

This Policy/Operating Procedures document augments the American Association of University Women, Amador Branch Bylaws and provides guidance for the board as it performs its governing obligations.

The Policy and Operating Procedures were approved by a majority of the members of Board of Directors (Board) present. (It was first established that there was a quorum.) The Policy/Procedures can be amended or revised in the same manner.

Topics:

- **Board of Directors** (*Bylaws Article XI*)

Membership of the board shall consist of all the elected officers and appointed officers listed under in the *Bylaws Article VII, § 3 – Officers*. Standing committee chairs, deemed necessary to carry out the work of the branch by the President, will also be members of the board.

Voting Members – The elected and appointed officers, as well as the standing committee chairs, will be voting members of the board. All names of the members of the board will be listed in the minutes of the first meeting of the fiscal year. This list will be used as the basis for calculating the number of board members who must be present to constitute a quorum. *A quorum is equal to 50% of the board members. A quorum is required to conduct any formal board business. If board appointments are made after the first meeting, their names will be added to the list, and the number needed to constitute a quorum will change accordingly. . (Note: The bylaws stipulate that co-officers have just one vote between them.)*

The Bylaws, Article XI § 4 has provisions for **electronic voting** and the same quorum rules apply.

Agenda Items– Ten days prior to each board meeting the President shall contact all board members and solicit items for the agenda. Board members have five days to submit agenda items. A final agenda will be developed and sent to each board member by the President. It is the responsibility of the board members to bring a copy of the agenda to the meeting. Requests to add items to the agenda can be made at the meeting, but will be taken up by the board only if time permits, as determined by the President.

Board Meetings – Each board meeting will include:

- Approval of and/or amendments to, the minutes of last board meeting. *Minutes may be read at the meeting or*

distributed in advance.

- Treasurers report.
- Time for Branch members' input.
- Announcements and correspondence.
- Determine whether or not there is a quorum before official business can be conducted.
- Old and new business.
- Officer/chair reports.

Annual Outgoing and New Board Member Exchange is held in June, and is not open to the public or guests. Each outgoing board member shall provide an orientation for the new member who is slated to fill the position she is vacating. This orientation should be done prior to, the June Outgoing and New Board Member Exchange. Outgoing board members shall:

- Provide a written summary of the past year's activities and notes on any resources that have proven valuable.
- Initiate a dialog with the new office holder to discuss the nuances of the position.

- **Meetings** (*Bylaws, Article XI*)

A **general meeting** is any meeting where all members are invited.

- Selected general meetings may be open to the public. The board will decide which, if any meetings will be open to the public. Their decisions will be based on factors such as, a program content that is of general interest to the community, events that have the potential to attract new members, and fund raising activities.
- Members may bring guests to any general meeting.
- Potential members are always welcome at general meeting whether, or not, they are a guest of a member.

The annual membership meeting is the meeting where specific branch business must be conducted to include, but not limited to, the election of officers, presentation of the annual financial report and other business as stipulated in the bylaws

- Annual membership meeting shall be held before the end of the fiscal year.
- The annual meeting is open to members and invited guests only, and is not open to the public.

- **Fiscal** (*Bylaws, Article VI*)

Branch financial records shall be maintained consistent with generally accepted accounting principles.

Bank Accounts will be kept in a banking institution within Amador County.

- Accounts require three authorized signatures, the President, Treasurer and a board member appointed by the President.
- Checks require two signatures.

The following **financial records** will be **retained** for seven years:

- Bank reconciliations.
- Duplicate deposit slips.
- Cancelled checks.
- General correspondence.
- Insurance policies (expired).
- Vouchers with receipts and invoices.

Any of the above **records older than seven years shall be destroyed** in a manner that will leave no trace of account numbers, names, or any other Branch or member information.

The following **financial records** will be kept permanently:

- General ledger.
- Cancelled checks for large payments (e. g. computer, sound equipment, etc.).
- Branch Charter.
- Chart of accounts.
- Financial statements.
- Tax returns.
- Audit Reports.

The budget will include only those **expenditures that are consistent with the purposes of AAUW Amador Branch** (*Bylaws, Article III*).

The budget process should **maintain flexibility** to accommodate expenditures which are anticipated, but that by the time the budget is finalized still have uncertain costs, i.e., speakers fees and expenses, site rental fees, insurance, etc. This policy suggests that a separate or miscellaneous budget category be included to cover such expenditures.

The Branch shall maintain a reserve account of no less than the sum of the Branch operating expenditures for the prior two fiscal years, and no greater than the combined operating expenditures* for the three prior fiscal years. The reserve account should be calculated after the budget, beginning each year on July 1 and ending the following year on June 30, has been drafted. The board will take up the issue of the reserve account at the first board meeting of the new fiscal year. If the reserve exceeds the maximum allowable reserve, the budget will be modified accordingly to expend more money on the Branch's stated purposes. The board may also decide to expend any of the reserve funds that exceed the minimum allowable reserve. If, on the other hand, the reserve has fallen below the minimum reserve, reductions in the budget must be made accordingly.)

(*Operating expenses do not include the cost of special activities and projects such as home tour, tech-trek, jr. high night, scholarships, etc. They do include expenses to fund Branch basic functions and supplies such as membership, insurance, EF assessments, directory, postage, stationery, newsletter, hospitality, programs, P.O. box rental and misc. expenses.)

(Example as of 5/07: using the above formula the minimum reserve {last 2 years} is \$4,528.73, the maximum reserve {last 3 years} is \$7,046. Money Market account presently holds \$7,421.)

Promotional materials for **fund raising events** must accurately reflect how the proceeds will, in fact, be expended.

The Board will consider **requests for funds by individuals or organizations** and one of the following actions will be taken: 1. The request will be turned down and a letter will be sent to the requesting entity, 2. A contribution will not be made with branch funds, but a notice will be put in the newsletter to give the members an opportunity to contribute and a letter will be sent to the requesting entity outlining the action taken, or 3. Agree to contribute Branch funds.

Gifts to AAUW will be deposited in the general fund, unless otherwise designated.

A reservation made is a reservation paid. A person who makes

a reservation for an event, and does not attend, has accepted the obligation to pay.

The Branch is committed to **support participation in the regional, state, national AAUW conferences. Such support will be** considered during the budget process. The President and/or other elected officers should be given priority.

Requests for reimbursement to cover/defray conference costs and expenses must be pre-approved by the board. All receipts must be presented with requests for reimbursement.

Purchases made on behalf of AAUW must have prior board approval- Selected board members, such as those responsible for programs, correspondence, the newsletter, directory, and hospitality, are allotted an operating budget and may spend within the constraints of that budget. Other purchases made on behalf of AAUW must first have board approval. Any member who makes an unauthorized purchase will become responsible for the expenditure.

A **periodic audit** will be called by the board. The State AAUW recommends an annual audit.

See by-laws Article X, § 8 regarding maintaining separate ledger for Legal Advocacy and Educational Foundation Funds.

Consult Position Description: Treasure.

- **Communication to membership**

- **The Newsletter and Website** are the primary modes of communication with the membership.

Newsletter Content:

- **Standard items** like board sponsored meetings, events, birthdays, interest groups – no approval needed.
- **Federal/State and other AAUW Branches'** information – President or appropriate officer decides.
- **All other organizations' Notices** – Board review and approval is required. (Notices submitted by AAUW members, who are also members of other Amador Co. organizations, will be giving priority – to the extent space is available.)

- **Time Sensitive Material** – President decides..
 - **Copies** of newsletter articles and announcements should be sent to the President for her information.
 - **The newsletter will be distributed** to every member, via email (unless a hard copy is requested) on or before the first of each month from September through June.
 - Member privacy is respected. Member information will be used exclusively for Amador AAUW Branch purposes.
 - **The newsletter will also be distributed** to State and National AAUW leaders and other Branches that request it.
- **Email** and the **phone tree** and will be used to disseminate information of a time sensitive nature. The phone tree and email can be utilized to: — inform members of important items that miss the newsletter deadline, — promote a function when there is a lower than expected response for functions requiring reservations •other occasions deemed necessary by the President.
 - **Interest group leaders** are part of the Branch communication system. Group leaders will make announcements at their regular meetings as requested by the President.
 - **Webpage** Content-refer to the *Newsletter Content* segment of this policy, as a guide until webpage specific policy is developed
 - **Communication with the Community**
 - **Webpage** will include information about Branch activities and events that are of interest to the community. The webpage will be used to invite the members of the community to participation in Branch events that are open to the public.
 - **Local and Regional Media** - Articles about public events and branch activities will be distributed to the local, and when appropriate regional, newspapers. The local TV and radio stations will also be tapped to promote AAUW events that are open to the public.
 - **Flyers** will be posted and distributed to increase community participation in selected AAUW events and activities.
 - **Ongoing presence of AAUW in the community** by participating in activities such as sponsorship of Candidate Forums for School Board elections, attending public board meetings in

support of issues that are consistent with our Branch's purpose. When appropriate, appoint AAUW board member(s) to serve on the board of other community organizations.

Interest groups are an integral part of the fabric of the Branch. These groups foster friendships and enrich the AAUW experience.

- **Membership** in interest groups must be open to all AAUW members. If a group gets too large to function effectively or outgrows its meeting sites, the group must devise a way to make such an interest group open to all. Groups may choose to divide the group, commit to organize a new group, or devise some other method to provide access to a group with the same or similar focus.
- **Potential members** should be welcomed at interest group meetings and may attend any interest group, up to 3 times, before paying dues and joining the branch.
- **Forming a new group.** Any member, in good standing, may propose the formation of a new interest group. A member who intends to start a new interest group must notify the board of her intent. Notice can be given either in writing or in person at a board meeting.
- **Responsibilities of interest group chairs** include, but are not limited to, getting notices to the Newsletter Chair in a timely manner and coordinating intra-interest group communication and activities.
- **Stats on Interest Group participation** will be collected starting with the 2006-07 year. Interest group chairs will be asked to provide the number of members in the group, the number of meetings and any notable activities. This information will be sent to the president forwarded to the historian to be kept with the archives.

Definitions:

The **Association** is the national organization of the AAUW.

The **State** is the California organization of the AAUW.

The **Branch** is the local organization of AAUW.

Adopted 5/18/06, Amended 5/17/07, Revised 10/15/09