



## Branch Insurance Q & A

### 1. Why does the branch need insurance?

All California Branches are required by AAUW CA Policy Section 1000: Financial Administration, Policy 1005, to participate in the state directors and officers and liability insurance program. This protects the state and branch elected officials from being held personally responsible for actions or accidents occurring at or related to AAUW events.

### 2. Who bills us and how much do we pay?

The state office will bill branches for the cost of their insurance coverage each year. The branch's share of the total premium is determined based on branch membership as of February 1 of the prior AAUW Year. The insurance policy is effective July 1 and covers through June 30, a 12-month period in alignment with our fiscal year. The payment due date is set each year by the CFO. (For more information, see the document about "Branch Assessments and How They Are Calculated" in the Finance Section under Branch Support.)

### 3. What does the liability insurance cover?

The liability insurance protects the directors and officers of AAUW CA as well as the Branch Elected Officers from being sued personally. For instance, Branch A is holding a membership tea at a local restaurant. If someone at the tea falls and is injured, our liability insurance protects the branch and its officers from being sued for medical expenses. In order for the person to receive payment for their medical expenses, the injured party has to sue the facility for recovery of costs associated with the injury. The Branch **SHOULD** request a Certificate of Insurance for each event, but it is covered if one is not requested.

### 4. What do we do if we hold an event in a personal residence?

The homeowners insurance is the first level of coverage. Any accident or property damage that occurs must be reported to the homeowners insurance for payment. The Branch **SHOULD** request a Certificate of Insurance for each event, but it is covered if one is not requested for amounts over and above that of the homeowners insurance.

### 5. What happens if we are transporting members to an out of town event and we have a car accident?

AAUW has coverage for **non-owned, hired and borrowed** automobile coverage. Generally, the members' coverage is primary but in the event of a loss and the members coverage is exhausted, AAUW coverage would then "kick-in" over and above the members coverage up to the policy limits, if it were an AAUW sponsored event. If the vehicle is **member-owned**—then the coverage is limited to that of the member's personal car insurance.

### 6. What is Directors and Officers Insurance?

**D&O liability insurance** indemnifies **directors and officers** of **nonprofit** organizations for damages and defense costs arising from lawsuits alleging various "wrongful acts." **D&O** liability policies cover all **directors, officers**, employees, including staff, volunteers and committee members.

### 7. What if our branch needs additional coverage?

Please contact the CFO at [cfo@aauw-ca.org](mailto:cfo@aauw-ca.org) with what additional insurance you may need. She will obtain a quote from our insurance broker for you. The cost of this insurance will be billed directly to your branch.