



## **Policies and Procedures 2021 (Board Approved 011321)**

**POLICY STATEMENT:** The purpose of this document is to provide clarification of the duties, responsibilities and operational procedures that govern AAUW Capital (NV) Branch that are not addressed in the branch bylaws.

### **BRANCH DUES:**

The payment of branch dues shall be consistent with National AAUW timelines.

- A. AAUW Capital (NV) Branch dues comprise National, State and local branch.** Ongoing member dues are to be payable no later than July 1 (**AAUW fiscal year is July 1 - June 30**). Non-paying members shall be removed from the roster after November 30.
- B.** Members joining Capital branch between March 16 and June 30 shall pay full 12-month price for a 15-month membership.
- C.** Transferring members from another in-state branch shall pay branch dues; transfers from out-of-state branches shall pay state and branch dues.
- D.** Honorary 50-year members are encouraged to pay branch dues.
- E.** Life members who are self-funded shall pay state and branch dues.

### **NOMINATIONS AND ELECTIONS:**

**Nominating committee qualifications.** A member of the branch may be on the nominating committee if she has been an active member of the branch for at least two (2) years.

### **BOARD OF DIRECTORS**

As noted in our Branch Bylaws, the Board of Directors provides guidance and administration of branch programs and activities. The terms of office are defined as two years and each office may be filled by an officer or co-officers. It is also noted that no officer shall hold more than one office at a time.

**Sustainability –** The AAUW Capital (NV) Branch has adopted a policy of having co-officers in all major elected officer positions. The co-officers will have staggered terms of office, allowing for one co-officer to be in their first year of their two-year term and the other to be in their second year of the two-year term. Also, as noted in our bylaws, an officer may be elected to serve an additional term.

### **DUTIES AND RESPONSIBILITIES OF BRANCH ELECTED AND APPOINTED OFFICERS**

#### **Elected officers:**

- A. President/Administrator(s)** provides overall administration of the branch. President/Administrator is responsible for conducting the business of AAUW in the branch and develops, implements, and oversees all AAUW activities in the branch and community. The President/Administrator is the official spokesperson and representative for the branch.
- B. Program Vice-President(s)** develops and implement programs that promote the mission of AAUW – advancing equity for all women and girls through research, education and advocacy. Branch programs

should offer information and/or action ideas that are relevant to the needs, interests, and level of commitment of the branch members.

- C. Membership Vice-President(s)** oversees efforts to recruit and maintain an active membership base. Additionally, the MVP encourages the involvement of members in a variety of branch activities.
- D. Co-Recording Secretary(ies)** is responsible for recording and maintaining minutes of all board and membership meetings.
- E. Corresponding Secretary** is responsible for acknowledging the support of individuals and groups who support the work of AAUW Capital (NV) Branch by presenting programs or providing contributions in support of our fundraising events. She also distributes branch information to those members without email access. Additionally, notes of concern and appreciation to individual members may be provided.
- F. Co-Treasurers (aka Finance Officers)** are responsible for collecting, distributing, and accounting for the funds of the branch and for meeting specific reporting deadlines. **Additionally, they shall maintain a branch inventory of supplies and materials used by the branch for meetings and events.**
- G. Immediate Past-President** may serve on the board in an advisory capacity for 2 years.

#### **Appointed Officers:**

- A. The Interest Group Coordinator** is the liaison between the Branch, the Board of Directors, and the individual Interest Groups. Interest groups provide the opportunity for members to socialize according to their needs and interests while promoting the mission of AAUW.
- B. The Public Policy Co-Chairs** represent AAUW's public policy priorities to our branch members, elected and appointed officials, the public and the media. They also oversee voter education and turnout campaigns for the branch.
- C. The Publications Chair** is responsible for overseeing the branch's internal communications activities: primarily the newsletter and webpage and membership directory.
- D. Scholarship Committee Co-Chairs** are responsible for not only promoting the branch's scholarship awards program to high school students but also for the selection process.
- E. Fundraising Event Co-Chairs** are responsible for overseeing the specific event for which they are responsible. These responsibilities are 1) organizing the logistics for their specific event and 2) keeping the board and membership informed as to opportunities for involvement by members.
- F.** Additional officers may be appointed as needed to ensure branch priorities are implemented.

#### **FINANCIAL ADMINISTRATION:**

##### **Financial records review and timing**

- A.** The Treasurer (Finance Officer) shall provide a final financial report including income, expenses, and financial assets to the outgoing and incoming Board members by August 1.
- B.** A complete financial review shall occur biannually, preferably at the end of a Treasurer's term. The president shall identify a branch member who will perform this service.
- C.** Regular financial updates will be provided at each of the Board Meetings.

##### **Annual Budget Development**

- A.** The Annual Budget will be adopted at the branch's annual business meeting.
- B.** Branch operating expenses will include basics such as insurance, printing of information for members, and postage for thank you notes.
- C.** Funds for community events such as collaborating with League of Women Voters, Nevada Women's Lobby and other public policy functions will be outlined in the budget.
- D.** Fundraising activities will be implemented to raise funds to support branch activities related to achieving gender equity. The direct costs of these fundraisers will be deducted from the income raised to identify the amount of funds available for branch philanthropic activities the following year.

- E. The net funds received from the branch's fundraising activities will be used to determine the amount of funding available for local scholarships, financial support for national AAUW Greatest Needs programs and implementation of national priorities at the local level.

**Reimbursement of officers for convention expenses** Officers are encouraged to attend state and National AAUW conventions, but no financial support is available. **Do we want to consider offering a small amount to cover conference registration and travel? (not to exceed \$xxx - \$200?) Suggested by NV State President**

**Use of budgeted funds.** Budgets for Capital Branch programs and activities shall be spent on those activities align with the Branch's Strategic Plan.

**Expense Reimbursement.** Members who are purchasing items with personal funds as part of their AAUW responsibilities shall complete an expense reimbursement and submit it to the Branch Treasurer on a timely basis. The branch member may choose to be reimbursed for items within the allocated budget. However, should they choose not to be reimbursed, they may note PRO BONO on the reimbursement form.

Inventory Tracking: Further discussion required.

### **LOCAL SCHOLARSHIP GUIDELINES**

- A. Counselors at Carson High School, Dayton High School and Pioneer High School will receive notification of the scholarship program in February. Scholarship applications will be available at each high school with completed applications due to AAUW by the end of March for consideration.
- B. The student(s) must plan to attend a 4-year accredited Nevada university or college or 2-year accredited college in Nevada.
- C. The number of scholarships awarded each year will depend on the funding available. However, the historical "standard" as been 2 for graduating high school seniors and 1 for WNC.
- D. Scholarship support for a student pursuing Technical Certification will be considered. (**pending**)
- E. A selection committee composed of branch members will be recruited for the screening of the scholarship applications. Selection will be based on academic achievement, career goals, activities, and community involvement. Financial need will be given consideration.
- F. WNC Foundation staff will select an appropriate scholarship recipient based on the criteria AAUW Capital (NV) Branch has provided them.
- G. Minimum scholarship award is \$1,000 per student. The scholarship monies are sent to the college/university in the name of the student. The student's account is debited each semester. If the student does not have a minimum of **2.0** GPA at the end of the first semester, the second payment will revert to the branch from the college/university depending on their guidelines.

### **AAUW FINANCIAL SUPPORT**

- A. A portion of the net proceeds from the branch fundraising activities is allocated for a branch contribution to one of three AAUW Greatest Needs Funds.
- B. The amount allocated as our National contribution will be determined during the development of the fiscal year annual budget.
- C. Capital Branch shall meet the recommended contribution of \$30 per capita.
- D. Although it is not required, the branch typically gets the endorsement of the membership for the specific designation.

### **AAUW CAPITAL (NV) BRANCH COMMUNITY SUPPORT PROJECT FUNDING**

- A. A portion of the net proceeds from the branch fundraising activities will be allocated for funding a local community project(s) which helps address AAUW Strategic Plan objectives.

- B. These projects may include collaboration with other groups related to public policy events and advocacy training for members.
- C. Additionally, AAUW Capital (NV) Branch will collaborate with other agencies to support local programs which encompass our public policy guidelines.

## **MEETINGS:**

**Guests at general meetings and interest groups:** Prospective members may attend two (2) meetings before membership compliance shall be required.

**Member companions:** When assistance is required by a member to attend a meeting, a non-member may accompany the member with limited participation.

**Meal reservations:** When required by the restaurant or caterer, members are responsible for their meal cost if they made a reservation and were unable to attend the meeting.

## **PUBLIC POLICY:**

### **Campaign and candidate endorsements**

- A. The branch shall not endorse any candidate for public office, nor participate or intervene in any political campaign on behalf of or in opposition to any candidate for public office.
- B. Specifically, the branch may contribute neither money nor anything of material value to candidates for elective office, partisan, or non-partisan.
- C. The branch may not accept paid political announcements for inclusion in AAUW publications or social media.
- D. Individual members may not speak at Branch meetings or in the newsletter in support of or in opposition to a candidate either partisan or non-partisan.

### **Outside organizations and coalitions**

- A. When joining with other organizations in a coalition, the branch must retain control of the use of the name AAUW. The objectives of the coalition must not conflict with the AAUW Mission Statement.
- B. Financial support may include payment for dues to the other organization or a commitment to participate in the on-going financial support of the common objective.
- C. The decision to join the coalition and the amount of financial support must be approved by the board.

**Current Bylaws, Policies and Procedures, and Strategic Plans:** All branch members may access these documents on the Branch website.

## **SOCIAL MEDIA POSTING GUIDELINES**

These guidelines pertain to AAUW Capital (NV) Branch Facebook and other social media platforms, including the branch website. (Adopted by board 030117)

- Content shall be of interest to current and prospective branch members OR promote our fundraising events which are open to the public.
- Postings should have one or more of the following attributes:
  - AAUW content specific to our Capital (NV) Branch
  - Must be directly related to AAUW mission and public policy
  - May be reprinted from AAUW National postings

- Information about Branch fundraising events
- Information about Scholarship award recipients
- Promotion of Community Action/support Programs and Projects
- AAUW Capital (NV) Branch legislative action
- Photos of AAUW Capital (NV) Branch activities
- DO NOT POST...
  - Anything endorsing a political party or political candidate
  - Anything that could be offensive based on race, creed, sexual orientation, gender identify, national origin, religion, disability, age, or any similar grounds
  - Anything that is NOT in line with AAUW's mission