



**American Association of University  
Women of the State of California, Inc.**

# **POLICIES AND PROCEDURES**

**April 2017**

# AAUW CA POLICY TABLE OF CONTENTS

## Introduction

	<u>Last Updated</u>
<b>Section 100: Management</b>	
101 Office and Office Manager	April 2013
102 Equipment	April 2013
103 Interbranch Councils	July 2016
104 Conflict of Interest	April 2013
Conflict of Interest Disclosure	
105 Form Internet Guidelines	April 2014
106 Publications	April 2013
107 Release of Member Information to Third Parties	October
Sample Mailing Label Request	
108 Form Strategic Plan	April 2013
109 State Projects	July 2014
110 Annual Report and Disclosures	April 2013
111 Resolutions	October 2015
<b>Section 200: Purpose</b>	
201 Purpose	April 2013
<b>Section 300: Use of Name</b>	
301 Use of Name and Logo	April 2013
<b>Section 400: Membership</b>	
401 Membership Categories and Dues	January
402 Suspension or Termination of Membership	April 2013
<b>Section 500: Nominations and Elections</b>	
501 Nominations	April 2015
502 Elections	October
Candidate Acknowledgement of Campaign Rules Form	
<b>Section 600: Officers</b>	
601 President	October
602 President-Elect	May 2013
603 Vice President	July 2014
604 Chief Financial Officer	July 2016
605 Secretary	July 2014
606 Resignations/Removals and Filling Vacancies	April 2013
<b>Section 700: Board of Directors</b>	
701 Directors Composition, Responsibilities and Powers	October
702 Board Meetings	April 2013
703 Resignations/Removals and Filling Vacancies	April 2013

**Section 800: Executive Committee**

	<u>Last Updated</u>
801 Executive Committee Composition & Responsibilities	April 2013
802 Executive Committee Meetings	April 2013

**Section 900: Committees and Appointments**

901 Committees, Appointments and Chairs	October
902 AAUW Funds Committee	July 2016
903 Branch Support Committee	July 2016
904 Communications Committee	October
905 Development and Marketing Committee	April 2013
906 Finance Committee	October
907 Internal Audit Committee	April 2013
908 Governance Committee	October
909 Leadership Development Committee	October
909.4 Leader-on-Loan Program	
910 Membership Committee	October 2013
910.4 Diversity Representative	
910.5 College/University Partners Subcommittee	
911 Nominations and Elections Committee	July 2014
912 Program Committee	July 2016
912.4 International Advocacy Representative	
912.5 Financial Literacy Representative	
912.6 Gender Equity in Education Representative	
913 Public Policy Committee	October 2015
913.4 Legislative Advocate	
913.5 Coalitions	
914 State Projects Oversight Committee	April 2013
915 Meetings Planner	July 2016
916 Convention Manager & Local Arrangements Chair	July 2016
917 Parliamentarian	April 2013
918 Assistant to the President	October 2013

**Section 1000: Financial Administration**

1001 General Fund Budget	April 2013
1002 Bank Accounts	October
1003 Investment Policy	January
1004 AAUW Funds Assessment	July 2016
1005 Insurance and Risk Management	January
1006 Reimbursement Procedures	October
1007 Fundraising Guidelines	January
1008 Outside Funding	April 2013

**Section 1100: Meetings**

1101 Annual Meeting

July 2016

1102 Convention

July 2016

**Section 1200: Appendices**

1200.1 Tech Trek Policies

January 2017

1200.2 Speech Trek Policies

April 2016

1200.3 Personnel Policies

## **AAUW California Policies and Procedures Introduction**

The AAUW CA policies and procedures govern the day-to-day operations and administration of the state organization, as well as branch activities associated with statewide activities and projects. The policies clearly define decisions made by the AAUW CA governing body over time, and the procedures describe the steps that need to be taken to carry out these policies.

These policies and procedures are to be used in conjunction with the AAUW CA bylaws, which is the primary governing document of the corporation. At no time may the policies and procedures be in conflict with the national AAUW bylaws or public policy program, or the AAUW CA bylaws or public policy priorities.

The policies and procedures are reviewed annually and updated as needed to reflect current operations and business practices of the organization. These policies and procedures may be amended, suspended (for a specific purpose) or rescinded by a majority vote of the board of directors.

The policy sections have been organized to correspond with articles in the AAUW CA bylaws:

### **Policy Section**

100-Management

200-Purpose

300-Use of Name

400-Membership and Dues

500-Nominations and Elections

600-Officers

700-Board of Directors

800-Executive Committee

Committees and Appointments

1000-Financial Administration

1100-Meetings

1200-Supplemental Policies

### **Bylaws Article**

I. Name and Governance

II. Purpose

III. Use of Name

IV. Membership and Dues

V. Nominations and Elections

VI. Officers

VII. Board of Directors

VIII. Executive Committee 900-

IX. Committees

X. Financial Administration

XI. Meetings

Each policy within each section is dated with the most recent amendment date and the version, beginning with Version #01 from completely revised policies approved by the board in April 2013.

Please note that the American Association of University Women of the State of California, Inc. is referred to as AAUW CA, or the state; the AAUW CA board of directors is referred to as board, or directors; and the AAUW CA president is referred to as president.

These policies and procedures are exclusively for the use of AAUW CA.

### **AAUW CA Governance Committee**

## **Policy 101 – Office and Office Manager**

### **101.1 Office**

AAUW CA maintains an office in Sacramento. The office centralizes and administers state business as appropriate. The AAUW CA president oversees the office. The executive committee of the board of directors serves as the personnel committee.

The state president has overall responsibility for and must sign leases, agreements and/or contracts. Prior to their initial signing or renewal, all leases, agreements and/or contracts related to office operations will be reviewed by the president and chief financial officer (CFO) to ensure that best business practices are in place for the administration of the office and its related functions/facilities/equipment.

### **101.2 Office Manager**

The office manager supports AAUW CA's mission and vision through the delivery of services to state officers, branches and members.

The office manager shall be an at-will employee of the corporation and may not accept outside employment without the express approval of the board.

Subject to the supervisory powers of the board and the president, the office manager shall:

1. Be responsible for day-to-day administrative functions, including but not limited to, providing general information to members, prospective members and the public; producing and distributing regularly scheduled communications and mailings of the state not handled by the communications committee of the state; and providing bookkeeping functions that support the financial operations of the state.
2. Maintain a master file of branch documents and state files (e.g. minutes, resolutions, history, public policy, archives).
3. Maintain an asset list and files of letters of agreement for equipment use. (See Policy 102-Equipment)
4. Serve as the assistant secretary of the corporation, and perform all duties delegated by the secretary, subject to the general oversight of the secretary.
5. Serve as the assistant Chief Financial Officer (CFO) of the corporation, and perform all duties delegated by the CFO, subject to the general oversight of the CFO.
6. Perform any other powers and duties as may be authorized or required by the board, any committee, or the president.

## **Policy 102 – Equipment**

### **102.1 AAUW CA Assets**

AAUW CA owns/leases equipment for the performance of AAUW CA business. Owned/leased equipment is tracked as part of AAUW CA's assets. The asset list is maintained by the office manager in consultation with the president and CFO.

### **102.2 Loaning Equipment**

Equipment may be made available for loan to board members for use during their term. Board members who borrow AAUW CA equipment must sign a letter of agreement. The letter of agreement will include terms of the loan including responsibility for maintenance and protection of the equipment from damage or loss. Copies of the letter of agreement will be maintained by the board member and the office staff.

## **Policy 103 - Interbranch Councils (IBCs)**

### **103.1 Purpose**

Interbranch Councils are formed to focus on public policy and community action in accordance with AAUW and AAUW CA mission, purpose and the Use of Name policy in areas where two or more branches exist. IBCs exist to:

1. Foster communication among branches.
2. Encourage multi-branch activities.
3. Alert branches to act on intercity or inter-county issues.
4. Establish positions on issues affecting the interbranch area.
5. Engage in activities that enhance and promote AAUW CA membership and program.

### **103.2 Organization and Structure**

Interbranch councils are composed of IBC officers, branch presidents or designated branch members, branch public policy chairs, state and AAUW team members, and all interested branch members.

Each interbranch council determines its dues, based on expected expenses (e.g., mailings, printing of minutes, membership in coalition organizations, publicity, meeting space costs) and anticipated income (if any) from other sources.

Each interbranch council has officers responsible for carrying out duties of the council.

Each interbranch council has its own governing documents, which would include, at a minimum, a policy sheet or set of standing rules. The AAUW CA governance committee and parliamentarian are available to help write or revise IBC governing documents.

Each interbranch council will establish a meeting schedule, determining a minimum number of meetings per year with options for the calling of special meetings, location(s) which would serve the membership for maximum representation, and who should be responsible for the hosting of meetings.

## **Policy 104 – Conflict of Interest**

### **104.1 Conflict of Interest**

1. Service on behalf of AAUW CA at any level and in any capacity carries with it important ethical obligations and legal responsibilities. Conflict of interest considerations affect all aspects of governance and fiduciary responsibility, not just financial accountability. The welfare of the organization must come before personal benefit. Concurrent service on multiple levels of AAUW, including but not limited to national, state, interbranch, and branch, carries with it the potential for conflicts of interest due to the competing interests of the various AAUW entities and projects. Concurrent service on boards of directors of multiple organizations carries a similar risk for conflicts of interest. AAUW leaders at any level are encouraged not to compromise their fiduciary responsibilities in this way.

2. Board members and committee members must actively seek to avoid situations and activities that create an actual or potential conflict between the individual's personal interests and the interests of the corporation. If a board member or committee member believes that a conflict exists relative to a particular issue being considered by the board or any committee, he or she shall disclose the conflict to the board or committee, as appropriate, and abstain from discussion or voting on the issue.
3. Both the fact and the appearance of a conflict of interest should be avoided. Board members or committee members who are unsure as to whether a certain transaction, activity, or relationship constitutes a conflict of interest should discuss it with the president, who will determine whether disclosure to the board or the assistance of legal counsel is required. The board or committee member shall abstain from discussion or voting on the issue and shall leave the room in which the meeting is being held. The minutes of the meeting shall reflect that the conflict of interest was disclosed and that the interested person was not present during the final discussion or vote, and did not vote. When there is doubt as to whether or not a conflict of interest exists, the matter shall be resolved by a vote of the body, excluding that individual.
4. AAUW CA directors and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or that could impair their ability to make impartial investment decisions. Employees and directors shall disclose to the president any material financial interests in financial institutions that conduct business within their jurisdiction, and they shall further disclose any large personal financial/investment positions that could be related to the performance of investments.
5. In the event an actual or potential conflict of interest is not disclosed in advance or at all, the matter shall be referred to the board for determination of continued membership or of the individual concerned.

#### **104.2 Definitions**

1. For purposes of this section, a "conflict of interest" means a situation in which a board or committee member is part of a discussion or decision by the board or a committee that has the potential to financially benefit that board or committee member or a member of that board or committee member's immediate family. "Immediate family" means spouse or domestic partner, children, parents, siblings, parents-in-law, or siblings-in-law. No officer, member of the board, appointed chair, project director or immediate relative shall realize any personal gain from her/his office.
2. Any of the following actions may result in a conflict of interest:
  - a. Acceptance of gifts, entertainment, services, loans, or promises of future benefits from any person who might benefit from said individual's relationship with AAUW CA.
  - b. Performing for personal gain, any service to a supplier of goods to the organization as an employee or consultant, or any other capacity that promises compensation of any kind.
  - c. Confidential material (rosters and personal contact information) acquired during service, shall not be used for personal advantage or shared with any other group, organization or business.
  - d. If director, appointed chair or project manager becomes a candidate for an employed position with AAUW CA, that person shall resign her/his volunteer position prior to submitting an application for employment.

#### **104.3 Disclosure Form**

Annually at the beginning of the AAUW program year each director, appointed chair, and project

manager shall sign the disclosure form regarding conflict of interest found appended to this policy (see next page).

## Conflict of Interest Disclosure Form

Any possible potential conflict of interest shall be disclosed in writing to the president by the individual concerned prior to engaging in conflict of interest action.

When any such conflict of interest is relevant to a matter requiring action by the board, the individual concerned shall call it to the attention of the president and such individual shall not vote on the matter. Moreover, the individual shall leave the meeting room and not participate in the final deliberations or decision regarding the matter under consideration.

The minutes of the meeting shall reflect that conflict of interest was disclosed and that the individual was not present during the final discussion or vote and did not vote. When there is a doubt as to whether a conflict of interest exists, the matter shall be resolved by a vote of the board, excluding that individual.

In the event that a potential conflict of interest is not disclosed, the matter shall be referred to the board for determination of the continued membership of the individual.

(Print name) I \_\_\_\_\_ understand the concept of a conflict of interest and declare that I have not knowingly been party to such a conflict that has not been previously disclosed to the president. I also agree to report any potential future conflicts of interest to the president prior to engaging in the action or activity.

Sign name \_\_\_\_\_

Date \_\_\_\_\_

## **105 – Internet Guidelines**

### **105.1 Purpose and Authority**

1. The AAUW CA website, [www.aauw-ca.org](http://www.aauw-ca.org), (herein referred to as the state website) and online communications provide information and services in furtherance of AAUW's mission to advance equity for women and girls through advocacy, education, philanthropy, and research. Content focuses on all aspects of AAUW at the state level in California, and is a benefit and service in furtherance of AAUW CA's nonprofit and tax-exempt status.
2. This policy is designed to maintain the integrity of AAUW CA on the World Wide Web and in other online communications and to avoid the use of AAUW CA's name in ways inconsistent with its image, mission, policies, and programs.
3. Any entity or individual who uses, accesses, or links to the state website—including logos, written content, photographs, graphics, video, and audio—is bound by this policy. Use of, access to, or linkage to the state website shall constitute acceptance of and agreement to be bound by the terms in this policy. AAUW CA has the right to restrict or revoke access to any entity or individual who violates any provision of this policy.
4. Any inquiries about the state website or this policy should be directed to [webteam@aauw-ca.org](mailto:webteam@aauw-ca.org) or [office@aauw-ca.org](mailto:office@aauw-ca.org).

### **105.2 Content of State Website**

State website content is developed by AAUW CA staff and leaders. The website is maintained by the AAUW CA communications committee and staff for the following distinct audiences:

1. AAUW members, including branch leaders, branch members, national members, college/university partners and student affiliates.
  - a. Content from the state website may be used in AAUW branch websites and online notices for AAUW activities. Standardized logos and placement specifications and rules on their use are provided through the member center at [www.aauw.org](http://www.aauw.org), the website of national AAUW, our parent organization.
  - b. Members may reprint materials in accordance with this policy provided that credit is given to the AAUW CA website and usage is consistent with AAUW's mission, policies, and programs.
  - c. Members who use the state website to market, sell products, or raise funds across state lines, including marketing, sales, and fundraising via the internet, need prior approval from AAUW CA.
  - d. Branch events may be added to the state website calendar page if the events are open to the public or multiple branches, a major branch fundraiser, or a collaboration with a college/university partner member or like-minded coalition organizations.

2. Office staff.
  - a. Staff may use the state website in publications, newsletters, online notices, and other materials in furtherance of AAUW's mission and consistent with policies and programs with the approval of the president.
  - b. The state website cannot be linked to or used for personal or professional financial or political gain.
3. Public and prospective members.
  - a. The state website will include a branch locator and links to California branch websites.
  - b. Members of the public are welcome to sign up for California Action Alerts to join their voices with AAUW CA members in pursuing public policy priorities.
  - c. Branch and state events that are fundraisers for AAUW and/or are open to the public.

### **105.3 Links**

1. The state website links only to branch, IBC, or national AAUW websites; related links from those websites; or the website of a board-approved coalition organization of national AAUW or AAUW CA.
2. Links other than those identified in 105.3(1) must be submitted to the Communications Committee Chair for approval to assure their content's adherence to AAUW's mission, program and policies. If, in the opinion of the Communications Committee Chair, the link may not meet that standard, it shall be submitted to the Executive Committee for approval prior to posting.
3. AAUW CA is not responsible for any content on sites or web pages linked from the state website. Since AAUW CA does not control those websites, individuals are encouraged to review the privacy and other policies posted on these third-party sites.
4. AAUW CA does not support or endorse any activities on third party sites that may not be consistent with AAUW 's mission, policies, and programs.

### **105.4 Privacy on the Website and Other Electronic Communications**

1. AAUW CA is committed to protecting the privacy of people who use the state website. Visitors to the state website remain anonymous, and AAUW CA does not attempt to obtain or retain personally identifiable information except as specifically stated.
2. Personally identifiable information may occasionally be requested, such as when a user sends a secure contribution or registers for an email list. Like many nonprofit organizations, AAUW CA obtains the names of potential supporters by renting membership lists of like-minded organizations and publications. Sometimes, instead of paying the rental fee, AAUW CA exchanges its list with another group's list for a single use approved by the board. By receiving mail from other similar groups, AAUW CA grows its programs and services.
3. Personal information in emails sent to staff or AAUW CA leaders will be used to answer questions, address problems or complaints, or otherwise improve service. Users should be aware that with any electronic communication, interception by unauthorized third parties is possible, so they may wish to transmit particularly confidential or sensitive information by regular mail instead.
4. The state website will publish personal information with the following guidelines/restrictions:

- a. Names will be hyperlinked to forward to personal email addresses with the permission of the individual. If desired, the individual can request an alias within the aauw-ca.org domain.  
For example, the president will have her/his name linked to email through statepresident@aauw-ca.org.
- b. Photos taken at AAUW events may be posted on the state website without the permission of the people appearing in the photo. When a photo has been posted, the names of those appearing in the photo may also be posted; but names will not be added to candid shots unless explicit permission has been received from those appearing in the photo.
- c. Anyone who objects to his/her contact information or picture being posted in this way may contact the director of communications or the AAUW CA president and the information/picture will be removed as quickly as possible.

### **105.5 Email lists**

1. The state communications committee and office manager will create and manage email group lists for branch and state leaders. Members will be subscribed automatically to those lists based on their leadership position(s).
2. State board and committee email groups are restricted to the members of those groups, but any AAUW CA member may request to be subscribed to the mail group lists used for branch broadcasts.

## **Policy 106 – Publications**

### **106.1 Membership Publications**

1. AAUW CA distributes a state newsletter, *California Perspective*, to each member three times a year. This publication is produced by the communications committee and distributed to members in print and on the state website. It provides news and information about the program, projects and activities of AAUW CA, and supports AAUW's mission. It also informs each AAUW CA member about elections and matters to be presented at state conventions or annual meetings. Funding for *California Perspective*, including publication and distribution, is an element of the AAUW CA budget.
2. The communications committee also produces a daily publication during convention sessions, *SnapShots*, providing news about convention activities. SnapShots is funded through the convention budget.
3. Advertisements in *California Perspectives* and/or *SnapShots* may be submitted by AAUW members, AAUW affiliated entities and AAUW coalition and marketing partners. The communications committee must approve advertising, and may reject any advertising incompatible with AAUW's mission. Advertisement rates and instructions are available from the AAUW CA state office. (See Policy 105-Internet Guidelines for information about website link advertising.)

### **106.2 Administrative Packets**

1. Branch administrative packets are prepared at the office in accordance with a schedule developed by the state president, and funded through the state budget. Packets may include letters by directors and committee chairs to their branch counterparts, a list of directors and committee

chairs, a work calendar and any items of information needing attention of the branches. The president must approve all information in the packet. All directors, appointed chairs, IBC chairs, and branch presidents shall receive a copy of each branch administrative packet. When more than one member shares officer or chair positions, each member shall receive a copy. Branches that have co-presidents will be entitled to two copies. It is the responsibility of directors to share the administrative packet information with committee members as appropriate.

2. The pre-convention packet contains items pertinent to conducting AAUW CA convention or meeting business and must be approved by the president, convention manager and meetings planner. The packet is produced and mailed from the office.

### **106.3 Special Publications**

1. Special publications that have specific goals or objectives, a limited term, and are not addressed elsewhere within the current AAUW CA program may be undertaken by AAUW CA.
2. An ad-hoc committee, appointed by the president, will receive, review and make recommendations regarding publication projects. The committee will submit recommendations to the finance committee regarding funding the publication project and request a specific budget allotment. The president will facilitate the approval and implementation of recommendations of the ad-hoc committee, including assisting in the development and execution of publications; review and approval final drafts of publications, reporting all publications recommended for approval by the ad-hoc committee to the board for authorization or approval and funding, naming a project manager responsible for implementing the publication project as approved by the board, monitoring the progress of the project, and receiving the final evaluation, and ensuring that all insurance, risk management, and legal requirements of a project are met.
3. Each publication project will be evaluated according to its relationship to the mission, purpose and priorities; proposed goals, objectives and timeliness; action plan, time frame, budget and evaluation procedures.
4. The *AAUW Style Basics* shall be followed and if appropriate, pagination shall be designed so that pages may be added or removed easily. A written proposal must be submitted for each new publication project.
5. A publication project begun but not completed in one fiscal year shall show reasonable progress in order to have continued funding for a second year; no incomplete project shall be funded for a third year.

## **Policy 107 - Release of Member Information to Third Parties**

### **107.1 Members Personal Information**

1. Personal information about AAUW CA members is confidential and subject to use of name constraints. Phone numbers and other contact information may be released only to coalitions of which AAUW CA is a member. The president and at least one other director must both give approval for such a release.
2. Branches wishing to release information about their members must adopt a release of member information policy. Branch counterpart phone numbers and other contact information may be released.

### **107.2 State Directory**

1. A directory of state and branch leaders is compiled annually at the state office from information

submitted by the branches and state leadership team. The directory is for the internal use of the membership and leaders, and must not be distributed or copied for any outside organization without written permission of the president.

2. Requests for permission to use parts of the directory for a one time informational mailing must be submitted in writing to the state office and approved by the president.
3. Use of the directory for any purpose that conflicts with adopted AAUW positions shall be considered misuse of name.

### **107.3 Reporting Requirements**

1. AAUW CA will comply with all legal and other reporting requirements. Information requests and other requirements imposed by AAUW CA insurance carriers as conditions of coverage and by government agencies responsible for non-profit organizations will be satisfied. All required legal forms and information for/about office staff will be filed in accordance with state and federal laws.
2. Donations made to AAUW Funds will be handled in accordance with all applicable IRS guidelines.

### **107.4 Mailing Labels**

1. Mailing labels may be made available for one time use to organizations whose goals, purposes and policies are compatible with those of AAUW. Mailing labels may be given or sold to an organization after a written request that details the purpose and content of the mailing is made to the state office, is reviewed by the state president and at least one other member of the executive committee, and is approved by the president and the member of the executive committee reviewing the request. Mailings that do not meet AAUW standards or these policies shall be rejected. The fee for providing mailing labels shall be set by the finance committee.
2. The mailing labels will be available for purchase by magazines, direct mail advertisers and other potential revenue sources within the following limits:
  - a. The publication or product must not be detrimental to women or society in general
  - b. The publication or advertiser must not promote societal conditions or political programs detrimental to women.
  - c. The purchase of the mailing labels by an advertiser does not constitute an endorsement of the product.
3. The mailing labels will be available for purchase by individuals:
  - a. For educational purposes providing the research or project is compatible with AAUW goals, purposes and policies. A synopsis of the project must be submitted to the president for review along with the request. The individual must agree to any additional conditions requested by the president.
  - b. For campaign purposes when seeking national AAUW elected office. (See Policy 502 on Elections concerning mailing labels for campaigns for state election.)
  - c. For other purposes subject to these general guidelines and to any additional conditions requested by the president.
4. Mailing labels will not be made available to candidates for public office.
5. The mailing list from which the labels are made consists of information compiled for the state directory as submitted by branches and state leadership team, excepting those who have asked to have names removed. A member may, at any time, remove her/his name from the mailing list. College/university partners will automatically be excluded from the list.

6. The office manager shall send a standard form to those requesting labels together with a cover letter stating that AAUW CA policy requires the end user to verify that the labels are not being used for purposes other than those specified by prior agreement and requiring that the form be signed and returned to the office prior to the shipment of labels.

Attachment: Sample mailing label request form



## Sample Mailing Label Request Form

**Consistent with AAUW California Policy 107-Release of Member information to Third Parties, section 107.4:**

*Mailing labels may be made available for **one time use** to organizations whose goals, purposes and policies are compatible with those of AAUW.*

Mailing labels may be released following review and approval by the state president and at least one other member of the executive committee. Any fee for providing mailing labels shall be set by the finance committee. Requests that do not meet AAUW standards or these policies shall be rejected.

### **Requesting Company or Organization**

**Name:** \_ **Contact person:** \_

**Address:** \_

**Phone:** \_

**email contact:** \_

**Request Date:** \_

**Need labels by:** \_

*What is the Purpose of your request for labels? Specifically describe your intent for this one time use:*

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❖ A copy of the proposed mail-out must be attached to this request. Labels will not be printed without a copy of the mail-out.

*The Label Format you receive will be:*

Jane Doe  
1234 Suffrage Street  
Sacramento, CA 12345

*Please choose one from one listing below:*

*Alphabetical Order* or  *Zip Code Order*

**Signature of State President /approval:** \_

**Printed Name:** \_

**Date:** \_

**Signature of executive committee member /approval:** \_

**Printed Name:** \_

Date \_

Request Denied by: \_  
Comments:

Date: \_

## **Policy 108 – Strategic Plan**

AAUW CA shall have a strategic plan. It shall be based on the AAUW mission and vision for AAUW in California. It shall include statements of goals and measurable objectives. It shall be for a specific time period (e.g., two years).

The board of directors has overall responsibility for the development and implementation of the strategic plan. A special committee of the board may be appointed by the president to develop the strategic plan. The plan shall be adopted by a vote of the full board at a regularly scheduled board meeting, and implemented as adopted.

Progress on implementing the plan will be reported to the membership annually. The board shall review and update or revise the plan annually.

The board shall encourage branches to adopt strategic plans.

## **Policy 109 – State Projects**

### **109.1 State Projects**

1. AAUW CA may establish special state projects that have specific goals or objectives, a limited term, and are not addressed elsewhere within the current AAUW CA program. These projects are established with the approval of the board of directors to support the AAUW mission. Specifically excluded are projects that support partisan candidates for office, or are of benefit solely to AAUW members or individuals.
2. Current state projects are: Tech Trek and Speech Trek.
3. The board must approve the annual budget for each project. If any AAUW member receives compensation and/or stipends from a state project, a listing of the members with dollar amounts shall be submitted to the executive committee for approval with the proposed budget.
4. The president shall sign all contracts and the CFO shall sign all vouchers that exceed budgeted amounts.
5. Any state project endorsed by the board of directors shall have a project coordinator, appointed by the president with executive committee approval.
6. Sponsored projects are covered by the insurance package; however, the project is responsible for obtaining and paying for any riders and rider premiums, for complying with any Sexual Abuse Victim Awareness training required by the insurers or others, and for satisfying any other matters as required by law.
7. A project begun but not completed in one fiscal year shall show reasonable progress in order to have continued funding for a second year; no incomplete project shall be funded for a third year. An ongoing project must be self-funded, not requiring support from the AAUW CA operating budget, by the end of the second year. If outside funding sources and/or fees are inadequate to continue its operation, the project shall be discontinued.

## **109.2 Establishing New Projects**

1. An application for a new project must be submitted to the state project oversight committee for each proposal requesting to be approved as an AAUW CA project. The application must include:
  - a. Goal or purpose of the project and expected outcomes.
  - b. Description of the project.
  - c. Whom it will serve.
  - d. Proposed budget detailing revenue and expenses.
  - e. Number of members and community partners involved.
2. The state project oversight committee will evaluate the application and make its recommendation to the board. (See Policy 914-State Project Oversight Committee.) The board will determine eligibility based upon the following minimum criteria:
  - a. Its relationship to AAUW CA's mission, purpose and priorities.
  - b. Proposed goals, objectives and timeliness.
  - c. Action plan and time frame.
  - d. Budget and evaluation procedures.
3. Project applicants are strongly encouraged to apply to the Special Project Fund board for approval for handling of tax-deductible contributions.

## **109.3 State Project Coordinator**

A state project coordinator may serve no more than five consecutive one-year terms. The term of office shall encompass the project's fiscal year. The coordinator's duties:

1. Implements the approved project, monitors its progress, keeps the board apprised of the progress of the project, and ensures that all insurance, risk management, and legal requirements of a project are met.
2. Consults with project managers and assists them in implementation of the state project at the local or regional level.
3. Coordinates procurement of common materials and supplies for all regional or local projects (e.g., insurance riders, T-shirts, brochures, etc.).
4. Acts as a liaison on project issues and questions between the project managers and state leadership.
5. Meets annually with project managers to help set goals and plans for the project.
6. Ensures that project managers submit timely reports, both programmatic and financial, annually or at the close of the project.
7. Consults with the board and state project oversight committee on issues specific to the project, and provides all records or communications required by the state project oversight committee to conduct procedural and financial audits. (See Policy 914-State Project Oversight Committee.)
8. Makes annual report to the board and state project oversight committee at the close of

program year, which shall include a financial statement showing actual expenditures in comparison to the budget and delineating each project manager's area of responsibility.

9. Ensures sound fiscal management of the project, including detailed budgeting and solicitation of contributions, donations and grants. (See also Policy 1008-Outside Funding.)
  - a. May authorize vouchers for budgeted amounts. Vouchers for amounts which vary from the budget must be signed by the CFO.
  - b. If the same person occupies the project manager and the project coordinator positions, the CFO signs all vouchers where a second signature is required as per AAUW CA policies.
10. Mentors the incoming state project coordinator on the duties and responsibilities of the position.
11. Performs such other duties as requested by the state project oversight committee or the president.

## **Policy 110 - Annual Report and Disclosures**

### **110.1 Annual Report**

1. An annual report shall be prepared not later than 120 days after the close of the corporation's fiscal year. The corporation shall notify each member annually of the member's right to receive a copy of the annual report, and upon written request of a member, the board shall promptly cause the most recent annual report to be sent to the requesting member.
2. The report shall contain in appropriate detail the following:
  - a. A balance sheet as of the end of such fiscal year and an income statement and statement of changes in financial position for such fiscal year.
  - b. A statement of the place where the names and addresses of the current members are located.
  - c. Any information required by Section 2 below. The annual report shall be accompanied by any report thereon of independent accountants, or, if there is no such report, the certificate of an authorized officer of the corporation that such statements were prepared without audit from the books and records of the corporation.
  - d. A statement of any transaction of indemnification if required by Section 8322 of the California Code of Corporations.
3. The annual report shall be accompanied by any report thereon of independent accountants, or, if there is no such report, the certificate of an authorized officer of the corporation that such statements were prepared without audit from the books and records of the corporation.

## **110.2 Required Disclosures**

AAUW CA shall comply with the disclosure requirements of federal and state agencies to which it is subject.

## **Policy 111 - Resolutions**

### **111.1 Purpose and Scope of Resolutions**

1. Resolutions are the formal channel through which statements of belief, goals, and principles for which AAUW CA stands can be expressed.
2. Resolutions may focus, develop and give direction to AAUW program and policy and should be the outgrowth of study/action by the membership.
3. Resolutions may be proposed by any member or branch and are adopted by the members by vote in state elections.
4. Resolutions assist in communicating AAUW CA's priorities to the public.
5. Resolutions may establish a framework within which some kind of action may be taken.
6. Resolutions are intended for temporary action within a specific time frame.

### **111.2 Resolutions Procedures**

1. The parliamentarian prepares the call for proposed resolutions to be included in the administrative packet, including:
  - a. The date by which proposed resolutions must be received by the parliamentarian for consideration;
  - b. The need to identify financial implications and time determinations, if any; and
  - c. The correct form in which the resolutions should be written and submitted to the parliamentarian for review and approval.
2. If a proposed resolution is received by the deadline, the president will appoint a resolutions task force to review and approve the resolution. The task force may be convened and led by the parliamentarian.
3. The task force reviews the resolution, in consultation with appropriate standing committees, and requests the CFO prepare a fiscal impact statement. The task force has the authority to:
  - a. Determine the adequacy and appropriateness of the proposed resolution.
  - b. Eliminate duplication when similar resolutions are submitted.
  - c. Put proposed resolutions in correct parliamentary form.
  - d. Suggest compromises to make proposed resolutions more useful and acceptable.
4. The task force notifies the proposed resolutions authors of the committee's approval or rejection with reasons for action on each proposed resolution.
5. The task force is responsible for submitting approved proposed resolutions to the nominations/elections committee chair by the designated deadlines to be included in

all state publications along with all other election materials, and to appear on the state ballot for member vote of approval.

6. An online forum for discussing resolutions is made available to members, beginning in March and continuing until the close of voting. If logistically possible, a discussion of resolutions is presented immediately before or after the annual meeting business sessions.

## **Policy 201 – Purpose**

AAUW CA is formed for the purpose of advancing the mission of national AAUW, our parent organization.

The principles and priorities established by the national AAUW board of directors, as expressed in national AAUW Policy 301 (Program of AAUW) provides the framework for the work of AAUW CA and the branches within the state.

AAUW CA shall assist the development of new branches of national AAUW within the state; promote, encourage, and coordinate the work of the branches throughout the state; and cooperate with AAUW.

## **Policy 301 – Use of Name**

In accordance with AAUW Policy 119 (Use of Name and Logo), the policies and program of AAUW shall be binding on all members, and no member shall use the name of AAUW to oppose such policies or program, or in response to a matter on which AAUW has no policy. Established channels established by national AAUW may be used to change or create a policy or program.

The freedom of speech of the individual member to speak a personal opinion in the member's own name is not abridged. However, reference to membership in AAUW by an individual shall be interpreted as use of AAUW's name.

Violation of AAUW's Policy 119 (Use of Name and Logo) will be referred to national AAUW, with the following possible results:

1. A member's suspension for one year or expulsion from membership.
2. Loss of recognition of a branch or AAUW CA.

## **Policy 401 – Membership Categories and Dues**

### **401.1 Membership Categories**

AAUW membership eligibility is established by national AAUW's bylaws and Policy 200 (Membership Eligibility and Categories).

1. Branch Member: An AAUW member in good standing who has paid national, state and branch dues.

2. Dual Branch Member: An AAUW member who has membership in multiple branches. National and state AAUW membership is recorded and dues paid through only one branch, which is considered the member's primary branch. If the member's primary branch is in another state, the member must pay AAUW CA dues to become a dual member of a California branch.
3. AAUW CA State Member: An AAUW member in good standing who has paid AAUW CA dues, but is not a member of a California branch.
4. 50-Year Honorary Member: An AAUW member in good standing who has been certified by the national organization that s/he has been a member of AAUW for a period of 50 years or longer, and therefore exempt from paying national or state dues.
5. Life Member: An AAUW member who has paid life dues to national AAUW. Life members who wish to be a member of a California branch or AAUW CA state member must pay applicable state and branch dues.
6. College/University Partner Member: College/university partner members are qualified educational institutions, including two-year or community colleges, that pay annual dues to AAUW. Each college/university member shall appoint one or two representatives who shall each have the membership benefits of a national member and any other benefits that accrue to representatives of partner members. A representative of a college/university partner member may join AAUW CA with the same rights and benefits as an individual member.
7. Non-Member Affiliates:
  - a. Student Affiliate: Undergraduate student enrolled in a qualified educational institution who has paid national and state fees established by the boards of AAUW and AAUW CA. Student Affiliates shall be entitled to attend meetings of AAUW and AAUW CA and to receive the publications distributed to all members, but may not vote nor hold office.
  - b. E-Student Affiliate: Non-degreed undergraduate student studying at an AAUW college/university partner member institution. E-student affiliates pay no national AAUW fees, and receive AAUW publications only in electronic format, rather than print.

#### **401.2 Dues**

1. AAUW CA Membership:
  - a. The membership year is July 1-June 30. New members may join at any time, but there is no half-year discount of state dues for members who join in the middle of the membership year. The membership of new members who join after March 15 is valid through June 30 of the following year.
  - b. Membership dues for AAUW CA are \$20.
  - c.
  - d. 50-Year Honorary Members (see 401.1.4, above) are exempt from paying state dues.
  - e. Younger Women's Task Force member's state dues are 75% of state member dues.

- f. New members who receive AAUW membership through national AAUW's "Give a Grad a Gift" program are exempt from state dues for their first year of membership.
  - g. State dues will be waived for past state presidents.
  - h. State dues will be waived for college/university partner representatives.
  - i. State dues for graduate students will be half the state dues.
2. Student Affiliate Fees:
- a. The annual fees for student affiliation with AAUW CA shall be half the cost of state member dues.
  - b. State student affiliate fees shall be waived for e-student affiliates.

## **Policy 402 – Suspension or Termination of Membership**

### **402.1 Termination of Membership**

Membership in AAUW CA shall terminate on the occurrence of any of the following events:

1. Resignation of a member upon notice to the corporation.
2. Failure of a member to pay any dues or assessments within the period of time fixed by the board or branch after they become due and payable.
3. Expulsion of membership as described in this policy.

### **402.2 Suspension or Expulsion of Membership**

1. Any AAUW CA voting member may be suspended or expelled based on the good faith determination by the board, or a committee authorized by the board to make such a determination, that the member has failed in a material and serious degree to comply with the articles of incorporation, bylaws, code of ethics if any, or policy of the corporation or of AAUW, or with any law applicable to the corporation and its members, or has engaged in conduct materially and seriously prejudicial to the purposes and interests of the corporation.
2. A person whose membership is suspended shall not be a member in good standing during the period of suspension.
3. All rights of a member of the corporation shall cease upon suspension or expulsion from membership. In the case of expulsion, the member's membership in the corporation shall terminate on the effective date of the expulsion. However, suspension or expulsion shall not relieve the member (or former member) of any existing obligations to the corporation.

### **402.3 Procedure for Suspension or Expulsion**

If grounds appear to exist for suspension or expulsion of a member pursuant to this policy, the procedures set forth below shall be followed:

1. The member shall be given 15 days prior notice of the proposed suspension or expulsion and the reasons for the proposed suspension or expulsion. Notice shall be

given by any method reasonably calculated to provide actual notice. Any notice given by mail shall be sent first class or express mail to the member's last address as shown on the corporation's records. However, facsimile or electronic mail may be used for this notice if the member has consented to such methods of notice and if the corporation reasonably believes that the member will receive the notice.

2. The member shall be given an opportunity to be heard, either orally or in writing, at least five days before the effective date of the proposed suspension or expulsion. The hearing shall be held, or the written statement considered, by the board or by a committee authorized by the board to determine whether the suspension or expulsion should take place.
3. The board or authorized committee shall decide whether or not the member should be suspended, expelled or sanctioned in some other way. The decision of the board or committee shall be final.
4. Any action challenging a suspension or expulsion of membership, including a claim alleging defective notice, must be received by the corporation within one year after the effective date of the suspension or expulsion.

## **Policy 501 – Nominations**

1. The board shall set the deadline for electronic submission of nominations with photos, goal statements and Candidate Information Forms.
2. Each member shall receive the call for candidates in the Fall issue of *California Perspective*.
3. Each candidate shall submit electronically to the chair of the nominating committee by the deadline set by the board, a correctly completed Candidate Information Form, recent picture, and a goal statement of no more than 75 words. All candidate statements submitted to the nominating committee must be accurate.
4. Additional individuals wishing to become candidates after the posted deadline shall submit the same required documents as other candidates no later than two weeks prior to the annual meeting. In addition, the nominating committee may seek and propose additional qualified candidates.
5. All nominations shall be placed on the election slate for each position in the order received. After a nomination is submitted, should the nominee decide to change the position for which s/he is being nominated, the original submission date shall be used to determine placement on the ballot.
6. Candidates will be furnished with complete information on the nomination and election process, and are required to sign an agreement that affirms that their nomination documents are accurate and that they will abide by campaign rules. (See Policy 502-Elections)
7. Candidate information will be distributed to each voting member in the Winter issue of *California Perspective*. The information will include a photo and a goal statement from each candidate. Additional nominations submitted after the Winter issue of *California Perspective* will be posted along with the original slate on the state website in the order in which they are submitted.

8. Copies of materials for all candidates on the slate, including Candidate Information Forms and goal statements, shall be sent to branch presidents.

## **Policy 502 – Elections**

### **502.1 Candidate Campaign Rules**

1. All nominees proposed by the nominating committee and write-in candidates shall be bound by these policies. Co-candidates shall be treated as a single nominee, except each co-candidate will have the same space in the *California Perspective* and on the state website as designated for single candidates.
2. Candidates shall submit to the nominating committee a signed copy of the campaign rules agreement (see last page of this policy) to indicate they agree to abide by the campaign and election procedures and spending limits. Candidates shall instruct their workers regarding these campaign policies and restrictions.
3. Candidates may prepare a two-minute video for posting on the website at any time during the campaign.
4. Candidates' listing on the AAUW CA website and ballot will be based on the date the candidate information form is received.
5. Candidates' photos and statements received by the deadline will be printed in the *California Perspective* and on the website.
6. Candidates will be introduced at the annual meeting and there will be a table for candidates to display/distribute campaign literature. Candidates are free to circulate and campaign throughout the annual meeting or convention.
7. There will be no speeches at the annual meeting. Space in the common area of the annual meeting will be provided for candidates to meet voting members and distribute campaign literature. This will be done informally and will not be part of the meeting agenda. The physical setup will be determined before each annual meeting and will depend on the number of candidates and the space available.
8. Candidates may ask for branch and member endorsements. However, the use of AAUW CA stationery or AAUW CA email systems to endorse or support candidates for statewide office is prohibited, to avoid any appearance of the state organization's endorsement.
9. Candidates may request the member list from the state office, but are limited to no more than two US mailings and two email campaign distributions to members. Campaign mailings or emails must originate from the candidate or the candidate's supporters, not from any official AAUW CA communications network.
10. There are no limits on candidates travel to visit branches or Interbranch Councils, but no candidate speeches are permitted at those meetings; only distribution of campaign materials is permitted.

### **502.2 Candidate Campaign Finances**

1. There is no requirement nor expectation that candidates spend ANY funds on campaigning, but if they choose to do so, candidates must have a campaign treasurer

to handle all donations (cash and in-kind), bookkeeping, and reporting.

2. Candidates may raise funds or donate to their own campaigns to support their campaign activities and cover expenses of attending the annual meeting or convention. Campaign expenses shall not be reimbursed by AAUW CA.
3. There is a spending cap of \$750 for officer/director races and \$1,000 for president-elect.
4. The capped amount shall include all expenses by the candidate and his/her supporters including the value of in-kind donations, but excluding campaign travel, *California Perspective* photo and AAUW CA annual meeting or convention expenses (registration, travel, food, and room). Expenses within the capped amount include additional photos for brochures or other uses, graphic design, paper, printing, promotional pieces (i.e. buttons or other such items), postage, mailing labels, telephone calls, supplies for set-up for "Meet the candidates" event, and receptions held at the annual meeting prior to elections by individuals, branches, or states for the purpose of promoting a candidate.
5. All candidates shall submit expense reports to the AAUW CA office on April 1 and June 1. Reports must be submitted even if there are no expenses. Receipts, including signed receipts from in-kind donors, will accompany reports. The reports shall be checked for compliance, errors and omissions.
6. All campaign mailings, including electronic distributions, must bear an indication of candidate approval.
7. Candidates may not purchase advertising in any state publication, including convention programs or the *California Perspective*. However, they may purchase advertising space in branch newsletters if the policy of that branch permits it.

### **502.3 Ballot Measures**

1. Any measure requiring a membership vote shall be included on the ballot along with candidates running for state positions. These measures may include (but are not limited to):
  - a. Public Policy Priorities (in odd-numbered years).
  - b. Resolutions.
  - c. Bylaws amendments that require membership vote of approval (per Article XVI of the AAUW CA bylaws).
  - d. Change in state dues.
2. The chair of the committee putting forward the ballot measure is responsible for:
  - a. Getting board approval for the final language of the measure as it is to appear on the ballot.
  - b. Ensuring the proposed measure and any background rationale is published in the Winter issue of *California Perspective* and posted on the state website.
  - c. Submitting to the nominations/elections chair the ballot measure and rationale to be included in the election materials sent to branch presidents along with candidate

information.

- d. Submitting to the nominations/elections chair the exact language of the measure as it is to appear on the ballot.
3. An online discussion forum for each ballot measure shall be available to members from March 15 until the close of the election. If logistically possible, a member of the board or appropriate committee will facilitate a discussion forum immediately before or after the business sessions of the annual meeting.

#### **502.4 Election Guidelines**

1. Once nominations are closed, if there are no ballot measures that require a vote of the membership, and none of the elected positions are contested, there will be no election, and all candidates will be considered duly elected at the close of the annual meeting.
2. The total number of AAUW CA directors, including officers, is 12. Once the officers' election is determined, the remaining director positions will be filled by the candidates for director in descending order of votes received, until all positions are filled.
3. Should there be a tie in the number of votes received by two candidates for the twelfth director position, the successful candidate will be determined by the drawing of lots supervised by the chair of the nominations and election committee.
4. Should a director, in the middle of her/his two-year term, run for and be elected to an officer position, the director will be deemed to have resigned her/his directorship upon the start of her/his term as officer.
5. The announcement of the tally of election results will be posted for members on the AAUW CA website and announced through electronic communications as soon as possible after the close of the election, and included in the Spring *California Perspective*.

**Appended to this policy: Candidate Acknowledgement of Campaign Rules Form**

## **CANDIDATE ACKNOWLEDGEMENT OF CAMPAIGN RULES**

As a candidate for election to the AAUW CA board of directors, you must follow these campaign rules. The nominating/elections committee is authorized to handle any complaints of non-compliance with any campaign rules, including the authority to disqualify candidates who provide false or misleading candidate information or fail to follow campaign rules. All candidate statements submitted to the nominating/elections committee must be accurate, and the candidate must submit a signed attestation to that effect.

### **Voting will begin on [date] and close at 5 pm on [date]. Campaign Rules**

1. You will be introduced at the annual meeting, and there will be a table for you to display/distribute campaign literature.
2. There will be no speeches at the annual meeting since all candidates have the option of providing a two-minute video that will be posted on the state website's candidate page for them
3. You will be free to circulate and campaign outside the business meeting.
4. You may ask for branch and member endorsements. However, you must inform those endorsing you that the use of AAUW CA stationery or AAUW CA email systems to endorse or support candidates for statewide office is prohibited, to avoid any appearance of the state organization's endorsement.
5. You may request the member list from the state office, but are limited to no more than two postal mailings and two email campaign distributions to members. Campaign mailings or emails must originate from you or your supporters, not from any official AAUW CA communications network.
6. There are no limits to you visiting branches or IBC's, but you are not permitted to give candidate speeches at those meetings; only distribution of your campaign materials is permitted.

### **Campaign Finances**

Note: There is no requirement or expectation that candidates must spend ANY funds on campaigning. But if you choose to do so, there are limits to keep the election from being dominated by deep pockets.

7. There is a cap on spending for those running for AAUW CA board positions: \$750 for officer/director races and \$1,000 for president-elect.
8. You may raise funds or donate to your own campaign to support your campaign activities and cover expenses of attending the annual meeting or convention. Campaign expenses shall not be reimbursed by AAUW CA.
9. You may ask for branch and member endorsements.

10. You may ask for campaign contributions, but if you do so, you must have a campaign treasurer to handle all donations (cash and kind), bookkeeping and reporting.
11. The capped amount shall include all expenses by you and your supporters including the value of in-kind donations, but excluding campaign travel, *California Perspective* photo and AAUW CA annual meeting expenses (registration, travel, food, and room). Expenses within the capped amount include additional photos for brochures or other uses, graphic design, paper, printing, promotional pieces (i.e. buttons or other such items), postage, mailing labels, telephone calls, supplies for set-up for “Meet the candidates” event, and receptions held at the annual meeting prior to elections by individuals, branches, or states for the purpose of promoting your candidacy.
12. You shall submit expense reports to the AAUW CA office on April 1 and June 1. Reports must be submitted even if the expenses are zero. Receipts, including signed receipts from in-kind donors, will accompany reports. The reports shall be checked for compliance, errors and omissions.
13. All campaign mailings, including electronic distributions, must bear an indication of your approval.
14. You may not purchase advertising in any state publication, including convention programs or the *California Perspective*. However, you may purchase advertising space in branch newsletters.

I affirm that my nomination documents, including my candidate information statement and goal statement, are completely accurate. I further affirm that all campaign materials distributed during the campaign will be completely accurate.

I have read the campaign rules and agree to abide by the campaign/election procedures and spending limits. I shall instruct my campaign workers regarding all campaign rules and restrictions. I acknowledge that if I, or any volunteers working on my behalf, fail to abide by these rules, it could result in my disqualification.

Name [print]: \_\_\_\_\_

Candidate for: \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

## Policy 601 - President

1. Is the chief executive officer, administrator and coordinator of the corporation. Is the official representative of AAUW CA in the activities of AAUW at the state, branch and community levels. The president is the presiding officer of the board of directors and is an ex-officio, non-voting member of all committees except the nominations and elections committee.
2. Is elected by the membership in odd-numbered years to a one-year term as president elect, automatically followed by a two-year term as president.
3. Serves as the chair and a voting member of the executive committee.
4. Attends all other committee meetings whenever possible, except the nominations and elections committee.
5. Promotes and interprets the mission, purposes, policies and program of AAUW.
6. Communicates AAUW information to state and branch levels and to the public.
7. Communicates with branch presidents and leadership teams on the activities of the board of directors and the state at regular intervals throughout the year, utilizing all forms of communication.
8. Represents AAUW CA in all work with other organizations and at all meetings and conferences, appointing a designated alternate representative when appropriate.
9. Has overall responsibility for AAUW CA.
  - a. Plans the annual work calendar, taking into consideration all deadlines required in order to ensure the smooth progression of the work of the state.
  - b. Negotiates and signs all leases, agreements and contracts for AAUW CA, in consultation with the CFO and appropriate board member or committee chair, regarding terms and conditions of contracts being negotiated. (See also Policy 101-Office and Office Manager)
  - c. Countersigns all AAUW CA checks over \$2,000 and any non-vouchered checks, regardless of the amount. In the extended absence of the president, the vice president or president elect shall be authorized to countersign.
  - d. Ensures that the corporation is in compliance with state and federal regulations governing nonprofit corporations, making sure all appropriate documents are filed with the state when officers change.
  - e. Ensures that the governance committee chair sends a copy of the state bylaws to the State of California Office of Incorporation, whenever there are significant amendments or revisions.
  - f. Files all required forms with AAUW pertaining to the names and addresses of incoming and continuing officers by the deadlines designated by AAUW.
  - g. Brings the state bylaws into conformity following meetings of AAUW and the state at which bylaws changes are proposed and approved, working in consultation with the state governance chair to accomplish this responsibility.

- h. Files an annual report with AAUW's executive director by June 1.
  - i. Establishes a communication schedule at the beginning of the program year.
10. Serves as the convening officer, responsible for overall scheduling and planning of all meetings of the state, board of directors and executive committee.
    - a. Plans the schedules and agendas for board of directors and executive committee meetings.
    - b. Plans agendas for annual meeting business sessions in consultation with relevant board members and committee chairs including the parliamentarian, and governance and public policy committee chairs.
    - c. Appoints in consultation with the secretary, a committee of current or past branch presidents to read and approve the annual meeting minutes.
  11. Has overall responsibility for paid office staff.
    - a. Hires, in consultation with the CFO and one other director, paid office staff who will work under the direction of the president.
    - b. In consultation with the director of public policy and one other director, interviews independent legislative advocate candidates and recommends applicant(s) to the executive committee.
    - c. Reviews paid office staff performance and makes recommendations to the executive committee regarding changes to conditions of employment.
    - d. Oversees and supervises office staff.
    - e. Reviews and approves all requests from outside organizations for membership information, in accordance with Policy 107- Release of Information to Third Parties.
  12. Has overall responsibility for developing and implementing a leadership recruitment plan.
    - a. Develops and implements a leadership recruitment plan and appropriate forms for appointed leadership positions.
    - b. Appoints committee chairs and committee members; ad-hoc board committees, special committee and task force chairs, as appropriate, for the second year of the president's two-year term. (See Policy 901-Committees, Appointments and Chairs).
  13. After a board decision on a proposed new state project or outside funded project, notifies the applicant of the decision and, if the proposal was approved, appoints a project coordinator, with the approval of the executive committee.
  14. When appropriate, recommends and endorses AAUW CA members for appointments to outside organizations or agencies.
  15. Has overall responsibility for the leader-on-loan program.
    - a. Develops, in consultation with the leadership development chair, administrative procedures and materials for the ongoing operations of the leader-on-loan program.

- b. Distributes in the first administrative packet of the program year and posts on the website information and application forms for the leader-on-loan program.
- c. Administers, in consultation with the leadership development chair and leader-on-loan coordinator, the state leader-on-loan program.

## **Policy 602 – President-Elect**

1. Is elected by the membership in odd-numbered years, to serve a one-year term as president-elect during the second year of the president's term, followed by a two-year term as president.
2. Is a voting member of the board as one of the 12 directors and the executive committee, and is an ex-officio, non-voting member of all committees except the nominations and elections committee.
3. Gives special emphasis to leadership development.
4. At the end of the one-year term, appoints committee chairs and committee members; ad-hoc board committees, special committee and task force chairs, as appropriate, for the next year when the president-elect becomes president. (See Policy 901 for appointment procedures).
5. In the absence or disability of the president, performs all the duties of the president.
6. Performs other duties as the president or board may direct.

## **Policy 603 – Vice President**

1. Is appointed by the board for a one-year term in even-numbered years when there is no president-elect. The incoming board may make the appointment at a meeting prior to the start of the term on July 1.
2. Is a voting member of the board as one of the 12 directors, a voting member of the executive committee, and an ex-officio, non-voting member of all committees except the nominations and elections committee.
3. In the absence or disability of the president, performs all the duties of the president.
4. When acting as president has all the powers of the president.
5. Performs other duties as the president or board may direct.

## **Policy 604 – Chief Financial Officer**

1. Is a voting member of the board and the executive committee, and may serve as a non-voting consultant to the AAUW CA Special Projects Fund board.
2. Has overall responsibility for the finance committee. (See also Policy 906-Finance Committee)
  - a. Establishes the agenda and chairs all meetings of the finance committee.
  - b. In consultation with the committee, prepares an annual budget of estimated income and expenditures and submits the budget to the board of directors for approval by August 15.
  - c. Presents the conferences and convention budget for approval of the executive committee.
  - d. Ensures that all finance committee responsibilities are met.
  - e. Maintains a list of financial institutions authorized to provide investment services in California.
3. Is responsible for managing all AAUW CA dues revenue and general funds.
  - a. Ensures that branch dues are properly collected and accounted for.
  - b. Solicits budget requests from board members and committee and task force chairs for consideration by the finance committee.
  - c. Presents the budget to the board of directors for approval.
  - d. Supervises the expenditure of state funds within the approved budget by receiving and authorizing bills and vouchers for payment.
  - e. Signs and distributes checks prepared by the office staff. All checks over \$2,000 and any checks without vouchers must be countersigned.
  - f. Consults with the president on any proposed lease, agreement or contract. (See also Policy 101-Office and Office Manager)
  - g. Reports revenue and expenses quarterly to the board and to the membership at the annual meeting.
  - h. Submits quarterly investment reports to the board that provide a clear picture of the status of the current investment portfolio. The management report should include comments on the fixed income and equity markets and economic conditions, discussions regarding restrictions on percentage of investment by categories, possible changes in the portfolio structure going forward and thoughts on investment strategies. Schedules in the quarterly report should include the following:
    1. A listing of individual securities held at the end of the reporting period by authorized investment category
    2. Average life and final maturity of all investments listed
    3. Coupon, discount or earnings rate
    4. Par value, Amortized Book Value and Market Value

5. Percentage of the portfolio represented by each investment category.
  - i. Retains vouchers, receipts and other supporting financial records for at least seven years. The official books, permanent tax files and other business papers should be retained by the CFO at the office.
  - j. Reviews all financial records of state sanctioned accounts by June 30.
  - k. Has signing authority on all bank accounts held in the name of AAUW CA, including conferences and convention accounts, AAUW Funds accounts, including savings and investment accounts.
  - l. Ensures that income tax and other government reports required of the state as a nonprofit corporation are filed.
  - m. Supervises the preparation of financial impact statements for proposed bylaws and resolutions.
  - n. Submits an annual report to the state president.
4. Negotiates all AAUW CA insurance programs. (See also Policy 1005-Insurance and Risk Management)
  - a. In consultation with the president, negotiates comprehensive liability, bonding, and directors and officers insurance.
  - b. Informs branches of insurance coverage, fees and deadlines.
  - c. Provides information regarding all aspects of insurance coverage, including risk management procedures, and other insurance carrier requirements.
  - d. Ensures that all insurance premiums and fees are collected and paid.
5. Has overall responsibility, with the executive committee, for seeing that a financial review is conducted.
  - a. Solicits and receives, in the even-numbered years, bids from accounting firms to conduct the state financial review and submits to the board for approval in April.
  - b. Receives reports of income and expenditures from all chairs.
6. Assists branches and interbranch councils with AAUW finances.
  - a. Acts as consultant to branches and interbranch councils regarding state and financial policies, branch finances, bookkeeping and tax returns.
  - b. Notifies all newly organized branches about the procedures for obtaining a letter of exemption from the California Franchise Tax Board and applying for tax ID numbers.
  - c. Sends a letter of reminder to the branches concerning income tax forms prior to the November 15 deadline.
  - d. Distributes financial information, including deadlines and procedures, to branch finance officers, using all available forms of state communications.
  - e. Plans and conducts workshops at conferences and conventions, as requested.

## Policy 605 – Secretary

1. Is elected by the membership for a two-year term in the even numbered years.
2. Is a voting member of the board of directors and the executive committee.
3. Has overall responsibility for the minutes of the board of directors, executive committee, and annual membership meetings.
  - a. Receives written copies of all motions made, numbers each, and distributes a copy to the president and parliamentarian during the meeting, keeping the original.
  - b. Records the minutes of the board and executive committee meetings.
  - c. Appends the nominations and elections committee report with the election results to the minutes of the board meeting following the annual election.
  - d. Sends draft copies of minutes from each meeting to the president and parliamentarian within two weeks of the meetings-for purposes of editing.
  - e. After review by the president and parliamentarian, sends copies of the draft minutes the board.
  - f. Maintains file copies of all minutes with attachments in the office.
4. Notifies state and branch leaders of board decisions and plans:
  - a. Distributes an action list to all directors and committee chairs within 48 hours of each board meeting, based on decisions and actions taken during board and executive committee meetings.
  - b. Keeps a list of all board and executive committee motions and actions posted in a password-protected (members only) section of the state website, updating it within two weeks of each board or executive committee meeting.
5. In consultation with the president, arranges for the annual meeting minutes reading committee and directs its work.
  - a. Keeps a written record of the branch presidents who have been minute readers.
  - b. Sends printed annual meeting minutes to the three-member committee appointed by the president to read the minutes.
  - c. Sends the approved annual meeting minutes and attachments to the office.
6. Maintains files of all written reports presented at meetings.
7. Holds the corporate seal.
8. Performs duties as directed by the board of directors and the executive committee.
9. Writes correspondence, as directed by actions of the board of directors or the executive committee.
10. Submits an annual report to the state president.

## **Policy 606 – Resignations/Removals and Filling Vacancies**

### **606.1 Resignations and Removals**

1. Except as provided below, any officer may resign by giving written notice to the president or the secretary. The resignation shall be effective when the notice is given unless it specifies a later time for the resignation to become effective. Any elected officer may be removed from the board by a vote of the members at any annual or special meeting of the membership or by written ballot.
2. If an elected officer resigns or is removed from the board, such former elected officer shall no longer be a director of the corporation.
3. Any officer who is not an elected officer may be removed at any time, with or without cause, by a two-thirds (2/3) vote of the board at any duly called meeting where a quorum is present.

### **606.2 Vacancies**

A vacancy or vacancies in the office of an officer shall exist on the occurrence of any of the following:

1. The death, resignation, or removal of an officer.
2. The declaration by resolution of the board of a vacancy in the office of an officer who has been declared of unsound mind by an order of court or convicted of a felony.
3. The vote of the members to remove any officer.
4. The failure of the members, at any meeting of members at which any officers are to be elected, to elect an officer required to be elected at that meeting.

### **606.3 Filling Vacancies**

Except for vacancies created by removal of an officer by the members, vacancies in the office of an officer may be filled by a majority vote of the remaining directors on the board at any properly called board meeting, whether or not less than a quorum, or by a sole remaining director. The voting members may fill any vacancy or vacancies not filled by the directors. Any individual filling a vacancy pursuant to this section shall be a voting member of the corporation in good standing. Except as provided herein, individuals appointed to fill a vacancy shall serve until the end of the term of the officer whose vacancy they are filling.

## **701 – Board of Directors Composition, Responsibilities and Powers**

### **701.1 Composition of Board of Directors**

1. The board shall have 12 directors, consisting of the elected officers and such number of additional directors (the “general directors”) as is necessary for the board to have 12 members. The general directors shall be elected statewide by the voting members of AAUW CA. In addition, the board may appoint a parliamentarian who shall serve as a consultant to the board and to the executive committee.
2. Every director must be a voting member AAUW CA in good standing.

### **701.2 Powers of Board of Directors.**

The board, subject to restrictions of law, the Articles of Incorporation, the bylaws, and the policies of AAUW, shall exercise all powers of the corporation. Without limitation on its general power, except as specified herein, the board may do the following:

1. Policies. Adopt policies, rules and procedures for the management and operation of the corporation.
2. Administration. Employ or retain an individual or management firm to administer the day- to-day activities of the corporation. If an individual is retained for such purpose, he or she shall be someone who is not a director on the board, and may be known as the Executive Director. The board may also employ, retain, or authorize the employment of such other employees, independent contractors, agents, accountants, and legal counsel as it from time to time deems necessary or advisable in the interest of the corporation, prescribe their duties and fix their compensation.
3. Bonds. Require officers, agents, and employees charged by the corporation with responsibility for the custody of any of its funds or negotiable instruments to give adequate bond.
4. Borrowing money. Borrow money and incur indebtedness on behalf of the corporation and cause to be executed and delivered for the corporation's purposes, in the corporation name, promissory notes, bonds, debentures, deeds of trust, mortgages, pledges, liens, and other evidences of debt and securities.
5. Gifts. Receive and accept gifts, devises, bequests, donations, annuities, and endorsements of real and personal property, and use, hold and enjoy the same, both as to principal and income, and to invest and re-invest the same or any part thereof for the furtherance of any objects, interests or purposes of this corporation.
6. Contributions. Make such contributions as the board determines are necessary and advisable in furtherance of the interests and purposes of this corporation.
7. Seal. Adopt and use a corporate seal provided that the name of the corporation and the state are shown on it. The seal may be affixed to such instruments as the board shall direct. However, the lack of a corporate seal shall not, by itself, affect the legality of any document executed on behalf of the corporation.
8. Contracts. Enter into contracts and agreements with individuals and with public and private entities for the advancement of the purposes for which the corporation is organized.
9. Property. Acquire, construct and possess real and personal property.

10. Bank Accounts and Special Funds. Establish one or more bank accounts and/or special funds in order to accomplish and further the purposes of the corporation.
11. Political Action Committees. Establish and administer state and federal political action committees in order to accomplish and further the purposes of the corporation.
12. Committees. Appoint committees as provided in the AAUW CA bylaws.
13. Ex officio members of the Board. Appoint any number of non-voting ex officio directors who the board believes will make a contribution to the activities and operation of the corporation. Ex officio directors shall serve at the pleasure of the board in an advisory capacity only and shall not have any of the rights or obligations applicable to voting directors under the law or the bylaws.
14. Lobbying/Political Activity. Lobby local, state, and federal agencies and officials and engage in political activity on issues important to the members of AAUW CA.
15. Related Entities. Create and support subsidiary or related entities which the board believes will enhance the purposes of the corporation.
16. Regions/Districts. Establish geographical regions (also referred to as districts) to be posted on the website and used in committee assignments.
17. Other. Do and perform all acts and exercise all powers incidental to, or in connection with, or deemed reasonably necessary for the proper implementation of the purposes of the corporation.

### **701.3 Responsibilities of Directors.**

1. Promote the mission of education and equity for all women and girls and the programs of AAUW. Be familiar with all aspects of AAUW and work closely with all officers and chairs.
2. Attend district and IBC meetings as members of their district team. Visit branches when requested under the leader-on-loan program.
3. Meet at least three times per year plus a board orientation.
4. Attend leadership weekend, if held. Each committee/task force's annual meeting may be held at this time.
5. Develop and periodically review a two-year strategic plan for the state.
6. Approve the annual AAUW CA budget, using the strategic plan to guide budget priorities.
7. Approve, in advance, all state fundraising activities per established policies.
8. Approve, in advance, participation in coalitions in accordance with guidelines. Represent AAUW CA in approved coalitions.
9. Approve, in advance, projects undertaken by AAUW CA.
10. Review biennially, in consultation with the finance committee, the state dues and recommend changes if necessary.
11. Approve the president's recommendations for appointments to standing committees and task force(s) of the state. Set committee size, travel and per diem, and office administrative fees.

12. Determine the number and boundaries of geographical regions (also referred to as districts) within the state.
13. Participate in workshop, symposia, etc. at the state convention and at district meetings.
14. Be aware of and comply with financial and reimbursement policies regarding board, committee and convention attendance.
15. Keep in files AAUW and state bylaws and state policies and procedures. Maintain and update an experience notebook and appropriate files during term in office. Ensure that files contain detailed procedures, a record of disbursement of budgeted funds, board and committee minutes for the term, and helpful reference material.
16. Make recommendations for necessary changes to the policies and procedures.

#### **701.4 Compensation**

Directors shall not receive compensation for service as directors or officers. Directors may, if authorized by the board or a committee having such authority, receive reimbursement for travel and other actual expenses related to activities on behalf of AAUW CA.

(See also Policy 104-Conflict of Interest)

## **702 – Board Meetings**

### **702.1 Notice, Waiver of Notice and Consent to Meetings**

1. Notice of meetings of the board, specifying the time and place of the meeting, shall be given to each director at least seven days before the meeting if sent by first-class mail or express mail service, or 48 hours before the meeting if personally delivered or delivered by telephone (including a voice messaging system), or by electronic transmission (Corporations Code Section 20).
2. Notice shall be deemed delivered when deposited in the U.S. mail or with an express mail service, or when received if delivered personally or by telephone, or on its confirmation of delivery if by electronic transmission. A notice, or waiver of notice, need not specify the purpose of any meeting of the board.
3. Notice of a meeting need not be given to any director who, either before or after the meeting, signs a waiver of notice, a written consent to the holding of the meeting, or an approval of the minutes of the meeting. The waiver of notice or consent need not specify the purpose of the meeting. All such waivers, consents, and approvals shall be filed with the corporate records or made a part of the minutes of the meetings. Notice of a meeting need not be given to any director who attends the meeting and does not protest, before or at the commencement of the meeting, the lack of notice to him or her.

## **702.2 Board Meetings by Telephone or Video Conference or by Electronic Transmission**

1. Directors may participate in a meeting of the board through use of conference telephone, electronic video screen communication, or electronic transmission by and to the corporation if in accordance with Corporation Code Sections 20 and 21.
2. Participation in a meeting through use of conference telephone or electronic video screen communication constitutes presence in person at that meeting as long as all directors participating in the meeting are able to hear one another.
3. Participation in a meeting through use of electronic transmission by and to the corporation, other than conference telephone and electronic video screen communication, constitutes presence in person at that meeting if both of the following apply:
  - a. Each director participating in the meeting can communicate with all of the other directors concurrently.
  - b. Each director is provided the means of participating in all matters before the board, including, without limitation, the capacity to propose, or to interpose an objection to, a specific action to be taken by the corporation.

## **702.3 Quorum**

A majority of the authorized number of directors shall constitute a quorum of the board for the transaction of business.

## **702.4 Act of the Board**

Unless otherwise restricted by law or these bylaws, every act or decision done or made by a majority of directors present at a meeting duly held at which a quorum is present shall be regarded as an act of the board. A meeting at which a quorum is initially present may continue to transact business, despite the withdrawal of a director(s), if any action taken or decision made is approved by at least a majority of the required quorum for that meeting.

## **702.5 Adjournment**

A majority of the directors present, whether or not a quorum, may adjourn any meeting to another time and place. If the meeting is adjourned for more than 24 hours, notice of the adjournment to another time or place must be given prior to the time of the adjourned meeting to the directors who were not present at the time of the adjournment. Any business that might have been transacted at a meeting as originally noticed may be transacted at an adjourned and rescheduled meeting.

## **702.6 Closed Meetings**

The president may close any meeting of the board so that only directors and individuals deemed necessary by the president are present. Members of AAUW CA who are not directors may attend any board meeting unless excluded by the president as described.

## **702.7 Board Action Without Meeting**

Any action required or permitted to be taken by the board may be taken without a meeting if all the directors on the board individually or collectively consent in writing to that action. The written consent shall be filed with the minutes. An action by written consent shall have the same force as a unanimous vote of the directors.

## **703 - Resignations/Removals and Filling Vacancies**

### **703.1 Resignations and Removals**

Any director may resign by giving written notice to the president or the secretary. The resignation shall become effective when the notice is given unless it specifies a later date for the resignation to become effective. Any director may be removed from the board by a vote of the members at any annual or special meeting or by written or electronic ballot.

### **703.2 Vacancies**

1. A vacancy or vacancies on the board shall exist on the occurrence of any the following:
  - a. The death, resignation, or removal of any director.
  - b. The declaration by resolution of the board of a vacancy in the office of a director who has been declared of unsound mind by an order of court or convicted of a felony.
  - c. The vote of the members to remove any director(s).
  - d. The increase of the authorized number of directors.
  - e. The failure of the members, at any meeting of members at which any director or directors are to be elected, to elect the number of directors required to be elected at that meeting.
  - f. The resignation or removal of an elected officer.
2. No change in the authorized number of directors shall have the effect of removing any director before that director's term expires.
3. Vacancies on the board, except for vacancies due to the resignation or removal of an elected officer or a vacancy caused by removal or a director by the members, may be filled by majority vote of the remaining directors at a properly called board meeting. Individuals appointed to fill a vacancy shall serve until the end of the term of the director whose vacancy they are filling.

### **801.1 Executive Committee Composition**

The executive committee is a standing committee of the board, composed of the elected and appointed officers of the board: the president, president-elect or vice president, secretary and CFO. The parliamentarian shall serve the committee as a non-voting consultant.

### **801.2 Executive Committee Responsibilities**

1. The executive committee shall have the authority of the board between board meetings to make decisions and take actions relative to the operation of the corporation.

2. The executive committee shall report any decisions made or actions taken at each meeting of the full board.
3. The executive committee may also develop policies for board approval, and may review and recommend to the board changes to the bylaws and to other operating policies.
4. The executive committee shall oversee and have final decision-making authority over the following:
  - a. Personnel matters, including but not limited to supervising the executive director, if any, and any other employees of the corporation. This includes determining the duties, salary and tenure of paid staff.
  - b. Determining what special committees and task forces are needed, in addition to those named in policy, for the work of the state.
  - c. Selecting the auditor at the spring meeting in even numbered years.
  - d. Selecting outside consultants and contractors, as needed.
  - e. Approving grant proposals prior to submission to outside funding sources. (See also Policy 1008 for grant proposal procedures.)

## **Policy 802 – Executive Committee Meetings**

### **802.1 Notice Requirements.**

Written notice for meetings of the executive committee shall be the same as the notice requirement for the board of directors as written in Article VII, Section 6 of the bylaws, in accordance with California Code requirements; provided, however, that this notice may be waived in writing or by the committee member's actual attendance at the meeting.

### **802.2 Quorum.**

A majority of the voting members of the executive committee shall constitute a quorum, and the acts of a majority of the voting members present at a meeting at which a quorum is present shall constitute the act or recommendation of the committee. Co-officers shall be considered as one voting member of the executive committee.

### **802.3 Voting Between Meetings.**

As written in the bylaws, Article VIII, Section 5, a written, conference call or electronic vote may be taken at the request of the president on any question submitted to all voting members of the executive committee provided that every voting member of the executive committee shall have an opportunity to vote on the question submitted. If a majority shall vote on a question so submitted, the votes shall be counted and shall have the same effect as if cast at an executive committee meeting.

Procedure for voting between meetings:

1. The question shall be scripted by the president for distribution to the members of the executive committee.
2. All responses shall be returned by the voters either to the entire executive committee (including the parliamentarian) by email, or directly to the parliamentarian by phone, email, FAX or US mail.
3. On any question, when a majority vote has been received, action may be taken and shall have the same effect as if cast at an executive committee meeting.
4. The parliamentarian shall be responsible for securing a complete vote, reporting results and verifying that the secretary records the results in the executive committee minutes.

## **Policy 901: Committees, Appointments and Chairs**

### **901.1 Committees**

1. The board may establish standing committees, special committees and task forces, composed of any number of AAUW CA members.
2. Standing committees are appointed as described in 901.2 (below). Standing committees are:
  - a. AAUW Funds (See Policy 902)
  - b. Branch Support (See Policy 903)
  - c. Communications (See Policy 904)
  - d. Development and Marketing (See Policy 905)
  - e. Finance (See Policy 906)
  - f. Internal Audit (See Policy 907)
  - g. Governance (See Policy 908)
  - h. Leadership Development (See Policy 909)
  - i. Membership (See Policy 910)
  - j. Nominations and Elections (See Policy 911)
  - k. Program Development (See Policy 912)
  - l. Public Policy (See Policy 913)
  - m. State Projects Oversight (See Policy 914)
3. Special committees and task forces shall be:
  - a. Established as necessary and given a charge by the board.
  - b. Composed of a chair and at least one other member, appointed by the president with the approval of the executive committee, and will serve until the charge is carried out.

### **901.2 Committee Appointments**

1. Any member of AAUW CA in good standing is eligible to apply to serve on a state

committee, state project, or task force. The executive committee must approve a member's eligibility to serve on more than one committee. Appointments to serve on a committee or state project are for a one-year term, unless otherwise noted in that committee's policy. With the exception of the nominations and elections committee, if a committee is not chaired by a sitting director, a director will be assigned as a liaison to that committee to facilitate communication between the committee and the board.

2. The chairs of all standing committees are appointed no later than June for the upcoming program year. The newly appointed chairs shall review all applications for their committees, assist in recruiting additional applications as needed, and make recommendations to the president. The appointments are made by whichever officer will be president in the upcoming year: the president in odd-numbered years (the year before the second year of the president's two-year term), or the president-elect in even-numbered years (the year before the president-elect becomes president).
3. State project coordinators are appointed by the president in consultation with the state project oversight committee, with executive committee approval.
  - a. If the project follows the same fiscal year as AAUW CA, the appointment procedure and timeline is the same used for all other committee appointments (see 901.2.4).
  - b. If the project's fiscal year is the calendar year, applications should be submitted to the office by November 30 and appointment should be made no later than December 20.
4. The nominations and elections committee chair and members are appointed according to the procedure in Policy 911-Nominations and Elections Committee. For all other appointments, the procedure is as follows:
  - a. The president submits a call for appointments as an electronic file for posting on the website no later than January.
  - b. All board and committee members, particularly the district liaisons, actively recruit applicants and encourage branches to advertise the application process in branch newsletters and meetings.
  - c. Members submit applications to the state office by the specified deadline, usually in April or May.
  - d. The president or president-elect reviews all applications and prepares an appointment list for all committees and appointed positions.
  - e. The proposed appointment list is presented to the board for its review and consultation. The directors must be given at least one week to respond with any recommendations for changes or additions.
  - f. The president or president-elect finalizes the appointments and directs the office manager to respond to all applicants no later than June 15, notifying them of their appointments, or to thank them if they were not appointed, encouraging them to reapply in the future.
  - g. The executive committee must approve appointments after June 15 and those requiring early appointment for more than a one-year term, such as the meetings planner.

### **901.3 Committee Chairs**

Duties specific to the chair of a given standing committee are outlined in that committee's policy. The general responsibilities of all committee and task force chairs include:

1. Convenes the committee, determines the work plan, and organizes and coordinates the committee's work.
2. Promotes AAUW's mission to advance equity for all women and girls and the programs of AAUW.
3. Identifies, mentors and recommends members for appointment to committees and task forces of the state.
4. Receives state and board communications and, when appropriate, contributes articles and materials for state communications to branch leaders and members.
5. Attends meetings.
  - a. Attends board and state meetings at the request of the president.
  - b. Attends leadership weekend, if held. Each committee/task force's annual meeting may be held at this time.
  - c. Attends interbranch council and district meetings.
6. Represents AAUW CA in approved coalitions.
7. Participates in workshops at the biennial convention and at district or interbranch council meetings.
8. Visits branches when requested under the leader-on-loan program.
9. Is aware of and complies with financial policies and procedures regarding board, committee meeting and convention attendance and reimbursement of administrative and travel expenses.
10. Maintains and updates an experience notebook and appropriate files during term in office. Files should contain detailed procedures, a record of disbursement of budgeted funds, copies of materials submitted for mailings, board and committee minutes for past year and helpful reference material.
11. Keeps in files AAUW and AAUW CA bylaws and AAUW CA policies and procedures.
12. Makes recommendations for necessary changes to the policies and procedures.
13. Is familiar with all phases of AAUW and works closely with all officers and chairs.
14. Submits a quarterly report to the board and an annual report to the president at the end of the program year.
15. Performs other duties as requested by the president.

## **Policy 902 – AAUW Funds Committee**

### **902.1 Composition**

The AAUW Funds committee is a standing advisory committee composed of a chair, the

CFO, and others as the board may direct.

### **902.2 Chair Duties**

[See also Policy 901.3 for general responsibilities of all committee chairs]

1. Holds at least one meeting of the AAUW Funds committee, assigns duties to committee members, and aids and supervises them in their work.
2. Is responsible for implementing the programs established by the national AAUW board.
3. Promotes the mission of the AAUW programs – such as fellowships, grants, NCCWSL, LAF, and Eleanor Roosevelt Fund – to branches, members and the community.
4. Educates and informs members and others about AAUW programs through the dissemination of news and information.
5. Fosters teamwork and partnerships between branch and state leaders serving AAUW.
6. Plans, with the assistance of the AAUW Funds committee, events at which time AAUW fellowship recipients and grant recipients are introduced to the members.
  - a. Submits a budget to the president and CFO for each event.
  - b. Submits, within 30 days of completion of an event, a financial report of the event and its fiscal impacts on AAUW CA.
  - c. Arranges attendance of current fellowship recipients and grant recipients at the various events.
7. Maintains Funds information files and provides materials and information to members.
8. Plans, in conjunction with appropriate directors and the meetings planner, all AAUW Funds activities at statewide meetings.
9. Reports to branches a preliminary calendar year report of total and per capita contributions at the annual meeting with a final report communicated to all AAUW CA members when available.
10. Has overall responsibility, with the AAUW Funds Committee, for selecting the state named gift honoree and submitting the name to the board for approval.
  - a. Solicits nominations for the State Named gift honoree from members and branches by February 15 of each year, and instructs branches that members of the current state board or the AAUW Funds committee are not eligible for the award except by approval of the board in special circumstances.
  - b. Announces the state named gift honoree at the annual meeting or when appropriate.

### **902.3 Committee Duties**

AAUW Funds Committee:

1. Assists the AAUW Funds committee chair in all aspects of implementing and educating members about AAUW activities and programs within the state.
2. Works to increase branch and state contributions to AAUW programs focusing on personal gifts, planned giving, and corporate sponsors.

- a. Provides guidance in the fund raising activities of the branches.
  - b. Consults with the AAUW development staff when identifying and soliciting non-members, businesses and foundations.
  - c. Has responsibility for AAUW Funds activities at state meetings.
  - d. Plans and conducts AAUW Funds workshops at appropriate statewide meetings.
3. Plans and participates in the events at which AAUW fellowship recipients and grant recipients are introduced to the members.
  4. Votes on how to distribute assessment money among unfinished California endowments. A series of state resolutions, with the latest in 1986, directs that the assessments collected from the branches shall be used for California endowments which are incomplete. The AAUW Funds committee will decide how to allocate these funds toward completing endowments, with unfinished endowment funds initiated by AAUW-CA given priority.
  5. Assists in convention planning and takes part in presenting AAUW Funds workshops and trainings.
  6. Participates in the leader on loan program, as authorized.
  7. Reviews the nominations submitted and chooses the state named gift honoree, subject to board approval.
  8. Schedules and coordinates branch visits by fellowship recipients and grant recipients. Fellowship recipients and grant recipients of AAUW Funds are selected by the national AAUW board of directors.
    - a. Branches are limited to one visit from a current fellowship or grant recipient every other year. If there is a greater availability of fellowship or grant recipients, branches may obtain more frequent visits.
    - b. Inform branches that recipients must be allowed at least twenty minutes to speak. Branches are to provide transportation, meals, and lodging when appropriate and an honorarium in the \$30 - \$50 range.
  9. Schedule and coordinate the visits of fellowship recipients and grant recipients to state meetings. One or more members of the committee may be designated schedulers by the committee chair.

#### **902.4 AAUW Funds Financial Policies**

1. Donor contributions made by check, rather than through the national AAUW's online donation platform, must be made payable to AAUW Funds.
2. All checks must include the name of the branch to receive credit.
3. Checks may include direction from the donor on how the money is to be designated.
4. Donor contributions, given at state events or given directly to a state AAUW Funds committee member or the chair and made by check or cash shall be sent directly to AAUW with the appropriate donation form.
5. All direct donation checks for AAUW Funds and all AAUW Funds contributions collected by branches as a result of fundraisers shall be sent to national AAUW as soon as possible but no later than December 31.

6. Rules of confidentiality prevent the AAUW Funds committee from releasing specific donor contribution amounts.

## **Policy 903 – Branch Support Committee**

### **903.1 Composition**

The branch support committee is a standing committee, composed of a chair and branch liaisons from the eleven districts in the state. Districts may have more than one representative on the committee, but the committee should ideally have at least one representative from each district. The branch liaisons may be, but are not limited to, Interbranch Council (IBC) Chairs.

### **903.2 Chair Duties**

[See also Policy 901.3 for general responsibilities of all committee chairs]

1. Gives guidance to and communicates with branch liaisons throughout the year assisting them in identifying the specific needs of branches and IBCs, and the best way to address those needs.
2. Prepares a committee budget that provides for adequate travel expenses for the branch liaisons to visit each branch at least once every other year and attend all district and IBC meetings.
3. Obtains list of IBC meeting dates from liaisons and communicates with liaisons prior to and after each meeting focusing on questions, suggestions, problems, and exemplary practices identified.
4. Serves as a vehicle to link IBCs and branches to AAUW CA through information from branch liaisons.
5. Forwards information supplied by liaisons about promising practices to chairs of appropriate committee(s) to support branches by providing successful models for replication.
6. Notifies chair of appropriate committee(s) about problems/questions/suggestions reported by liaisons. In some cases, multiple committees should be informed to be able to work as a team to resolve issues, including:
  - a. Program issues should be reported to the program committee chair and, as appropriate, also the public policy chair, diversity representative, international advocacy representative, and AAUW Funds chair.
  - b. Leadership issues should be reported to the leadership chair and, as appropriate, also the governance and membership chairs.
  - c. Membership issues should be reported to the membership chair and, as appropriate, also the program, leadership, governance, development and marketing, and public policy chairs.
7. Follows up with chair of committee(s) to which problems were referred about plans and progress and reports information to liaison.

### **903.3 Committee Duties**

1. Each branch liaison provides assistance to support and maintain branches within

his/her assigned district and serves as the coordinator/resource for the state.

- a. Maintains continuing contact with state and national leadership team members and local branches of the district, and provides assistance as a resource to help meet branch needs, including membership recruitment and retention, mission-based program planning, leadership training.
  - b. Works with state leaders to arrange branch visits as needed.
  - c. Attends all IBC and multi-branch meetings held in the district as regularly as possible, and asks for time on IBC meeting agendas.
  - d. Requests newsletters and directories from branches in the district in order to become better informed of branch activities. Writes occasional "Did You Know" articles for branch newsletters.
  - e. Encourages branches to advertise their events on the state website.
  - f. Increases communication between branches and encourages branches to work together on programs and community projects.
  - g. Reminds branches of the availability of the leader-on-loan program. (See Policy 909- Leadership Development Committee for details on the leader-on-loan program.)
  - h. Communicates with the leadership development committee about specific leadership and training needs in the district and about the content of leadership training.
  - i. Encourages mission based programming and reminds branches of resources available including program committee, program-in-a-box, international advocacy and diversity representatives, public policy and AAUW Funds committees.
  - j. Assists in keeping branches informed and engaged in membership recruitment and retention strategies provided by the membership committee.
  - k. Encourages support for AAUW Funds including attendance at Fund events, requests for fellowship recipient speakers, and increased contributions.
  - l. Encourages the establishment and maintenance of college/university partnerships.
2. Recruits members to serve on the state and national level.
    - a. Encourages district members to apply for state appointments and run for state and national AAUW elected positions. Encourages branch leaders to solicit committee applications and nominations for capable members.
    - b. Recruits nominating and elections committee member from the district.
  3. Includes the committee chair in all communications to branch presidents.
  4. Participates in the leader-on-loan program, leadership training, and state convention workshops, as requested.

## **Policy 904 – Communications Committee**

### **904.1 Composition**

The communications committee is a standing committee composed of the editorial team, web team, and such others as the board may deem necessary.

### **904.2 Chair Duties**

[See also Policy 901.3 for general responsibilities of all committee chairs]

1. Recruits, trains, and oversees an editorial staff for all print publications.
2. Recruits, trains, and oversees a web team to handle AAUW CA's internet presence and electronic communications.
3. Works closely with the internet host provider and website consultant to be aware of new trends and developments.
4. Trains committee members, office staff and board members in the administrative functions of the website and database appropriate for their use.
5. Provides advice and assistance to branches that request help regarding communication.
6. Prepares and distributes press releases to media and branches for state activities. Handles post conference/convention press releases and any follow up stories.
7. Assists with convention planning. Consults with president and program vice president to ensure accuracy of speeches, business and any special plans for conferences/conventions. Provides support for the daily convention publication, SnapShots, by making any necessary recommendations to ensure robust content for convention participants and/or timely social media posting. Recommendations are to be made to the convention manager for conveyance to the SnapShot editor.
8. Works with AAUW CA office manager to maintain current data list with national AAUW.
9. Works with meeting/event coordinators and local arrangements committee on publicity and print publications.

### **904.3 Committee Duties**

1. Develops and distributes AAUW CA information to branch leadership, membership, and the public.
2. The web team has overall responsibility for AAUW CA's internet presence and electronic communications.
  - a. Manages the website and web calendar.
  - b. Maintains the website database, branch officer's report and email broadcast system, including president's messages, board-to-board communications, and branch newsletter distribution to state officers.
  - c. Manages the email aliases and mailing lists.
  - d. Maintains the online photo albums.
  - e. Is an administrator of the AAUW CA Facebook page.
  - f. Prepares a budget for the website and sends it to the president and CFO.
3. The *California Perspective* editor edits, publishes, and distributes the state newsletter

to the membership.

- a. Oversees publishing of *California Perspective* at least three times per year and sets copy deadline for each issue.
  - b. Prepares budget for state newsletter and forwards it to the Director , Communications.
  - c. Is direct contact for print house of state newsletter.
  - d. Coordinates with office manager to order member data list from national AAUW and coordinates with print house.
  - e. Coordinates with office manager to verify bulk mail account is funded for each newsletter publication.
  - f. Consults with the office manager to verify non-profit postage permit is current and files statement of ownership with the post office, as required.
  - g. Works with the web team to post each issue of *California Perspective* on the website, and allow members to subscribe to email notification of its online availability in lieu of receiving a print copy in the mail.
4. Recommends advertising rates for *California Perspective* and *SnapShots* publications to the finance committee.
  5. Presents workshops and trainings offered at state, district, and interbranch council meetings.
  6. Working with the state membership committee, sends invitations to new members to opt for electronic delivery of the *California Perspective*.

## **Policy 905 – Development and Marketing Committee**

### **905.1 Composition**

The development and marketing committee is a standing committee, composed of the chair and others as the board may direct, preferably at least four members who have development and/or marketing experience.

### **905.2 Chair Duties**

[See also Policy 901.3 for general responsibilities of all committee chairs]

1. Reports to the board on development and marketing projects.
2. Ensures that the board approves all funds applied for and received.
3. Ensures that all marketing and development efforts are in compliance with the policies and policies of AAUW CA and national AAUW.

### **905.3 Committee Duties**

1. Increases the visibility of AAUW CA and secures non-dues revenue to support official state projects or special projects that have been adopted by one of the standing committees and approved by the board, or help defray the cost of state programs and activities. This revenue could come from grants, bequests, donations, sponsorships and product/ad sales.
2. Works with the communications committee, the AAUW Funds committee and other committees, as appropriate, to create and implement an overall development and marketing plan.

## **906 – Finance Committee**

### **906.1 Composition**

The finance committee is a standing committee composed of the CFO as chair and a minimum of four additional members.

### **906.2 Committee Duties** (See also Policy 604, Chief Financial Officer; and Policy Section 1000, Financial Administration)

The finance committee assists the CFO in all aspects of AAUW CA financial management, including:

1. Prepares AAUW CA budget for approval by the board.
2. Studies, prepares and reviews requests for changes in budgets and submits recommendations to the board for approval.
3. Receives reports from the investment managers and/or third party custodians on a quarterly basis. The finance committee shall review the investments, procedures, and adherence to the investment policy and decide on the specific portfolio allocations as needed. (See Policy 1003-Investment Policy).
4. Annually reviews investment policy and recommends changes for board approval.
5. Reviews biennially in even-numbered years, in consultation with the board, the state dues for branch members and MALs and recommends changes if necessary. If the board approves a change in state dues, the finance committee is responsible for submitting the proposal as it is to appear on the ballot to the nominations/elections

committee by the designated deadline for inclusion in the Winter issue of *California Perspective*.

6. Reviews and recommends travel and meal reimbursement rates for the following year to the board for adoption at its spring meeting.
7. In consultation with the communications committee, reviews and sets advertising rates for *California Perspective* and *SnapShots* publications.
8. Reviews and sets the price for providing mailing labels, in consultation with the office manager and president. (See Policy 107- Release of Member Information to Third Parties.)
9. Studies special funding requirements of the proposed state projects, programs and special committees and makes recommendations for board action, if needed.
10. Administers, reviews and updates the financial policies of the state as printed in the AAUW CA Branch Financial Guide.
11. Reviews the audit before presentation to the board.
12. Reviews and makes recommendations regarding the state insurance programs.
13. Assists the CFO in all aspects of convention fund management and prepares a financial report *following each conference*.

## **907 – Internal Audit Committee**

### **907.1 Composition**

1. The internal audit committee is a standing committee composed of a chair and a minimum of two additional members. At least one member will be from the general membership.
2. Candidates for a position on the committee should not only understand the concept of auditing financials and processes, but have had direct experience. They also should have a minimum of two years as a member of AAUW. Familiarity with QuickBooks is a plus.
3. No current or immediate past officer of the board may serve on the committee. The chair of the committee may be a board member.

### **907.2 Responsibility and Authority**

The committee's primary function is to assist the board in fulfilling its oversight responsibilities with respect to the audit of the organization's books and records, and the system of internal controls that are established. The committee is the liaison between the board and external auditors. The committee should have a clear understanding with the outside auditors that they must maintain an open and transparent relationship with the committee, and that the ultimate accountability of the outside auditors is to the board and committee. The committee is granted the authority to investigate any matter or activity involving financial accounting and financial reporting, as well as the organization's internal controls. In that regard, the committee will have access to the organization's external professionals to render advice and counsel in such matters.

### **907.3 Chair Duties**

[See also Policy 901.3 for general responsibilities of all committee chairs] Reports in writing to the board at their regular meetings, when appropriate.

### **907.4 Committee Duties**

1. Assists the board in all aspects of AAUW CA fiduciary management.
2. Recommends plans for an audit to the board by the end of each fiscal year.
3. Prepares request for proposal for outside auditing services and recommends to the board the selection, retention, or termination of the outside auditors. Communicates with the board the quality of the organization's financial and accounting personnel.
4. Reviews interim and annual financial statements.
5. Assures the board that the financial statements properly reflect the organization's financial condition.
6. Reviews adequacy of internal controls.
7. Monitors compliance with laws, regulations, and conflict-of-interest policies.
8. Meets periodically via conference calls, email and other electronic means.
9. Reviews with the board and outside auditors significant accounting and reporting principles, practices, and procedures applied when preparing financial statements. Discusses with the outside auditors their judgments about the quality, as well as the acceptability, of the accounting principles used in AAUW CA financial reporting.

## **908 – Governance Committee**

### **908.1 Composition**

The governance committee is a standing committee composed of a chair and a minimum of five additional members, as well as the parliamentarian serving as consultant.

### **908.2 Chair Duties**

[See also Policy 901.3 for general responsibilities of all committee chairs]

1. Assigns committee members to help branches and interbranch councils (IBCs) within each district with bylaws amendments and policy questions. Assists committee members as necessary.
2. Serves as the governance committee representative to the California Online Branch.
3. Distributes the policies and procedures handbook to new directors and committee chairs at the first meeting of the program year.
4. Prepares a committee budget that includes the expense of updating or revising the AAUW CA policies and procedures, as well as its printing and distribution of the policies and procedures handbook to new directors and committee chairs.
5. Holds bylaws briefings at the annual meeting and other meetings as requested.
6. Maintains an inventory of branch bylaws, policies and procedures, and standing rules, and ensure current copies are posted on the state website.

### **908.3 Committee Duties**

## State Duties

1. Reviews AAUW CA bylaws in even-numbered years, or whenever mandatory bylaws amendments are required by national AAUW, and proposes amendments or changes as needed.
  - a. Submits proposed state bylaw amendments, including rationale, to each member of the board at least ten days prior to the meeting at which the amendments are to be acted upon. The rationale must contain financial implications, if any.
  - b. Sends two copies of the amended bylaws to AAUW at [connect@aauw.org](mailto:connect@aauw.org).
  - c. Sends a copy of the amended bylaws to the California Secretary of State whenever there are significant amendments or a revision.
  - d. Provides the office staff and the web team with copies of the amended bylaws for printing and/or posting on the website.
  - e. For any bylaws amendment that would require a membership vote of approval, sends text of proposed amendment as it is to appear on the ballot and supporting rationale to the nominations/elections committee chair by the designated deadline for inclusion in the Winter issue of *California Perspective*.
2. Participates in bylaws briefings at state convention when possible.
3. Reviews the AAUW CA policies and procedures in the odd-numbered years. These policies and procedures define positions and committees and outline policies and procedures that carry out the provisions of the state bylaws and outline current practices.
4. Updates the handbook as appropriate with policies and procedures adopted by the board, changing the version number and last-amended date on each policy page amended. Editorial changes do not require board approval.
5. If extensive amendments or revisions are made to the policies and procedures, publishes a new handbook. If changes are minor, distributes the appropriate revised pages electronically.
6. Passes files to successor, preferably in electronic format. Branch and IBC Support
7. Advises branches and IBCs within the district(s) assigned by the chair in matters concerning bylaws and policy amendment and review; and assists branches and IBCs to fulfill state and national AAUW mandatory bylaws amendments, using the following procedure:
  - a. Receives and reviews branch/IBC draft of proposed amendments, checking that they follow required language and providing guidance with optional language.
  - b. Emails approved draft back to the branch/IBC for a membership vote.
  - c. Receives a final copy of the newly amended bylaws after membership vote, with the Date Last Amended noted, and emails the branch/IBC certification of their completion and approval for their records.
  - d. Emails final bylaws to committee chair, to be posted on the state website, along with current branch policies and procedures and standing rules.
  - e. Emails final branch bylaws to [connect@aauw.org](mailto:connect@aauw.org) for AAUW's records.
8. Submits reports to chair on branch/IBC bylaws and policy work as requested.

9. Participates in the leader-on-loan program as authorized.
10. Attends state, IBC, other meetings as often as possible.

## **Policy 909 – Leadership Development Committee**

### **909.1 Composition**

The leadership development committee is a standing committee, composed of a chair, the leader- on-loan coordinator, and other committee members as the board may direct.

### **909.2 Chair Duties**

[See also Policy 901.3 for general responsibilities of all committee chairs]

1. Responsible for developing, coordinating, administering, and evaluating a systematic, ongoing, comprehensive leadership development and training program to meet the needs of the state and the branches.
2. Consults with the board on specific leadership development and training needs in the state, districts and branches.
3. Consults with district liaisons and assists them in identifying their specific leadership development and training needs for branches.
4. Acts as a resource person and liaison on training/leadership development issues within AAUW CA.
5. Assists with convention planning.
6. Consults with the leader-on-loan coordinator and president on the administration of the state leader-on-loan program, including the selection of state leaders for the leader-on-loan requests.

### **909.3 Committee Duties**

1. Is responsible for the development and implementation of the statewide leadership-training program.
  - a. Designs and offers training modules to districts and branches.
  - b. Works with the district liaisons in developing the content of the annual leadership training.
2. Participates in the leader-on-loan program, assists in convention planning, and takes part in presenting leadership training and workshops, as requested.
3. Provides board training, as requested by the president.

### **909.4 Leader-on-Loan Program**

1. The purpose of the leader-on-loan program is to share expertise and training which will enable branches to:
  - a. Strengthen their internal organization.
  - b. Increase AAUW's presence in their communities.
  - c. Overcome common challenges such as growing and retaining membership,

- developing branch leaders, and implementing mission-based programs.
- d. Increase member understanding of the breadth and scope of AAUW's mission.
2. The leader-on-loan coordinator duties are to:
    - a. Structure and manage the program to maximize effectiveness and to fulfill AAUW's mission
    - b. Advertise the program for maximum utilization
    - c. Obtain and assign highly qualified speakers in consultation with the leadership development chair and president.
    - d. Evaluate the program and make needed improvements in consultation with the leadership development chair and board.
  3. Leaders-on-loan may include current directors and appointed chairs and members, AAUW board and committee members. District liaisons may not be leaders-on-loan within their own districts.
  4. Branches and any multi-branch group may utilize the leader-on-loan program using the following procedure:
    - a. All forms and information about the leader-on-loan program will be distributed in the first administrative packet of the program year and posted on the state website.
    - b. Requests are submitted to the leader-on-loan coordinator at least 60 days in advance.
    - c. Leader-on-loan coordinator will respond to the request within 14 days.
    - d. The president assigns a leader-on-loan in consultation with the leader-on-loan coordinator and leadership development chair.
    - e. The hosting entity makes all arrangements for the visit, such as venue and promotional materials.
    - f. After the visit, the hosting entity completes and returns an evaluation form to the leader- on-loan coordinator.
  5. The expenses of a leader-on-loan visit are the responsibility of the hosting entity (branch or IBC), including travel (bridge tolls and mileage at current reimbursement rates), lodging and meals. However, AAUW CA will pay for the speaker expenses for a request that has been approved by the branch support committee as a branch in need of assistance.
  6. Criteria for selecting leader-on-loan recipients:
    - a. Support: Has this branch been identified as troubled by the branch support committee?
    - b. Frequency: When was the most recent request for a leader-on-loan from this branch or IBC honored?
    - c. Disappointment Factor: Has this branch or IBC requested a leader-on-loan in the past, which was not awarded? How often?
    - d. Leader-on-Loan Equity: Has the leader requested been scheduled too frequently?
    - e. Special circumstances: Is this request to mark a significant event in the life of the

branch or is it for a special community action project or similar?

## **Policy 910 – Membership Committee**

### **910.1 Composition**

The membership committee is a standing committee composed of a chair, diversity representative, college/university liaison, and as many other members as deemed necessary by the board.

### **910.2 Chair Duties**

[See also Policy 901.3 for general responsibilities of all committee chairs]

1. Assists and educates branches and members on membership recruitment and retention strategies.
  - a. Holds membership committee meeting to train committee members, distributes materials, sets goals, develops action plan for year, and delegates tasks to assist branches.
  - b. Works with the district liaisons and uses all forms of electronic and print state communications to keep branches informed and engaged in membership recruitment and retention strategies.
  - c. Works with the national and state offices to formulate and distribute membership statistics.
2. Facilitates the establishment of new branches.
  - a. Investigates leads for new community need, to notify nearby branches and establish personal contact with organizers.
  - b. Visits a petitioning group desiring to form a branch and discusses the programs of AAUW and the desirability of organizing a branch. May designate an official representative to act in her/his stead.
  - c. Provides prospective branch with forms and explains procedure to chartering a new branch. Obtains AAUW CA board approval for branch formation and sends appropriate forms to AAUW Membership department. Offers the new branch assistance throughout the chartering process and for its first two years.
3. Is responsible for implementing all changes in branch structure.
  - a. Reviews requested branch name change. Presents motion to approve name change to AAUW CA board. If approved, obtains necessary state signatures and sends request to AAUW Membership Department/Branch Relations. When approved, notifies state board, membership and governance committees.
  - b. Informs branches on alternative governance models other than the traditional AAUW officer positions in an attempt to assist those branches that may be experiencing challenges in recruiting members for leadership positions.
  - c. Instructs branches on procedure for disbandment should a branch vote to disband and supplies the necessary forms if requested. Presents motion to the AAUW CA board, and if approved, obtains necessary state signatures and sends documents to AAUW Membership department. Notifies appropriate groups as above.

- d. Works with a branch seeking to become a satellite as well as with the "host" branch. Instructs both branches in their respective roles. Obtains approval from the state board and obtains the president's signature. Sends document to AAUW Membership department. Notifies appropriate groups as above.
  - e. Works with two branches seeking an "informal" merger (a troubled branch melds into a stronger branch). Instructs branches on procedure to follow. Presents request to the board, and if approved, obtains president's signature and sends document to AAUW Membership department. Notifies appropriate groups as above.
  - f. Works with two branches seeking a formal merger (both branches relinquish their charters and become a new branch with a new name). Requests state governance committee to assist branch in writing their bylaws and furnishes template. Obtains approval of bylaws from the governance committee and presents motion to the board for approval. If approved, sends completed form to national AAUW Governance Committee, and AAUW Membership Department.
  - g. Tracks branches making above changes and offers assistance.
4. Provides information to transferring members to assist them in finding a branch or branches in their new location.
  5. Sends congratulatory letters to new 50-Year Honorary Members, and to their branch finance officer notifying them that they are henceforth exempt from payment of CA dues.
  6. Recognizes significant branch anniversaries.
    - a. All branches that have reached the charter date of any multiple of 25 years shall receive a certificate at the annual meeting, and recognition in the *California Perspective*.
    - b. Any branch that requests recognition of an important branch anniversary, other than one that is a multiple of 25 years, shall receive a certificate.

### **910.3 Committee Duties**

1. Suggests effective methods for branches to recruit, orient and retain members.
2. Endeavors to strengthen and increase membership in the state through the establishment new branches.
3. Serves as a liaison between branches and the board.
  - a. Communicates with branches through electronic and printed mailings, branch visits, IBC meetings and workshops.
  - b. Assists branch membership vice presidents in the implementation of AAUW and AAUW CA membership policies and programs.
  - c. Develops College/University partner memberships and recruits student affiliates.
  - d. Provides a written report of activities to the membership chair to include in the committee's quarterly report to the board.
4. Participates in the leader-on-loan program, as authorized, serves as a member of the district or IBC team and as such attends those meetings when possible, and performs other duties as assigned by the chair.

5. Assists in convention planning, and takes part in presenting membership workshops and trainings at convention and any other state or district meeting.

#### **910.4 Diversity Representative**

1. Develops, coordinates and administers a systematic, ongoing and comprehensive diversity program in consultation with the membership and program development committees.
2. Evaluates diversity programs regularly, making appropriate recommendations to the board.
3. Consults with the board, all committees, IBCs and branches on identifying and addressing specific diversity issues and needs in the state, districts and branches.
4. Is a voting member of the membership and program committees.
5. Performs other duties as requested by the president.
6. Reports to the board as requested.
7. Submits an annual report to the state president.

#### **910.5 College/University Partners Subcommittee**

1. The subcommittee shall be composed of a chair and as many other members as deemed necessary by the board.
2. Coordinates and administers the AAUW College/University Partnership Program for AAUW CA in collaboration with the membership and program committees.
3. The subcommittee chair a voting member of the membership committee.
4. Maintains responsibility for the overall recruiting of accredited colleges/universities within CA as partners with AAUW.
  - a. Retains a list of all current C/U partners along with a campus contact for each institution. Keeps this list up to date and shares this information with AAUW CA branches via the State website, publications and electronic means.
  - b. Encourages branches to outreach to potential C/U partners in their geographic area and recruit them. Supplies branches with recruitment materials and mentoring advice.
  - c. Promotes AAUW national, state and branch membership among C/U partner schools by reaching out to faculty, staff and students.
  - d. Educates C/U partner students regarding their AAUW membership as E-Student Affiliates
5. Ensures the renewal of AAUW partner C/Us each year.
  - a. Works with the branches to make sure they communicate with C/U campus liaisons and encourage collaboration on programs, projects, events.
  - b. Encourages branch interaction with Student Affiliates and E-Student Affiliates by obtaining a list of the latter from the national member services database (MSD).
  - c. Maintains a supply of student brochures and AAUW publications to share with campus liaisons and with branches.

6. Encourages branches to collaborate with local C/U campuses and educate the branches on the various programs AAUW has established for college-age women:
  - a. NCCWSL (National Conference for College Women Student Leaders)
  - b. AAUW Campus Action Projects (CAP)
  - c. National Student Advisory Council (SAC)
  - d. Elect Her
  - e. AAUW CA Financial Literacy projects: \$tart\$mart and Money Trek
7. Disseminates information describing AAUW grants and fellowships.

## **Policy 911 – Nominations and Elections Committee**

### **911.1 Composition and Term Limits**

The nominations and elections committee is composed of a chair and up to 11 committee members, providing representation from as many districts as possible across the state.

No sitting director may serve on the committee. No member may serve more than two consecutive one-year terms as a committee member unless the third term is as the committee chair. No member shall serve more than two consecutive terms as committee chair.

### **911.2 Committee Appointment Procedure**

1. District liaisons and current committee members actively recruit members from their districts to apply for appointment.
2. Applications for committee appointments must be submitted to the state office by the published deadline.
3. If there are not applications from at least six of the districts in the state, the deadline for applications is extended by one month, giving district liaisons more time to recruit applicants.
4. The board appoints a chair and committee members in consultation with the parliamentarian to ensure committee term limits are taken into consideration.

### **911.3 Chair Duties**

[See also Policy 901.3 for general responsibilities of all committee chairs]

1. Has overall responsibility for the nominations process.
  - a. Prepares the Call for Candidates and submits it for publication in the fall *California Perspective*, posting on the AAUW CA website and inclusion in the fall Administrative Packet for branch presidents.
    1. Confirms with the board of directors which officers and how many directors will be elected.
    2. Confirms with the board of directors the deadline for nominations to be received. Deadline must meet publication deadline for winter *California Perspective*.
    3. Confirms with the board of directors the dates of the 3-week voting period.

- b. Prepares the Candidate Information Form and arranges for it to be posted on the AAUW CA website.
  - c. Submits candidates' photos, goal statements and Candidate Information Forms for posting on the AAUW CA website in the order they are received.
  - d. Submits candidates' photos and goal statements for publication in the winter *California Perspective* and inclusion in the winter Administrative Packet for branch presidents.
  - e. With the board of directors, sets the deadline and process for additional nominations and/or nominations from the floor.
  - f. Collects and files candidates' signed acknowledgement of the campaign rules. (Form is appended to Policy 502).
2. Works with the appropriate committee chair to ensure that any measure requiring a membership vote, such as resolutions or the public policy platform, are submitted in a timely manner and in the proper format for inclusion on the ballot.
  3. Works with the communications team to create an online forum for discussion of resolutions and public policy issues, if needed.
  4. Consults with the parliamentarian on questions of policy and procedure regarding the nomination and election processes.
  5. Coordinates, with the board of directors, the timing and process for additional nominations after the slate has been presented to the membership.
  6. Has overall responsibility for elections.
    - a. Contacts the election vendor after the nominations deadline to confirm procedures and set dates for the 3-week voting period.
    - b. Obtains Excel file of AAUW California members from AAUW thirty days prior to beginning of voting period.
    - c. After additional nominations are received, sends candidates' names, photos, *Candidate Information Forms*, and Excel membership file to the election vendor.
    - d. Requests the ballot to be prepared and a sample ballot to be sent to the nominating committee. Once ballot is approved, requests the election vendor to begin the voting period.
    - e. Verifies that candidates' financial reports have been filed by the required deadlines and are in compliance with the campaign rules.
    - f. At the conclusion of the voting period, notifies each candidate of the election results by telephone.
    - g. Provides election results to be posted on the AAUW CA website once all candidates have been notified.
    - h. Delivers all election results to the state president, including a report on the breakdown of voting by branch and/or zip code to help evaluate participation rates, with a copy to the secretary for inclusion with archival annual meeting minutes.
    - i. Submits election results to communications chair for publication in Spring *California Perspective*.

- j. Destroys, at the end of the nominating committee process, all confidential proceedings and written information regarding candidates except for Candidate Information Forms and photos.
7. Conducts an annual review of election policies and procedures, campaign policies and timelines to ensure that they are current and relevant. Recommends changes to the board if they require bylaw amendments or the governance committee if policy changes are needed.

#### **911.4 Committee Duties**

1. It is the responsibility of the nominating and elections committee to evaluate, seek and select highly qualified candidates for each office and position. The nominating and elections committee shall be responsible for determining that candidates are AAUW CA members in good standing.
2. The nominating and elections committee is authorized to handle any complaints of non-compliance with any campaign rules, including the authority to disqualify candidates who provide false or misleading candidate information or fail to follow the campaign rules.

### **912 – Program Committee**

#### **912.1 Composition**

The program committee is a standing committee, composed of a chair, international advocacy, financial literacy, and Gender Equity in Education representatives, and such others as the board may direct.

#### **912.2 Chair Duties**

[See also Policy 901.3 for general responsibilities of all committee chairs]. Serves as a resource for state committees for program coordination.

#### **912.3 Committee Duties**

1. Assists branches to translate AAUW and AAUW CA program priorities into branch programming.
2. Communicates with branches through all state electronic and printed communications, branch visits, district and Interbranch Council (IBC) meetings, and workshops.
3. Sets the state program theme for the year, and plans and coordinates workshops for annual meetings and conventions in close consultation with other state committees. (See Policy 1102-Conventions.)
4. Participates in the leader-on-loan program, as authorized.
5. Tracks branch mission-based program activities through branch newsletters.

#### **912.4 International Advocacy Representative**

1. Plans and recommends to the board policies, programs, and actions on issues of international scope and interest.
2. Serves as a resource on international issues for branches, districts, IBCs, and the state board.

3. Encourages branches, districts, and IBCs to include an international perspective in their programming.
4. Serves as AAUW CA liaison to international organizations.
5. Is authorized to create and chair an International Advocacy Sub-Committee, if needed, to achieve the goals and objectives of this area of state programs.

#### **912.5 Financial Literacy Representative**

1. Coordinates and promotes financial education for girls and women.
2. Serves as a resource to branches, districts, and IBCs on financial literacy programs.
3. Recommends collaboration with financial institutions and organizations to the board, and promotes those partnerships to branches, districts, and IBCs.
4. Plans workshops at state conventions on financial literacy programs.
5. Is authorized to create and chair a Financial Literacy Sub-Committee, if needed, to achieve the goals and objectives of this area of state programs.

#### **912.6 Gender Equity in Education Representative**

1. Promotes gender equity in education (Title IX) for girls and women.
2. Works with the public policy committee on gender equity in education legislation.
3. Encourages branches, districts, and IBCs to include gender equity in education perspective in their programming and serves as a resource for them on Title IX issues.
4. Recommends coalitions with other organizations to the board and participates in board approved coalitions.
5. Serves as AAUW CA liaison to other organizations working on Title IX issues.

### **Policy 913 – Public Policy Committee**

#### **913.1 Composition**

1. The public policy committee is a standing committee, composed of the chair, the president, and others as the board may direct.
2. Effort shall be made to appoint members with background in reproductive rights, education/childcare, prevention of violence against women and families, and other aspects of public policy relevant to AAUW CA priorities.

#### **913.2 Chair Duties**

[See also Policy 901.3 for general responsibilities of all committee chairs]

1. Has overall responsibility for administration of AAUW CA's public policy program under the guidance of the state board and within the scope of the national AAUW public policy program.
  - a. Works with the legislative advocate to further the public policy program of the state.
  - b. Acts as a resource to AAUW CA and its branches, keeping them informed of

- national and state AAUW public policy, voter education programs and recommended actions. Communicates current public policy activities to branch public policy chairs, requesting local support as necessary.
- c. Prepares and distributes to the board and the branches at the end of the legislative session a report/voting record of the final action on or disposition of all specific legislation on which AAUW CA has taken positions.
  - d. Presents the committee's recommendations to the board for AAUW CA membership in statewide coalitions annually. Coordinates and facilitates state participation in coalitions; encourages branches to build local coalitions.
  - e. Prepares and distributes the Public Policy Brochure.
  - f. Submits proposed budgets for the public policy committee and public policy events, and submits financial reports to the CFO within 30 days after a public policy event.
  - g. Annually reviews and revises the *Public Policy Program* document for distribution in the administrative packet to branches.
  - h. Takes emergency action on specific public policy clearly within the scope of the public policy program with the approval of the president and two other members of the public policy committee.
2. Maintains communication with national AAUW staff concerning the implementation of effective public policy and voter education campaigns.
    - a. Coordinates AAUW CA responses to national AAUW public policy requests.
    - b. Submits proposed public policy items to the national AAUW Public Policy Committee and staff for consideration when state issues may have national significance.

### **913.3 Committee Duties**

1. Stays informed on national AAUW public policy and voter education. Advocates and promotes AAUW CA action priorities.
  - a. Evaluates and takes positions on legislation and ballot measures, assigning priority status.
  - b. Publishes and updates the state bill package.
  - c. In consultation with the legislative advocate, prepares legislative interview forms/questions for use by branches to facilitate meeting with their legislators.
  - d. Prepares statements to be delivered to appropriate public officials.
2. Assists branches in implementing the public policy and voter education programs.
  - a. Assists in planning and implementing any AAUW CA public policy event, if requested by a branch.
  - b. Attends district training meetings as the public policy committee representative, if requested.
  - c. Participates in the leader-on-loan program, as authorized.
  - d. Attends state conventions, when possible, to present public policy workshops and

- speak to the public policy programs, as called upon.
- e. Makes recommendations to the board on non-partisan candidate endorsements.
  - f. Evaluates and recommends action on AAUW CA resolutions.
  - g. Recommends new coalition memberships to the board.
  - h. Assists in annual evaluation of coalition memberships.
  - i. Biennially reviews and updates the public policy priorities, recommending changes.
3. Formulates and implements a state public policy and voter education program in compliance with national AAUW policy.
    - a. In the fall of even-numbered years, solicits members' comments and recommendations for changes in public policy priorities.
    - b. Uses member input and committee analysis to develop the proposed AAUW CA action priorities.
    - c. Presents the public policy priorities and program for adoption by the membership in odd- numbered years, submitting the proposed language as it is to appear on the state ballot and supporting rationale to the nominations/elections chair by the designated deadline for inclusion in the Winter issue of *California Perspective*.
    - d. Prepares and distributes the state public policy priorities brochure.
    - e. Considers and suggests action falling within the scope of the national and state AAUW public policy program, including consideration of positions on specific legislation, ballot initiatives, or endorsement of statewide non-partisan candidates.
  4. Reviews proposed AAUW CA resolutions and assesses their relevance and impact on public policy program priorities.
  5. Assists in convention planning, and takes part in presenting public policy workshops and trainings.
  6. Consults with the leadership development committee to update public policy leadership training materials.

#### **913.4 Legislative Advocate**

The legislative advocate is a paid consultant with these responsibilities:

1. Represents AAUW CA at legislative hearings and lobbies the public policy bill package.
2. Works with legislators on issues within the state focus on public policy positions.
3. Publishes and maintains the approved bill package on the AAUW CA website.
4. Uses the AAUW CA Action Alert system and social media to inform and engage AAUW members and friends to participate in lobbying efforts.
5. Acts as a consultant to the public policy committee in the selection of bills on which to take positions.
6. Attends and speaks at state conventions and meetings, and participates in the leader-on-loan program.
7. Works with advocates from other organizations that share similar mission, vision and

public policy priorities.

### **913.5 Coalitions**

1. The public policy chair and one other public policy committee member, selected by the chair, review coalition evaluations and present recommendations to the board for approval at the summer board meeting.
2. Criteria for evaluation of coalition membership includes
  - a. Coalition goals consistent with AAUW's mission.
  - b. Coalition effectiveness, viability, serving a critical need, and potential for positive impact.
  - c. Contribution to AAUW visibility.
  - d. Commitment to participate regularly.
3. The president appoints a representative to each approved coalition, and the coalition representative will:
  - a. Submit a written report, with agenda attached, to the public policy chair after each meeting of the coalition.
  - b. Submit a written coalition evaluation to the public policy chair at the end of each fiscal year.
4. A line item in the AAUW CA budget shall designate the total amount to be allocated for coalition dues for the year.

## **914 – State Project Oversight Committee**

See also Policy 109-State Projects.

### **914.1 Composition**

The state project oversight committee is a standing committee, composed of a chair and as many additional members as deemed necessary by the board. The chair and at least one other committee member must be a sitting director.

### **914.2 Chair Duties**

[See also Policy 901.3 for general responsibilities of all committee chairs]

1. Assign committee members to fulfill the duties of the committee.

### **914.3 Committee Duties**

1. Evaluate new state project proposals, consulting with the finance committee for fiscal impact, and other committees as appropriate, and make a recommendation to the
- 2.
3. board within three months of receipt of the application.
4. Assist in the development and execution of new projects, including working with the project coordinator to create policies and procedures for the project by the end of the first year of its operation.
5. Annual evaluations of current state projects, including:
  - a. Evaluate projects' budgets before the budget are sent to the board for approval.

- b. Review projects' policies and procedures to ensure practices are consistent across multiple delivery sites and consistent with state policy. Working with project coordinators to update policies and submit those amendments to the board for approval.
  - c. Review projects' publications.
6. Conduct an annual procedural and financial review of each project. For a project with multiple delivery sites, such as Tech Trek, a sampling of several sites is sufficient, with the sites selected rotated from year to year.
- a. Financial review should include a review of the budget, actual income/expenses, and a sampling of deposits and vouchers.
  - b. Procedural review should contact a sampling of the participants and volunteers to ensure procedures were followed and all insurance, risk management, and legal requirements of a project are met.
7. Make recommendations to the board on how to improve projects and if/when to discontinue projects.

## **Policy 915 – Meetings Planner**

### **915.1 – Meetings Planner**

1. Responsible for coordinating the logistics of all statewide meetings, including but not limited to board meetings, conferences, conventions and annual meetings.
  - a. Consults with the president and appropriate district leaders concerning host branches and local chairs for state meetings, conferences and conventions, and makes recommendations to the executive committee for approval.
  - b. Ensures that all meetings, conferences and conventions are adequately staffed and the required local arrangements are completed.
  - c. Meets with facilities staff prior to each event to review all event requirements.
  - d. Acts as sole contact with meeting site personnel, working on site at all state meetings.
  - e. Writes all notes and letters of appreciation and distributes small gifts to meeting site staff.
2. Responsible for the negotiations of all contracts related to meetings of AAUW CA including arrangements for room rates, meals, meeting rooms, equipment and setups, and services, making every effort to keep the cost of group meals that are to be paid by the state within the board-approved meal reimbursement rates.
  - a. Submits all required documentation and paper work to meeting facilities and coordinates with the facilities staff.
  - b. Submits all contracts to the state president for approval and signature.
  - c. Handles all meeting AV requests.
3. Co-chairs the convention planning team with the conventions manager. (See Policy 916- Convention Manager and Local Arrangements Chair)
4. Assists the CFO with:
  - a. Assessing the budget needs for meetings.
  - b. Confirming the board rooming list.
5. Maintains an experience notebook.
6. Submits an annual report to the president.

## **916 – Convention Manager and Local Arrangements Chair**

### **916.1 Convention Manager**

1. Is appointed to a two-year term of office, beginning in July of even-numbered years.
2. Consults with the meetings planner as needed, with the planning for the annual meeting in odd-numbered years, when there is no convention.
3. Has overall responsibility for planning and developing the biennial convention, co-chairing the convention planning team with the meetings planner.

- a. Leads the convention planning team in planning schedules and coordinating programs for the convention. The team will include the president and CFO; chairs for AAUW Funds, communication, leadership development, membership, program, and public policy; international, diversity, and financial literacy representatives; state project coordinators; the local arrangements chair; and others as the convention team co-chairs deem necessary.
  - b. Calls planning team meetings as required, preferably in conjunction with state board meetings to minimize travel expenses. The initial planning meeting should occur no later than August of odd-numbered years.
  - c. Consults the evaluations and reports from previous conventions early in the planning process. Creates an evaluation form for convention attendees and compiles the results of those evaluations after the convention.
  - d. Prepares a convention proposal for board members to review in October of odd-numbered years. Presentation will include the convention budget (including the terms for volunteer discounts and vendor/branch sales table rates), program themes, AV needs, room set-up, etc.
  - e. Assists the communications committee with the preparation of convention information and registration forms that will be distributed to the membership via the *California Perspective* and the state website.
  - f. Oversees the publication of the official convention program and its delivery to the event site.
  - g. Oversees registration and creation of registration packets for attendees.
  - h. Consults with meetings planner prior to approval of convention AV requests.
  - i. Appoints an editor to produce and distribute daily *SnapShots* at convention.
  - j. Immediately after the convention, meets to evaluate the event in consultation with the meetings planner, local arrangements chair, program chair, president, and any other contributors identified by the convention manager.
  - k. Creates a convention review report that includes a summary of the participant convention evaluations and findings from the post-convention evaluation meeting.
4. The convention manager may request the president to appoint a convention assistants to whom some tasks may be delegated, including (but not limited to) registration, coordinating AV requests, vendor registration, and convention program publication.
  5. Reports to the board on planning progress and attends board meetings at the request of the president.

### **916.2 Local Arrangements Committee and Chair**

1. The local arrangements committee (LAC) chair recruits a committee of members living near the convention location who recruit, schedule, and oversee all the convention volunteers.
2. The LAC chair works with the convention manager and convention planning team to identify and coordinate the staffing needs for convention, including but not limited to: registration, packets, workshop assistants, market place, volunteer room, meals, greeters, and Connection Corner.

3. The LAC chair coordinates the recruitment of vendors for the market place.
4. Attends convention-planning meetings at the request of the convention manager.
5. Assists the convention planning team with selecting local convention entertainment and opening ceremonies.
6. The LAC chair provides the convention manager and office manager with a list of those eligible for discounted convention registration rates, in accordance with Policy 1102 (Convention).

## **917 – Parliamentarian**

1. Serves as consultant and advisor to the president, state and branch leadership, and all AAUW CA members on parliamentary procedure.
2. Is an ex-officio, non-voting member of the board, executive committee, and governance committee. Consults with other committees at the request of the president or committee chair.
3. Maintains copies of the current versions of the AAUW charter, bylaws and policies; state bylaws, policies and procedures; and *Robert's Rules of Order Newly Revised*.
4. Confers with the president in advance regarding business to come before the executive committee, board and state membership meetings in order to anticipate issues that might arise.
5. At the request of the president, polls the executive committee regarding potential emergency action, reports back to the president when a majority vote has been reached, secures a complete vote and ensures that the results are recorded in the minutes at the next executive committee meeting.
6. Instructs the nominations and elections committee regarding responsibilities, the current offices to be filled, and the electoral procedures to be followed. (See Policy 501- Nominations, and Policy 502-Elections.)
7. Prepares a call for resolutions for the first administrative packet of the program year. (See Policy 111-Resolutions.) If any resolutions are proposed, works with a task force appointed by the president to oversee the presentation of resolutions on the state ballot:
  - a. Assists branches with proposed resolutions concerning form, clarity, and content of proposed resolutions, including the resolutions' effective duration and financial implications. Prepares a task force recommendation for action on proposed resolutions.
  - b. Refers proposed resolutions to all standing committee chairs for review and comment, and to the CFO for preparation of a fiscal impact statement.
  - c. Publishes and distributes properly presented proposed resolutions, including the CFO's fiscal impact statement, through the same state communications channels used for all other ballot measures.
  - d. Working with the nominations and elections committee chair, ensures resolutions

- appear on the state ballot.
- e. Works with the communications committee to create an online forum for discussing resolutions. Arranges for a discussion of resolutions immediately before or after the annual meeting business sessions, if logistically possible.
  - f. Ensures that policies and procedures are updated, if needed, to conform to adopted resolutions.
8. Obtains copies of the call and program of the previous annual meeting in order to assist in  
  
preparation of the standing rules and parliamentary procedure guidelines for an upcoming annual meeting.
  9. Meets with annual meeting volunteers to confirm procedures and advises and supervises on- site members of these committees as far as possible.
  10. Submits an annual report to the state president.
  11. Performs such other duties as requested.

### **Policy 918 – Assistant to the President**

1. Assistant to the President is an appointed position. Appointment of this position is optional and is at the will of the current president.
2. The appointee shall be approved and confirmed by the executive committee.
3. The appointee will perform duties and tasks assigned by the president, which may include tasks such as board preparation postings, tracking board action items, maintaining internal board contact lists, and tracking the president's travel schedule, as well as any other duties deemed necessary by the president.

### **Policy 1001 – General Fund Budget**

#### **Budget**

The general fund budget shall reflect the mission, goals, priorities, activities and projects of AAUW CA. It shall be developed in conjunction with a AAUW CA strategic plan to identify funding priorities. (See Policy 108-Strategic Plan). The budget shall include statements of revenue and expense and include a provision for a permanent reserve.

#### **Authority and Approval**

The finance committee, in consultation with board members, committee chairs and task force chairs, shall prepare the budget and present it to the board for approval.

#### **Timeline**

The finance committee meets in July or early August to prepare an annual budget of estimated income and expenditures and submits the budget to the board of directors for approval by August 15. The finance committee monitors the budget throughout the year,

and prepares a preliminary budget for the upcoming year for the outgoing board to approve no later than June 15. This preliminary budget will be in effect until the final budget is approved in August.

## **Policy 1002 – Bank Accounts**

### **Bank Accounts**

1. Current bank accounts include:
  - a. Checking account for operating expenses - Unrestricted
  - b. Convention Conference Fund - Restricted
  - c. Operating Fund – Restricted
  - d. Project Fund – Restricted

For each account's purpose and restrictions, see Policy 1003-Investment Policy)

2. No new accounts may be established in the name of AAUW CA without prior authorization of the president and CFO.

### **Signature Authority**

1. Any AAUW CA financial account utilizing the AAUW CA tax ID number shall have the following officers given signature authority: CFO, president, and president-elect/vice president.
2. All checks over \$2,000 require two signatures.

## **Policy 1003 – Investment Policy**

### **Purpose**

This investment policy is to establish a clear understanding of its investment objectives and policies. The AAUW CA board and finance committee are entrusted with managing AAUW CA's investments and are expected to act in a prudent manner consistent with the best interests of AAUW CA and have authority to maximize investment opportunities within the limitations of these guidelines.

### **Definition of Duties**

1. The board of directors of AAUW CA has the ultimate fiduciary responsibility for AAUW CA's investment portfolio and is responsible for ensuring that governance and management policies are in place and implemented.
2. The Chief Financial Officer (CFO) is responsible for implementing the investment policy, hiring investment managers, and monitoring portfolio performance on a regular basis to ensure compliance with the investment policy. An investment committee may be organized under the guidance of the CFO and board of directors to monitor the portfolio performance and its compliance with the investment policy, and to make recommendations to the CFO.
3. The Investment Advisor is responsible for implementing the investment strategies as defined herein. The advisor shall serve as a third-party objective professional retained to assist the CFO in managing the overall investment process. The advisor is

responsible for guiding the committee through a disciplined and rigorous investment process to enable the committee to meet the fiduciary responsibilities outlined herein. The advisor shall provide asset allocation advice, provide spending studies, help with manager selection, provide portfolio level performance reports, review current managers, monitor the overall health of the portfolio and provide education to the CFO.

4. The custodian is a financial institution responsible for safeguarding the assets of the portfolio. The custodian is also responsible for the settlement of securities bought and sold, collecting dividends and interest payments from the securities in the portfolio, and administering corporate actions on securities held, such as stock splits and dividend. The custodian typically provides monthly and annual accounting reports including detailed transactions, cash flows, securities held and their current value, and change in value of each security and the overall portfolio since the previous report, and disburses funds for AAUW CA's operating budget.

### **Accounts of the Portfolio**

AAUW CA maintains four investment accounts, for four distinct purposes, all of which are guided by this Investment Policy Statement:

1. Convention/Conference Fund

- a. Purpose: To serve as self-insurance for shortfalls relating to contractual obligations for state convention, state meetings and state-sponsored events. All income and expenses for said events will be processed through this account.
- b. Restrictions: The Convention Conference Fund shall have a minimum balance of \$50,000. Any earnings shall be reinvested back into the fund to ensure its growth. This fund will be invested at moderate risk with \$50,000 invested in short term (1-3 years)

instruments. Any amount over \$50,000 may be invested in longer term (3-5 years) instruments.

2. Restricted Projects Fund

- a. Purpose: To fund special projects and programs of AAUW CA as established by the board. This account acts as a reserve for contingencies. If and when an emergency occurs, the board must approve the amount needed to regain status quo. That approved amount will be transferred to the Money Market Checking Account for disbursement. The funds removed from this account will be replaced as soon as possible.
- b. Restrictions: The Restricted Projects Fund shall have a minimum balance of \$20,000. This fund may be invested in instruments with a moderate risk and a longer term (3-5 years). This fund will maintain a ratio of 75% to 25% stocks to bonds.

3. Restricted Operating Fund

- a. Purpose: To continue to operate in the event of unforeseen or exceptional cash shortages, and cover the day-to-day operating expenses of the organization. This account acts as a reserve for contingencies. If and when an emergency occurs, the board must approve the amount needed to regain status quo. That approved amount will be transferred to the Money Market Checking Account for disbursement. The funds removed from this account will be replaced as soon as possible.

- b. Restrictions: The Restricted Operating Fund balance shall be no less than four months of more than six months actual budget operating expense, based upon the prior year's fully budgeted operating expenses with a minimum balance of \$75,000. Any earnings shall be reinvested back into the fund to ensure its growth. This fund will have investments with moderate risk and 3-5 year term. This fund will maintain a ratio of 75% to 25% stocks to bonds.
4. Money Market Checking Account
- a. Purpose: Unrestricted operating fund. This account is used to receive income and disburse expenses that are ordinary operating income and expenses.
  - b. Restrictions: The Money Market Checking Account is an unrestricted account. The funds will remain in the Money Market checking account until needed. Upon cash flow analysis and operating cash requirements funds may be invested for periods of 60-120 days in Certificates of Deposit. Any earnings shall be reinvested back into the fund to ensure its growth.

### **Objectives of the Portfolio**

1. All investments shall support the mission of AAUW CA: Advancing equity for women and girls through advocacy, education, philanthropy and research.
2. The board of directors and CFO shall identify any specific companies deemed incompatible with AAUW CA's mission. The list of companies shall be updated as needed and given to the advisor to avoid investing in.
3. This investment policy has been arrived at upon consideration by AAUW CA of a wide range of policies and describes the prudent investment the board of directors deems appropriate. This process includes offering various asset classes and investment management styles that, in total, are expected to offer the opportunity to diversify the portfolio in a manner consistent with the specified risk and return requirements of the portfolio. The objectives include:
  - a. Maintain the purchasing power of the current assets and all future contributions. The objective is to maintain the level of services and programs in relation to inflation.
  - b. Maintain the level of programs and services currently provided. This can only be accomplished if sufficient total return is reinvested and new funds added to keep pace with cost increases and program expansions.
  - c. Maximize return within reasonable and prudent levels of risk.
  - d. Maintain an appropriate asset allocation based on a total return policy that is compatible with a flexible spending policy, while still having the potential to produce positive real returns.
  - e. Follow general "safe harbor" rules:
    1. Use prudent experts (registered investment advisor, including mutual funds, bank or insurance company) to make the investment decisions.
    2. Demonstrate that the prudent expert was selected by following a due diligence process.
    3. Give the prudent expert discretion over the assets.
    4. Have the prudent expert acknowledge their co-fiduciary status (mutual funds

are exempt from this requirement – the prospectus is deemed to serve as the fund's fiduciary acknowledgement).

5. Monitor the activities of the prudent expert to ensure the expert is performing the agreed upon tasks.

### **Monitoring Portfolio Investments and Performance**

The CFO will monitor the portfolio's performance against the portfolio's stated investment objectives. At a frequency to be decided by the board of directors, the CFO will formally assess the portfolio and the performance of its underlying investments.

### **Monitoring Costs**

1. The CFO will review at least annually all costs associated with the management of the portfolio, including:
  - a. Expense ratios of each mutual fund and ETF against the appropriate peer group.
  - b. Administrative fees – costs to administer the portfolio, including record keeping, custody and trust services
  - c. The proper identification and accounting of all parties receiving soft dollars and/or 12b-1 fees generated by the portfolio.
2. The board of directors and CFO will undertake a detailed review and assessment of the program's overall strategy and investment structure at least every three years. Any changes to the policy should be communicated in writing to all appropriate parties.

### **Acknowledgment**

Each year, the president, CFO and financial advisor/manager shall sign an acknowledgement of this investment policy statement (appended to the end of this policy).

### **Investment Policy Acknowledgment**

## Investment Policy

We recognize the importance of adhering to the mission and strategies detailed in this policy and agree to work to fulfill the objectives stated herein, within the guidelines and restrictions, to the best of our ability.

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[type name], President, AAUW CA

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Date

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[type name], CFO, AAUW CA

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Date

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[type name], Financial Advisor/Manager

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Date

## **Policy 1004 – AAUW Funds Assessment**

The AAUW Funds branch assessment will be collected annually.

The February 1 branch membership numbers will be used for AAUW Funds branch assessments. The assessment bill will be mailed from the state office directly to the branch treasurer.

Branches will pay their assessments according to the following schedule and send them to the office by the specified deadline:

<b>Membership</b>	<b>Amount</b>
1-25	\$10
26-75	\$40
76-175	\$65
176-300	\$90
301-400	\$115
401-600	\$140
Over 600	\$165

New branches chartered before July 1 shall be responsible for payment of the AAUW Funds branch assessment by the specified date. For new branches, membership on July 1 shall be used to determine amount of assessment.

Assessments are designated according to Policy 902-AAUW Funds Committee.

## **Policy 1005 – Insurance and Risk Management**

1. All activities of an AAUW entity within the state of California, regardless of organizational level, are covered by the state AAUW CA liability insurance, as long as that entity has paid its invoiced share of the state insurance premium or, in the case of interbranch councils, is made up of branches that have all paid their insurance premiums.
2. The CFO in consultation with the president shall negotiate all AAUW CA insurance coverage programs. These programs include, but are not limited to, comprehensive liability, which includes a special events blanket rider, bonding (crime), and directors and officers insurance.
3. The AAUW CA general fund budget will provide for the purchase of insurance programs.
4. The state office will bill branches and any other AAUW entity in California wishing to be covered by the state insurance for the cost of their insurance coverage each year. In order to be eligible for coverage from the state insurance policy, all members of the AAUW entity must be members of the state organization. The branch or AAUW entity's share of the total premium is determined using a sliding scale based on membership as of February 1 of the prior AAUW year. Payment due date is set each year by the CFO.
5. Some special projects and programs of the state or branches may require additional insurance coverage for the specific needs of the project or program. Purchase of any needed special projects and events insurance riders are the responsibility of the project/program planners. To obtain insurance riders, the project/program manager should contact the insurance representative to initiate the insurance procedure. The cost of the insurance rider premium will be the sole responsibility of the project or program.
6. When locations or other entities require to be named in AAUW CA insurance, the AAUW entity sponsoring the event will contact the insurance agent who will issue the certificate.
7. If a project or program secures its own individual and separate insurance, that insurance becomes the primary coverage, but state sponsorship is still implied of all AAUW activities.
8. All AAUW CA entities will comply with all required risk management and other reporting requirements imposed by the insurance carrier(s). In terms of risk management, however, AAUW CA is always a "silent partner." If members host events in private homes, transport people or minors in their cars for activities, their personal insurance is primary and the state insurance is secondary, if there is a claim.
9. Branches or other AAUW entities in California may choose their own insurance carrier

for any real property they own. If branches/AAUW entities choose their own carrier, they must submit a copy of the policy to the AAUW CA CFO for approval. If they choose to have the property covered by AAUW CA insurance, they must pay an appropriate premium in addition to the premium required by the state.

## **Policy 1006 – Reimbursement Procedures**

### **Directors and Committee Chairs Attendance at Meetings**

1. Directors will be paid travel and meal reimbursements to attend board meetings, on the condition that they attend the entire meeting. Committee chairs, co-chairs, or appointed positions that are not directors shall be reimbursed for attending board meetings only if they are specifically invited to attend by the state president. Members who are required to attend any AAUW CA meeting and who receive meal, travel and/or other reimbursable expenses who cannot attend 100% of a meeting will be required to give prior notice to the president. The president will determine the necessity of attendance for less than 100% of a meeting. Without prior approval of the president to attend less than 100% of the meeting, travel reimbursement will be reduced proportionately for any member arriving late or leaving early.
2. If a director lives at a distance from the meeting in an area with limited airline access, the president has the authority to approve an extra night lodging for a member to attend a meeting if, in advance consultation with the meetings planner, it is determined that is the most economical way for the director to attend.
3. The president in consultation with the CFO will determine the meal(s) that will be allowed for reimbursement. No alternates or substitutes for board members unable to attend regularly scheduled meetings will be funded by the state budget.
4. Expenses incurred for an AAUW CA director to conduct the initial installation of officers for a new branch will be paid from the board travel fund.

### **Travel and Meals**

1. Travel and meal reimbursement rates are to be established by the board each year in April on recommendation of the finance committee.
2. For any member required to attend a board meeting, the meetings planner shall arrange for lodging to be paid by AAUW CA using master billing with the hotel, based on double occupancy. Meeting attendees who request a single room are required to pay ½ the total cost of the room. This payment may be made by deducting the total due to the state from a voucher submitted for all other travel expenses.
3. Types of expenses that are eligible for reimbursement:
  - a. Reimbursable travel expenses:
    1. Airfare, reimbursed on the basis of advance purchase coach fare (when available). Members are responsible for any change or cancellation penalties, except in cases where an AAUW sanctioned conference or convention is canceled or the attendee must cancel due to medically sanctioned illness of the attendee or within the attendee's family, death in the family, job-related responsibilities, or reasonable causes approved by the president. Exceptions to these established policies for health and other access reasons shall be reviewed for approval by the president and meetings planner upon request.
    2. Airport parking, if a long-term, lower-cost lot is used.

3. Mileage and bridge tolls. If the expense of driving exceeds advance purchase airfare, the member will be reimbursed at the airfare rate.
- b. Non-reimbursable expenses:
1. Valet parking.
  2. Short-term airport parking when a less-expensive outer parking lot and shuttle is available.
  3. Taxi, when free airport shuttle is available.

### **Representatives to Other Organizations and Coalitions**

Appointed representatives to other organizations and coalitions will be reimbursed for expenses incurred in attending meetings of those organizations to the extent approved in the annual budget.

### **Committees**

AAUW CA committee/task force members receive travel and meal reimbursement for the annual meeting of their committee/task force, which may be held at a leadership weekend. In addition:

1. The public policy committee shall be reimbursed for travel and meal expenses for its spring meeting to select the legislation on which AAUW CA will take a position.
2. The finance committee shall be reimbursed travel and meal expenses for one meeting in addition to the regularly scheduled board meetings.
3. Additional committee meetings may be funded for travel and/or meal reimbursement upon approval of the president and the CFO. These additional meetings are funded for all committee members.

### **Meetings Planner**

The meetings planner shall be reimbursed for travel, lodging, and meal expenses to attend board meetings, the annual meeting, and convention. The registration fees, meal, and travel expenses of the meetings planner for other statewide events on-site work shall be paid with prior approval of board.

### **AAUW Convention**

AAUW CA will pay the registration fees, travel and meal expenses for the AAUW CA president to attend the AAUW convention. In the case of co-officers, the state will pay for only one to attend. In addition, AAUW CA will pay registration fees for directors of the board who attend, not to exceed the amount the state has budgeted for AAUW convention that year. If insufficient funds have been budgeted to pay registration fees for all the directors who wish to attend convention, preference will be given to directors who still have a year left on their term of office as director.

## **Vouchers**

1. Expenses that are budgeted for each committee may be reimbursed by submitting a voucher to the CFO. Vouchers submitted by a director or committee chair for expenditures within the budget allotment shall be paid upon presentation. If the expense exceeds the committee budget allotment, the finance committee must approve the payment.
2. The voucher requesting funds from the authorized account must be sent to the CFO. Attach receipts for all expenses; if no receipt is available a written explanation is required for the reimbursement to be considered. Reimbursement for expenses will not be made without furnishing receipts or an explanation of why a receipt could not be obtained for the expense in question. The authorizing director or committee chair must sign vouchers. Committee chairs must authorize payment for their committee members.
3. Any invoices or bills for goods or services from an outside vendor should be submitted with a voucher to the CFO for payments directly to the vendor. A member may not personally pay bills totaling \$1,000.00 and seek reimbursement without prior approval of the CFO.
4. If the CFO declines a voucher request for reimbursement, s/he must notify the author of the voucher of the decision and the reason within two weeks of receipt of the voucher. The author of the voucher may appeal the CFO's decision to the finance committee. The appeal must be submitted within two weeks from the date the CFO's notification of the decision declining reimbursement.
5. Vouchers including receipts must be submitted within 45 days after the expense is incurred or in the case of telephone charges, 45 days after the date of the bill. The finance committee must approve payment for vouchers submitted more than 45 days after the expense was incurred. If a committee member has expenses which total less than \$25, vouchers may be held until that amount is reached.
6. All bills for a given fiscal year must be submitted by June 10 of the same fiscal year.

## **Advances**

Budgeted funds can be advanced by submitting an Advance Form to the CFO. Within two weeks of travel or incurrence of a non-travel expense, a voucher must be submitted listing the total expenses itemized, less the advance and showing the balance due. In the unusual event that the advance exceeds the expense, the balance due to AAUW CA should be remitted with the final voucher.

## **Policy 1007 – Fundraising Guidelines**

### **Fundraising Guidelines**

1. AAUW branches and AAUW CA may raise funds as long as those funds are used to further the stated exempt purposes of AAUW. The purpose and final destination of the funds must be clearly stated on all advertisements, e.g. in newsletters and

newspaper articles. The purpose cannot be changed, nor may the destination of funds be changed after the fundraiser is over; to do so would be unfair to all concerned and may also be illegal. In order to advertise that donations to a fundraiser will be tax-deductible by the donor, the destination of the proceeds from the fundraiser must be to stated Code Section 501(c)(3) charitable organizations such as AAUW Funds or the AAUW CA Special Projects Fund. Individuals are not recognized charitable organizations under Code Section 501(c)(3).

2. Branches must follow national AAUW Policy 501's guidelines for branch fundraising activities. State leadership shall serve as a resource to help branches understand and enact AAUW's guidelines.

## **Policy 1008 – Outside Funding**

### **Grant Proposal Approval Procedures**

1. Proposals for grant applications shall be submitted to the president and approved by the executive committee. (See Policy 801.2-Executive Committee Responsibilities)
2. As part of its approval prior to the acceptance of any funds, the executive committee shall approve all conditions, requirements and limitations imposed by the outside funding source and how the name of AAUW will be used.
3. The board shall approve any extension of time or broadening the scope of the project/activity/program funded from outside source(s).

### **Grant Proposal Evaluation**

Grant proposals must be evaluated in relation to the mission, purposes, goals and priorities. Factors to consider include but are not limited to:

1. AAUW's involvement, both short term and long range.
2. Commitment to AAUW resources (funds and member time).
3. Restrictions imposed by the grantor.
4. Implication of use of the AAUW name.
5. Additional/alternative questions posed by the nature of the grant.

## **Policy 1101 – Annual Meeting**

### **Annual Meeting**

In even-numbered years, the annual meeting shall be held in conjunction with the state convention. In odd-numbered years, the annual meeting shall be held on the third weekend in April if possible, to create a predictable pattern that will assist branches to plan their activities around this event. In accordance with AAUW policy, the annual meeting may not be held on days of the following major religious observances: Maundy Thursday through Easter, the first two days of Passover, or major holidays of other significant religious or ethnic groups in the state. All Jewish holidays begin at sundown

the day before.

### **Location**

The president and meetings planner, with the approval of the executive committee, will decide the location of the annual meeting in odd-numbered years. For even-numbered years, when the annual meeting is held in conjunction with the state convention, see Policy 1102.2.

### **Registration Fees**

1. Annual meetings held in even-numbered years, not in conjunction with a convention, shall charge attendees registration fees that cover the costs of the event, including room rentals, equipment, printing and food. Annual meetings held in conjunction with a convention may charge registration fees that cover any costs specific to the meeting that are not covered by the convention budget, such as printed materials distributed for the business session.
2. Registration fees are determined by the president, in consultation with the meetings planner and CFO, and must be approved by the board. The fee schedule shall include an option for attending the Speech Trek state final competition separately from the rest of the annual meeting. (See also Speech Trek Policy 3.2.5.)
3. Payment of registration fees is required for attendance and participation in the annual meeting. All refund requests must be in writing, emailed or postmarked ten days prior to the annual meeting. All cancellations are subject to a processing fee to be set annually by the finance committee.

### **Reimbursement**

All officers, the parliamentarian, the meetings planner, and any board or committee member required to attend the annual meeting at the request of the president to make a report at the meeting, shall have registration fees, lodging, travel, and meal expenses reimbursed for the day, as well as lodging the night before the event if travel limitations and timing of the meeting require the participant to arrive the day before the annual meeting. Participants are expected to work with the meetings planner to find the most economical travel and lodging combination that allows them to fulfill their roles in the meeting at the least cost to AAUW CA.

### **Voting**

AAUW CA will use a voting system that ensures that every member has the chance to participate, not just those who attend the annual meeting. (See Policy 502 for elections policy.)

### **Scheduling**

## **Policy 1102 – Convention**

AAUW CA will hold a biennial convention in even-numbered years, which will include the annual meeting as well as workshops and other mission-based programs. Whenever possible, the convention shall be scheduled on the third weekend in April, in order to give branches a predictable pattern around which to schedule their own activities. In accordance with AAUW policy, the convention may not be held on days of the following major religious observances: Maundy Thursday through Easter, Rosh Hashanah (two days), Yom Kippur, and first two days of Passover, Christmas; major holidays of other significant religious or ethnic groups in the state. All Jewish holidays begin at sundown the day before.

### **Location**

1. Conventions shall alternate location between the northern and southern regions of the state. Effort should be made by the meetings planner to have the locations rotate among the districts over the years, but the primary considerations in determining the location must be cost, accessibility, and overall suitability for the event.
2. The location shall be announced at the annual meeting prior to the convention.

### **Theme and Programming**

1. The theme of the convention will be decided by the convention planning team, and announced no later than August of odd-numbered years.
2. In consultation with the board, other state committees, and the convention planning team, the program committee is responsible for evaluating and selecting workshop proposals and selecting keynote speakers.

### **Budget**

The meetings planner and convention manager works with the CFO to develop the convention budget. Program events such as AAUW Funds, Tech Trek, Speech Trek, pre-convention forums, etc. shall be self-supporting. The convention budget shall provide for:

1. Meal reimbursement for directors and appointed committee chairs.
2. Lodging for directors, per the lodging policy outlined in Policy 1006.2.2.
3. Travel and meal reimbursements for the local arrangements committee chair and the assistant to the president at the convention. If there are co-chairs for the local arrangements committee, reimbursements will be provided for only one.
4. All positions entitled to the worker registration rate.
5. Registration, travel, lodging, and meal reimbursement for the president, convention manager, program committee chair, meetings planner, local arrangements chair, and *SnapShots* Editor.
6. Cost of printing and copying, A/V and radios, speakers and workshop presenters.
7. Costs for preparation and mailing of the pre-convention packet and the layout/design and printing of the convention insert in the state every member publication.
8. A complimentary convention meal for past state presidents.

9. Travel and meal reimbursement for each member of the convention planning team to attend a convention-planning meeting.

### **Fees**

1. Convention fees shall be set high enough to cover administration, program, printing, and future planning expenses. The board shall approve the convention fees, including fees for anyone to attend just the Speech Trek state finals without attending the rest of convention (See Speech Trek policy 3.2.5).
2. Payment of registration fees is required for attendance and participation in the convention. All refund requests must be in writing, postmarked 10 days prior to the first day of the event. All cancellations are subject to a processing fee to be set annually by the finance committee. Except for full cancellations, meal resale will be the sole responsibility of the attendee.
3. A discounted worker registration fee shall be set for those making significant contributions to the smooth running of the convention. To be eligible for this discounted rate, the member **MUST** sign up for volunteer assignment through the local arrangements chair in advance or have his/her name submitted by the proper authority to the local arrangements chair to be included in the list of convention workers. Those eligible for the worker rate are:
  - a. Any AAUW CA member who volunteers a minimum of six hours during the convention.
  - b. State board members, state appointed positions, or state committee members who are one of the following:
    - 1) Workshop presenter (name submitted to local arrangements chair by convention manager).
    - 2) Required for conducting the annual meeting (name submitted to local arrangements chair by the state president).
    - 3) Convention volunteer worker for a minimum of three hours.

### **Reimbursement**

1. Any expense that exceeds the budgeted amount or any non-budgeted expense must have prior approval of the CFO.
2. The CFO must approve all vouchers for conferences and convention expenses. All vouchers must be submitted within 45 days of close of convention.

### **Sales**

1. Branches or the state may sell items benefiting the AAUW fund raising programs, and those consistent with AAUW's mission, program, and at conferences and convention. Branches must assume all liability for damage or loss of items on display for sale.
2. The board may decide, at its discretion, to allow outside vendor sales at the state convention or other meetings. Revenue received from vendor sales will be designated to support the convention's operating budget.

3. Written proposals, signed contracts and waivers of liability must be received by the meetings planner prior to the commencement of sales. All agreements with outside vendors are Convention considered contracts and are approved and signed by the state president on behalf of AAUW CA.

# Speech Trek Policies and Procedures

Last Amended: October 18, 2015

## 1. Definitions

### 1.1. Speech Trek Mission statement

Speech Trek mission: To promote understanding and communication of gender-equity issues among high school students through their research, preparation, and presentation of high-quality speeches, while promoting the value of public speaking as a life and leadership skill.

### 1.2. Speech Trek History

Speech Trek was established by AAUW CA in 2007. In 2009, it was renamed the Eleanor Stem Allen Memorial Speech Trek Contest in honor and memory of an AAUW member and teacher who recognized the importance of public speaking skills in teaching students about issues that matter to AAUW, and in gratitude to her family for providing ongoing financial support for the project.

### 1.3 Leadership Structure

1. **AAUW California (AAUW CA) and AAUW California Board of Directors (AAUW CA BOD):** Speech Trek is a state project under the jurisdiction of the AAUW CA BOD.
2. **AAUW California Special Project Fund (AAUW CA SPF):** The AAUW CA SPF is a non-profit 501(c)(3) corporation that serves as the fiduciary agent for Speech Trek. It is a pass through funding entity and is not involved in the policies and procedures of the project.
3. **AAUW CA State Project Oversight Committee:** The State Project Oversight Committee has direct supervisory authority over the project on behalf of the AAUW CA BOD.
4. **Speech Trek State Coordinator (ST State Coordinator):** The ST State Coordinator is appointed by the AAUW CA president and reports to the State Project Oversight Committee. The ST State Coordinator is responsible for coordinating the project for all participating branches.
5. **Speech Trek Treasurer (ST Treasurer):** The ST Treasurer is appointed by the AAUW CA president and reports to the State Project Oversight Committee. The ST Treasurer is responsible for the financial oversight of the project, and is the overall project treasurer.
6. **Branch Speech Trek Coordinator:** Each participating AAUW CA branch has a contact person to coordinate all aspects of the local ST competition and to submit

the winner's video to the ST State Coordinator for consideration as a state finalist.

See Section 5 for detailed job descriptions.

## **2. Speech Trek Contest Rules**

### **2.1. Branch Participation**

Each participating AAUW CA branch signs a Branch Participation Agreement with AAUW CA agreeing to adhere to the rules of the project. This document is kept on file both at the branch level and with the ST Coordinator.

### **2.2. Eligibility**

Speech Trek is open to all high school students in California. The contest is open to girls and boys enrolled in any public and private high schools, as well as home schooled students.

Students who were finalists at the state competition in prior years may participate in local Speech Trek competitions, but are ineligible to repeat as state finalists.

### **2.3. Participant Requirements**

1. Students must submit an application and signed parent permission form (if contestant is under 18 years old) to the Branch Coordinator by the branch's declared deadline.
2. Students must turn in a signed affidavit authorizing the branch and state's use of the student's name and image.
3. Students must perform an original speech of his/her own that addresses the announced topic and is 5-6 minutes long.
4. Speeches must be presented live before an audience, at a date and location arranged by the branch.

### **2.4. Branch Competition Rules**

1. Branch speech competitions must be judged by at least three judges, none who may be an AAUW member. Participants should be judged on:
  - a. Delivery – 50%.
  - b. Content – 40%
  - c. Organization – 10%
2. Timing begins when the contestant first speaks, not including microphone tests. A timer will signal when there are 30 seconds remaining and when the closing 6-minute mark has been reached, but staying within the 5-6 minute time limit is the responsibility of the contestant if the timer fails to give the proper signals. Contestants not meeting the 5-6 minute time requirement will be disqualified.

3. The contestant may, optionally, use notes, as long as they are contained on a single card no larger than 4x6 inches.
4. The performance will be videotaped during the branch contest. The video must at least show the contestant's torso and face, as well as all movement around the stage.

## **2.5. State Competition Rules**

1. The first-place winner of each branch competition is eligible for the state competition.
2. Each branch submitting an entry for the state final must send the ST Coordinator the following by the March 1 deadline:
  - a. Entry fee of \$25, made out to "AAUW CA SPF" with "Speech Trek" and the branch name in the memo line of the check.
  - b. Contestant affidavit allowing use of contestant's name and image.
  - c. The contestant's link to the videotape from the branch competition, which must be uploaded to YouTube. Only the unedited video taken at the branch competition in front of a live audience may be used for entry into the state competition, not one made at a later date. A submission using a video taken after the branch competition is automatically disqualified from the state competition.
3. Five judges, none of them AAUW CA members, will be selected by the ST State Coordinator to review the videos of the winners of the branch competitions, using the same judging criteria as the branch competitions (see 2.4.1). They will select and rank 4<sup>th</sup> and 5<sup>th</sup> place honorable mention winners, and name the top three as finalists who will be invited to participate in the state final competition.
4. A student may participate in the branch contest in multiple years, but is only eligible to be a state finalist once.
5. If one of the top three finalists cannot attend the final, the fourth place honorable mention winner may be invited to compete in the state final if adequate travel budget funds are available. If the fourth place contestant is unavailable, the fifth place honorable mention winner may then be invited if adequate travel funds are available.
6. The state final competition shall be held in front of a live audience in conjunction with the AAUW CA annual meeting or convention, following the same guidelines as those outlined in Section 2.4-Branch Competition Rules.
7. Three judges, none of them AAUW CA members, will be selected by the ST

State Coordinator to judge the three state finalists, using the same judging criteria as the branch competitions (see 2.4.1). National AAUW members who are not members of AAUW

CA are eligible to be judges of the state final competition. Anyone who judged a branch competition is ineligible to judge the state final.

8. The finalists' speech videos will be posted on the AAUW CA website after the state competition.

## **2.6. Topic**

1. The topic of the speech must be directly related to AAUW mission, ideally from recent AAUW research reports.
2. The ST State Coordinator consults with the State Projects Oversight Committee to determine the topic
3. Next year's contest topic is announced at the state final competition.

## **2.7. Prizes**

1. Each branch will determine awards for their contestants at the branch competitions, which may be monetary awards, merchandise, or certificates.
2. The top three state finalists and one chaperone for each contestant will have their expenses covered to attend the final competition (within the limitations outlined in Section 3.3.
3. Cash prize awards shall be:
  - a. Fifth place honorable mention: \$150
  - b. Fourth place honorable mention: \$250
  - c. Third place finalist: \$500
  - d. Second place finalist: \$1,000
  - e. First place finalist: \$1,500
4. Top-three finalist prizes are only awarded for finalists who attend and are judged before a live audience at the state final. There is no cash award for an invited finalist who fails to attend. Anyone named a state finalist who does not attend the final will instead be mailed a certificate of achievement.
5. All cash prizes, including the honorable mention awards, will be mailed to the contestants after the state final competition, after the judges' decisions are announced and vouchers have been signed and processed by AAUW CA SPF.

### **3. Finances**

#### **3.1. AAUW CA SPF**

1. AAUW CA SPF is the fiduciary agent for Speech Trek. Speech Trek follows AAUW CA SPF policies and procedures for all deposits and vouchers for payments.
2. The SPF fiscal year is from January 1 to December 31. It is different from the standard AAUW fiscal year.

#### **3.2. Budget Authority and Approval**

Speech Trek must submit proposed budgets and final financial reports in accordance with both SPF and AAUW CA BOD requirements.

1. ST Treasurer submits SPF required reports per SPF policy by the SPF deadline of January 1.
2. ST Treasurer submits a proposed budget to the State Project Oversight Committee prior to the July leadership meeting.
3. State Project Oversight Committee submits proposed project budget to the AAUW CA BOD for approval at their fall meeting.
4. Spending may never exceed budgeted amounts without prior authorization from the AAUW CA BOD.

#### **3.3. Budget Requirements**

1. Donations. Per AAUW CA requirements for any state project, Speech Trek must be self-funded, with adequate income to cover all expenses. Using AAUW CA SPF as the funding agency allows all donations to be tax deductible. Adequate funds must be in place each year BEFORE the state finalist prize amounts are announced and the proposed budget is submitted to the AAUW CA BOD for approval.
  - a. The primary source of funding for Speech Trek since 2009 has been the Allen family. The ST Coordinator or Treasurer shall contact the Allen family and receive the funds (or formal promissory note guaranteeing their donation) no later than July, and the funds must be deposited by March 1.
  - b. Each branch submitting an entry in the state final competition shall pay a \$25 entry fee to help offset some of the expenses of the event.
  - c. Additional donations may be solicited from AAUW branches or other sources, as deemed necessary by the project leadership. Donations must be made out to "AAUW CA SPF" with "Speech Trek" on the memo

line in order to be tax

deductible.

- d. Should the primary source of funding be significantly reduced or eliminated, a task force shall be established by AAUW CA BOD to evaluate other funding possibilities to ensure the project's long-term sustainability.
2. Expenses. The budget must include:
    - a. Cash awards for the two honorable mentions and top three finalists (See 2.7.3).
    - b. Travel expenses for the top three finalists and one chaperone for each to attend the state final competition.
    - c. Travel expenses for the ST State Coordinator to attend the state final competition.
    - d. The SPF administration fee.

### **3.4. Reimbursement for Expenses**

1. Travel and meal (per diem) expenses eligible for reimbursement will be according to current AAUW CA reimbursement policy. (See AAUW CA Policy 1006, Reimbursement Procedures).
2. Lodging is only provided if the distance traveled requires an overnight stay, and must be arranged in advance in consultation with the Meetings Planner to be included in AAUW CA's master billing for the event (annual meeting or convention). Speech Trek reimburses AAUW CA for the lodging expenses after the event.
3. The reimbursement combination of travel, hotel, and meals that is LEAST expensive to the project is the highest priority in arranging attendance at the state final.
4. SPF voucher forms must be filled out completely with receipts attached for ALL reimbursements. The ST State Coordinator must approve all vouchers.
5. No travel expenses to attend the state final may be paid in advance. However, if a contestant does not have the financial resources to attend without prior assistance, the sponsoring branch shall be notified that they may pay the contestant and chaperone's initial travel expenses and submit a voucher to be reimbursed within the limits of the project's reimbursement policy. The contestant and chaperone may then be reimbursed for any additional expenses as long as their documentation makes clear which expenses were incurred by

the branch.

6. Contestants and their chaperones do not have to pay registration fees for the AAUW CA convention or annual meeting to participate in the speech competition, unless they wish to attend any other part of the convention or meeting that requires guest fees.

7. Any invoices or bills for goods or services from a vendor or company should be submitted with a voucher for payment directly to the vendor or company. Any individual may not personally pay bills totaling \$1000 or more and seek reimbursement without prior approval from the Speech Trek State Coordinator and the CFO.

### **3.5. Insurance**

AAUW CA liability insurance covers the Speech Trek project at no additional cost to the project. This includes branch and state Speech Trek competitions. Insurance claims shall be handled in accordance with AAUW CA procedures, in consultation with the AAUW CA Chief Financial Officer.

## 4. Timeline and Deadlines

Timeline and deadlines for the overall state project are as follows:

- July ST Treasurer submits proposed budget to State Projects Oversight Committee for AAUW CA BOD approval.
- August ST State Coordinator prepares Speech Trek competition toolkit to be included in administrative packets sent to branches from the AAUW CA BOD. ST State Coordinator reviews website materials and updates them as needed and sends changes to toolkit and student forms to SPOC for review and comment prior to release.
- Fall Branches contact schools, and plan local Speech Trek competitions.
- December 1** Deadline for branches to submit Intent to Participate to ST State Coordinator. Winter Local Speech Trek competitions take place.
- March 1** Deadline for AAUW CA branches to submit entry for state final, including the link to the branch winner's contest video, entry fee, and contestant affidavit.
- March ST State Coordinator consults with Program Committee to determine next year's topic, and proposes it for State Project Oversight Committee's approval.
- March 10 State finalists are announced and top three are invited to attend AAUW CA annual meeting in April for state competition.
- April State final competition is held in conjunction with AAUW CA annual meeting or convention.
- April-May Videos of winners are posted on YouTube and linked to state website. ST State Coordinator contacts Allen family to secure funding for next year's contest.
- May-June ST Treasurer submits year-end budget report to the State Project Oversight Committee.

## 5. Job Descriptions

### 5.1. Speech Trek State Coordinator Job Description

The ST State Coordinator oversees the entire state project and is the liaison between the branches and the state organization. Appointment is for a 1-year term by the AAUW CA President, with the term of office running from July 1 to June 30. Individuals holding this position may be reappointed for up to five 1-year terms.

#### Qualifications:

1. AAUW CA member.
2. Good organizational, communication, and people skills.
3. Basic knowledge of budgets and familiarity with Microsoft Excel and Word.
4. Accepted by the AAUW CA board of directors as meeting all requirements of an AAUW CA committee chair.
5. Knowledge of speech

#### competitions. Duties:

1. Secures the funding for the project.
  - a. Contacts the Allen family no later than June to verify the amount they intend to donate for the next year and negotiates the timing of the deposit of that donation.
  - b. Consults with the State Project Oversight Committee to identify other sources of revenue if the Allen family donation is insufficient to cover anticipated expenses.
2. Consults with the ST Treasurer to prepare a project budget, based on the available funds. Submits the proposed budget to the State Project Oversight Committee for review prior to the July AAUW CA BOD meeting.
3. Ensures Branch Participation forms are kept on file for one year and student affidavits are kept on file for two years, and that an historical list of branch participation is maintained to track branch contacts and the project's growth.
4. Communicates with branches to encourage them to participate and assist them.
  - a. Distributes Speech Trek Toolkit in fall branch admin packets and on website.
  - b. Provides articles about the project and highlights deadlines through all state communications, including:
    1. Board-to-Board emails from state to branch leadership.
    2. California Perspective newsletter.

3. AAUW CA website.
5. Maintains content on the SPEECH TREK web page on the AAUW CA website, including:
  - a. Speech Trek Toolkit and Student Packet.
  - b. Contest topic.
  - c. State finalist cash prize award amounts.
  - d. Announcement of contest winners and posting the videos of the three state finalists.
6. Assembles a panel of five judges with public speaking expertise to rank the videos submitted by the branches to determine the top five speeches. (See section 2.5.)
7. Notifies all the participating branches of the top three finalists and two honorable mentions in advance of notifying the contestants.
8. Prepares and mails certificates of achievement for fourth and fifth place winners. Mails an invitation to the top three finalists to attend the state final competition, providing them with all required information and forms, including:
  - a. Date, time and location of final competition.
  - b. Detailed instructions on travel and meals reimbursement (See Section 3.4), and the importance of providing receipts for all reimbursements.
  - c. W-9 form (required for awarding cash prize)
  - d. AAUW membership brochure for the contestant and family to know more about the organization.
9. Assembles a panel of three judges with public speaking expertise for the state final competition. (See section 2.5.)
10. At the end of the state final, signs vouchers for cash prizes to be awarded to the two honorable mention winners and top three finalists.
11. Signs all expense vouchers. In consultation with the ST Treasurer, monitors the project budget and ensures spending never exceeds budgeted amounts without authorization from the AAUW CA BOD.
12. Consults with the State Project Oversight Committee to decide on the next year's speech topic, and announces the new topic at the end of the state final competition.
13. Reviews all forms and makes revisions and updates in consultation with the State Project Oversight Committee.

14. Prepares annual report to the State Project Oversight Committee at the close of program

year.

15. Performs such other duties as requested by the State Projects Oversight Committee or the AAUW CA president.

## **5.2. Speech Trek Treasurer Job Description**

The ST Treasurer is responsible for the financial oversight of Speech Trek and is the overall project treasurer. Appointment is for a 1-year term by the AAUW CA President, with the term of office running from July 1 to June 30. Individuals holding this position may be reappointed for up to five 1-year terms.

### Qualifications:

1. AAUW CA member.
2. Good organizational, communication, and people skills.
3. Necessary accounting skills for financial oversight of the state project, and familiarity with Microsoft Excel and Word.
4. Accepted by the AAUW CA board of directors as meeting all requirements of an AAUW CA committee chair.

### Duties:

1. In consultation with the ST State Coordinator, prepares annual proposed budget.
2. Submits the annual application to AAUW CA SPF for project approval.
3. Ensures sound fiscal management of the project, including detailed financial records.
4. Assists state finalists in determining the most economical travel arrangements to the state final competition.
5. Consults with branches if they have a state finalist in need of financial assistance with advance travel expenses. (See Section 3.3.5.)
6. Consults with the AAUW CA Meetings Planner to manage invoicing for any lodging expenses incurred at state finals. (See Section 3.3.2.)
7. Provides the ST State Coordinator with any financial forms required of state finalists, to be sent as a part of their packet inviting them to the state final.
8. Secures ST State Coordinator's approval for every expense voucher prior to submission to SPF.
9. Submits year-end financial report to the ST State Coordinator and State Projects Oversight Committee.
10. Performs such other duties as requested by the State Project Oversight Committee and the AAUW CA president.

## **6. Publications and Forms**

### **6.1. Speech Trek Toolkit for Branches**

1. Speech Trek process and schedule
2. Speech Topic
3. Branch Notice of Intent to Participate
4. Sample Letter to School Administrators
5. Sample Letter to Teachers
6. Instructions for Greeter
7. Instructions for Timer
8. Instructions for Judges
9. Judge's ballot
10. Sample Press Releases
11. Sample Publicity Flyer

### **6.2. Student Packet for Branch Contests**

1. Rules of Competition
2. Speech Topic
3. Student Application and Parent Permission
4. Affidavit for permission to use contestant's name and image
5. Judge's ballot

### **6.3. W-9**

Required for all state finalists and honorable mentions in order to award cash prizes.

### **6.5. SPF Expense Voucher and Deposit Forms**

Because SPF is the funding entity for Speech Trek, the SPF forms must be used to handle all deposits and payments, in accordance with SPF policies and procedures.

## Tech Trek - California

Mission statement: AAUW Tech Trek Science and Math for Girls - California strives to develop interest and excitement in Science, Technology, Engineering and Math (STEM) and self-confidence in eighth grade young women by providing the experience of living one week on a college Campus and participating in hands-on activities in math, science and related fields.

Tech Trek is a program of the AAUW National in collaboration with the AAUW California. The program abides by all governing rules of the two entities.

These policies have been adopted by the AAUW California Board of Directors to govern the specified areas of this program for which AAUW California has responsibility as outlined in the Tech Trek Letter of Agreement with AAUW National. ***All areas not addressed in these specific policies are addressed in the National AAUW Tool Kit for Tech Trek Camps.***

### Program Governance:

1. The Tech Trek Camp Program is a collaborative program under the jurisdiction of the AAUW CALIFORNIA Board of Directors and the AAUW National Tech Trek Program.
2. The AAUW National is the fiduciary agent for the AAUW Tech Trek Camps.
3. The AAUW California State Program Oversight Committee (SPOC) is charged with evaluating the program based on the program policies and procedures outlined in the National Program and AAUW California governing policies and procedures.
4. The TT State Coordinator is appointed by the AAUW CALIFORNIA President. The TT State Coordinator is responsible for the oversight of all Tech Trek Camps. The coordinator consults with the appropriate entity (AAUW National or AAUW California) depending upon the specific subject that needs governance input.
5. The TT Financial Liaison is appointed by the AAUW CALIFORNIA president. The TT Financial Liaison is responsible for the financial oversight of all Tech Trek Camps run under the AAUW Tech Trek Camp Program, and is the overall program treasurer.

### Annual Timeline for the AAUW Tech Trek Program - California

December: TT State Coordinator, TT Financial Liaison, and SPOC evaluate budget to determine whether to submit a request for the AAUW CALIFORNIA BOD to change California camper fees for the following year by the January deadline. Overall program preliminary budget is submitted.

January: AAUW CALIFORNIA BOD sets California camper fees for the next year with input from the TT State Coordinator and Financial Liaison. Overall program budget approved.

## Finance

1. AAUW National is the fiduciary agent for Tech Trek. Tech Trek follows the AAUW Toolkit and AAUW CALIFORNIA policies and procedures for all financial transactions. The AAUW fiscal year is from July 1 to June 30.
2. The Special Programs Fund (SPF) will act as the fiduciary agent when a grant is received that requires that the funds be deposited in California.
3. Tech Trek must submit proposed budgets and final financial reports in accordance with both AAUW and AAUW CALIFORNIA Board requirements:
4. Submit a preliminary Tech Trek budget to the SPOC for its review and approval. It should include a report of the previous year's budget and actual totals, broken down by individual Camps, along with explanatory notes of where expenditures or revenues were notably different from the budgeted amount. The SPOC will present the proposed budget to the AAUW CALIFORNIA Board of Directors for approval.
5. Camper fees are set by the AAUW CALIFORNIA Board of Directors.
6. Stipends may be awarded to camp staff. The AAUW California Board of Directors establishes the stipend guidelines annually in January. In cases where there are co-presenters, directors, teachers, etc. the stipend will be divided equally. Additional and/or modified stipends are at the discretion of the Camp Director, assuming the funds are within the budget and with the TT State Coordinator's approval. The stipend guidelines will be attached annually to the TT Policies and Procedures as an addendum and remain in place until the AAUW California Board approves new guidelines.

## Equipment

The Tech Trek Program and all of its assets are owned by the National Tech Trek Program, which includes equipment. Permission from the TT State Coordinator is required before any Tech Trek equipment can be used by someone other than a Camp Director outside of the Camp week. It is the responsibility of the TT state Coordinator to be sure all use of equipment is in compliance with the NTTP Guidelines.

# **AAUW CA PERSONNEL POLICIES**

## **INTRODUCTION**

AAUW California recognizes one of its most valuable assets is its personnel and acknowledges the fundamental responsibilities to employees as outlined in this handbook.

This handbook is intended to help all employees of the American Association of University Women of the state of California (AAUW CA) become acquainted with its employment guidelines. It is intended to be a useful reference tool describing the rights and responsibilities of the employer and the employees.

This handbook is not intended to be a contract (either expressed or implied), nor is it intended to create any legally enforceable obligations on the part of the AAUW CA or its employees.

This handbook supersedes and replaces all previous employee handbooks or policy guides.

To obtain information regarding specific employment policies or procedures beyond those contained in this handbook, employees may contact their position supervisor or the president of AAUW California.

Personnel policies are developed and monitored by the Executive Committee of the AAUW California under the leadership of the state president. AAUW California reserves the right, at any time, to add, modify, or delete provisions described in this handbook with or without advance notice. This handbook will be revised as new policies and programs are established or existing ones revised.

## **ACKNOWLEDGMENT OF RECEIPT**

**Please sign the Receipt of Personnel Policies page at the end of this handbook and return it to your supervisor after you have read this handbook.** Return of the signed form indicates that you understand all of the provisions described within this handbook.

## **MISSION STATEMENT**

Since its inception in 1881, the American Association of University Women has worked for the advancement of women, encouraging women to make full use of their education and skills. As a part of an organization with a long and distinguished record in the area of equity for women, you hold a position that is important to the overall mission and success of the organization. All employees of the American Association of University Women of California (AAUW CA) accept the responsibility for implementing the purpose and program of the American Association of University Women, including AAUW Funds.

## **PURPOSE**

**AAUW** advances equity for women and girls through advocacy, education, philanthropy and research.

**AAUW Funds** provides money to advance education, research, and self-development for women, and to foster equity and positive societal change. AAUW Funds also provides funding and a support system for women seeking judicial redress for sex discrimination.

AAUW is California's most active and diverse organization for women offering action for equity, personal and professional growth, community leadership and friendships.

In principle and practice, AAUW values and seeks a diverse membership. There shall be no barriers to full participation in AAUW CA on the basis of gender, race, creed, age, sexual orientation, national origin, or disability.

## **PROGRAM**

The American Association of University Women of California is a volunteer, non-profit, non-partisan corporation under the governance of a Board of Directors.

The program of AAUW CA reflects the purpose of the organization and current adopted Charter and Bylaws, policies and activities of AAUW CA. Implicit in these are the Use of Name provisions.

Further information about AAUW CA is contained in the "History of AAUW in California" written by Barbara Leonard, updated in 2001 by Jo Harberson and Krys Wulff.

## **EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION AMERICAN WITH DISABILITIES ACT**

The purpose of this policy statement is to express the commitment of the American Association of University Women of California to Equal Opportunity and Treatment in all personnel matters and services. It is the expressed policy of the American Association of University Women of California to recruit, hire, train, promote, and terminate employees without regard to race, color, ancestry, religion, sex, national origin, creed, disability (as defined by the Americans with Disabilities Act), age, medical condition (as defined by California FLPA) or marital status.

To ensure that the American Association of University Women of California adheres to this policy the Board of Directors has designated the state president of the American Association of University Women of California with the primary responsibility of its enforcement.

Any employee who believes that any manager or supervisor of others connected with the operation of the American Association of University Women of California state office has violated this policy, or has questions concerning this policy, should contact the state president or her/his designee.

## **EMPLOYMENT AT WILL**

Employment with the American Association of University Women of California is voluntary and “at will.” This means that any employee may be terminated or transferred by AAUW CA with or without cause at any time for any reason which is not prohibited by statute. Likewise, any employee is free to leave the employment of AAUW CA with or without cause at any time for any reason which is not prohibited by statute. Nothing contained in this handbook constitutes an expressed or implied contract or assurance of employment.

## **EMPLOYEE STATUS AND CLASSIFICATION**

### **STATUS**

It is the policy of the American Association of University Women of California to define employees, using the following categories:

- Regular full-time employees are those who regularly work 32 hours per week or more.
- Regular part-time employees are those who regularly work less than 32 hours per week.
- Temporary employees are those who provide services to AAUW CA on an as-needed basis.

### **CLASSIFICATION**

It is the policy of the American Association of University Women of California to use these two basic categories to classify employees: exempt (executive, administrative, and professional) and non-exempt (office, service and maintenance). “Exempt” in this case refers to an employee who is exempt from the federal law governing minimum wage and overtime compensation, such as those working in an executive, administrative, or professional capacity. All other employees are referred to as “non-exempt.”

# CONFIDENTIALITY OF FILES

## POLICY

It is the policy of the American Association of University Women of California to maintain confidential records. AAUW CA will strive to both protect the individuals' right to privacy and to support AAUW CA's need to collect and use information.

## PROCEDURE

### Employees:

All employee records are secured in the personnel files and maintained by the state president (or designee).

Employees may review their personnel files by submitting a written request to the state president. The file will be made available with five (5) working days and the review will take place in the presence of the state president (or designee). The file must not be removed from the premises.

Employees will sign a confidentiality statement as a condition of employment.

### Release of Information:

AAUW CA shall take care to insure that information is provided only to those who have a legitimate need for it and that only information relevant to the employment relationship is released.

**Outside Disclosure:** Only the state president shall be responsible for releasing information to outsiders and then only in response to a written request and with the written consent of the employee. However, neutral employment information (employment dates, position held) may be released without the employee's written consent.

No privileged information regarding members is to be released or discussed in any way identifiable with the individual except as stated in the AAUW CA Policies and Procedures.

### Disciplinary Action:

Violation of this confidentiality policy and of the signed confidentiality statement shall constitute grounds for termination of employment.

## PROBATIONARY PERIOD

### POLICY

#### **New Employee Probationary Period:**

It is the policy of the American Association of University Women of California to require a probationary period of six (6) months for all new employees.

During this period, new employees will receive appropriate introduction to the responsibilities of their position, orientation, and necessary training in order to enhance their skills and abilities to meet their responsibilities. New employees are expected to demonstrate satisfactory job performance and show continual progress in acquiring the knowledge and skills required for the full performance of the duties of their position.

#### **Position Change Probationary Period:**

It is the policy of the American Association of University Women of California to require a 90 day probationary period for all employees who have accepted a different position.

During this period, these employees will receive appropriate introduction to the responsibilities of their position, orientation, and necessary training in order to enhance their skills and abilities to meet their responsibilities.

During this period, these employees are expected to demonstrate satisfactory job performance and show continual progress in acquiring the knowledge and skills required for the full performance of the duties of their position.

### PROCEDURE

During probationary periods, employees:

- Are expected to accept willingly supervision of their job-related duties.
- Can expect periodic comments from the supervisor regarding performance, and
- Will receive performance appraisals/evaluations as described in the performance appraisals/evaluations section of this handbook.

## HIRING

### POLICY

It is the policy of the American Association of University Women of California to hire job applicants who have been determined to be qualified for the position that is open.

### PROCEDURE

#### **Selection/Hiring:**

Applicants selected for hire, upon acceptance of the job offer, will receive a hiring package, which includes the specifics of employment.

#### **Right to Work:**

All job offers made by AAUW CA are contingent on the selected applicants' legal right to work in the United States.

## WORK CONDUCT

## **POLICY**

It is the policy of the American Association of University Women of California to expect certain levels of conduct from every employee.

## **PROCEDURE**

Employees' failure to maintain proper standards of conduct or violation of the following guidelines shall constitute grounds for termination of employment.

### **Rules and Regulations:**

Employees are expected to:

Be at their work places and ready to work at the established starting time, and to remain at these positions and perform their work assignments, except for designated breaks, until the end of the work day.

Perform the assigned duties and fulfill their responsibilities to AAUW CA, as defined within individual job descriptions.

Be available to work as scheduled or requested.

Report any unexpected absence from work within the first half hour of the work day.

Maintain a professional, business-like appearance in accordance with acceptable business standards or in accordance with their duties.

Be courteous and professional.

Employees are required, for insurance and emergency purposes, to report promptly any changes in personal status: name, address, telephone number, marital status, etc.

All work related injuries must be reported immediately to the position supervisor.

During work hours personal phone calls are for emergency situations only. (Family needs will be dealt with on a case-by-case basis).

Personal business is to be conducted outside of work hours.

Medical or dental appointments, or legal, family or other commitments should be scheduled so as not to conflict with the work schedule. Emergency situations will be handled on an individual basis.

**The following acts or forms of conduct are prohibited** and shall constitute grounds for terminations of employment:

Bringing firearms or weapons of any kind, intoxicating liquors, narcotics, drugs or chemicals into the work place.

Being on the job while under the influence of intoxicants of any type.  
Falsely stating or making claims of injury.

Removing without authority, AAUW CA property, records or other material.

Destroying AAUW CA property or equipment.

Refusing to follow supervisor's directions or instructions.

Fighting or engaging in horseplay.

Violating common safety or health rules or engaging in conduct which creates a safety hazard.

Leaving the job, except during designated breaks, before the end of the work day without authorization of the position supervisor.

Restricting productivity or interfering with others in the performance of their assigned duties.

Violation of AAUW CA's confidentiality policy concerning members or employees of AAUW CA.

Displaying a poor attitude during the performance of duties, or toward members or co-workers.

Harassment of any nature toward members or co-workers.

Being late to work or absent without authorization.

Note: Employees absent for three consecutive days without notifying the position supervisor shall be terminated from employment due to **job abandonment**. Failure to return on time from an authorized leave of absence or vacation shall also be considered **job abandonment**.

The foregoing guidelines may not be all inclusive of the proper standards of conduct or obligations which employees must observe at all times, but are intended to provide employees with fair notice of what is expected of them. However, since it is impossible to list exhaustively every type of unacceptable act of conduct/performance, employees should be aware that conduct not specifically listed in the foregoing, but which adversely affects or is otherwise detrimental to the interests of AAUW CA, including other employees and members, shall constitute grounds for termination of employment

The existence of a Corrective Counseling Procedure in no way alters the at-will status of each employee. AAUW CA reserves the right to terminate any employment relationship without resort to corrective counseling or any disciplinary procedures.

## **SEXUAL HARASSMENT**

### **DEFINITION**

Sexual harassment has been defined by federal and state regulation as a form of sex discrimination. It includes any unwelcome action, sexual in content or implication: (1) if submission to the action is either an explicit or implicit term or condition of employment or

(2) if submission to or rejection of the action is used as a basis for employment decisions affecting the employee. It may also include conduct that has the purpose or effect of interfering with the employee's work performance or creating an intimidating, hostile, or offensive work environment. Examples of this kind of conduct are comments about someone's body or physical appearance; her/his clothing or sex life; sexual jokes and sexual innuendoes; using demeaning and offensive language or touching; patting or blocking someone's way. Sexual harassment includes unwelcome sexual advances; requests or demands for sexual favors; and other verbal physical, or visual conduct of sexual nature.

## **POLICY**

American Association of University Women of California is committed to offering employment opportunity based on ability and performance, in a productive climate of mutual respect free of discrimination. Accordingly harassment of any kind by staff, supervisors, or volunteers will not be tolerated. Harassment by visitors, vendors or contractors to AAUW is also prohibited by this policy.

## **PROCEDURE**

Employees and employment applicants may direct inquiries or complaints to the AAUW CA president (or designee).

The president (or designee) will provide corrective counseling and assistance to employees and applicants who believe that they have been subject to harassment and will immediately investigate complaints.

Any employee determined by impartial investigation to have harassed another employee, applicant for employment, or volunteer will be subject to appropriate disciplinary action up to and including termination.

A non-employee who subjects an employee to harassment in the workplace will be informed of AAUW's harassment policy by the AAUW CA president. Other preventive action will be taken if necessary.

# **DRUG FREE, ALCOHOL FREE, SMOKE FREE, and VIOLENCE FREE WORK ENVIRONMENT**

## **POLICY**

It is the policy of the American Association of University Women of California that the workplace be drug free, alcohol free, smoke free and violence free.

### **WORK ENVIRONMENT: DRUG, ALCOHOL AND SMOKE FREE WORKPLACE**

No one formally or informally affiliated with AAUW CA shall manufacture, distribute, dispense, possess, or use illegal or intoxicating drugs and/or substances in our workplace.

Employees of AAUW CA who encounter instances of manufacture, distribution, possession, or use of illegal drugs in the workplace shall refer such incidents to the state president. AAUW CA will establish an awareness program to inform employees about the dangers of drug and alcohol abuse in the workplace, the organization's policy of maintaining a drug, alcohol and smoke free workplace, any available drug or alcohol counseling, rehabilitation and employee assistance programs. The program will also describe possible penalties that may be imposed upon employees from substance abuse violations.

### **WORK ENVIRONMENT: VIOLENCE FREE WORKPLACE**

Violence or threats of violence whether serious or in jest are strictly prohibited.

## **PROCEDURE**

AAUW CA shall provide each employee with a copy of its policy. It shall be a condition of employment that employees agree to abide by the terms of the statement. Employees also agree to notify the state president of any criminal substance abuse conviction for a violation occurring in the workplace no later than five days after such conviction. As required, AAUW CA will impose a sanction on or require the satisfactory participation in a substance abuse assistance or rehabilitation program by any employee so convicted.

AAUW CA will investigate threats of violence in the workplace in order to ensure the protection of employees and members. Such investigations will not impermissibly invade the privacy of employees. Disciplinary action may be taken as a result of the investigation.

### **Disciplinary Action:**

Violation of this policy shall constitute grounds for termination of employment. Illegal use of drugs and use of intoxicants by an employee during working performance may be grounds for immediate dismissal. Any employee found selling or using drugs illegally is subject to immediate dismissal.

## **DRESS CODE**

### **POLICY**

It is the policy of the American Association of University Women of California that all employees are expected to dress in a professional, business-like manner, in accordance with acceptable business, office and job-related standards.

## **CONFLICT OF INTEREST**

### **POLICY**

It is the policy of the American Association of University Women of California that employees shall not be involved in any activity construed as in conflict with the AAUW's mission, goals or use of name.

### **PROCEDURE**

All honoraria, commissions, payments for services or other compensation made to employees, which are related to the purposes or functions of the AAUW CA, shall be the property of the American Association of University Women of California.

AAUW CA employees are free to accept outside employment when it is unrelated to their AAUW CA position, and when AAUW CA time is not spent in preparation or communication regarding outside commitments.

Every employee must disclose to the state president any personal business situation or transaction which is or may be, in conflict with the interest or the purpose of AAUW CA. This includes any instance where an employee or AAUW CA or the employee's immediate family could benefit financially from any business situation or transaction involving AAUW CA.

In cases where an employee determines that personal outside business interests or transactions may constitute a conflict of interest, s/he must report this to the state president in writing. The state president then collects sufficient information concerning the employee's business interest in order to determine if further action is warranted. The state president reviews the information and, with the advice of legal counsel, makes a formal, written recommendation to the AAUW CA Executive Committee describing disposition of the case.

It is the duty of the employee to notify the state president as circumstances change within AAUW CA or in the employee's personal situation such that a conflict of interest arises.

## **SALARY**

### **POLICY**

It is the policy of American Association of University Women of California to pay its employees in a fair and competitive manner based on the requirements of the position, the performance of the employee and the operating budget of the AAUW CA.

### **PROCEDURE**

#### **Pay Periods:**

Employees will be paid semi-monthly. Pay periods run from the 1<sup>st</sup> through the 15<sup>th</sup> and the 16<sup>th</sup> through the last day of each month. A pay schedule is available from the state finance vice president.

#### **Advances:**

No advances will be made.

#### **Salary Adjustments:**

AAUW CA reserves the right to determine salary adjustments according to variance in budget, personnel and other factors.

#### **Salary Confidentiality:**

Only the state president shall be responsible for releasing salary information to outsiders and then only in response to a written request and with the written consent of the employee

## **JOB EXPENSES**

### **POLICY**

It is the policy of American Association of University Women of California to reimburse employees for expenses incurred during job-related travel for the AAUW CA as authorized by the AAUW CA President.

### **PROCEDURE**

#### **Travel Reimbursement:**

Public transportation is reimbursed at cost. AAUW CA reimburses at current policy rate per the AAUW CA Policies and Procedures when using own automobile.

#### **Other Reimbursements:**

Paid staff is reimbursed for reasonable lodging and meals when traveling as required.

## **WORK HOURS**

### **POLICY**

It is the policy of the American Association of University Women of California to comply with the following work hours:

- The scheduled work week, in accordance with the Fair Labor Standards Act, starts at 12:01 AM, Monday, and ends at midnight Sunday.
- The regularly scheduled hours of the AAUW CA State Office are Monday through Friday, 9:30 AM – 2:30 PM. Other designated work hours may apply to specific employees/individual programs.

### **PROCEDURE**

#### **Normal work week:**

Full time employees will work in accordance with their offer of employment, normally

an eight hour day.

Part-time employees will work in accordance with their offer of employment, normally a four hour day unless otherwise scheduled.

Part-time employee work schedules will be generally arranged one week in advance.

### **Lunch Hour/Meal Period**

No more than six hours may be worked without a lunch break of 30 minutes or more. For each four hours on the job, an employee is permitted a rest period of up to 15 minutes with pay.

## **OVERTIME**

Prior authorization is required for an employee to work overtime. Overtime will be paid to all non-exempt staff members in compliance with the Fair Labor Standards Act (FLSA). Any work in excess of 8hr/day is subject to 1.5 times the staff member's regular hourly rate, and any hours worked in excess of 40 hr/week is also subject to 1.5 times the employees hourly rate. Any work in excess of 12 hr/day is subject to 2x the employee's hourly rate. Any work in excess of 8 hr/day on the seventh day of any workweek is subject to 2x the employee's hourly rate.

If overtime is approved, the employee may choose either 1.5x the normal hourly rate or compensatory time at 1.5x the number of overtime hours worked after an 8 hr. day or a 40 hour week. Compensatory time off is at the request of the employee, by written agreement before the performance of work.

## **PERFORMANCE APPRAISALS/EVALUATIONS**

### **POLICY**

The performance appraisal policy of the American Association of University Women of California is based on the belief that employees have the right to know how well they are performing and where improvement is needed. It is the responsibility of position supervisors to meet periodically with their assigned employees for the specific purpose of advising them of their job performance.

Performance appraisals can take the form of casual conversation between the supervisor and employee, more structured discussions, or written evaluations wherein the supervisor and state president (or designee) review the evaluation with the employee. The written evaluation is signed by all parties.

### **PROCEDURE**

**Evaluations** are the more formal written appraisals of an employee's job performance and are based on the employee's job description, past evaluations, employee work plan (if any), and the supervisor's observances and discussions/meetings with the employee since the employee's date of hire or last evaluation.

#### **Evaluations of Probationary Employees:**

##### **New Employees**

The supervisor will conduct a written performance evaluation on each new employee at the end of 90 days of employment or at any time during the probationary period if the employee is demonstrating unsatisfactory job

performance. Continued unsatisfactory job performance shall constitute grounds for termination of employment. At least one more evaluation will be conducted prior to the end of the probationary period in order to make a determination about continuing employment

Employees who change to a different position

End of assignment evaluation: Supervisors will conduct a written performance evaluation when an employee has accepted a different position and is finalizing the current assignment.

Different job, 60 day evaluation: Supervisors will conduct a written performance evaluation on these employees at end of 60 days of employment in the new position or at any time during that 90 day probationary period if the employee is demonstrating unsatisfactory job performance.

Continued unsatisfactory job performance shall constitute ground for termination of employment.

### **Annual Evaluations**

All employees will receive an annual written performance evaluation at the end of each fiscal year by their supervisor and the state president. The results of such performance evaluations will be reported to the AAUW CA Executive Committee and a copy of the evaluation placed in the employee's personnel file. The employee's comments and signature shall be included with the written evaluation as filed.

## **CORRECTIVE COUNSELING**

### **POLICY**

It is the policy of the American Association of University Women of California to use a corrective counseling procedure to resolve any discrepancy in work performance or in any other conflict arising from a work situation.

### **PROCEDURE**

Any corrective counseling situation will be handled in the following manner:

- The supervisor will meet with the employee to discuss the problem and the corrective action to be taken.
- The date for the completion of the corrective action must be in writing.
- Results of corrective counseling must be in writing.
- The supervisor will alert the state president (or designee) of corrective counseling and provide written documentation for the employee's personnel file.
- An employee's refusal to participate in the corrective counseling procedure shall constitute grounds for termination of employment.

## **BENEFITS PACKAGE**

### **POLICY**

It is the policy of the American Association of University Women of California to cover all employees as follows:

- Social Security
- Unemployment Insurance

- Worker's Compensation Insurance

## **EMPLOYEE TAXES AND PROVISIONS**

### **POLICY**

It is the policy of the American Association of University Women of California to pay, on behalf of employees, and to deduct from the paychecks of employees, certain taxes and other payments mandated by law.

### **PROCEDURE**

AAUW CA shall make payment on behalf of each employee, to the extent provided by law, to cover the following:

- FICA (Federal Social Security – employer's share)
  - Paid into the Social Security Fund
- State of California Unemployment Insurance
  - Provides benefit payments awarded to ex-employees who are unemployed "through no fault of their own."
- Workers' Compensation Insurance
  - Provides benefits to employees in case of on-the-job injuries.

AAUW CA shall make deductions from the paychecks of each employee, to the extent provided by law, and make payments on behalf of each employee to cover the following:

- FICA (Federal Social Security – employee's share)
  - Paid to the Social Security Fund
- Federal Income Tax Withholding
  - Paid to IRS
- State of California Income Tax Withholding
  - Paid to State of California
- State of California Disability Insurance
  - Deposited to the Disability Insurance Fund; provides benefits awarded to an employee who is unable to work because of an injury or illness incurred other than through the course of employment

## **HOLIDAYS**

### **POLICY**

It is the policy of the American Association of University Women of California to observe certain holidays.

### **PROCEDURE**

Employees are entitled to these days off with pay:

- New Year's Day
- Martin Luther King Jr.'s Day
- Presidents' Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

The workdays that fall between Christmas Day and New Year's Day when the office building is closed.

If a holiday falls on a Saturday, the AAUW CA office will be closed the preceding Friday.

If a holiday falls on a Sunday, the office will be closed the following Monday.

## **LEAVE**

### **POLICY**

It is the policy of the American Association of University Women of California to provide paid vacation and personal leave for eligible employees.

### **PROCEDURE**

Regular full-time employees will earn one day of paid vacation per month of employment. No more than 10 days of vacation may be on the books at any one time.

Temporary and part-time employees will not receive paid vacation.

Regular full-time employees shall earn .5 days paid personal leave per month of employment.

It must be used within the current calendar year. Temporary and part-time employees will not receive personal time.

Vacations must be taken at a time most convenient for the scheduled programs of AAUW CA.

Requests for vacation must be submitted in writing and approved by the AAUW CA President or designee at least one month in advance of the planned vacation start date.

### **Family and Medical Leave**

AAUW CA complies with the Federal Family and Medical Leave Act of 1993 and the CA Family and Medical Leave Act. Since the provisions of this law are quite complex and cannot be set forth in full herein, it will be necessary for employees to consult the law itself in order to learn exact rights under the Family and Medical Leave Act. AAUW CA permits staff who meet the eligibility requirements of FMLA to use earned leaves during their absence until such time as the earned leave is depleted. Any leave after that time will be without pay.

### **Bereavement**

A special leave of three days with pay is provided upon the death of a spouse, parent, sister, brother, child, grandchild, grandparent, or current parent-in-law. Additional days of leave without pay may be taken with the approval of the AAUW CA president. In the event the employee has not completed 180 days of employment the employee will be allowed up to 3 days off without pay to attend the funeral of a member of her/his immediate family as defined above,

### ***Jury Duty***

An employee who is called for jury duty will be granted up to a maximum of five (5) days with pay, while on active jury duty.

## **CATASTROPHIC ILLNESS**

### **POLICY**

It is the policy of American Association of University Women of California that employees with life threatening illnesses—including, but not limited to, heart disease, cancer and AIDS—may continue to work if they can do so without endangering their own health or safety or that of their co-workers, and can perform their jobs to meet acceptable standards.

## **ILLNESS AND INJURY PREVENTION**

### **POLICY**

It is the policy of the American Association of University Women of California to provide safe and healthful working conditions, as the safety and health of AAUW CA employees and volunteers on premises continue to be a prime consideration in operating AAUW CA.

### **PROCEDURE**

Health and safety information will be posted at the AAUW CA office. It is the responsibility of every employee to access this information and become familiar with the materials and their roles.

Failure to comply with safety procedures shall constitute grounds for termination of employment.

## **SEPARATION FROM EMPLOYMENT**

### **POLICY**

It is the policy of the American Association of University Women of California to recognize both voluntary and involuntary separations from employment.

AAUW CA considers any separation initiated by the employee as **voluntary**.

- Resignation. Employees may terminate employment with AAUW CA at any time.
- Job abandonment. Unauthorized absence from work for three or more consecutive days is considered job abandonment; i.e., another form of voluntary separation from employment.

AAUW CA considers any separation initiated by the AAUW CA as **involuntary**

- Layoff. Usually occurring only in instances of substantial budget cuts within the AAUW CA.

- Other separation from employment, usually because of performance or conduct not meeting the requirements and/or standards of AAUW CA.

## **PROCEDURE**

### **Employee Separation Notices**

Employees are encouraged to submit written notice of intent to leave the AAUW CA at least two (2) weeks in advance. Such notices should be signed and dated by the employee and will become a permanent part of the employee's personnel file.

In case of dismissal, regular employees who have been employed for more than six months, released for reasons other than misconduct, will receive two weeks' notice or pay in lieu of notice. No compensation will be made to employees dismissed during the probationary period or if dismissal is due to misconduct.

### **Final Wage Payments**

- For voluntarily separating employees giving notice, all wage payments due will be made on the employee's last working day. If notice was not given, payment will be made within 72 hours.
- For involuntarily separating employees, all wage payments due will be made on the employee's last working day.

## **GRIEVANCE PROCEDURE**

### **POLICY**

It is the policy of the American Association of University Women of California to provide its employees with the opportunity to resolve any disputes or complaints, arising out of a work situation within the AAUW CA, by following the grievance procedure outlined here.

For purposes of this procedure, a dispute or complaint shall be defined as a claim by a employee that s/he has been affected adversely by: 1) a violation of AAUW personnel policies contained in the AAUW CA Personnel Policies and Procedures handbook or by 2) conflict situations inherent in the work environment, for example, disputes about performance evaluations or working conditions.

### **PROCEDURE**

The office manager and the legislative advocate work under the direction of the state president. Other employees work under the direction of the office manager.

Employees with problems as described above are expected to consult their immediate supervisor.

If matters are not resolved, problems should be put into writing and sent to the state president, with a copy placed in the employee's personnel file. If the problem remains unresolved, the state president shall consult with the Executive Committee where final authority shall rest.

When written complaints are received, employees will have the opportunity to state their cases to the Executive Committee. Meetings of the Executive Committee will be held confidential when dealing with personnel matters.

## **CHANGES/REVISIONS**

**POLICY**

The Executive Committee of the Board of Directors of the American Association of University Women of California reserves the right to change or revise these policies at any time.

**PROCEDURE**

Employees of the AAUW CA will be notified of any pertinent changes or revisions as soon as possible, by one or both of the following methods:

- Posting of policy revisions
- Distribution of written revisions

**I have read and understand the information in the AAUW CA Personnel Policies handbook.**

\_\_\_\_\_  
**Name**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature**