 15, 2012

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 projects of other groups or organizations shall have exceptional educational or cultural value and shall be reviewed and approved by the board.

State Convention and Summer Board: Expenses of elected delegates shall be prorated according to the amount budgeted. Available monies shall be allocated to elected delegates only. Expenses shall include mileage, meals, room, and registration (based on state AAUW guidelines).

Delegates to convention are uninstructed.

3. Gifts/ Honorariums: Honorariums to outside speakers will be given in the form of donated children's book to a local school or city library in the name of the speaker. Books for speakers will be chosen by the book group.
4. Annual Budget. The treasurer, 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 simple majority vote of the board.
5. Memorials: Memorial for a deceased member shall be a book given in her name to a local library.
6. Branch Member dues: Dues of Branch members shall correspond to fiscal year of Association July 1 through June 30). Current dues including subscriptions are as follows:

Association	49.00
State	21.00
Branch	9.00 (increased to \$15 fall 2014)
Total	\$80.00

Dues will be automatically adjusted to reflect changes by the Association and/or State.
7. Dues Scholarship: A fund shall be established to provide a "dues scholarship" to a member who is unable to pay dues as determined by the president and treasurer.
8. Tax-Deductible Items: Contributions to **AAUW FUNDS and Seaside AAUW Scholarship Foundation** are tax deductible.
9. All Board members shall have a copy of the by-laws.

Meeting Schedules:

1. Regular Branch meetings shall be held the third Saturday during the months **September** through **May**, unless otherwise specified by the board. Programs are to be 30-40 minutes in length.

2. Board meetings shall be held at the discretion of the board no less than three (3) times a year.

Study Groups:

Study groups may be formed by any number of Branch members having a common interest. Meeting notices shall be published in *Coastlines*. Guests may be invited. Guests who regularly attend any study group shall be expected to join the Branch.

Committees:

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

2.. The AAUW Funds named grant committee shall meet prior to the last regular meeting of the calendar year and shall consist of the three last-named grant recipients to select a grantee or grantees; 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.

Community Affiliates.

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

Communications.

Branch newsletter, *Coastlines*, shall be distributed prior to Branch meetings. The Branch directory, including all members and affiliates with mail and e-mail addresses and telephone numbers, yearly program, past presidents, Educational Foundation honorees, shall be published and distributed to members in the fall. Members may opt out of having personal information published.

Amendments to Policies

Amendments to the policies of the Seaside Branch AAUW may be made at any regular meeting by a two thirds vote of those in attendance.