



## **Policies and Procedures 2025**

**(Board Approved 3.26.25)**

### **POLICY STATEMENT:**

The purpose of this document is to provide clarification of the duties, responsibilities and operational procedures that govern AAUW Capital (NV) 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) dues comprise National, State, and local branch. Ongoing member dues are renewed annually on the individual renewal date. **(AAUW fiscal year is July 1 – June 30)**
- B. Members shall pay state and branch dues.
- C. Honorary 50-year members are encouraged to pay branch dues.
- D. Life members who are self-funded shall pay state and branch dues.

### **CURRENT BYLAWS, POLICIES & PROCEDURES, AND ANNUAL BRANCH GOALS:**

All branch members may access these documents on the branch website.

### **NOMINATIONS AND ELECTIONS:**

**Nominating Coordinator and Committee Qualifications:** A member of the branch may be on the nominating committee if they have 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 Board is ideally comprised of 5 Elected Officers (“Officers”) and 5 Directors (“Past” Officers). Officers are elected for a one-year term and then continue to serve on the Board as a Director (“Past” Officer) for an additional year. If the Elected Officer is unable to remain on the Board for a second year, then the President may appoint another “Past” Officer to the Board. No officer shall hold more than one **required** office (President, Recording Secretary, Treasurer) at a time.

**SUSTAINABILITY:** Elected Officers serving an additional year on the Board as a Director (“Past” Officer) provides sustainability.

## DUTIES AND RESPONSIBILITIES OF THE BRANCH BOARD

### Elected Officers:

- A. President:** Provides overall administration of the branch. President 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 is the official spokesperson and representative for the branch.
- B. Program Vice-President:** Develops and implements 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. The Program VP maintains the Planning Calendar.
- C. Membership Vice-President:** Oversees efforts to recruit and maintain an active membership, encourages the involvement of members in a variety of branch activities, orients new members, and sends branch-wide communications.
- D. Recording Secretary:** Records and maintains minutes of all board and membership meetings. Ensures that Minutes are posted to the branch website.
- E. Treasurer (Finance Officer):** Collects, distributes and accounts for the funds of the branch and for meeting specific reporting deadlines. **Additionally, the Treasurer shall maintain a branch inventory of supplies and materials used by the branch for meetings and events.**

### Directors (“Past” Officers):

Directors shall provide guidance, organizational knowledge, and mentorship to Elected Officers. To fill vacancies, any past Capital Branch elected officer, or a branch member who has served as an officer in a different AAUW affiliate, may be appointed by the President to serve on the Board as a “Past” Officer Director, regardless of specific job title; this helps ensure that there are five “Past” Officer Directors on the Board.

## DUTIES AND RESPONSIBILITIES OF BRANCH ACTIVITY COORDINATORS

Branch Activity Coordinators are appointed by the President as needed. Coordinators provide written updates about their activities for Board Meetings and as requested by the Board. Coordinators advise and inform the Board and are invited (but not required) to attend Board Meetings. The following is a list of Coordinators that are generally needed to ensure branch activities are completed:

- A. **Corresponding Secretary** is, at the request of the Board, responsible for sending notes of concern and appreciation to individual members, and other notes as needed.
- B. Any **Past-President** may serve as a Coordinator to mentor the Board and/or provide guidance.
- C. **Interest Group Coordinator** is the liaison between the Branch, the Board of Directors and the Interest Groups. Interest Groups provide the opportunity for members to socialize according to their needs and interests while promoting the mission of AAUW.
- D. **Public Policy Coordinator** represents AAUW's public policy priorities to our branch members, elected and appointed officials, and the public and media. They also oversee voter education and turnout campaigns for the branch.
- E. **Scholarship Coordinator** is the branch liaison with the Nevada Women's Fund, ensuring the proper administration and selection of our High School scholarships. The Coordinator also liaisons with WNC to communicate about the administration and selection of our WNC scholarship.
- F. **Publications Coordinators** are responsible for overseeing the branch's internal communications. We generally have a Newsletter Coordinator and Directory Coordinator
- G. **Social Media Coordinators** are responsible for posting relevant and current AAUW-related content on the branch's social media outlets. We generally have a Webmaster, Twitter Coordinator, and, at times, a Facebook Coordinator.
- H. **Pecans Fundraiser Coordinator** is responsible for ensuring an effective pecan sales campaign.
- I. **Spring Fundraiser Coordinator** is responsible for ensuring an effective spring fundraising campaign.
- J. **Events Coordinator** is responsible for planning and organizing branch events such as the annual member brunch in September and the annual Scholarship Luncheon in May. The Coordinator books and manages the venue and caterer, coordinates with the Board on the event Agenda, and ensures the venue is decorated as needed.
- K. **Nominating Coordinator** is responsible for developing a slate of officers to be elected to the board for the upcoming fiscal year. The slate of officers shall be presented to the Board for approval prior to the annual business meeting and then voted on by membership at the annual business meeting.

## **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 the relevant fiscal year. 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.
- D. The Treasurer ensures that a 990 tax form is filed through AAUW National for federal taxes.
- E. The Treasurer ensures that all proper documents are filed with the Nevada Secretary of State.

### **Annual Budget Development**

- A. The Annual Budget will be adopted at the branch's annual business meeting.
  - 1) The **Operating Budget** is funded by membership and unrestricted donations; it covers the branch's day-to-day expenses.
  - 2) The **Dedicated Budget** is funded by branch fundraisers and restricted donations; it covers mission-based expenses such as scholarships, donations to collaborative partners such as Sierra Nevada Forums, AAUW Greatest Needs Funds, and STEM projects.
- 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 Sierra Nevada Forums, 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 Fund and implementation of national priorities at the local level.

**Reimbursement of officers for convention and conference expenses:** Officers are encouraged to attend state and National conferences and conventions. No financial support is available.

**Expense Reimbursement:** Members who purchase items as part of their AAUW responsibilities shall complete an expense reimbursement form (provided by the Treasurer) 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.

## **GUIDELINES FOR BRANCH SCHOLARSHIPS**

The number of scholarships awarded each year will depend on the funding available. However, the historical “standard” has been two (2) for graduating high school seniors and one (1) for WNC.

### **A. The branch funds two (2) scholarships to local high school students.**

- a. These scholarships are administrated by the Nevada Women’s Fund (“NWF”) on an annual basis.
- b. The NWF collects applications and selects recipients, based on our branch criteria.
- c. NWF notifies the branch of the recipients’ names in April.

### **B. Requirements for Branch High School Scholarships:**

- a. High school students who attend Carson City County, Douglas County, and Lyon County high schools are eligible to apply for our scholarships through the NWF website.
- b. Scholarship recipients must have a minimum GPA of 3.0. They are required to write essays as part of the NWF process.
- c. Scholarship recipients must plan to attend a 4-year accredited Nevada university or college or 2-year accredited college in Nevada.

### **C. Funding for Branch High School Scholarships:**

- a. NWF requires a minimum award of \$2,000 per scholarship.

### **D. The branch funds one \$1,500 scholarship to a student at Western Nevada College.**

- a. The scholarship recipient should be a returning student.
- b. Historically, the scholarship recipient was a woman, however current Title IX requirements prohibit gender specification.
- c. WNC Foundation Staff will select an appropriate scholarship recipient based on the criteria provided by our branch.
- d. Typically, WNC sends a letter to the Scholarship Liaison soliciting funds in March and a recipient is selected by September.

## **FINANCIAL SUPPORT FOR AAUW NATIONAL**

- A. A portion of the net proceeds from the branch fundraising activities is allocated for a branch contribution to AAUW National’s Greatest Needs Fund. This donation is a long-time tradition of the Branch.
- B. The amount allocated as our contribution to AAUW National will be determined during the development of the FY annual budget.
- C. Capital Branch shall meet the recommended contribution of \$30 per capita. This level of funding is traditional and meets the eligibility requirements for the Advancement Star for AAUW National’s 5 Star Program.
- D. Although it is not required, the branch typically gets the endorsement of the membership for the specific designation.

## **FINANCIAL SUPPORT FOR COMMUNITY PROJECTS**

- A. A portion of the net proceeds from the branch fundraising activities may be allocated for funding a local community project(s) which helps address AAUW Public Policy objectives.
- B. These projects may include collaboration with other groups related to public policy events and advocacy training for members.
- C. Past projects have included WorkSmart, Envirolutions (STEM), Nevada Women's Lobby (Grass Roots Lobby Days), Sierra Nevada Forums, and local candidate forums.

## **PUBLIC POLICY**

AAUW Capital (NV) is a **501(c)4** – this means that donations to the branch are **not** tax deductible and prohibits the branch from sponsoring political candidates.

### **Prohibitions on 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 not 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, 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 be in 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.

## **SOCIAL MEDIA POLICY** (Adopted by the Board 3/1/17)

### **Social Media Posting Guidelines**

These guidelines pertain to the branch website and all AAUW Capital (NV) social media platforms, such as Facebook and Twitter.

- **Postings shall have one or more of the following attributes:**
  - AAUW content specific to AAUW Capital (NV)
  - 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 Projects
  - AAUW Capital (NV) legislative action
  - Photos of AAUW Capital (NV) activities
- **DO NOT POST:**
  - Anything endorsing a political party or political candidate
  - Anything that could be offensive on the basis of race, creed, sexual orientation, gender identity, national origin, religion, disability, age, or any similar grounds
  - Anything that is NOT aligned with AAUW's mission