



## Dear AAUW California Leaders,

Here is the Fall Admin Packet. It contains many important items to help you and your members as you start the new year. Inside you will find:

- A **letter from Sue Cochran**, our new state Governance Committee chair. There have been some changes in the way bylaws are handled by National.
- News about the **Public Policy** program and how you can get involved.
- The **Call for Candidates** for state offices. Consider nominating a talented branch member, perhaps even yourself, to serve at the state level. Assuring the continuity of our association is an important part of leadership. You will also find instructions on how to submit the Candidate Information Form.
- Invitations to the Northern and Southern **AAUW Fund luncheons**. Those who attend these meetings will be amazed at the activities in which our Fellows are involved! It is also a good opportunity for you to hear the Fellows and think about asking one to speak at a branch meeting.
- Information on our state project, **Speech Trek**. A great opportunity to connect with your local high schools and make your presence known in the community. Also on this page is information on the state **Leader on Loan** program. This is also another opportunity to have a speaker for a branch program.
- The opportunity to help our organization improve and adapt to changing conditions. The **resolution process** is one way to do that. Changes that require a vote of the membership will need to be submitted through this process.
- The **Reference Guide to California and National Communications**. Sometimes it is confusing what information is available and where to find it. This will help.

I know that this information will be helpful as you start the new year. Please share it with your leadership team and members. If you have any questions, feel free to contact me at [statepresident@aauw-ca.org](mailto:statepresident@aauw-ca.org).

"Moving AAUW Forward" is my motto for this year. But, that starts at the branch level. We, at the state, are here to serve you and your members. Please contact us if you need anything.

Sincerely,

*Donna Mertens*

Donna Mertens  
AAUW California  
State President



Date: Fall 2016

To: Branch Presidents and Bylaws Chairs/Committees  
From: Sue Cochran, AAUW CA Governance Committee Chair  
RE: Compliance of Branch Bylaws and Affiliates Agreements  
Working with the AAUW CA Governance Committee

Effective immediately the AAUW California Governance Committee will no longer be approving changes to the branches' bylaws. This change realigns the branch bylaws with National's governance of branches through the Affiliates Agreement that each branch has in place with National.

Branch presidents recently received instructions from National on how to upload their branch bylaws to the National website for review and approval. If you do not have this information please talk with your predecessor. The state Governance Committee will make every effort to answer questions and assist branches that have difficulty uploading their branch bylaws to the National website, but it is no longer the responsibility of the committee to approve changes to branch bylaws. Model bylaws are posted on the AAUW CA and National websites for easy reference and it is important that your branch bylaws incorporate all mandatory requirements.

The AAUW CA Governance Committee is working with National to obtain a current list of the branch governance documents on file at National. Once this process is complete the members of the AAUW CA Governance Committee will contact those branches who have work to do to update their governance documents at National. We will make every effort to assist you with the process, but the final approval of branch bylaws comes from National.

The role of the AAUW CA Governance Committee will be shifting its primary focus to the governance matters at the state level. The majority of our work will focus on the state governance documents.

If you have questions regarding this change please feel free to contact Sue Cochran, AAUW CA Governance Committee chair at: [sjcaauw@sonic.net](mailto:sjcaauw@sonic.net).



# AAUW CALIFORNIA PUBLIC POLICY PROGRAM 2016- 2017

The Public Policy Program supports AAUW's mission of advancing equity for women and girls through advocacy, education, philanthropy, and research; and speaks to women's needs, aspirations, and concerns. A significant portion of both national and state dues supports researching and developing AAUW's positions on legislation impacting women and girls, and lobbying efforts. A paid legislative advocate represents AAUW California in the California Legislature. In Washington DC, AAUW staff and volunteers communicate with legislators.

## BRANCH LEADERS HAVE A ROLE IN AAUW 'S ADVOCACY WORK!

**Equity for women is threatened in the current partisan political climate!** Polarization in both the U.S Congress and California Legislature threatens progress on a number of women's issues - particularly reproductive freedom, equal pay, and other economic issues. AAUW is a respected organization able to influence Public Policy! Branch leaders can play an important role by keeping branch members informed and encouraging action.

- Appoint a Branch Public Policy Chair to receive information and put articles in branch newsletters.
- Include at least one Public Policy program in your branch programming during the year, especially this fall leading up to the November election.
- Check the AAUW California website for Public Policy updates and resources at [www.aauw-ca.org/publicpolicy](http://www.aauw-ca.org/publicpolicy) and also the national site, [www.aauw.org/what-we-do/publicpolicy](http://www.aauw.org/what-we-do/publicpolicy)
- Meet with your legislators in their district offices to inform them about AAUW's mission and legislative priorities. Establishing a relationship can enhance two-way communication. Use the website's Advocacy Training program to prepare.

## WHAT IS THE BASIS FOR AAUW PUBLIC POLICY ACTIVITIES?

- The Public Policy Program governs **ALL ACTION** in the name of AAUW.
- AAUW has a long tradition of advocating for positive societal change and political activism, both at the national and state levels. AAUW is positively regarded by legislators for its studied, well-informed positions on proposed legislation, and for its research projects.

- Public Policy Priorities at both national and state levels guide AAUW California's actions related to public policy, which are reviewed and revised every two years. You are encouraged to participate in the upcoming review this fall.

## AAUW CALIFORNIA PUBLIC POLICY PLANS FOR 2016-2017

- **Get Out the Vote (GOTV)** – Voter education should be high priority in all branches this fall. Study candidates' positions on women's issues, as well as the ballot initiatives.
- **Public Policy Priorities** – This is the year for updating. All branch boards are requested to review and recommend changes to the current priorities, which can be found on the website.
- **Legislative Advocacy** – Encourage members to sign up for Action Alerts on the national website, and they will also be enrolled in state Action Alerts. Follow the progress of CA bills on the state website. Communicate AAUW positions on bills with those elected to represent you.
- **Title IX** – Raise awareness in your community about the status of compliance in local school districts. Title IX covers much more than just athletics.
- **Communicate about Public Policy** - Keep information flowing to educate members about important issues. In addition to branch newsletters use social media, including Facebook and Twitter, to communicate with members and non-members. AAUW CA's Facebook presence is a tool to keep members current on our tracked bills and relevant policies.

**For more information and resources, contact your  
AAUW California Public Policy Committee  
Let us know how we can be of help to your branch!**

<b>Name</b>	<b>Email</b>	<b>Branch</b>
<b>Nancy Mahr, Co-Chair</b>	<a href="mailto:nlmahr@aauw-ca.org">nlmahr@aauw-ca.org</a>	Palos Verdes Peninsula
<b>Sue Miller, Co-Chair</b>	<a href="mailto:smiller@aauw-ca.org">smiller@aauw-ca.org</a>	Roseville-South Placer
<b>Shannon Smith-Crowley</b>	<a href="mailto:ssmith-crowley@wilkefleury.com">ssmith-crowley@wilkefleury.com</a>	Lobbyist
Alex Bellenger	<a href="mailto:alexbellenger22@yahoo.com">alexbellenger22@yahoo.com</a>	Long Beach
Charmen Goehring	<a href="mailto:charminme@yahoo.com">charminme@yahoo.com</a>	Sacramento
Kathi Harper	<a href="mailto:kmharper@charter.net">kmharper@charter.net</a>	Carlsbad-Oceanside-Vista
Karen Jackle	<a href="mailto:karjac@gmail.com">karjac@gmail.com</a>	WM-FV-HB
Judy Pfeil	<a href="mailto:jptime@att.net">jptime@att.net</a>	Simi Valley
Michelle St. Clair	<a href="mailto:msaintc@comcast.net">msaintc@comcast.net</a>	Healdsburg
Barbara Calvi	<a href="mailto:barbarcalvi@gmail.com">barbarcalvi@gmail.com</a>	Camarillo
Helene Carr	<a href="mailto:helene.carr@yahoo.com">helene.carr@yahoo.com</a>	Hayward-Castro Valley

## Looking for a Few Good Leaders

Jean Simutis, Nominations & Elections Chair

The Nominations & Elections Committee has been charged with finding enthusiastic, committed, and proven leaders to serve AAUW California. Please be our eyes in your branches and IBCs all over the state to locate these members and encourage them to become candidates. The strength of our organization depends on their leadership.

We seek candidates for:

- **President-Elect** (2017-2020)
- **Chief Financial Officer (CFO)** (2017-2019)
- **Directors** (2017-2019) - up to 2 are needed for a total of 4 elected officers

Job descriptions and duties may be found in our Policy & Procedures on the "AAUW CA Business" section of our website [www.aauw-ca.org](http://www.aauw-ca.org).

## The deadline for nominations is December 8<sup>th</sup> 2016

Required forms and instructions can be found in the Nominations & Elections section of our website. Instructions must be followed carefully and forms must be completed and sent electronically to [nominating@aauw-ca.org](mailto:nominating@aauw-ca.org). A candidate must be a member in good standing of AAUW California.

Candidates' information and photos will be posted on the website and will appear on the ballot in the order they are received. The three week voting period will begin April 22<sup>nd</sup> and end at 5:00 pm May 12<sup>th</sup>.

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## Does AAUW Know Your Email Address?

It is imperative that your current email address is listed in the national AAUW database. AAUW California uses the **AAUW national** membership records when sending out election information and the California Perspective newsletter. You will not receive these email messages if your contact information is incomplete. In addition, if you have ever requested AAUW to not send you mail, they will **not** give us your contact information.

Please go to the Membership Services Database (MSD) on the national website ([www.aauw.org](http://www.aauw.org)) to check and/or correct your record. You can also contact AAUW at [connect@aauw.org](mailto:connect@aauw.org) or 800-326-2289.





The AAUW California Fund Committee invites you to celebrate and honor our 2016-2017 California Fellowship and Grant Recipients!

**SOUTHERN CALIFORNIA - SEAL BEACH**

**Sunday, October 23, 2016**

12:00 noon to 3:00 p.m. (Registration 11:30 a.m.)

**Old Ranch Country Club**

3901 Lampson Avenue - Seal Beach, CA 90740

**NORTHERN CALIFORNIA - DANVILLE**

**Saturday, October 29, 2016**

12:00 noon to 3:00 p.m. (Registration 11:30 a.m.)

**Crow Canyon Country Club**

711 Silver Lake Drive - Danville, CA 94526



**AAUW Fund Luncheon Reservation Form**

Please check the luncheon you wish to attend and indicate the number of entrees needed.

**Seal Beach Fund Luncheon**      **RSVP Deadline: October 11<sup>th</sup>**      **\$40 per person**

Please indicate number of each entrée choice:

- **Morgan Salad: mixed greens, grilled chicken breast, mango, papaya, seasonal berries**

Regular Morgan Salad \_\_\_\_\_

Vegetarian Morgan Salad \_\_\_\_\_

**Danville Fund Luncheon**      **RSVP Deadline: October 17<sup>th</sup>**      **\$40 per person**

Please indicate number of each entrée choice:

- **Sunburst Salad: seasonal greens with mixed berries, tomatoes, blue cheese, spiced pecans, grilled chicken, mandarin oranges, balsamic dressing**

Sunburst Chicken Salad \_\_\_\_\_

Sunburst Vegetarian Salad \_\_\_\_\_

Total number of reservations \_\_\_\_\_

Amount enclosed \$ \_\_\_\_\_

Your Name: \_\_\_\_\_

Your Branch: \_\_\_\_\_

Guest(s) Names: \_\_\_\_\_

Register online at [www.aauw-ca.org](http://www.aauw-ca.org)

Or mail completed form and check payable to **AAUW California** to 1331 Garden Hwy #100 • Sacramento, CA 95833

## ELEANOR STEM ALLEN MEMORIAL SPEECH TREK



Speech Trek is an annual speech contest for all actively enrolled high school students (including home-schooled) in California. Now in its eleventh year, Speech Trek is an AAUW California project that begins each year at the branch level with a speech tournament for local students, and culminates with the three top statewide finalists giving their speeches at the AAUW California convention or annual meeting in April.

Please consider this valuable and educational project for your branch this year. The topic for 2016-2017 ("Is it Time to Pass the Equal Rights Amendment?") asks the students to speak about how this can be accomplished, as well as how organizations like AAUW can help in getting the amendment ratified at long last.



And don't worry! Posting your 1<sup>st</sup> Place winner to YouTube doesn't need to be intimidating any more. You can find how-to information, complete with step-by-step instructional pictures, in the **Speech Trek Tool Kit 2016-2017**. It is posted on our website ([www.aauw-ca.org](http://www.aauw-ca.org)) under "Mission Based Program". For more information please contact Cathy Foxhoven, Speech Trek Coordinator ([spechtrek@aauw-ca.org](mailto:spechtrek@aauw-ca.org)).

## LEADER ON LOAN PROGRAM

The Leader on Loan Program is designed to bring state AAUW leaders to branch and IBC meetings, events, and programs. The state leadership team members have a broad spectrum of expertise and can assist branches and IBCs that are working to strengthen their internal organization and AAUW's presence in their communities.



Leader on Loan speakers can provide education for branch or IBC leadership, and suggest proven ways to overcome common challenges such as growing and retaining membership, developing branch leaders, implementing AAUW-relevant programs, and developing a better understanding of the breadth and scope of AAUW's mission.

If you would like to request a Leader on Loan, or if you would like to participate in the program as one of our speakers, please contact Kim Wilber, Leader on Loan Coordinator ([leaderonloan@aauw-ca.org](mailto:leaderonloan@aauw-ca.org)).

## **SUBMISSION DEADLINE: NOVEMBER 15, 2016**

Resolutions are important tools in focusing, developing, and giving direction to AAUW program and policy, and are frequently the outgrowth of study/action by the membership. Resolutions establish a framework within which some kind of action may be taken.

### **A resolution is adopted by a majority vote of the membership.**

Resolutions may be proposed by any of the AAUW officers, task forces and committees, a branch, or any member. Such resolutions must be compatible with established AAUW and AAUW California policies, programs, and principles.

In order for resolutions to be included in the normal voting process, they must be submitted, along with the financial impact, if any, to the Parliamentarian no later than November 15, 2016. Receipt of a proposed resolution will trigger the establishment of a state Resolutions Task Force, which may approve, reject or refer back to the maker with recommendations. The purpose and scope of resolutions and detailed procedures for formatting resolutions are detailed in **Policy 111-Resolutions** of the AAUW California Policies and Procedures, which can be found on the "AAUW CA Business" section of the state website.

The resolutions chair will notify each branch and members of the Board of Directors of the proposed resolutions at least 30 days prior to commencement of voting. Such notice will be in the pre-election mailing to branches and officers.

The format for resolutions follows and will also be posted on the AAUW California website. Mail or email copies of your proposed resolutions by the posted deadline to the AAUW California office and to the parliamentarian.

**Dawn Johnson - Parliamentarian**  
Mariposa Branch  
[parliamentarian@aauw-ca.org](mailto:parliamentarian@aauw-ca.org)  
209-742-5316

AAUW California Office  
1331 Garden Hwy #100  
Sacramento, CA 95833  
[office@aauw-ca.org](mailto:office@aauw-ca.org)



# RESOLUTIONS GUIDELINES – 2016-2017

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## FORMAT FOR PROPOSED RESOLUTION

Resolution Title/Subject: \_\_\_\_\_

Relationship to AAUW Program: \_\_\_\_\_

See the Public Policy Principles & Action Priorities on the AAUW California website, Public Policy section.

Rationale Clause(s): \_\_\_\_\_

Briefly outline the need for the resolution.

Resolved Clause(s): \_\_\_\_\_

Set forth in clear, concise language the action/statement to be voted on.

Closure Date: \_\_\_\_\_

Resolutions are intended to be temporary action and should include a specific timeframe or "sunset" date.

Financial Impact: \_\_\_\_\_

Include all costs: postage, telephone, copying, meetings of committee to be incurred in carrying out the action desired.

Submitted by:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Branch Position: \_\_\_\_\_

Branch Submitting Resolution: \_\_\_\_\_

(if submitted by branch)

Date Approved by Branch: \_\_\_\_\_

(if submitted by branch)

Date Submitted to Parliamentarian: \_\_\_\_\_



# Reference Guide to California and National Communications

AAUW branch leaders are supported by communications on a variety of topics from both the state and national levels. Below are the most common communications, their focus and the key people to whom they are distributed.

Title	Source		Content	Sender	Key Recipients	Frequency
	CA	Nat'l				
AAUW Action Fund		✓	<ul style="list-style-type: none"> <li>Nonpartisan voter education materials</li> </ul>	votered@aauw.org	<ul style="list-style-type: none"> <li>Zip code based delivery</li> </ul>	3 – 10 per month
Board to Board (B2B)	✓		<ul style="list-style-type: none"> <li>Information specifically for CA branch leaders from CA state board and committees</li> </ul>	webteam@aauw-ca.org	<ul style="list-style-type: none"> <li>Branch presidents</li> <li>CA committee members</li> </ul>	Monthly
CA State Directory (Online & print)	✓		<ul style="list-style-type: none"> <li>Directory of CA branches with contact information</li> </ul>	webteam@aauw-ca.org	<ul style="list-style-type: none"> <li>Branch presidents</li> <li>CA committee members</li> </ul>	Annually
CA Perspective (Online & print)	✓		<ul style="list-style-type: none"> <li>CA state AAUW magazine</li> <li>Articles on programs, projects, activities and state business</li> </ul>	webteam@aauw-ca.org	<ul style="list-style-type: none"> <li>All members</li> </ul>	September February June
LAF Express (Legal Advocacy Fund)		✓	<ul style="list-style-type: none"> <li>Updates on the legal status of issues related to women's rights</li> <li>Status reports on court cases and educational resources</li> </ul>	laf@aauw.org	<ul style="list-style-type: none"> <li>Branch and state presidents</li> </ul>	Monthly
Lead On		✓	<ul style="list-style-type: none"> <li>News and resources focused on recruiting and developing leaders</li> </ul>	Erica Stout, AAUW	<ul style="list-style-type: none"> <li>Branch board of directors</li> </ul>	Monthly
Membership Matters		✓	<ul style="list-style-type: none"> <li>News and resources focused on recruitment and retention of members</li> </ul>	Christy Jones, AAUW	<ul style="list-style-type: none"> <li>Branch presidents</li> <li>Membership vice presidents</li> </ul>	Monthly
Mission and Action		✓	<ul style="list-style-type: none"> <li>Core communication with general news and updates on all AAUW topics</li> </ul>	Hannah Belec, AAUW Editor	<ul style="list-style-type: none"> <li>All members</li> </ul>	Bi-monthly
Outlook (Online & print)		✓	<ul style="list-style-type: none"> <li>National AAUW magazine</li> <li>In-depth coverage of pressing mission-related issues</li> </ul>	AAUW Office	<ul style="list-style-type: none"> <li>All members</li> </ul>	Fall Winter Spring/ Summer



# Reference Guide to California and National Communications

**SUBSCRIBERS ONLY - Simple signup required to receive these communications**

Title	Source		Content	Sender	Key Recipients	Frequency
	CA	Nat'l				
AAUW Today		✓	<ul style="list-style-type: none"> <li>Daily digest of highlighted stories from AAUW website</li> </ul>	AAUW Today	<ul style="list-style-type: none"> <li>Subscribers</li> <li>Sign up at: <a href="http://www.aauw.org/resource/aauw-today/">www.aauw.org/resource/aauw-today/</a></li> </ul>	Daily
AAUW In the State House			<ul style="list-style-type: none"> <li>State policy updates</li> <li>Tips and resources for effective advocacy</li> <li>Insider information from the AAUW Public Policy and Government Relations Department about state bills</li> </ul>	voter@aauw.org	<ul style="list-style-type: none"> <li>Subscribers</li> <li>Sign up at: <a href="http://www.aauw.org/resource/aauw-in-the-statehouse/">www.aauw.org/resource/aauw-in-the-statehouse/</a></li> </ul>	Monthly
Action Network CA Action Alert Two-Minute Activist tool	✓	✓	<ul style="list-style-type: none"> <li>Status of pending legislation supported or opposed by AAUW</li> <li>EZ tool to send feedback to legislators</li> </ul>	AAUW Action Network	<ul style="list-style-type: none"> <li>Subscribers</li> <li>Sign up at: <a href="http://www.aauw.org/actionnetwork/">www.aauw.org/actionnetwork/</a></li> </ul>	As necessary
Washington Update		✓	<ul style="list-style-type: none"> <li>National update on relevant legislation, public policy initiatives and possible actions</li> </ul>	AAUW Washington Update	<ul style="list-style-type: none"> <li>Subscribers</li> <li>Sign up at: <a href="http://www.aauw.org/resource/washington-update/">www.aauw.org/resource/washington-update/</a></li> </ul>	Weekly