



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

# **POLICIES AND PROCEDURES**

Last Update: April 2019

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## INTRODUCTION

The AAUW CA Policies and Procedures govern the day-to-day operations and administration of the state organization. This includes branch activities associated with statewide activities and projects. The policies define decisions made by the AAUW California governing body over time. The procedures describe the steps to be taken to carry out the policies.

The AAUW CA Policies and Procedures are to be used in conjunction with the AAUW CA Bylaws, the primary governing document of the corporation. At no time can 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 regularly and updated as needed to reflect current operations and business practices of the corporation. The date on the cover of the document reflects the most recent full review and revision date. Each policy/procedure is dated with the most recent individual amendment date.

These policies and procedures may be amended, suspended (for a specific purpose and time frame), or rescinded by a majority vote of the board of directors.

The format used for these policies and procedures is “information mapping” which allows for easy reference and readability. Each policy section is sub-numbered for easy reference.

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

AAUW CA GOVERNANCE Committee

## Policy 101 - Office and Office Manager

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### **101.1 Office - An Overview**

AAUW CA maintains an office in Sacramento. The state business of the Board of Directors and committee chairs are centralized, as appropriate, through the state office. The AAUW CA president oversees the office. The executive committee of the Board of Directors serves as the personnel committee.

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### **101.1.2 Responsibility of Executive Oversight**

The executive committee, i.e., the state president and the chief financial officer, through their oversight, do the following:

Review all documents for signing or renewal pertaining to office operations, e.g., leases, agreements, contracts.

Ensure best business practices are in place for the administration of the office and its related functions, facilities and equipment.

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### **101.1.3 Responsibility of the State President**

The state president has overall responsibility for and must sign leases, agreements, contracts and all legal documents pertaining to the corporation.

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### **101.2 Office Manager – The Role**

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

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

The office manager performs day-to-day administrative functions under the supervision of the state president and/or a designated member of the executive committee.

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**101.2.1  
Responsibilities  
of the Office  
Manager**

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The office manager has the following responsibilities:

- Provides general information to members, prospective members and the public.
  - Produces and distributes regularly scheduled communications and mailings of the state that the state communications committee does not handle.
  - Provides bookkeeping functions that support the financial operations of the state.
  - Maintains all state files that must be retained for both legal and historical purposes. Those files include but are not limited to: minutes of the corporation, resolutions, historical records, governance records, public policy records, financial records and other archival documents. Branch governance documents are filed at National and each branch is responsible for the archival of its other documents, such as financial records.
  - Maintains an asset list and files of letters of agreement for equipment use. Reference: Policy 102-Equipment.
  - Serves as the assistant to the secretary of the corporation, and performs all related duties delegated by the secretary.
  - Serves as the assistant to the chief financial officer (CFO) of the corporation and performs all related duties delegated by the CFO.
  - Receives general oversight from the CFO on all related financial duties.
  - Performs any other duties as required by the Board of Directors, executive committee, and state committees as authorized by the state president and/or Board of Directors.
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## Policy 102 – Equipment

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### **102.1 AAUW CA Assets – Responsibility**

The office manager, in consultation with the president and chief financial officer, tracks and maintains the list of owned/leased equipment that AAUW CA possesses. The equipment is for the performance of AAUW CA business.

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### **102.2 Loaning Equipment – Procedure**

The AAUW CA board members may borrow equipment from the AAUW CA Office during their term. Board members need to follow these steps when borrowing AAUW CA equipment:

<b>Step</b>	<b>Action</b>
1	Obtain a letter of agreement from the AAUW CA Office.
2	Review the terms of the loan, including responsibility for maintenance and protection of the equipment from damage or loss.
3	Fill out the letter of agreement to borrow AAUW CA equipment.
4	Sign the letter.
5	Send the physical letter or email a copy to the AAUW CA office and retain a copy in the board member's files
6	Notify the AAUW CA Manager of the date for equipment pickup.

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## Policy 103 – Interbranch Councils (IBCs)

### 103.1 Purpose

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The purpose of Interbranch Council (IBC) is to focus on public policy and community action in geographic areas where two or more branches exist. All actions of the IBC must be in accordance with the AAUW and AAUW CA mission, purpose and Use of Name policy.

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#### 103.1.1 Why IBCs Exist

IBCs exist to:

- Foster communication among branches.
  - Encourage multi-branch activities.
  - Alert branches to act on intercity or inter-county issues.
  - Establish local positions that are consistent with AAUW's positions on issues affecting the interbranch area.
  - Engage in activities that enhance and promote AAUW CA membership and programs.
- 

### 103.2 Organization and Structure – Composition

The following compose the members of the IBC:

- IBC officers.
  - Branch presidents or designated branch members.
  - Branch public policy chairs.
  - State and AAUW team members.
  - All interested branch members.
- 

#### 103.2.1 IBC Dues

Each IBC determines its dues based on anticipated income (if any) from other sources and expected expenses, such as:

- Mailings.
  - Printing of minutes.
  - Membership in coalition organizations.
  - Publicity.
  - Meeting space costs.
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**102.2.2 Officers**

Each IBC has officers or a governing committee responsible for carrying out the duties of the council.

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**102.2.3 IBC  
Governing  
Documents**

Each IBC has its own governing documents that include, at a minimum, a policy sheet or set of standing rules. IBC's do not have bylaws as they are not recognized as an affiliate entity by National. Only affiliate entities have bylaws.

The AAUW governance committee and parliamentarian are available for consultation to IBCs regarding governing documents.

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**102.2.4 IBC  
Meeting  
Schedule**

Each IBC establishes a meeting schedule that includes a minimum number of meetings per year. It has the option to call special meetings, determine locations that serve membership for maximum representation and establish who should be responsible for hosting the meetings.

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## Policy 104 – Conflict of Interest

**104.1 Conflict of Interest – Rule**

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 affects all aspects of governance and fiduciary responsibility and 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.

**104.2 Definition, Conflict of Interest**

The definition of a “conflict of interest” is a situation in which a board or committee member is part of a discussion or decision by the board or 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. The “immediate family” means spouse or domestic partner, children, parents, siblings, parents-in-law, or siblings-in-law.

**104.2.1 Conflict of Interest – Guidelines**

Board and Committee Chairs are to follow these guidelines regarding conflict of interest (COI) conditions:

COI	Guidelines
If a conflict exists,	<p>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.</p> <p>Disclose the conflict to the board or committee, as appropriate, relative to an issue being considered by the board or any committee.</p> <p>Abstain from discussion or voting on the issue if you believe that a conflict exists relative to an issue being considered by the board or any committee. The president may confer with the Governance Chair and/or Parliamentarian for clarification if a conflict of interest situation is in question.</p>

*104.2.1 Conflict of Interest – Guidelines, continued next page*

**104.2.1 Conflict of Interest – Guidelines, continued**

For board and committee members, follow these guidelines regarding situations with conflict of interest (COI):

COI	Guidelines
If the conflict is unclear,	<p>Avoid the fact and appearance of a conflict of interest.</p> <p>Discuss with the president that you are unsure that a certain transaction, activity, or relationship constitutes a conflict of interest.</p> <p>The president will determine whether disclosure to the board is required or if the issue requires the assistance of legal counsel.</p> <p>Abstain from the discussion or voting on the issue and leave the room where the meeting is held. The meeting minutes shall reflect that the conflict of interest was disclosed, and the interested person was not present during the final discussion or vote and did not vote.</p>
If there are business or financial interests,	<p>Refrain from personal business activity that could conflict with proper execution of the investment program, or that could impair the ability to make impartial investment decisions.</p> <p>Disclose to the president, all employees and directors, any material financial interests in financial institutions that conduct business within AAUW CA's jurisdiction.</p> <p>Disclose any large personal financial/investment positions that overlap with AAUW CA's investments and that could be related to the performance of investments.</p>
If you do not disclose conflict of interests in advance or at all,	<p>The board shall determine the continuation of membership or the person's participation in their role.</p>

**104.2.2  
Definitions –  
Conflict of  
Interest –  
Examples**

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No officer, member of the board, appointed chair, project director or their immediate relative shall realize any personal gain from her/his office.

<b>Conflict</b>	<b>Description</b>
Gifts	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.
Personal gain	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.
Confidential material	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.
Employed position	If a director, an appointed chair or a project manager becomes a candidate for an employed position with AAUW CA, that person shall resign her/his volunteer position prior to applying for employment.

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**104.3  
Disclosure Form**

Annually, at the beginning of the AAUW program, each director, appointed chair, and project manager shall sign the disclosure form regarding conflict of interest.

Note: The Conflict of Interest Disclosure Form can be found in the Appendix section of the Policies and Procedures document.

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# Policy 105 – Internet Guidelines

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## **105.1 Purpose and Authority – Overview**

The AAUW CA website, [www.aauw-ca.org](http://www.aauw-ca.org), (referred to as the state website) and online communications provide information and services that further the AAUW mission to advance gender equity for women and girls through research, education, and advocacy. Content focuses on all aspects of AAUW at the state level in California and is a benefit and service to further AAUW CA’s nonprofit and tax-exempt status.

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## **105.1.1 Purpose**

The purpose of this policy is 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.

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## **105.1.2 What is Covered**

The policy is binding to:

- Any entity or individual who uses, accesses, or links to the state website—including logos, written content, photographs, graphics, video, and audio.
- Use of, access to, or linkage to the state website which constitutes acceptance and agreement and is 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.

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## **105.1.3 For Inquiry**

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).

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## **105.2 Content of State Website - Development**

AAUW CA staff and leaders develop the state website content and the AAUW CA communications committee maintains the website for distinct audiences.

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**105.2.1 Three Distinct Audiences**

The three distinct audiences are:

- AAUW members, e.g., branch leaders, branch members, national members, college/university partners and student affiliates.
  - Office staff.
  - Public and prospective members.
- 

**105.2.2 Member Website Usage**

AAUW members may use the content of the state website...

1. For AAUW branch websites and online notices for AAUW activities.
  2. To access standardized logos and placement specifications that adhere to the rules of the member center at [www.aauw.org](http://www.aauw.org), the website of national AAUW, our parent organization.
  3. To access and reprint materials in accordance with this policy if credit is given to the AAUW CA website and usage is consistent with AAUW's mission, policies, and programs.
  4. For marketing (with prior approval from AAUW CA) on the state website to market, sell products, or raise funds across state lines, including marketing, sales, and fundraising via the internet.
  5. To promote branch events on 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.
  6. If the state website is not linked to or used for personal or professional financial or political gain by any member.
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**105.2.3 Office Staff Usage**

Office 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.

The state website cannot be linked to or used for personal or professional financial or political gain.

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**105.2.4 Public and Prospective Members Usage**

The public, including prospective members can find information on California branches, such as:

- A branch locator and links to California branch websites.
  - How to sign up for California Action Alerts to join their voices with AAUW CA members in pursuing AAUW's public policy priorities.
  - Branch and state events that are fundraisers for AAUW and/or are open to the public.
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**105.3 Links –  
How Used**

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.

- 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.
  - 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.
  - 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.
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**105.4 Privacy on  
Website and  
Other Electronic  
Communications  
- Overview**

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.

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**105.4.1 Use of  
Identifiable  
Information**

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.

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**105.4.2 Personal  
Information in  
Emails**

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.

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**105.4.3  
Guidelines for  
Publishing  
Personal  
Information**

The state website will publish personal information with the following guidelines/restrictions:

- Names will be hyperlinked and 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.
- 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.
- 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. The information/picture will be removed as quickly as possible.

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**105.5 Email  
Lists – How  
Used**

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).

State board and committee email groups are restricted to the members of those groups, but any AAUW CA member may request subscription to the mail group lists used for branch broadcasts.

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## Policy 106 – Publications

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### **106.1 Membership Publications - Overview**

AAUW CA distributes a state newsletter, *California Perspective*, to each member three times a year. The communication committee produces, publishes and distributes this publication to members in print and on the state website. The publication 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.

The communications committee also produces a daily publication during convention sessions, SNAPSHOTS, providing news about convention activities. SNAPSHOTS is funded through the convention budget.

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### **106.1.1 Advertising in Membership Publications**

Advertisements in *CALIFORNIA PERSPECTIVE* 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 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).

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### **106.2 Administrative Packet - Overview**

The AAUW CA office prepares the branch administrative packets in accordance with the schedule that the state president develops. The administrative packets are funded through the state budget.

Branch Administrative Packets consists of:

- Letters by directors and committee chairs to their branch counterparts.
  - A list of directors and committee chairs.
  - A work calendar.
  - Any items of information that need branch attention.
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**106.2.1  
Administrative  
Packet  
Distribution**

The president must approve all information in the packet before distribution. Distribution occurs as follows:

- 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.

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**106.2.2 Pre-  
Convention  
Packet**

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 AAUW CA office produces and mails out the packet.

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**106.3 Special  
Publications -  
Definition**

AAUW CA may undertake special publications that have specific goals or objectives, a limited term, and are not addressed elsewhere within the current AAUW CA program.

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**106.3.1 Special Publications – The Creation Process**

1. The state president will appoint an ad-hoc committee and will receive, review and make recommendations regarding publication projects.
  2. The committee will submit recommendations to the finance committee regarding funding the publication project and request a specific budget allotment.
  3. The president, then, will facilitate the approval and implementation of recommendations of the ad-hoc committee, including the following:
    - Assisting in the development and execution of publications.
    - Reviewing and approving final drafts of publications.
    - Reporting all publications recommended for approval by the ad-hoc committee to the board for authorization.
    - Approving, funding and naming a project manager responsible for implementing the publication project as approved by the board.
    - Monitoring the progress of the project.
    - Receiving the final evaluation.
    - Ensuring that all insurance, risk management, and legal requirements of a project are met.
- 

**106.3.2 Special Publications – Requirements**

1. Each publication project will be evaluated according to its relationship to: the mission, purpose and priorities; proposed goals, objectives and timeliness; and, action plan, time frame, budget and evaluation procedures.
  2. 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.
  3. A publication project begun but not completed in one fiscal year shall show reasonable progress to have continued funding for a second year; no incomplete project shall be funded for a third year.
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## Policy 107 – Release of Member Information to Third Parties

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### **107.1 Members Personal Information - Confidentiality**

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.

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.

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### **107.2 State Directory**

AAUW CA office, compiles annually, a directory of state and branch leaders from information submitted by the branches and state leadership team. Distribution guidelines are that:

- The directory is for the internal use of the membership and leaders.
  - It must not be distributed or copied for any outside organization without written permission of the president.
  - 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.
  - Use of the directory for any purpose that conflicts with adopted AAUW positions shall be considered misuse of name.
- 

### **107.3 Reporting Requirements**

The reporting requirements are as follows:

- 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.
  - Donations made to AAUW Fund will be handled in accordance with all applicable IRS guidelines.
- 

### **107.4 Mailing Labels - Guidelines**

Mailing labels may be made available for one time use to organizations whose goals, purposes and policies are compatible with those of AAUW. All requests for labels will be submitted on the Request for Labels Form (see appendices).

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*107.4 Mailing labels – Guidelines, continued next page*

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**107.4 Mailing Labels – Guidelines, continued**

- 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.
  - Requests for mailing labels 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.
- 

**107.4.1 Organization Purchase of Mailing Labels**

The mailing labels will be available for purchase by magazines, direct mail advertisers and other potential revenue sources within the following limits:

- The publication or product must not be detrimental to women or society in general.
  - The publication or advertiser must not promote societal conditions or political programs detrimental to women.
  - The purchase of the mailing labels by an advertiser does not constitute an endorsement of the product.
- 

**107.4.2 Individual Purchase of Mailing Labels**

The mailing labels will be available for purchase by individuals as follows:

- 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.
  - For campaign purposes when seeking national AAUW elected office. (See Policy 502 on Elections concerning mailing labels for campaigns for state election.)
  - For other purposes subject to these general guidelines and to any additional conditions requested by the president.
- 

**107.4.3 Public Office Purchase of Mailing Labels**

Mailing labels will not be made available to candidates for public office.

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**107.4.4 Mailing Labels Contents**

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.

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**107.4.5 Mailing  
Labels Requests**

Upon request, the AAUW CA 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.

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**107.4.6 Sample  
Mailing Label  
Request Form**

The mailing label request form can be found in the Appendix of this document.

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## Policy 108 – Strategic Plan

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### **108.1 Strategic Plan - Overview**

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 period (e.g., two years).
- 

### **108.2 Responsibility**

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.

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### **108.3 Reporting**

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.

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# Policy 109 – State Projects

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## **109.1 State Projects - Overview**

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.

Current state projects are: Tech Trek and Speech Trek.

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## **109.1.1 Budget**

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.

The president shall sign all contracts and the CFO shall sign all vouchers that exceed budgeted amounts.

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## **109.1.2 Sponsored Projects**

Any state project endorsed by the Board of Directors shall have a project coordinator, appointed by the president with executive committee approval.

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.

A project begun but not completed in one fiscal year shall show reasonable progress 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.

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## **109.2 Establishing New Projects - Application**

An application for a new project must be submitted to the Project Oversight committee for each proposal requesting to be approved as an AAUW CA project. The application must include the following:

- The goal or purpose of the project and expected outcomes.
  - A description of the project.
- 

*109.2 Establishing new projects – Application, continued next page*

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**109.2  
Establishing  
New Projects –  
Application,  
continued**

- Information on who it will serve.
  - A proposed budget detailing revenue and expenses.
  - The number of members and community partners involved.
- 

**109.2.1  
Establishing  
New Projects -  
Review**

The Project Oversight committee will evaluate the application and make its recommendation to the board. (See Policy 914- Project Oversight Committee.) The board will determine eligibility based upon the following minimum criteria:

- Its relationship to AAUW CA's mission, purpose and priorities.
  - Proposed goals, objectives and timeliness.
  - Action plan and time frame.
  - Budget and evaluation procedures.
  - Project applicants are strongly encouraged to apply to the Special Project Fund (SPF) board for approval to use the SPF for handling of tax-deductible contributions for the project.
- 

**109.3 State  
Project  
Coordinator -  
Duties**

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 are to:

- Implement the approved project, monitor its progress, keep the board apprised of the progress of the project, and ensure that all insurance, risk management, and legal requirements of a project are met.
  - Consult with project managers and assist them in implementation of the state project at the local or regional level.
  - Coordinate procurement of common materials and supply for all regional or local projects (e.g., insurance riders, T-shirts, brochures, etc.).
  - Act as a liaison on project issues and questions between the project managers and state leadership.
  - Meet annually with project managers to help set goals and plans for the project.
  - Ensure that project managers submit timely reports, both programmatic and financial, annually or at the close of the project.
- 

*109.3 State Project Coordinator – Duties, continued next page*

**109.3 State  
Project  
Coordinator –  
Duties,  
continued**

- 
- Consult with the board and Project Oversight committee on issues specific to the project, and provide all records or communications required by the Project Oversight committee to conduct procedural and financial audits.  
(See Policy 914-Project Oversight Committee).
  - Make annual report to the board and 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.
  - Ensure sound fiscal management of the project, including detailed budgeting and solicitation of contributions, donations and grants.(See also Policy 1008-Outside Funding.)
    - May authorize vouchers for budgeted amounts. Vouchers for amounts which vary from the budget must be signed by the CFO.
    - 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.
  - Mentor the incoming state project coordinator on the duties and responsibilities of the position.
  - Perform such other duties as requested by the Project Oversight committee or the president.
-

## Policy 110 – Annual Report and Disclosures

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### **110.1 Annual Fiscal Report - Requirement**

An annual fiscal 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.

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### **110.1.1 Level of Detail**

The report shall contain in appropriate detail the following:

- 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.
  - A statement of the place where the names and addresses of the current members are located.
  - 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.
  - A statement of any transaction of indemnification if required by Section 8322 of the California Code of Corporations.
- 

### **110.1.2 Audit**

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.

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### **110.2 Required Disclosures**

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

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# Policy 111 – Resolutions

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## 111.1 Purpose and Scope of Resolutions

The purpose and scope of resolutions are:

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

## 111.2 Resolutions Procedures

These are the steps to follow when proposing resolutions:

<b>Responsibility</b>	<b>Action</b>
Parliamentarian	<ol style="list-style-type: none"><li>1. Prepares the call for proposed resolutions to be included in the administrative packet, including:<ol style="list-style-type: none"><li>a. The date by which proposed resolutions must be received by the parliamentarian for consideration;</li><li>b. The need to identify financial implications and time determinations, if any; and</li><li>c. The correct form in which the resolutions should be written and submitted to the parliamentarian for review and approval.</li></ol></li></ol>

*111.2 Resolutions Procedures, continued next page*

**111.2  
Resolutions  
Procedures,  
continued**

Responsibility	Action
President	2. Appoints a resolutions task force to review and approve the resolution, if a proposed resolution is received by the deadline. The task force may be convened and led by the parliamentarian.
Task Force	<p>3. Reviews the resolution, in consultation with appropriate standing committees, and requests the CFO prepare a fiscal impact statement.</p> <p>The task force has the authority to:</p> <ul style="list-style-type: none"> <li>a. Determine the adequacy and appropriateness of the proposed resolution.</li> <li>b. Eliminate duplication when similar resolutions are submitted.</li> <li>c. Put proposed resolutions in correct parliamentary form.</li> <li>d. Suggest compromises to make proposed resolutions more useful and acceptable.</li> </ul> <p>4. Notifies the proposed resolutions authors of the committee’s approval or rejection with reasons for action on each proposed resolution.</p> <p>5. Submits 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.</p>
Members	<p>6. Receive an online forum for discussing resolutions, beginning in March and continuing until the close of voting.</p> <p><u>Note:</u> If logistically possible, a discussion of resolutions is presented immediately before or after the annual meeting business sessions.</p>

## Policy 201 – Purpose

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### **201.1 AAUW CA Purpose**

The purpose of AAUW CA is to advance the mission of national AAUW, our parent organization.

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### **201.2 Principles and Priorities**

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.

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### **201.3 Assist Branches**

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.
  - Cooperate with AAUW.
-

## Policy 301 – Use of Name

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### **301.1 Use of Name Policy**

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. Channels established by national AAUW may be used to change or create a policy or program.

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### **301.2 Freedom of Speech**

The freedom of speech of the individual member to speak an 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.

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### **301.3 Violation Results**

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 - Eligibility

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

#### 401.1.1 Membership Categories

There are seven (7) major membership categories and two sub groups in AAUW. The following table lists and describes each one.

Category	Description
1. Branch Member	An AAUW member in good standing who has paid national, state and branch dues.
2. Dual Branch Member	<p>An AAUW member who has membership in multiple branches.</p> <p>National and state AAUW Membership is recorded and dues paid through only one branch, which is considered the member's primary branch. Local dues are then paid to each branch to which the member is a dual member.</p> <p>If a member's primary branch is in another state, the member must AAUW CA state dues to become a dual member of a California Branch. The member can pay the AAUW CA state dues at the time local California branch dues are paid.</p>
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.

*401.1.1 Membership Categories, continued next page*

**401.1.1  
Membership  
Categories,  
continued**

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5. Life Member	<p>An AAUW member who has paid life dues to national AAUW.</p> <p>Life members who wish to be a member of a California branch or AAUW CA state member must pay applicable state and branch dues.</p>
6. College/University Partner Member	<p>College/university partner members are qualified educational institutions, including two-year or community colleges, that pay annual dues to AAUW.</p> <p>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.</p> <p>A representative of a college/university partner member may join AAUW CA with the same rights and benefits as an individual member.</p>

*401.1.1 Membership Categories, continued next page*

**401.1.1  
Membership  
Categories,  
continued**

**7. Non-Member  
Affiliates**

There are two sub-categories of non-member affiliates. These are:

<b>Sub-category</b>	<b>Description</b>
Student Affiliate	<p>Undergraduate student enrolled in a qualified educational institution who has paid national and state fees established by the boards of AAUW and AAUW CA.</p> <p>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.</p>
E-Student Affiliate	<p>Non-degreed undergraduate student studying at an AAUW college/university partner member institution.</p> <p>E-student affiliates pay no national AAUW fees, and receive AAUW publications only in electronic format, rather than print.</p>

**401.2 Dues –  
AAUW CA  
Membership**

Membership dues for AAUW CA are \$20.

AAUW CA Membership dues begin on July 1 to June 30. New members may join 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.

**401.2.1 AAUW  
CA Dues - Other**

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AAUW CA Membership dues can vary according to these conditions:

1. 50-Year Honorary Members (see 401.1.4, above) are exempt from paying state dues.
  2. Younger Women's Task Force member's state dues are 75% of state member dues.
  3. 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.
  4. State dues will be waived for past state presidents.
  5. State dues will be waived for college/university partner representatives.
  6. State dues for graduate students will be half the state dues.
  7. Student affiliates pay one-half the annual AAUW CA fee for affiliation with AAUW CA.
  8. State student affiliate fees are waived for e-student affiliates.
-

## Policy 402 – Suspension or Termination of Membership

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### **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 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**

The following are conditions for suspension or expulsion:

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 following procedures will be used:

<b>Step/Action</b>	<b>Details</b>
<p>1. Give the member 15 days prior notice of the proposed suspension or expulsion and the reasons for the proposed suspension or expulsion.</p>	<ul style="list-style-type: none"> <li>• Notice shall be given by any method reasonably calculated to provide actual notice.</li> <li>• 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.</li> <li>• 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.</li> </ul>
<p>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.</p>	<ul style="list-style-type: none"> <li>• 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.</li> </ul>

*402.3 Procedure for Suspension or Expulsion, continued next page*

**402.3**

**Procedure for  
Suspension or  
Expulsion,  
continued**

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<p>3. Decide (the board or authorized committee) whether the member should be suspended, expelled or sanctioned in some other way.</p>	<ul style="list-style-type: none"><li>• The decision of the board or committee shall be final.</li></ul>
<p>4. Notify the person whose membership is suspended that the member is no longer in good standing during the period of suspension.</p>	<ul style="list-style-type: none"><li>• Use the same procedures for notification as stated under #1.</li></ul>
<p>5. Inform the member that any action s/he takes to challenge 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.</p>	<ul style="list-style-type: none"><li>• Use the same procedures for notification as stated under #1.</li></ul>

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## Policy 501 – Nominations

**501.1  
Nomination  
Process Stages**

Nominations to the AAUW CA state Board of Directors follows this process:

Stage	Action
1	The board sets the deadline for electronic submission of nominations with photos, goal statements and Candidate Information Forms.
2	The membership receives the call for candidates in the Fall issue of <i>California Perspective</i> .
3	Each candidate submits 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 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	The nomination committee places all nominations on the election slate for each position in the order received.  The nominee, after submitting a nomination, decides to change the position for which s/he is nominated, the nomination committee uses the original submission date to determine placement on the ballot.
6	The nomination committee furnishes complete information on the nomination and election process to the candidates.  The candidates 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).

*Policy 501.1 – Nomination process stages, continued next page*

**501.1  
Nomination  
Process Stages,  
continued**

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<b>Stage</b>	<b>Action</b>
7	<p>Each voting member receives candidate information in the Winter issue of <i>California Perspective</i>.</p> <p>The information will include a photo and a goal statement from each candidate and the branch affiliation.</p> <p>Additional nominations submitted after the Winter issue of <i>California Perspective</i> will be posted along with the original slate on the state website in the order in which they are submitted.</p>
8	<p>The nomination committee sends copies of materials for all candidates on the slate, including Candidate Information Forms and goal statements, to each branch presidents.</p>

## Policy 502 – Elections

**502.1  
Candidate  
Campaign Rules**

The following is a list of the campaign rules for candidates running for AAUW California state office:

Number	Campaign Rule
1	All nominees that the nominating committee proposes or that are write-in candidates shall be bound by these policies. Each person running as a co-officer will be duly elected individually as one of the twelve elected directors’ positions.
2	Candidates shall submit to the nominating committee a signed copy of the campaign rules agreement and agree to abide by the campaign and election procedures and spending limits. Candidates shall instruct their workers regarding these campaign policies and restrictions.  (See the Appendix for the Candidate Acknowledgement of Campaign Rules).
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 <i>California Perspective</i> 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.

*502.1 Candidate Campaign Rules, continued next page*

**502.1  
Candidate  
Campaign  
Rules,**  
continued

Number	Campaign Rule
7	<p>Informal meetings with voting members include:</p> <ul style="list-style-type: none"> <li>• Not making speeches at the annual meeting.</li> <li>• Limiting meeting with voting members and distributing campaign literature in designated space in the common area of the annual meeting.</li> <li>• Meeting informally and not as part of the meeting agenda.</li> <li>• Understanding that the physical setup will be determined before each annual meeting and will depend on the number of candidates and the space available.</li> </ul>
8	<p>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.</p>
9	<p>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.</p>
10	<p>There are no limits on candidates travel to visit branches or Interbranch Councils, but the campaign rules do not permit candidate speeches at those meetings; but, does permit distribution of campaign materials.</p>

**502.2  
Candidate  
Campaign  
Finances -  
Guidelines**

The following is a list of the campaign finance guidelines for candidates running for AAUW California state office:

Number	Campaign Finance Guideline
1	There is no requirement nor expectation, that candidates spend ANY funds on campaigning. However, if candidates choose to do so, they 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	<p>The capped amount for officer/director races shall include all expenses by the candidate and his/her supporters including the value of in-kind donations, but excluding campaign travel, <i>California Perspective</i> photo and AAUW CA annual meeting or convention expenses (registration, travel, food, and room).</p> <p>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.</p>
5	<p>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.</p> <p>Receipts, including signed receipts from in-kind donors, will accompany reports. The reports shall be checked for compliance, errors and omissions.</p>
6	All campaign mailings, including electronic distributions, must bear an indication of candidate approval.

*502.2 Candidate campaign finances - Guidelines, continued next page*

**502.2  
Candidate  
Campaign  
Finances –  
Guidelines,  
continued**

Number	Campaign Finance Guideline
7	Candidates may not purchase advertising in any state publication, including convention programs or the <i>California Perspective</i> . However, they may purchase advertising space in branch newsletters if the policy of that branch permits it.

**502.3 Ballot  
Measures -  
Requirement**

The ballot includes, along with candidates running for state positions, any measure requiring a membership vote. These measures may include, at minimum:

- Public Policy Priorities (in odd-numbered years).
- Resolutions.
- Bylaws amendments that require membership vote of approval (per Article XVI of the AAUW CA bylaws).
- Change in state dues.

**502.3.1  
Procedure**

The following is a list of steps the ballot measure committee chair follows when placing measures on the ballot:

Step	Action
1	Gets board approval for the final language of the measure as it is to appear on the ballot.
2	Ensures the proposed measure and any background rationale is published in the Winter issue of <i>California Perspective</i> and posted on the state website.
3	Submits 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.
4	Submits to the nominations/elections chair the exact language of the measure as it is to appear on the ballot.

**502.3.2 Online Discussion Forum**

Members can have an online discussion forum for each ballot measure, 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**

The following is a list of general guidelines for state elections:

Number	Guideline				
1	<p>Once the nominations are closed,</p> <table border="1" data-bbox="602 648 1443 972"> <thead> <tr> <th data-bbox="602 648 1024 720">If...</th> <th data-bbox="1024 648 1443 720">Then...</th> </tr> </thead> <tbody> <tr> <td data-bbox="602 720 1024 972"> <ul style="list-style-type: none"> <li>• There are no ballot measures that require a membership vote, and</li> <li>• There is no contesting of the elected positions,</li> </ul> </td> <td data-bbox="1024 720 1443 972"> <p>all candidates will be considered duly elected at the close of the annual meeting.</p> </td> </tr> </tbody> </table>	If...	Then...	<ul style="list-style-type: none"> <li>• There are no ballot measures that require a membership vote, and</li> <li>• There is no contesting of the elected positions,</li> </ul>	<p>all candidates will be considered duly elected at the close of the annual meeting.</p>
If...	Then...				
<ul style="list-style-type: none"> <li>• There are no ballot measures that require a membership vote, and</li> <li>• There is no contesting of the elected positions,</li> </ul>	<p>all candidates will be considered duly elected at the close of the annual meeting.</p>				
2	<p>The total number of AAUW CA directors, including officers, is twelve (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.</p>				
3	<p>If there is a tie in the number of votes that two candidates receive for the twelfth director position, the successful candidate will be determined by the drawing of lots that the chair of the nominations and election committee supervises.</p>				
4	<p>If a director, in the middle of her/his two-year term, runs for and is elected to an officer position, the director resigns her/his directorship upon the start of her/his term as officer.</p>				
5	<p>The announcement of the tally of election results will be posted for members on the AAUW CA website, announced through electronic communications as soon as possible after the close of the election, and included in the <i>Spring California Perspective</i>.</p>				

Appended to P&P's-----Candidate Acknowledgement of Campaign Rules Form

## Policy 600 – Officers of the Corporation

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### **600.1 Overview**

The officers of the corporation will be the President, President-elect (odd numbered year), Vice-president (even numbered year), Chief Financial Officer (CFO) and Secretary.

Except for the Vice-President, who is elected by the Board of Directors in the odd numbered year when there is no president-elect, all officers are elected by the state-wide membership. Each officer is one of the twelve directors that compose the Board of Directors.

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## Policy 601 – President

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### **601 – President - Role**

The state president is the chief executive officer, administer and coordinator of the corporation. As the chief executive officer, the president 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 ex-officio, non-voting member of all committees except the nominations and elections committee.

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### **601.1 Election Cycle**

The president is elected by the membership in odd-numbered years to a one-year term as president elect and is automatically followed by a two-year term as president.

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### **601.2 How the President Serves**

The president serves as the chair and a voting member of the executive committee. The president also:

- Attends all other committee meetings whenever possible, except the nominations and elections committee.
  - Promotes and interprets the mission, purposes, policies and program of AAUW.
  - Communicates AAUW information to state and branch levels and to the public.
  - 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.
  - Represents AAUW CA in all work with other organizations and at all meetings and conferences, appointing a designated alternate representative when appropriate.
-

**601.3 The President's Responsibilities**

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The president has overall responsibility for AAUW CA. The responsibilities include the following:

- Planning the annual work calendar, taking into consideration all deadlines required to ensure the smooth progression of the work of the state.
- Negotiating and signing 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).
- General oversight of the office operations at the AAUW CA Office.
- Countersigning 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 is authorized to countersign.
- Ensuring that the corporation follows state and federal regulations governing nonprofit corporations, making sure all appropriate documents are filed with the state when officers change.
- Ensuring 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.
- Filing all required forms with AAUW pertaining to the names and addresses of incoming and continuing officers by the deadlines designated by AAUW.
- Bringing 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.
- Filing an annual report with AAUW's executive director by June 1.
- Establishing a communication schedule at the beginning of the program year.

**601.4 President as the Convening Officer**

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The president serves as the convening officer and is responsible for overall scheduling and planning of all meetings of the state, Board of Directors and executive committee.

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*601.4 President as Convening Officer, continued next page*

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**601.4  
President as  
the  
Convening  
Officer,  
continued**

As convening officer, the president does the following:

- Plans the schedules and agendas for Board of Directors and executive committee meetings.
  - 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.
  - Appoints in consultation with the secretary, a committee of current or past branch presidents to read and approve the annual meeting minutes.
- 

**601.5  
President's  
Responsibility  
for Paid Office  
Staff**

The president has overall responsibility for paid office staff. The president can:

- Hire, in consultation with the CFO and one other director, paid office staff who will work under the direction of the president.
  - In consultation with the director of public policy and one other director, interview independent legislative advocate candidates and recommends applicant(s) to the executive committee.
  - Review paid office staff performance and makes recommendations to the executive committee regarding changes to conditions of employment.
  - Oversee and supervises office staff.
  - Review and approve all requests from outside organizations for membership information, in accordance with Policy 107- Release of Information to Third Parties.
- 

**601.6  
President's  
Responsibility  
for Leadership  
Recruitment**

Has overall responsibility for developing and implementing a leadership recruitment plan. The president can:

- Develop and implement a leadership recruitment plan and appropriate forms for appointed leadership positions.
- Appoint 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).

---

**601.7  
President's  
Action on  
Board  
Decision**

After a board decision on a proposed new state project or outside funded project, the president notifies the applicant of the decision and, if the proposal was approved, appoints a project coordinator, with the approval of the executive committee.

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**601.8  
President's  
Action on  
Board  
Decisions**

After a board decision on a proposed new state project or outside funded project, the president notifies the applicant of the decision and, if the proposal was approved, appoints a project coordinator, with the approval of the executive committee.

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**601.9  
President's  
Action on  
Appointments**

When appropriate, the president can recommend and endorse AAUW CA members for appointments to outside organizations or agencies.

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**601.10 The  
President on  
Leader-on-  
Loan Program**

Has overall responsibility for the leader-on-loan program. The president can:

- Develop, in consultation with the leadership development chair, administrative procedures and materials for the ongoing operations of the leader-on-loan program.
  - Distribute in the first administrative packet of the program year and posts on the website information and application forms for the leader-on-loan program.
  - Administer, in consultation with the leadership development chair and leader-on-loan coordinator, the state leader-on-loan program.
-

## Policy 602 – President-Elect

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### **602.1 President- Elect Election**

The membership elects the president-elect 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.

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### **602.2 Voting Member**

The president-elect is a voting member of the board as one of the 12 directors and the executive committee, and is ex-officio, non-voting member of all committees except the nominations and elections committee.

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### **602.3 Leadership Emphasis**

The president-elect gives special emphasis to leadership development.

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### **602.4 Duties of President Elect**

At the end of the one-year term, the president-elect 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).

In the absence or disability of the president, the president-elect performs all the duties of the president.

The president-elect also performs other duties as the president or board may direct.

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## Policy 603 – Vice President

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### **603.1 Vice President Election**

The membership elects the vice president 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.

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### **603.2 Voting Member**

The vice president is a voting member of the board as one of the 12 directors, a voting member of the executive committee, and ex-officio, non-voting member of all committees except the nominations and elections committee.

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### **603.3 Duties**

The duties of the vice-president are to:

- Perform all the duties of the president, in the absence or disability of the president.
  - Assume all the powers of the president, when acting as president.
  - Perform other duties as the president or board may direct.
-

## Policy 604 – Chief Financial Officer

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### **604.1 Voting Member**

The chief financial officer (CFO) is a voting member of the board and the executive committee.

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### **604.2 Responsible for Finance Committee**

The CFO has overall responsibility for the finance committee. (See also Policy 906-Finance Committee). The CFO does the following:

- Establishes the agenda and chairs all meetings of the finance committee.
  - In coordination with the meetings planner and convention manager, develops a budget for convention for approval of the executive committee.
  - Presents the conferences and convention budget for approval of the executive committee.
  - Ensures that all finance committee responsibilities are met.
- 

### **604.3 Responsible for Managing Income and Expenditures**

The CFO is responsible for managing all AAUW CA income and operating budget. To do so, the CFO:

- Solicits budget requests from board members and committee and task force chairs for consideration by the finance committee.
  - Presents the budget to the board of directors for approval.
  - Supervises the expenditure of state funds within the approved budget by receiving and authorizing bills and vouchers for payment.
  - Issues checks using either electronic payment through the bank or via check prepared by the office manager or CFO.
  - Vouchers over \$2000.00 must be approved by the president before reimbursement is made.
- 

*604.3 Responsible for Managing Income and Expenditures, continued next page*

**604.3**  
**Responsible**  
**for Managing**  
**Income and**  
**Expenditures,**  
continued

- 
- Consults with the president on any proposed lease, agreement or contract. (See also Policy 101 – Office and Office Manager).
  - Reports revenue and expenses quarterly to the board and to the membership at the annual meeting.
  - Submits quarterly investment reports to the board that provide a clear picture of the status of the current investment portfolio.  
Note: A separate subtopic that follows describes the management report in greater detail).
  - Retains vouchers, receipts and other supporting financial records for at least seven years. The official books, permanent tax files and other business documents, electronic or hard copy, should be retained by the CFO at the office.
  - Reviews all financial records of state sanctioned accounts by June 30.
  - Has signatory authority on all bank accounts held in the name of AAUW CA, including conferences and convention accounts, AAUW Fund accounts, including savings and investment accounts.
  - Ensures that income tax and other government reports required of the state as a nonprofit corporation are filed.
  - Supervises the preparation of financial impact statements for proposed bylaws and resolutions.
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**604.4  
Negotiates  
AAUW CA  
Insurance  
Programs**

AAUW CA negotiates insurance programs as follows:

- In consultation with the president, negotiates comprehensive liability, bonding, and directors' and officers' insurance, e.g., pricing, service agreements, customer contact.
- Informs branches of insurance coverage, fees and deadlines.
- Provides information regarding all aspects of insurance coverage, including risk management procedures, and other insurance carrier requirements.
- Ensures that all insurance premiums and fees are collected and paid.

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**604.5 Initiates  
Financial  
Review**

The CFO has overall responsibility, with the executive committee, for seeing that a financial review occurs. The CFO does this by:

- Soliciting and receiving, in the even-numbered years, bids from accounting firms to conduct the state financial reviews and submitting the results to the board for approval in April.
- Receiving reports of income and expenditures from all chairs.

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**604.6 Assists  
Branches with  
Finances**

The CFO assists branches and interbranch councils with AAUW finances.

The CFO:

- Acts as consultant to branches and interbranch councils regarding state and financial policies, branch finances, bookkeeping and tax returns.
  - 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.
  - Sends a reminder letter to the branches concerning income tax forms prior to the November 15 deadline.
  - Distributes financial information, including deadlines and procedures, to branch finance officers, using all available forms of state communications.
  - Plans and conducts workshops at conferences and convention, as requested.
-

## Policy 605 – Secretary

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### 605.1 The Elected Secretary

The AAUW CA secretary is an elected position, by the membership, for a two-year term in the even numbered years. The secretary is a voting member of the Board of Directors and the executive committee.

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### 605.2 Overall Responsibility

The secretary has overall responsibility for the minutes of the Board of Directors, executive committee, and annual membership meetings.

---

### 605.3 Procedure for Minutes

The secretary follows these steps in producing minutes. The secretary...

Step	Action
1	Receives written copies of all motions made, numbers each, and distributes a copy to the president and parliamentarian during the meeting, keeping the original.
2	Records the minutes of the board and executive committee meetings.
3	Appends the nominations and elections committee report with the election results to the minutes of the board meeting following the annual election.
4	Sends draft copies of minutes from each meeting to the president and parliamentarian within two weeks of the meetings for purposes of editing.
5	After review by the president and parliamentarian, sends copies of the draft minutes to the board.
6	Maintains file copies of all minutes with attachments in the office.

---

**605.4  
Procedure for  
Notification**

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The secretary notifies state and branch leaders of board decisions and plans. The secretary...

<b>Step</b>	<b>Action</b>
1	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.
2	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.

**605.5  
Procedure for  
Directing  
Reading  
Committee**

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The secretary, consulting with the president, arranges for the annual meeting minutes reading committee and directs its work. The secretary...

<b>Step</b>	<b>Action</b>
1	Keeps a written record of the branch presidents who have been minute readers.
2	Sends printed annual meeting minutes to the three-member committee appointed by the president to read the minutes.
3	Sends the approved annual meeting minutes and attachments to the office.

**605.6 Other  
Secretarial  
Tasks**

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The secretary is responsible for the following, as well:

- Maintains files of all written reports presented at meetings.
  - Holds the corporate seal.
  - Performs duties as directed by the Board of Directors and the executive committee.
  - Writes correspondence, as directed by actions of the Board of Directors or the executive committee.
  - Submits an annual report to the state president.
-

## Policy 606 – Resignations/Removals and Fillings Vacancies of Officers

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### **606.1 Resignations and Removals**

With some exceptions (see below), any officer may resign by giving written notice to the president or the secretary. The resignation becomes effective when the notice is given or later, if specified.

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#### **606.1.1 Removals**

Officers can be removed from the board as follows:

- Any elected officer from the board can be removed with a vote of the members at any annual or special meeting of the membership or by written ballot.
  - Any officer who is not an elected officer can be removed at any time, with or without cause with a two-thirds (2/3) vote of the board at any duly called meeting where a quorum is present.
- 

#### **606.1.2 Impact**

The impact of resignation or removal of an elected officer is that the former elected officer shall no longer be a director of the corporation.

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### **606.2 Vacancies**

Vacancy/vacancies of an officer can exist because of the following:

- The death, resignation, or removal of an officer.
  - The declaration, by resolution of the board, of a vacancy because an officer was declared of unsound mind by an order of court or convicted of a felony.
  - The vote of the members to remove any officer.
  - The failure of the members to elect an officer required to be elected at that meeting.
-

**606.3 Filling  
Vacancies**

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The following guidelines are to be used when filling vacancies:

- Except for vacancies created when members remove an officer, 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 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 according 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.
-

## Policy 607 – Policies for Co-Officer Positions

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**607.1 Elected Individually**

Each person running as a co-officer and duly elected is elected individually as one of the twelve elected director positions.

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**607.2 Voting Individually**

Each co-officer has a vote per their position as a director (note: California Corporate Code requirement).

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**607.3 Funded Individually**

Each co-officer is individually funded to attend Board of Directors' meetings, Executive Committee meetings, annual meetings, and conventions.

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**607.4 Need-Based Funding**

Funding for attendance of co-officers to meetings and events other than those stated in 607.3 is based upon the need for one person/officer representation of the organization to a meeting/event or coalition. This will be determined in the annual budget planning process.

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

**701.1  
Composition of  
Board of  
Directors**

The board shall have 12 directors, consisting of the elected officers and such number of additional directors (general directors) as is necessary for the board to have 12 directors.

The voting members of AAUW CA shall elect statewide the general directors. Additionally, the board may appoint a parliamentarian who shall serve as a consultant to the board and to the executive committee.

Every director must be a voting member of AAUW CA in good standing.

**701.2 Powers of  
Board of  
Directors**

The board shall exercise all powers of the corporation and is subject to the following:

- Restrictions of law
- The Articles of Incorporation
- Bylaws
- Policies of AAUW

**701.2.1 Subject  
Areas of Power**

Without limitation on its general power, except as specified in the following, the board may do the following:

Subject area	What the board can do
Policies	Adopt policies, rules and procedures for the management and operation of the corporation.
Administration	<p>Employ or retain an individual or management firm to administer the day- to-day activities of the corporation.</p> <p>If an individual is retained for such purpose, he or she shall not be a director on the board and may be known as the Office Administrator.</p> <p>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.</p>

*701.2.1 Subject Areas of Power, continued next page*

**701.2.1 Subject Areas of Power,**  
continued

<b>Subject area</b>	<b>What the board can do</b>
Bonds	Requires 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.
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.
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.
Contributions	Make such contributions as the board determines are necessary and advisable in furtherance of the interests and purposes of this corporation.
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.
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.

*Subject areas of power, continued next page*

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**701.3  
Responsibilities  
of Directors**

The responsibilities of the directors are to promote the missions of AAUW and AAUW California as well as their programs.

The Directors are expected to be familiar with all aspects of AAUW and to work closely with all officers and committee chairs. Directors are expected to:

- Embrace, Promote and Execute the Mission
  - Commit the time and resources to fulfill their board responsibilities
  - Help ensure the financial health of the organization
  - Provide governance and over sight of the organization
  - Chair or co-chair a committee
  - Maintain regulars and ongoing communications
- 

**701.3.1  
Execution**

Directors are to embrace, promote and execute the mission. Directors:

- Work collaboratively as a member of the state leadership team to plan, execute and monitor new and existing initiatives that fulfill the mission.
  - Determine the time period the strategic plan is to cover.
  - Develop and continually review the strategic plan.
  - Evaluate proposed projects and programs for feasibility, effectiveness, financial impact, and conformity with the mission and strategic plan.
  - Serve as a consultant, resource, and representative of AAUW California to its branches and members.
  - Represent the state organization by attending and actively participating in district and IBC meetings as a member of the district team.
  - Visit branches, when requested, under the AAUW CA Leader-on-Loan program.
- 

**701.3.2 Time  
and Resources**

Directors apply the time and resources to fulfill responsibilities.

- Serve a two-year term with the option to serve additional terms as established in the AAUW CA Bylaws and Policies and Procedures.
  - Participate actively in the ongoing work of the board and complete assigned tasks
  - Commit personal time to accomplish the goals of the organization. Time commitments will vary depending upon the activity of each committee and the overall Board.
- 

*701.3.1 Time and Resources, continued next page*

**701.3.2 Time  
and Resources,**  
continued

- 
- Attend Board of Directors' meetings, as scheduled (usually quarterly), the annual Board planning retreat and the Leadership Day (if scheduled).
  - Stay updated on AAUW CA matters by reviewing board related communications and documents.
  - Prepare for board meetings by studying the board packet prior to each meeting.
  - Actively participate in the planning and implementation of the AAUW CA Annual meetings and convention, including designing, arranging or delivering workshops.
  - Vote or abstain on all action items presented to the board for consideration, both online and at meetings. Action items include, but are not limited to:
    - Approval of the annual AAUW CA budget, using the strategic plan to guide budget priorities.
    - Approval, in advance, of all state fundraising activities per established policies.
    - Approval, in advance, of participation in coalitions in accordance with established guidelines in Policies and Procedures.
    - Approval of the president's recommendations for appointments to standing committees and task forces of the state. Set Committee size, travel and per diem, and office administrative fees.
    - Determine the number and boundaries of geographical regions (also known referred to as districts) within the state.

**701.3.3 Ensure  
Financial  
Health**

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Directors ensure the financial health of the organization. They:

- Contribute to the preparation of the annual budget using the strategic plan to guide priorities
- Review quarterly financial reporting prepared by the CFO and evaluate performance against budget
- Biennially review, in consultation with the finance committee, the state dues and recommend changes if needed

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701.3.3 Ensures Financial Health, continued next page

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**701.3.3 Ensure Financial Health,**  
continued

- Approve, in advance, all state fundraising activities per established policies.
- Be knowledgeable of and comply with financial and reimbursement policies pertaining to board, committee, and convention/annual meeting attendance.

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**701.3.4 Governance and Oversight**

Directors provide governance and oversight. They:

- Are familiar with and uphold AAUW CA Bylaws and Policies and Procedures.
- Ensure adequate financial and human support to meet the strategic plan.
- Evaluate the participation in coalitions in accordance with AAUWCA guidelines.
- Conduct an annual self-assessment, if proposed.
- Sign the Conflict of Interest Agreement as required by Policies and Procedures.
- Maintain and update an experience notebook and supporting files during term of office. Ensure the files contain detailed procedures, a record of disbursement of budgeted funds, board and committee minutes for the term and helpful reference material.
- Make recommendations for necessary changes to the AAUW CA Policies and Procedures. See Appendices, "Log Sheet: AAUW California Motions" and "Procedure for Motions to Amend "Policies and Procedures."

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**701.3.5 Chair or Co-Chair**

The chair or co-chair of a committee does the following:

- Assumes leadership of a state committee as a Chair or Co-chair. Committees include, but are not limited to: Membership, Program, Leadership Development, AAUW Fund, Public Policy, Communications, Branch Support, Finance, Governance, and Project Oversight.
- Recruits committee members as needed.
- Establishes a committee meeting method (e.g., video, in-person, teleconference) and schedule.

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701.3.5 Chair or Co-Chair, continued next page

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**701.3.5 Chair or  
Co-Chair,**  
continued

- Works with committee members to plan and implement initiatives to meet committee goals as established by the Board of Directors and Strategic Plan.
- Prepares committee budgets for use in building the overall annual AAUIW California budget.

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**701.3.6  
Maintains  
Communication**

Directors maintain regular and ongoing communications. They:

- Maintain timely and responsive communications with other directors, committee chairs, branch leaders, and AAUW members.
- Submit articles and updates as appropriate to the Board to Board e-newsletter (distributed monthly) and/or the California Perspective magazine (published three times a year).
- Provide information to the AAUW Communications Committee to keep the website and other media updated with current information.
- Prepare a report of committee activities and strategic plan updates for the scheduled Board of Directors' packet and meeting.
- Contribute to social media postings as appropriate.

---

**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).

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## Policy 702 – Board Meetings

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### 702.1 Notice of Meetings

The notice of board meetings, specifying the time and place of the meeting, goes to each director:

At least...	If...
Seven days (7)	Sent by first-class mail or express mail service
48 hours before the meeting	<ul style="list-style-type: none"><li>• Delivered in person,</li><li>• Delivered by telephone (including a voice messaging system), or</li><li>• Delivered by electronic transmission.</li></ul>

Note: Corporations Code Section 20

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### 702.1.1 Notice of Meeting Confirmation

The confirmation of deliver for the meeting notice occurs when deposited or received by at least one of the following:

- The U.S. mail
- An express mail service
- A person
- A telephone
- An electronic transmission.

Note: A notice, or waiver of notice, need not specify the purpose of any meeting of the board.

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### 702.1.2 Waiver of Notice for Meetings

The notice of a meeting need not go to any director who, either before or after the meeting, if the director:

- Signs a waiver of notice
- Provides written consent to the holding of the meeting, or
- Provides an approval of the minutes of the meeting.

Note: The waiver of notice or consent need not specify the purpose of the meeting.

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**702.1.3  
Disposition of  
Waivers,  
Consents, and  
Approvals**

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.

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**702.2 Board  
Meetings by  
Telephone,  
Video, 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 means the same as being present or in person at that meeting if all directors participating in the meeting can 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, means the same as being present or in person at that meeting if both of the following apply:
    - a. Each director participating in the meeting can communicate with all 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.
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**702.3 Quorum**

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

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**702.4 Act of the  
Board**

Unless otherwise restricted by law or these bylaws, every act or decision done or made by the majority of directors, with a quorum, at a properly held meeting, shall be regarded as an act of the board. When a quorum exists at the beginning of a meeting, the members 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.

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**702.5  
Adjournment**

A majority of the directors in attendance, whether 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.

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**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.

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**702.7  
Attendance by  
the General  
Membership at  
Board Meetings**

Members of AAUW CA who are not directors may attend any board meeting unless excluded by the president as described in "Closed Meetings."

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**702.8 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 permitting the action to be taken when necessary. The board secretary is responsible for preparing the consent document and obtaining the directors' signatures by the July meeting of the board. The written consent shall be filed with the minutes and considered in force until the following July. An action by written consent shall have the same force as a unanimous vote of the directors.

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**702.9 Procedure  
for Voting When  
Action is Taken  
Without a  
Meeting**

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Following the filing of the signed consent forms, 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 board provided that every voting member of the board will have the opportunity to vote on the question submitted. If a majority of the board votes on a submitted question, the vote will be counted and will have the same effect as if cast at a board meeting.

Step	Action
1	The question will be scripted by the president or the president's designee for distribution to the members of the board. The president will obtain a second if required by the nature of the question.
2	The board secretary will be responsible for distributing the voting question by electronic or alternate means to all voting members of the board. The distribution will include a deadline and method of response to the question.
3	All responses will be returned by the voters to the board secretary by electronic or alternate method as directed by the board secretary.
4	The board secretary is responsible for securing a complete vote, reporting results to the board, and recording the results in the meeting minutes of the next regular board meeting.
	On any question, when a majority vote has been received, action may be taken and will have the same effect as if cast at a board meeting.

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# Policy 703 – Resignations/Removals and Filling Vacancies of the Board of Directors

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## **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.

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## **703.2 Vacancies, Conditions**

A vacancy or vacancies on the board shall exist on the occurrence of any the following conditions:

- The death, resignation, or removal of any director.
- 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.
- The vote of the members to remove any director(s).
- The increase of the authorized number of directors.
- 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.
- The resignation or removal of an elected officer.

No change in the authorized number of directors shall have the effect of removing any director before that director's term expires.

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## **703.2.1 Vacancies Filled by Majority Vote**

Vacancies on the board, except for vacancies due to the resignation or removal of an elected officer or a vacancy caused by removal of 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.

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## Policy 801 – Executive Committee

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### **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.

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### **801.2 Executive Committee Responsibilities**

The executive committee has the following responsibilities:

- Have the authority of the board between meetings to make decisions and take actions relative to the operation of the corporation.
  - Report any decisions made or actions taken at each meeting of the full board.
  - Develop policies for board approval and review and recommend to the board changes to the bylaws and to other operating policies.
  - Oversee and have final decision-making authority over the following:
    - Overseeing 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.
    - Determining what special committees and task forces are needed, in addition to those named in policy, for the work of the state.
    - Selecting the auditor at the spring meeting in even numbered years.
    - Selecting outside consultants and contractors, as needed.
    - Approving grant proposals prior to submission to outside funding sources.
  - Serves as the personnel committee for AAUW CA.  
(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 make up the act or recommendation of the committee.

### 802.3 Voting Between Meetings - Overview

As authorized 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.

The provision is 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 submitted question, the votes shall be counted and shall have the same effect as if cast at an executive committee meeting.

### 803.4 Executive Committee Procedure for Voting Between Meetings

The executive committee follows these steps to vote between meetings.

Step	Action
1	The president or the president’s designee will script the question for distribution to the members of the executive committee. The president will obtain a second [to the motion] if required by the nature of the question.
2	The board secretary is responsible for distributing the voting question by electronic or alternative means to the members of the executive committee. The distribution will include a response deadline and a method of response.
	All responses will be returned by the voters to the board secretary by electronic or alternate means as instructed by the secretary.

*803.4 Executive Committee Procedure for Voting Between Meetings, continued next page*

**803.4 Executive  
Committee  
Procedure for  
Voting Between  
Meetings,  
continued**

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<b>Step</b>	<b>Action</b>
4	On any question, when the executive committee receives a majority vote, action may be taken and will have the same effect as if cast at an executive committee meeting.
5	The board secretary is responsible for securing a complete vote, reporting results to the executive committee and recording the results in the executive committee minutes.

## Policy 901 – Committees, Appointments and Chairs

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### **901.1 Committees**

The board may establish standing committees, special committees and task forces, composed of any number of AAUW CA members.

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#### **901.1.1 List of Standing Committees**

The following standing committees are appointed as described in 901.2 (below).

- AAUW Fund (See Policy 902)
  - Branch Support (See Policy 903)
  - Communications (See Policy 904)
  - Development and Marketing (See Policy 905)
  - Finance (See Policy 906)
  - Internal Audit (See Policy 907)
  - Governance (See Policy 908)
  - Leadership Development (See Policy 909)
  - Membership (See Policy 910)
  - Nominations and Elections (See Policy 911)
  - Program Development (See Policy 912)
  - Public Policy (See Policy 913)
  - State Projects Oversight (See Policy 914)
- 

#### **901.1.2 Establishing Special Committees**

Special committees and task forces shall be:

- Established as necessary and given a charge by the board.
  - 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.
-

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**901.2  
Committee  
Appointments,  
Eligibility**

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.

Except for 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.

---

**901.2.1 When  
Committees are  
Appointed**

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.

---

**901.2.2 Who  
Appoints  
Committee  
Members**

Committee 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).

---

**901.2.3 State  
Project  
Coordinators**

State project coordinators are appointed by the president in consultation with the Project Oversight committee, with executive committee approval.

- 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.
  - If the project's fiscal year is the calendar year, applications should be submitted to the office by November 30 and appointments should be made no later than December 20.
-

**901.2.4  
Committee  
Appointment  
Procedures**

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The procedure for appointments, except for the nominations and elections committee chair and members (See Policy 911-Nominations and Elections Committee), follows these steps.

<b>Step</b>	<b>Action</b>
1	The president submits a call for appointments as an electronic file for posting on the website no later than January.
2	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.
3	Members submit applications to the state office by the specified deadline, usually in April or May.
4	The president or president-elect reviews all applications and prepares an appointment list for all committees and appointed positions.
5	The president presents the proposed appointment list to the board for its review and consultation. The directors must receive at least one week to respond with any recommendations for changes or additions.
6	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.
7	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, General  
Responsibilities**

---

The general responsibilities of all committee and task force chairs include:

- Convening the committee, determining the work plan, and organizing and coordinating the committee's work.
  - Promoting AAUW's mission to advance equity for all women and girls and the programs of AAUW.
  - Identifying, mentoring and recommending members for appointment to committees and task forces of the state.
  - Receiving state and board communications and, when appropriate, contributing articles and materials for state communications to branch leaders and members.
  - Attending meetings.
    - Attending board and state meetings at the request of the president.
    - Attending leadership weekend, if held. Each committee/task force's annual meeting may be held at this time.
    - Attending interbranch council and district meetings.
  - Representing AAUW CA in approved coalitions.
  - Participating in workshops at the biennial convention and at district or interbranch council meetings.
  - Visiting branches when requested under the leader-on-loan program.
  - Being aware of and complying with financial policies and procedures regarding board, committee meeting and convention attendance and reimbursement of administrative and travel expenses.
  - Maintaining and updating 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.
  - Keeping in files AAUW and AAUW CA bylaws, policies and procedures.
  - Making recommendations for necessary changes to the policies and procedures. See Appendices, "Log Sheet: AAUW California Motions" and "Procedure for Motions to Amend "Policies and Procedures."
  - Being familiar with all phases of AAUW and works closely with all officers and chairs.
  - Submitting a quarterly report to the board and annual report to the president at the end of the program year.
  - Performing other duties as requested by the president.
-

## Policy 902 – AAUW Fund Committee

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### **902.1 Composition**

The AAUW Fund committee is a standing advisory committee composed of a chair, the CFO, and others as the board may direct.

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### **902.2 Chair Duties, General Responsibilities**

The general responsibilities of the AAUW Fund Committee include:

- Holding at least one meeting of the AAUW Fund committee, assigning duties to committee members, and aiding and supervising them in their work.
  - Being responsible for implementing the programs established by the national AAUW board.
  - Promoting the mission of the AAUW programs – such as fellowships, grants, NCCWSL, LAF, and Eleanor Roosevelt Fund – to branches, members and the community.
  - Educating and informing members and others about AAUW programs through the dissemination of news and information.
  - Fostering teamwork and partnerships between branch and state leaders serving AAUW.
  - Planning, with the assistance of the AAUW Fund committee, events at which time AAUW fellowship recipients and grant recipients are introduced to the members.
    - Submitting a budget to the president and CFO for each event.
    - Submitting, within 30 days of completion of an event, a financial report of the event and its fiscal impacts on AAUW CA.
    - Arranging attendance of current fellowship recipients and grant recipients at the various events.
  - Maintaining Funds information files and provides materials and information to members.
  - Planning, in conjunction with appropriate directors and the meetings planner, all AAUW Fund activities at statewide meetings.
  - Reporting 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.
- 

*902.2 Chair Duties, General Responsibilities, continued next page*

**902.2 Chair  
Duties, General  
Responsibilities,  
continued**

- 
- Having overall responsibility, with the AAUW Fund Committee, for selecting the state named gift honoree and submitting the name to the board for approval.
    - Soliciting 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 Fund committee are not eligible for the award except by approval of the board in special circumstances.
    - Announces the state named gift honoree at the annual meeting or when appropriate.
- 

**902.3  
Committee  
Duties, General  
Responsibilities**

The general responsibilities of the AAUW Fund Committee are to:

- Assist the AAUW Fund committee chair in all aspects of implementing and educating members about AAUW state activities and programs.
  - Work to increase branch and state contributions to AAUW programs focusing on personal gifts, planned giving, and corporate sponsors. This is accomplished by...
    - Providing guidance in the fund-raising activities of the branches.
    - Consulting with the AAUW development staff when identifying and soliciting non- members, businesses and foundations.
    - Being responsible for AAUW Fund activities at state meetings.
    - Planning and conducting AAUW Fund workshops at appropriate statewide meetings.
  - Plan and participate in the events at which AAUW fellowship recipients and grant recipients are introduced to the members.
  - Vote on how to distribute assessment money among unfinished California endowments.
    - A series of state resolutions, with the latest in 1986, states that the assessments collected from the branches shall be used for California endowments which are incomplete.
    - The AAUW Fund committee will decide how to allocate these funds toward completing endowments, with unfinished endowment funds initiated by AAUW-CA given priority.
  - Assist in convention planning and take part in presenting AAUW Fund workshops and trainings.
  - Participate in the leader on loan program, as authorized.
- 

*902.3 Committee Duties, General Responsibilities, continued next page*

**902.3  
Committee  
Duties, General  
Responsibilities,  
continued**

- 
- Review the nominations submitted and choose the state named gift honoree, subject to board approval.
  - Schedule and coordinate branch visits by fellowship recipients and grant recipients. Fellowship recipients and grant recipients of AAUW Fund are selected by the national AAUW Board of Directors.
    - 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.
    - 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.
  - 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  
Fund Financial  
Policies**

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AAUW Fund financial policies include the following:

- Donor contributions made by check, rather than through the national AAUW's online donation platform, must be made payable to AAUW Fund.
  - All checks must include the name of the branch to receive credit.
  - Checks may include direction from the donor on how the money is to be designated.
  - Donor contributions, given at state events or given directly to a state AAUW Fund committee member or the chair and made by check or cash shall be sent directly to AAUW with the appropriate donation form.
  - All direct donation checks for AAUW Fund and all AAUW Fund contributions collected by branches because of fundraisers shall be sent to national AAUW as soon as possible but no later than December 31.
  - Rules of confidentiality prevent the AAUW Fund 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 District 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 District Liaisons may be, but are not limited to, Interbranch Council (IBC) Chairs. District Liaisons who are IBC Chairs serve the branches in their IBC. Branches that do not belong to an IBC are served by a District Liaison for the district.

---

### **903.2 Chair Duties**

The branch support committee chair does the following:

- Gives guidance to and communicates with District Liaisons throughout the year assisting them in identifying the specific needs of branches and IBCs, and the best way to address those needs.
  - Prepares a committee budget that provides for adequate travel expenses for the District Liaisons to visit each branch they serve at least once every other year; and, for non-IBC liaisons to attend all multi-branch meetings.
  - 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.
  - Serves as a vehicle to link IBCs and branches to AAUW CA through information from District Liaisons.
  - Forwards information supplied by liaisons about promising practices to chairs of appropriate committee(s) to support branches by providing successful models for replication.
  - 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:
    - 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 Fund chair.
- 

*903.2 Chair Duties, continued next page*

**903.2 Chair  
Duties,  
continued**

- 
- Leadership issues should be reported to the leadership chair and, as appropriate, also the governance and membership chairs.
  - Membership issues should be reported to the membership chair and, as appropriate, also the program, leadership, governance, development and marketing, and public policy chairs.
  - Follows up with chair of committee(s) to which problems were referred about plans and progress and reports information to liaison.
  - Fills the role of District Liaison for districts when:
    - There is not district liaison, or
    - There is an IBC Chair band no district liaison for other branches in the district.
- 

**903.3  
Committee  
Duties**

The duties of the District Liaisons are to aid support and maintain branches within his/her assigned designated area and serve as the coordinator/resource for the state.

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**903.4 The List of  
Duties**

The District Liaisons' duties are to:

- Maintain continuing contact with state and national leadership team members and local designated area and aid as a resource to help meet branch needs, including membership recruitment and retention, mission-based program planning, and leadership training.
  - Work with state leaders to arrange branch visits as needed.
  - Attend all IBC or multi-branch meetings of branches they serve as regularly as possible and asks for time on IBC meeting agendas.
  - Request newsletters and directories from branches they serve to become better informed of branch activities and write occasional "Did You Know" articles for branch newsletters.
  - Encourage branches to advertise their events on the state website.
  - Increase communication between branches and encourage branches to work together on programs and community projects.
  - Remind branches of the availability of the Leader on Loan.  
(See Policy 909- Leadership Development Committee for details on the Leader on Loan program.)
  - Communicate with the leadership development committee about specific leadership and training needs in the areas they serve and about the content of leadership training.
- 

*903.4 The List of Duties, continued next page*

**903.4 The List of Duties,**  
continued

- 
- Encourage mission-based programming and remind branches of resources available including program committee, program-in-a-box, international advocacy and diversity representatives, public policy and AAUW Fund committees.
  - Assist in keeping branches informed and engaged in membership recruitment and retention strategies provided by the membership committee.
  - Encourage support for AAUW Fund including attendance at Fund events, request for fellowship recipient speakers, and increased contributions.
  - Encourage the establishment and maintenance of college/university partnerships.
  - Recruit members to serve on the state and national level. Therefore, the District Liaisons do the following. They...
    - Encourage members to apply for state appointments and run for state and national AAUW elected positions. They encourage branch leaders to solicit committee applications and nominations for capable members.
    - Recruit nominating and elections committee member from the branches they serve.
  - Include the committee chair in all communications to branch presidents.
  - Participate in the Leader on Loan, leadership training, and state convention workshops, as requested.
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## 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.

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### **904.2 Chair Duties**

The duties of the communications chair are to:

- Recruit, train, and oversee an editorial staff for all print publications.
  - Recruit, train, and oversee a web team to handle AAUW CA's internet presence and electronic communications.
  - Work closely with the internet host provider and website consultant to be aware of new trends and developments.
  - Train committee members, office staff and board members in the administrative functions of the website and database appropriate for their use.
  - Provide advice and assistance to branches that request help regarding communication.
  - Prepare and distribute press releases to media and branches for state activities. Handles post conference/convention press releases and any follow up stories.
  - Participate in the planning of conventions and conferences.
  - Consult with the president and program vice-president to ensure the accurate reporting of speeches, business transactions, and special events/activities of the annual meetings and/or conventions/conferences of AAUW CA.
  - Assist with convention planning and consult with president and program vice president to ensure accuracy of speeches, business and any special plans for conferences/conventions.
  - Provide 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. The chair makes recommendations to the convention manager for conveyance to the SnapShot editor.
- 

*904.2 Chair Duties, continued next page*

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**904.2 Chair  
Duties,  
continued**

- Work with AAUW CA office manager to maintain current data list with national AAUW.
- Work with meeting/event coordinators and local arrangements committee on publicity and print publications for AAUW CA events.

(See also Policy 901.3 for general responsibilities of all committee chairs)

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**904.3  
Committee  
Duties**

The duties of the communications committee are to develop and distribute AAUW CA information to branch leadership, membership, and the public.

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**904.3.1 The web  
Team  
Responsibilities**

The web team has overall responsibility for AAUW CA's internet presence and electronic communications. The team:

- Manages the website and web calendar.
  - 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.
  - Manages the email aliases and mailing lists.
  - Maintains the online photo albums.
  - Is an administrator of the AAUW CA Facebook page and manages the page to ensure the following:
    - The information is accurate.
    - Postings relating to public policy issues adhere to the AAUW and AAUW CA public policy priorities. Postings may not jeopardize the organization's 501(C)4 status.
  - Prepares a budget for the website and sends it to the president and CFO.
-

**904.3.2 The  
California  
Perspective  
Editor  
Responsibilities**

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The *California Perspective* editor edits, publishes, and distributes the state newsletter to the membership. The editor does the following:

- Oversees publishing of *California Perspective* at least three times per year and sets copy deadline for each issue.
  - Prepares budget for state newsletter and forwards it to the Chair of Communications.
  - Is direct contact for print house of state newsletter.
  - Coordinates with office manager to order member data list from national AAUW and coordinates with print house.
  - Coordinates with office manager to verify bulk mail account is funded for each newsletter publication.
  - Consults with the office manager to verify non-profit postage permit is current and files statement of ownership with the post office, as required.
  - 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.
  - Recommends advertising rates for *California Perspective* and *SnapShots* publications to the finance committee.
  - Presents workshops and trainings offered at state, district, and interbranch council meetings.
  - 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

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### **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**

The duties of the development and marketing committee chair are to:

- Report to the board on development and marketing projects.
- Ensure that the board approves all funds applied for and received.
- Ensure that all marketing and development efforts follow the policies and policies of AAUW CA and national AAUW.

(See also Policy 901.3 for general responsibilities of all committee chairs).

---

### **905.3 Committee Duties**

The duties of the development and marketing committee are to:

- Increase the visibility of AAUW CA and secure 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.
  - Work with the communications committee, the AAUW Fund committee and other committees, as appropriate, to create and implement an overall development and marketing plan.
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## Policy 906 – Finance Committee

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### 906.1 Composition

The finance committee is a standing committee composed of the Chief Finance Officer (CFO) as chair and a minimum of two additional members.

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### 906.2 Committee Duties

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

- Preparing AAUW CA budget for approval by the board at the July Board of Directors meeting, if possible, but no later than August 15.
- Studying, preparing and reviewing requests for changes in budgets and submitting recommendations to the board for approval at the January Board of Directors meeting.
- Receiving reports from the investment managers and/or third-party custodians on a quarterly basis and participating in quarterly teleconferences with the investment manager as needed. 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).

- Bi-annually reviewing investment policy and recommending changes for board approval.
  - Reviewing biennially in even-numbered years, in consultation with the board, the state dues for branch members and MALs and recommending 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*.
  - Reviewing and recommending travel and meal reimbursement rates for the following year to the board for adoption at its spring meeting.
  - In consultation with the communications committee, reviewing and setting advertising rates for *California Perspective* and *SnapShots* publications.
  - Reviewing and setting the price for providing mailing labels, in consultation with the office manager and president. (See Policy 107-Release of Member Information to Third Parties).
- 

*906.2 Committee Duties, continued next page*

**906.2  
Committee  
Duties,  
continued**

- 
- Studying special funding requirements of the proposed state projects, programs and special committees and making recommendations for board action, if needed.
  - Administering, reviewing and updating the financial policies of the state posted on the AAUW CA website.
  - Making recommendations to the Board because of the CPA firm review when it is presented to the board.
  - Reviewing and making recommendations regarding the state insurance programs.
  - Assisting the CFO in all aspects of convention fund management and preparing a financial report *following each conference*.
  - Participating in needed actions to complete strategic plan goals as developed as a team at the start of the fiscal year.
  - Attending the annual Leadership Day and participating in at least two teleconferences a quarter. Committee members must be willing to work independently to research pertinent issues and to coordinate with branches and outside entities.

(See also Policy 604, Chief Financial Officer; and Policy Section 1000, Financial Administration).

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## Policy 907 – Internal Audit Committee

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### **907.1 Composition**

The internal audit committee is a standing committee composed of a chair and a minimum of two additional members. At least one member will come from the general membership.

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.

No current officer of the board or their immediate predecessor may serve as a committee member or the chair. The committee may be chaired by a current board director who is not currently an officer or immediate past officer.

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### **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.

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### **907.3 Chair Duties**

The internal audit chair reports in writing to the board at their regular meetings, when appropriate.

(See also Policy 901.3 for general responsibilities of all committee chairs).

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### **907.4 Committee Duties**

The internal audit committee:

- Assists the board in all aspects of AAUW CA fiduciary management.
  - Recommends plans for an audit to the board by the end of each fiscal year.
- 

*907.4 Committee Duties, continued next page*

**907.4**  
**Committee**  
**Duties,**  
continued

- 
- 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.
  - Reviews interim and annual financial statements.
  - Assures the board that the financial statements properly reflect the organization's financial condition.
  - Reviews adequacy of internal controls.
  - Monitors compliance with laws, regulations, and conflict-of-interest policies.
  - Meets periodically via conference calls, email and other electronic means.
  - 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.
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## Policy 908 – Governance Committee

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### **908.1 Composition**

Governance serves as a standing committee. The committee is composed of a chair and a minimum of one additional member. Additionally:

- The AAUW CA Parliamentarian serves as a consultant.
  - The AAUW CA Office Manager serves as a resource to the Governance Committee.
  - The AAUW CA Office is the official repository and technical support on formatting and publication of AAUW CA Policies and Procedures and any other relevant governance documents.
- 

### **908.2 Chair Duties**

The governance chair:

- Works with committee member(s) to provide guidance to branches and interbranch counsels (IBCs) regarding amendments to branch and IBC governance documents and related questions.
  - Assures that all National mandated changes to the AAUW CA Bylaws are made as directed.
  - Oversees the review and updating of the AAUW CA Policies and Procedures and the AAUW CA Bylaws.
  - Is responsible for the distribution of AAUW CA Governance Documents (Bylaws, Policies and Procedures) to directors and committee chairs at the beginning of the AAUW CA year.
  - Prepares a committee budget. That includes the expenses for updating and filing of all governance documents as needed and required to meet state and federal regulations.
  - Conducts bylaws briefings at the annual meeting and other meetings as requested.
  - Serves as the AAUW CA liaison to the National Governance Committee.
- (See also Policy 901.3 for general responsibilities of all committee chairs).
-

**908.3  
Committee  
Duties, Bylaws  
Procedure**

The state duties of the governance committee are to review AAUW CA bylaws in even-numbered years and propose amendments or changes as needed. The committee follows these steps.

Step	Action
1	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.
2	Note that amendments to the AAUW CA Bylaws which require an “every member” vote (refer to Article XXII Section 1 AAUW CA Bylaws) are prepared by Governance. These amendments also require a rationale and financial implications.  <b>See:</b> Step/Action 6 for member notification on member required voting for amendments.
3	Provides AAUW with updated copies of the AAUW CA Bylaws as required by the national governance and compliance officer.
4	Sends a copy of the amended bylaws to the California Secretary of State whenever there are significant amendments or a revision.
5	Provides the office staff and the web team with copies of the amended bylaws for printing and/or posting on the website.
6	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 <i>California Perspective</i> for any bylaws amendment that would require a membership vote of approval.

**908.4 State  
Duties**

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The additional state duties of the governance committee are to:

- Participate in bylaws briefings at state convention when requested.
- Review the AAUW CA policies and procedures in the odd-numbered years and make recommendations to the board as appropriate
- Update the Policies and Procedures when revisions or additions are approved by the Board of Directors.

Note: Editorial changes do not require board approval.

- Pass files to successor, preferably in electronic format.
  - Advise branches and IBCs within the district(s) assigned by the chair in matters concerning bylaws and policy amendment and review; and assist branches and IBCs to fulfill state and national AAUW mandatory bylaws amendments.
  - Submit reports to chair on branch/IBC bylaws and policy work as requested.
  - Participate in the program as authorized.
  - Attend state, IBC, other meetings as often as possible.
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## Policy 909 – Leadership Development Committee

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### **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.

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### **909.2 Chair Duties**

The leadership development chair:

- Is 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.
- Consults with the board on specific leadership development and training needs in the state, districts and branches.
- Consults with district liaisons and assists them in identifying their specific leadership development and training needs for branches.
- Acts as a resource person and liaison on training/leadership development issues within AAUW CA.
- Assists with convention planning.
- 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.

(See also Policy 901.3 for general responsibilities of all committee chairs)

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### **909.3 Committee Duties**

The leadership development committee is responsible for the development and implementation of the statewide leadership-training program. The committee:

- Designs and offers training modules to districts and branches.
  - Works with the district liaisons in developing the content of the annual leadership training.
  - Participates in the leader-on-loan program.
  - Assists in convention planning.
  - Takes part in presenting leadership training and workshops, as requested.
  - Provides board training, as requested by the president.
-

**909.4  
AAUW CA  
Leader on Loan -  
Purpose**

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The purpose of the AAUW CA Leader on Loan is to share expertise and training which will enable branches to:

- Strengthen their internal organization.
  - Increase AAUW’s presence in their communities.
  - Overcome common challenges such as growing and retaining membership, developing branch leaders, and implementing mission-based programs.
  - Increase member understanding of the breadth and scope of AAUW’s mission.
- 

**909.4.1 AAUW  
CA Leader on  
Loan  
Coordinator  
Duties**

The AAUW CA Leader on Loan coordinator’s duties are to:

- Structure and manage the program to maximize effectiveness and to fulfill AAUW's mission
  - Advertise the program for maximum utilization
  - Obtain and assign highly qualified speakers in consultation with the leadership development chair and president.
  - Evaluate the program and make needed improvements in consultation with the leadership development chair and board.
- 

**909.4.2 Who is  
Included?**

The AAUW CA Leader on Loan may include current directors and appointed chairs and members, AAUW board and committee members.

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**909.4.3 AAUW  
CA Leader on  
Loan Request  
Procedure**

To request a speaker from the AAUW CA Leader on Loan program, follow these steps:

<b>Step</b>	<b>Action</b>
1	Get all forms and information about the AAUW CA Leader on Loan program in the first administrative packet of the program year or on the state website.
2	Submit requests to the AAUW CA Leader on Loan coordinator at least 60 days in advance of the event.
3	Receive a response from the AAUW CA Leader on Loan coordinator to the request within 14 days.

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*909.4.3 AAUW CA Leader on Loan Request Procedure, continued next page*

**909.4.3 AAUW  
CA leader on  
Loan Request  
Procedure,  
continued**

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<b>Step</b>	<b>Action</b>
4	Receive an assigned leader on loan from the president, in consultation with the AAUW CA Leader on Loan and the leadership development chair.
5	As the hosting entity, make all the arrangements for the visit, such as venue and promotional materials.
6	Complete and return an evaluation form, after the visit.
7	Return evaluation forms to the AAUW CA Leader on Loan coordinator.

**909.4.4 Expenses  
for AAUW CA  
Leader on Loan  
Visit**

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The expenses of an AAUW CA 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.

**909.4.5 Criteria  
for AAUW CA  
Leader on Loan  
Recipients**

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Criteria for selecting AAUW CA Leader on Loan recipients are:

- Support, e.g., has this branch been identified as troubled by the branch support committee?
  - Frequency, e.g., when was the most recent request for a speaker from this branch or IBC honored?
  - Disappointment Factor, e.g., has this branch or IBC requested a speaker in the past, which was not awarded? How often?
  - Equity, e.g., has the speaker requested been scheduled too frequently?
  - Special circumstances, e.g., 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

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### **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.

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### **910.2 Chair Duties**

The membership committee chair assists and educates branches and members on membership recruitment and retention strategies by doing the following:

- Holding membership committee meetings to train committee members, distributes materials, sets goals, develops action plan for year, and delegates tasks to assist branches.
- Working 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.
- Working with the national and state offices to formulate and distribute membership statistics.

(See also Policy 901.3 for General Responsibilities of All Committee Chairs).

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### **910.2.1 Establish New Branches**

The membership committee chair facilitates the establishment of new branches by:

- Investigating leads for new community need, to notify nearby branches and establish personal contact with organizers.
  - Visiting a petitioning group desiring to form a branch and discussing the programs of AAUW and the desirability of organizing a branch. The chair may designate an official representative to act in her/his stead.
  - Providing a prospective branch with forms and explaining the procedure to chartering a new branch. The chair also obtains AAUW CA board approval for branch formation and sends appropriate forms to AAUW Membership department. The chair offers the new branch assistance throughout the chartering process and for its first two years.
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**910.2.2  
Implementing  
Changes in  
Branch Structure**

The membership committee chair is responsible for implementing all changes in branch structure by reviewing requested branch name change. The chair does the following:

1. Presents a motion to approve the name change to AAUW CA board.
  2. If approved, obtains the necessary state signatures.
  3. Sends the request to AAUW Membership Department/Branch Relations.
  4. When approved, notifies state board, membership and governance committees.
- 

**910.2.3  
Informing  
Branches on  
Governance  
Models**

The membership committee chair is responsible for informing branches on alternative governance models other than the traditional AAUW officer positions to assist those branches that may be experiencing challenges in recruiting members for leadership positions.

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**910.2.4  
Disbandment**

The membership committee chair instructs branches on the procedure for disbandment should a branch vote to disband and supplies the necessary forms if requested. The chair does the following:

1. Presents a motion to the AAUW CA board.
  2. If approved, obtains the necessary state signatures.
  3. Sends documents to the AAUW Membership department.
  4. Notifies appropriate groups as above.
- 

**910.2.5 Seeking  
Informal Merger**

The membership committee chair works with two branches seeking an "informal" merger (a troubled branch meld into a stronger branch). The chair does the following:

1. Instructs branches on procedure to follow.
  2. Presents the request to the board.
  3. If approved, obtains president's signature.
  4. Sends the document to the AAUW Membership department.
  5. Notifies the appropriate groups as above.
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**910.2.6 Seeking Formal Merger**

The membership committee chair works with two branches seeking a formal merger (both branches relinquish their charters and become a new branch with a new name). The chair does the following:

1. Requests the state governance committee to assist the branch in writing their bylaws and furnishes template.
2. Obtains approval of bylaws from the governance committee.
3. Presents the motion to the board for approval.
4. If approved, the chair sends the completed form to national AAUW Governance Committee and to the AAUW Membership Department.

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**910.2.7 Tracking Branches**

The membership committee chair tracks branches making above changes and helps.

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**910.2.8 Transferring Members**

The membership committee chair provides information to transferring members to assist them in finding a branch or branches in their new location.

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**910.2.9 Congratulatory Letters and Recognition**

The membership committee chair 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.

The chair also recognizes significant branch anniversaries, such as:

- 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*.
  - 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**

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The duties of the membership committee are to:

- Suggest effective methods for branches to recruit, orient and retain members.
- Endeavor to strengthen and increase membership in the state through the establishment new branches.
- Serve as a liaison between branches and the board.
- Communicate with branches through electronic and printed mailings, branch visits, IBC meetings and workshops.
- Assist branch membership vice presidents in the implementation of AAUW and AAUW CA membership policies and programs.
- Develop College/University partner memberships and recruit student affiliates.
- Provide a written report of activities to the membership chair to include in the committee's quarterly report to the board.
- Participate in the leader-on-loan program, as authorized, and serving as a member of the district or IBC team. As such, the committee members attend those meetings when possible and perform other duties as assigned by the chair.
- Assist in convention planning. The membership committee takes part in presenting membership workshops and trainings at convention and any other state or district meeting.

**910.4 Diversity  
Representative**

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As part of the membership committee team, the diversity representative does the following:

- Develops, coordinates and administers a systematic, ongoing and comprehensive diversity program in consultation with the membership and program development committees.
  - Evaluates diversity programs regularly, making appropriate recommendations to the board.
  - Consults with the board, all committees, IBCs and branches on identifying and addressing specific diversity issues and needs in the state, districts and branches.
  - Is a voting member of the membership and program committees.
  - Performs other duties as requested by the president.
  - Reports to the board as requested.
  - Submits an annual report to the state president.
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**910.5  
College/University  
Partners  
Subcommittee**

The college/university partners make up a subcommittee and are a voting member of the membership committee. The subcommittee consists of a chair, who is a voting member of the membership committee, and as many other members as deemed necessary by the board.

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**910.5.1  
Coordination**

The college/university partners coordinate and administer the AAUW College/University Partnership Program for AAUW CA in collaboration with the membership and program committees.

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**910.5.2  
Responsible for  
Overall Recruiting**

The college/university partners maintain responsibility for the overall recruiting of accredited colleges/universities within CA as partners with AAUW. The college/university partners:

- Retain a list of all current C/U partners along with a campus contact for each institution. They keep this list up to date and share this information with AAUW CA branches via the State website, publications and electronic means.
  - Encourage branches to outreach to potential C/U partners in their geographic area and recruit them. They supply branches with recruitment materials and mentoring advice.
  - Promote AAUW national, state and branch membership among C/U partner schools by reaching out to faculty, staff and students.
  - Educate C/U partner students regarding their AAUW membership as E-Student Affiliates.
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**910.5.3 Ensure  
Annual Renewal  
of Partnership**

The college/university partners ensure the renewal of AAUW partner C/Us each year. The college/university partners:

- Work with the branches to make sure they communicate with C/U campus liaisons and encourage collaboration on programs, projects, events.
  - Encourage branch interaction with Student Affiliates and E-Student Affiliates by obtaining a list of the latter from the national member services database (MSD).
  - Maintain a supply of student brochures and AAUW publications to share with campus liaisons and with branches.
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**910.5.4**  
**Encourage**  
**Collaboration**

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The college/university partners encourage branches to collaborate with local C/U campuses and educate the branches on the various programs AAUW has established for college-age women. These programs are:

- NCCWSL (National Conference for College Women Student Leaders)
- AAUW Campus Action Projects (CAP)
- National Student Advisory Council (SAC)
- AAUW CA Financial Literacy projects: \$tart\$mart and Money Trek

The college/university partners also disseminate information describing AAUW grants and fellowships.

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# Policy 911 – Nominations and Elections Committee

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## **911.1 Composition and Term Limits**

A chair and up to 11 committee members, providing representation from as many districts as possible across the state, make up the nominations and elections committee. The following rules apply to the committee:

- 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**

The steps involved in appointing committee members are the following:

<b>Step</b>	<b>Action</b>
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	The deadline for applications can be extended by one month if there are no applications from at least six of the districts in the state. The extension gives 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.

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**911.3 Chair  
Duties - The  
Nomination  
Process**

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The chair has overall responsibility for the nominations process. The chair:

- 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. The chair does this by:
  - Confirming with the Board of Directors which officers and how many directors will be elected.
  - Confirming with the Board of Directors the deadline for nominations to be received. The deadline must meet publication deadline for winter *California Perspective*.
  - Confirming with the Board of Directors the dates of the 3-week voting period.
- Prepares the Candidate Information Form and arranges for it to be posted on the AAUW CA website.
- Submits candidates' photos, goal statements and Candidate Information Forms for posting on the AAUW CA website in the order they are received.
- Submits candidates' photos and goal statements for publication in the winter *California Perspective* and inclusion in the winter Administrative Packet for branch presidents.
- With the Board of Directors, sets the deadline and process for additional nominations and/or nominations from the floor.
- Collects and files candidates' signed acknowledgement of the campaign rules.

(The form is appended to Policy 502).

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**911.3.1 Chair  
Duties - Measures  
and Resolutions**

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The chair facilitates the process of bringing measures and resolutions to a vote. The chair:

- 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.
  - Works with the communications team to create an online forum for discussion of resolutions and public policy issues, if needed.
  - Consults with the parliamentarian on questions of policy and procedure regarding the nomination and election processes.
  - Coordinates, with the Board of Directors, the timing and process for additional nominations after the slate has been presented to the membership.
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**911.3.2 Chair  
Duties - Elections**

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The chair has responsibility for elections. The chair:

- Contacts the election vendor after the nominations deadline to confirm procedures and set dates for the 3-week voting period.
  - Obtains Excel file of AAUW California members from AAUW thirty days prior to beginning of voting period.
  - After additional nominations are received, sends candidates' names, photos, *Candidate Information Forms*, and Excel membership file to the election vendor.
  - 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.
  - Verifies that candidates' financial reports have been filed by the required deadlines and follow the campaign rules.
  - At the conclusion of the voting period, notifies each candidate of the election results by telephone.
  - Provides election results to be posted on the AAUW CA website once all candidates have been notified.
  - 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.
  - Submits election results to communications chair for publication in *Spring California Perspective*.
  - Destroys, at the end of the nominating committee process, all confidential proceedings and written information regarding candidates except for *Candidate Information Forms* and photos.
  - 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.
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**911.4 Committee  
Duties**

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The committee duties are responsible for the following:

- Evaluating, seeking, and selecting 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.
  - Handling 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.
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## Policy 912 – Program Committee

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### **912.1 Composition**

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

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### **912.2 Chair Duties**

The program chair serves as a resource for state committees for program coordination.

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### **912.3 Committee Duties**

The program committee does the following:

- Assists branches to translate AAUW and AAUW CA program priorities into branch programming.
  - Communicates with branches through all state electronic and printed communications, branch visits, district and Interbranch Council (IBC) meetings, and workshops.
  - 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.)
  - Participates in the leader-on-loan program, as authorized.
  - Tracks branch mission-based program activities through branch newsletters.
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### **912.4 International Advocacy Representative - Duties**

The international advocacy representative does the following:

- Plans and recommends to the board policies, programs, and actions on issues of international scope and interest.
  - Serves as a resource on international issues for branches, districts, IBCs, and the state board.
  - Encourages branches, districts, and IBCs to include an international perspective in their programming.
  - Serves as AAUW CA liaison to international organizations.
  - 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.
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**912.5 Financial  
Literacy  
Representative -  
Duties**

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The Financial Literacy representative does the following:

- Coordinates and promotes financial education for girls and women.
  - Serves as a resource to branches, districts, and IBCs on financial literacy programs.
  - Recommends collaboration with financial institutions and organizations to the board, and promotes those partnerships to branches, districts, and IBCs.
  - Plans workshops at state conventions on financial literacy programs.
  - Has authority to create and chair a Financial Literacy Sub-Committee, if needed, to achieve the goals and objectives of this area of state programs.
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## Policy 913 – Public Policy Committee

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### **913.1 Composition**

The public policy committee is a standing committee it is composed of the chair, the president, and others as the board may direct. The committee tries to appoint members with backgrounds in reproductive rights, education/childcare, prevention of violence against women and families, gender equity in education, and other aspects of public policy relevant to AAUW CA priorities.

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### **913.2 Chair Duties**

The public policy chair, under the guidance of the state board and within the scope of the national AAUW public policy program, does the following:

- Works with the legislative advocate to further the public policy program of the state.
  - 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.
  - 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.
  - Annually, presents the committee’s recommendations to the board for AAUW CA membership in statewide coalitions. Coordinates and facilitates state participation in coalitions; encourages branches to build local coalitions.
  - Prepares and distributes the Public Policy Brochure.
  - public policy events and submits financial reports to the CFO within 30 days after a public policy event.
  - Annually reviews and revises the Public Policy Program document for distribution in the administrative packet to branches.
  - Takes emergency action on specific public policy issues clearly within the scope of the public policy program with the approval of the president and two other members of the public policy committee.
  - (See also Policy 901.3 for general responsibilities of all committee chairs).
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**913.3 Committee Duties, Resolutions, Convention, Leadership Development**

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The public policy committee also does the following:

- Reviews proposed AAUW CA resolutions and assesses their relevance and impact on public policy program priorities.
- Assists in convention planning and takes part in presenting public policy workshops and trainings.
- Consults with the leadership development committee to update public policy leadership training materials.

**913.4 Legislative Advocate - Responsibilities**

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The legislative advocate is a paid consultant with the following responsibilities. The legislative advocate:

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

**913.5 Coalitions - Reviews**

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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.

**913.5.1 Criteria for Evaluation**

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The criteria for evaluation of coalition membership includes:

- Coalition goals consistent with AAUW’s mission.
  - Coalition effectiveness, viability, serving a critical need, and potential for positive impact.
  - Contribution to AAUW visibility.
  - Commitment to participate regularly.
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**913.5.2 Coalition  
Representatives**

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The president appoints a representative to each approved coalition, and the coalition representative will:

- Submit a written report, with agenda attached, to the publicpolicy chair after each meeting of the coalition.
- Submit a written coalition evaluation to the public policy chair at the end of each fiscal year.

A line item in the AAUW CA budget shall designate the total amount to be allocated for coalition dues for the year.

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**913.6 Branch  
Advocacy Bills –  
Condition for Bills  
Not on the AAUW  
CA Priority List**

An AAUW CA Branch may support a bill not on the AAUW CA list with the following conditions:

- The Branch requests the AAUW CA Public Policy Chair(s) review the bill for compliance with the approved AAUW CA Public Policy Priorities. This review will include the AAUW CA Legislative Advocate’s determination that there is no potential for adverse political ramifications or other such ramifications.
  - If approved by the AAUW CA Public Policy Chair(s) the Branch make take a position in the name of the branch, e.g. The XYZ Branch of AAUW, but will not use the name of AAUW CA.
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## Policy 914 – Project Oversight Committee

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<b>Note</b>	See also Policy 109-State Projects.
<b>914.1 Composition</b>	The Project Oversight committee is a standing committee, composed of a chair and as many additional members considered necessary by the board. The chair and at least one other committee member must be a sitting director.
<b>914.2 Chair Duties</b>	The Project Oversight committee chair assigns committee members to fulfill the duties of the committee.  (See also Policy 901.3 for general responsibilities of all committee chairs).
<b>914.3 Committee Duties</b>	The Project Oversight committee does the following: <ul style="list-style-type: none"><li>• Evaluates new state project proposals, consulting with the finance committee for fiscal impact, and other committees as appropriate, and make a recommendation to the board within three months of receipt of the application.</li><li>• Assists 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.</li><li>• Conducts annual evaluations of current state projects, including:<ul style="list-style-type: none"><li>○ Evaluating projects' budgets before the budget are sent to the board for approval.</li><li>○ Reviewing projects' policies and procedures to ensure practices are consistent across multiple delivery sites and consistent with state policy.</li><li>○ Working with project coordinators to update policies and submit those amendments to the board for approval.</li><li>○ Reviewing projects' publications.</li></ul></li></ul>
<b>914.4 Committee Annual Review</b>	The Project Oversight committee conducts an annual procedural and financial review of each project. The committee makes recommendations to the board on how to improve projects and if/when to discontinue projects.

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**914.5 Review for Multiple Delivery Projects**

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For a project with multiple delivery sites, such as Tech Trek, a sampling of several sites is enough, with the sites selected rotated from year to year.

<b>Review</b>	<b>Should include...</b>
Financial	Reviewing the budget, actual income/expenses, and a sampling of deposits and vouchers.
Procedural	Contacting 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.

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## Policy 915 – Meetings Planner

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### 915.1 Meetings Planner

The meetings planner has responsible for coordinating the logistics of all statewide meetings, including but not limited to board meetings, conferences, conventions and annual meetings.

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### 915.2 Meetings Planner Duties

The meetings planner has the following duties.

- 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.
  - Ensures that all meetings, conferences and conventions are adequately staffed, and the required local arrangements are completed.
  - Meets with facilities staff prior to each event to review all event requirements.
  - Acts as sole contact with meeting site personnel, working on site at all state meetings.
  - Writes all notes and letters of appreciation and distributes small gifts to meeting site staff.
- 

### 915.3 Meetings Planner Negotiations

The meeting planner has responsibility 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.

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### 915.4 Negotiations Procedure

The meetings planner follows these steps in making sure that all contractual obligations are fulfilled:

Step	Action
1	Submits all required documentation and paper work to meeting facilities and coordinates with the facilities staff.
2	Submits all contracts to the state president for approval and signature.
3	Handles all meeting AV requests.

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**915.5 Meetings  
Planner, Other  
Duties**

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The meetings planner also does the following:

- Co-chairs the convention planning team with the convention’s manager.

(See Policy 916- Convention Manager and Local Arrangements Chair)

- Assists the CFO with:
    - Assessing the budget needs for meetings.
    - Confirming the board rooming list.
  - Maintains an experience notebook.
  - Submits an annual report to the president.
-

# Policy 916 – Convention Manager and Local Arrangements Chair

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## 916.1 Convention Manager

The convention manager is appointed to a two-year term of office, beginning in July of even-numbered years. The convention manager consults with the meetings planner as needed, with the planning for the annual meeting in odd-numbered years, when there is no convention.

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## 916.1.2 Responsibilities

The convention manager has overall responsibility for planning and developing the biennial convention, co-chairing the convention planning team with the meetings planner. The convention manager:

- 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 Fund, 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.
- 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.
- 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.
- 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.
- 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.
- Oversees the publication of the official convention program and its delivery to the event site.
- Oversees registration and creation of registration packets for attendees.

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*916.1.2 Responsibilities, continued next page*

**916.1.2**  
**Responsibilities,**  
continued

- 
- Consults with meetings planner prior to approval of convention AV requests.
  - Appoints an editor to produce and distribute daily *SnapShots* at convention.
  - 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.
  - Creates a convention review report that includes a summary of the participant convention evaluations and findings from the post-convention evaluation meeting.
  - May request the president to appoint a convention assistant to whom some tasks may be delegated, including (but not limited to) registration, coordinating AV requests, vendor registration, and convention program publication.
  - Reports to the board on planning progress and attends board meetings at the request of the president.
- 

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

The local arrangements committee (LAC) chair recruits a committee of members living near the convention location. The LAC recruits, schedules, and oversees all the convention volunteers. The LAC chair does the following:

- 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.
  - Coordinates the recruitment of vendors for the market place.
  - Attends convention-planning meetings at the request of the convention manager.
  - Assists the convention planning team with selecting local convention entertainment and opening ceremonies.
  - Provides the convention manager and office manager with a list of those eligible for discounted convention registration rates, in accordance with Policy 1102 (Convention).
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## Policy 917 – Parliamentarian

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### **917.1 Parliamentarian role**

The parliamentarian Serves as consultant and advisor to the president, state and branch leadership, and all AAUW CA members on parliamentary procedure. The parliamentarian is ex-officio, non-voting member of the board, executive committee, and governance committee.

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### **917.2 Responsibilities**

The parliamentarian is responsible for:

- Assisting with the preparation and wording of motions and suggesting clarifications to submitted motions.
- Consulting with other committees at the request of the president or committee chair.
- Maintaining copies of the current versions of the AAUW charter, bylaws and policies; state bylaws, policies and procedures; and the most current edition of Robert’s Rules of Order Newly Revised.
- Conferring 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.
- Consulting with the nominations and elections committee, as needed, regarding responsibilities, the current offices to be filled, and the electoral procedures to be followed.

(See Policy 501- Nominations, and Policy 502-Elections).

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### **917.3 Preparing the Call for Resolutions**

The parliamentarian prepares a call for resolutions for the first administrative packet of the program year.

(See Policy 111-Resolutions).

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**917.4 Presenting the Resolutions**

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If any resolutions are proposed, the parliamentarian works with a task force appointed by the president to oversee the presentation of resolutions on the state ballot. The parliamentarian:

<b>Step</b>	<b>Action</b>
1	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.
2	Refers proposed resolutions to all standing committee chairs for review and comment, and to the CFO for preparation of a fiscal impact statement.
3	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.
4	Working with the nominations and elections committee chair, ensures resolutions appear on the state ballot.
5	Works with the communications committee to create a forum for discussing resolutions. Arranges for a discussion of resolutions immediately before or after the annual meeting business sessions, if logistically possible.
6	Ensures that policies and procedures are updated, if needed, to conform to adopted resolutions.

**917.5 Parliamentarian's Other Duties**

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The parliamentarian also has the following duties. The parliamentarian:

- Reviews the meeting announcement, agenda and minutes of the previous annual meeting in order to assist in preparation of the standing rules and parliamentary procedure guidelines for an upcoming annual meeting.
  - Performs such other duties as requested.
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## Policy 918 – Assistant to the President

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### **918.1 Assistant to the President's Role**

The assistant to the president is an appointed position. The appointment of this position is optional and is at the will of the current president.

The appointee shall be approved and confirmed by the executive committee.

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### **918.2 Duties**

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.

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## Policy 1001 - Operations Fund Budget

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### **1001.1 Budget**

The operations fund budget shall reflect the mission, goals, priorities, activities and projects of AAUW CA. It shall be developed in conjunction with the AAUW CA Strategic Plan to identify funding priorities.

(See Policy 108-Strategic Plan).

The budget shall include statements of revenue and expense.

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### **1001.1.1 Use of Prior Year's Funds**

One half of the prior year's operations net profit may be used to fund current year operational expenses.

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### **1001.2 Authority and Approval**

The Finance Committee shall develop the budget using realistic estimates for income, historical operating costs, and input from board members and committee chairs. The developed budget is submitted to the board for approval (906.2)

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### **1001.3 Timeline**

A preliminary budget is prepared for the outgoing board for its approval on or before June 15. This budget shall remain in effect until the final budget is approved. The preliminary budget shall be finalized for presentation and approval at the July Board of Directors meeting or not later than August 15.

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### **1001.4 Monitoring**

The Finance Committee and the Chief Financial Officer shall monitor the budget throughout the year. The CFO will present to the board any budget adjustments needed at the January board meeting.

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## Policy 1002 - Bank Accounts

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### **1002.1 Bank Accounts**

The current financial accounts include:

- Convention Self-Insurance Fund (Investment Account)
- Operations Reserve Fund (Investment Account)
- State Project Reserve Fund (Investment Account)
- Operations Checking Account (Non-Investment Account)
- PayPal Account (Non-Investment Account)

For each investment account's purpose and restrictions, see Policy 1003—Investment Policy.

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

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### **1002.2 Electronic Banking**

To the extent possible, AAUW CA shall use electronic bill pay for check issuance which allows automatic payment of recurring payments, reduces postage costs, and expedites payment to payees.

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### **1002.3 Voucher Approval Above \$2000.00**

All vouchers for payment exceeding \$2000.00 must also be approved for payment by the President or her designee before the voucher is paid using electronic bill payment.

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### **1002.4 Authorized Signatures for Accounts and Electronic Access**

Any AAUW CA financial account utilizing the AAUW CA tax ID number shall have the following officers given signature authority:

- Chief Financial Officer
- President
- President-Elect/Vice President

These officers will also have electronic access to these accounts for check issuance and review of checks issued.

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**1002.5 Operations  
Checking Account**

Purpose:

The Operations Checking Account shall be used to receive deposits and to pay for the on-going obligations of the organization.

Requirements:

The checking account shall maintain a minimum balance of \$50,000.

If...	Then...
at fiscal year end, the account balance is more than \$75,000 (excluding "deferred dues"),	One-half of this excess should be transferred to the Operations Reserve Fund for investment.
needed during the year,	monies may be transferred into the checking account from the Operations Reserve fund.
not feasible to repay the borrowed amount of money as soon as possible or if loans continue to be necessary,	the Chief Financial Officer and her finance committee should consider recommending a dues increase to the general membership.

**1002.6 PayPal  
Account**

Purpose:

A PayPal account shall be used to receive funds for state events through the ticketing application used for reservations.

Requirements:

The PayPal account should be used to receive funds for state events and reimburse the ticketing application for its fees.

Funds should be regularly transferred out of PayPal to the Operations Checking Account.

At fiscal year end, the balance should be zero unless an event is in progress.

## Policy 1003—Investment Policy: Definition of Accounts

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### **1003.1 Purpose, Authority and Scope of Investment Policy**

#### Purpose:

It is the intent of AAUW CA to invest its monies in a manner that will provide an acceptable investment return for both growth and income while minimizing risk. The purpose of the policy is to provide a clear understanding of the guidelines and objectives related to the total AAUW CA investment portfolio for the AAUW CA Board of Directors, the Finance Committee, investment manager, and others. Related activities provided by this Investment Policy include good cash management, control of disbursements, and cost-effective banking relations.

#### Authority:

Delegation of authority is defined in Policy 604, Chief Financial Officer, and Policy 906, Finance Committee.

#### Scope:

These Investment Policies apply to all investment assets of AAUW CA. All investments shall be pooled into one investment account with three sub-accounts:

- Convention Self-Insurance Fund
- Operations Reserve Fund
- State Project Reserve Fund

Balances by type of investment for each sub-account must be maintained in the AAUW CA General Ledger.

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**1003.2 Convention  
Self-Insurance Fund**

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Purpose:

The purpose of the Convention Self-Insurance Fund is to serve as self-insurance for shortfalls relating to contractual obligations for state convention, annual meetings, and state-sponsored events due to unforeseen events. Operating losses are NOT covered by this account.

Requirements:

This account maintains a \$50,000 balance. It shall be invested in a money market fund. Any balance over \$50,000 should be transferred to the Operations Reserve Fund at the end of the fiscal year.

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**1003.3 Operations Reserve Fund**

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Purpose:

The purpose of the Operations Reserve Fund is to provide a source of funds to allow AAUW CA 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...	Then...
an emergency occurs,	the board must approve the amount needed to regain status quo.
approved,	that approved amount will be transferred to the checking account for disbursement.
the balance drops below \$75,000,	the board should act to replenish the fund by transferring funds from other accounts or proposing raising membership dues.

The Operations Checking account shall have any losses from state events such as the convention or annual meeting reimbursed from this account.

If at the close of the fiscal year the Operations Checking Account Balance is in excess of \$75,000 (excluding “deferred dues”), the excess above \$75,000 should be transferred to this fund for investment.

Requirements:

The Operations Reserve Fund balance shall have a minimum balance of \$75,000. The principle of this fund should be invested as described in the Investment Guidelines.

**1003.4 State Project Reserve Fund**

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Purpose:

The purpose of the State Project Reserve Fund is to provide a source of funds to allow AAUW CA to fund projects as approved by the AAUW CA Board of Directors.

Requirements:

The State Project Reserve Fund balance shall have a minimum balance of \$20,000. The principle of the fund shall be invested as described in the Investment Guidelines.

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**1003.5 Prudence**

Investments shall be made with reasonable judgment and care that persons of reasonable prudence, discretion and intelligence exercise in the management of their personal affairs. Persons making investments do so, not for speculation, considering the probable safety of their capital as well as the probable income to be derived.

The Finance Committee members and investment managers and/or advisors, who act in accordance with these Investment Policies and who exercise due diligence, shall be relieved of personal responsibility for an individual account's security credit risk or market price changes.

Relief of personal responsibility depends on whether the Finance Committee members and investment manager and/or advisors reported the deviations from expectations in a timely fashion to the Executive Committee and took appropriate action to control adverse developments excepting therefrom gross negligence or willful misconduct of such persons.

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**1003.6 Investment Guidelines**

The objectives of the investment guidelines are to:

- Preserve capital on an absolute basis.
- Generate income to enhance the mission of AAUW California.
- Grow asset value at a rate greater than inflation (as measured by the Consumer Price Index [CPI]).
- Provide market (Standard & Poor's 500) equivalent income.

Achieving these objectives will require a moderate level of risk, a long-term investment horizon and diversification among assets. The funds will be invested to maximize total return (capital appreciation, interest and dividend income) consistent with a prudent level of risk.

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**1003.7 Liquidity**

Due to the limited withdrawal of funds from the Operations and State Project Reserve Funds, less than 5% of the balance should be kept in cash.

**1003.8 Asset Allocation**

The total assets of AAUW California may be managed as a single investment pool. The Board of Directors has established the following asset allocation guidelines. Any deviation of 15% or more of the total portfolio beyond these allocation limits in any category requires approval from the Finance Committee. Rebalancing of the investments should be performed at least annually.

<b>Investments</b>	<b>Description</b>
Cash and Equivalents (5 to 25%)	Short-term investments (one year or less) shall consist of obligations of the U.S. Government, U.S. Agencies and corporate issues rated A, and the two highest grades of commercial paper. Additionally, a money market fund or comparable investment with like investments may be used.
Fixed Income (25 – 75%)	All fixed income securities held in the portfolio shall not be rated less than A by Standard & Poor’s or Moody’s. Maximum ownership of any one issue, exclusive of US Government issues, shall not exceed 15% of the fixed income portfolio at cost.
Equities (0 – 50%)	The portfolio may hold common stocks publicly traded on US Exchanges, NASDAQ listed stocks and securities convertible into such stocks; exchange traded funds, or mutual fund.

*1003.8 Asset Allocation, continued next page*

**1003.8 Asset Allocation, continued**

Prohibited Transactions	AAUW California prohibits the following types of investment activities: <ul style="list-style-type: none"><li>• Margin Purchases</li><li>• Private Placements or other restricted securities</li><li>• Foreign Issues, unless traded on US Exchanges or Markets.</li></ul>
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**1003.9 Return Objectives and Benchmarks**

Returns:

The compound annual total return objective for the total portfolio is an absolute return after all expenses of the CPI plus at least 3% of the beginning year asset value adjusted for withdrawals. Returns will be measured over three-year moving time periods. The goals are long term; however, performance and activities of the investment manager(s) and/or advisor(s) will be evaluated at least semi-annually.

Standards of Performance:

- Expected minimum net total return (appreciation plus income) should exceed inflation by 3% for equities and 2% for fixed income over a three-year period.
- Expected total return compared to the market should equal or exceed applicable equity or fixed income indexes.
- A ranking in the top 35% of similar “style” equity and fixed investment managers in a database on 3-year and 5-year time horizons.
- Losses over a three-year period should be limited to 10% of the beginning value or maximum value, whichever is greater, in the equity portfolio and 5% in the fixed income portfolio.

**1003.10 Internal Control, Oversight**

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The Board of Directors shall review the investments, procedures and adherence to the Investment Policy and decide what actions will be required. The Finance Committee shall provide to the Board of Directors information it receives from the investment manager(s) and/or advisor (s) and/or third-party custodians to provide a clear picture of the status of the portfolio.

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**1003.11 Internal Control, Communications and Reporting**

AAUW CA requires the following type and frequency of communication and reporting from its investment manager(s) and/or advisors:

Monthly:

Monthly statements showing current cash balances, all activity for the previous period, expected yields on the current portfolio, total account equity and prices and values for all securities held at month-end.

Semi-Annual:

Investment manager/advisor will provide at minimum semi-annual portfolio presentations to the Finance Committee which will include reports of the portfolio status, time-weighted returns in accordance with association for investment management and research performance measurement standards, performance comparisons to appropriate benchmarks, economic outlook, investment strategies and other related matters that would be of interest to the Finance Committee.

On-Going:

On-going communication by phone, letter or personal consultation will be required as deemed necessary by the investment manager(s) and/or advisors(s) and/or the Finance Committee.

Changes and Deviations:

The Finance Committee places trust in and emphasis on the investment strategy employed by the investment manager(s) and/or advisor(s). Any material changes to or deviations from an investment manager(s) and/or advisor(s) approach must be communicated and justified to the Board of Directors of AAUW-CA. The board requires the investment manager(s) and/or advisor(s) to communicate any significant changes in management or investment personnel immediately.

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**1003.12 Investment  
Policies Review and  
Adoption**

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It shall be the duty of the Finance Committee to review the policies at least biannually to assure that they remain valid and relevant and recommend any changes in writing to the Board of Directors.

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## Policy 1004 – AAUW Fund Assessment

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### 1004.1 Collection

The AAUW Fund branch assessment will be collected annually.

The February 1 branch membership numbers will be used for AAUW Fund 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 Fund 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 Fund Committee.

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## Policy 1005 – Insurance and Risk Management

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### **1005.1 Insurance Coverage**

All activities of an AAUW entity within the state of California, regardless of organizational level, are covered by the state AAUW CA liability insurance, if 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.

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### **1005.2 Negotiation**

The Chief Financial Officer 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.

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### **1005.3 Insurance Purchase**

The AAUW CA general fund budget will provide for the purchase of insurance programs.

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### **1005.4 Insurance Billing of Branches**

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 Chief Financial Officer.

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### **1005.5 Additional Insurance Coverage**

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.

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### **1005.6 Locations/Entities Coverage**

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.

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**1005.7 Separate Insurance**

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.

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**1005.8 Risk Management Compliance**

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.

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**1005.9 Own Insurance Carrier**

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.

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## Policy 1006 – Reimbursement Procedures

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### **1006.1 Directors’ and Committee Chairs Reimbursement**

Directors and committee chairs attendance at meetings receive reimbursement for travel as follows:

<b>Position</b>	<b>Reimbursement</b>
Directors	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	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	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.

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### **1006.2 Approving an Extra Night of Lodging**

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.

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### **1006.3 Meals Allowed for Reimbursement**

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.

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**1006.4 Expenses  
Paid for Initial  
Installation**

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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.

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**1006.5 Travel and  
Meal - Rates**

Travel and meal reimbursement rates are to be established by the board each year in April on recommendation of the finance committee.

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**1006.6 Travel and  
Meals for  
Required  
Attendance**

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. If payment due to AAUW CA exceeds any expenses incurred and vouchered by the attendee, the attendee is required to make payment to AAUW CA via personal check made payable to AAUW CA. **See the voucher form in the Appendices.**

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**1006.7  
Reimbursable  
Travel Expenses**

The following are eligible types of expenses that are reimbursable:

Airfare

Airfare will be reimbursed based on 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.

Airport parking

Airport parking will be covered if a long-term, lower-cost lot is used.

Mileage and bridge tolls

If the member chooses to drive when airfare is less expensive, the member will be reimbursed at the airfare rate.

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**1006.8 Non-Reimbursable Expenses**

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The following are types of expenses that are non-reimbursable:

- Valet parking.
- Short-term airport parking when a less-expensive outer parking lot and shuttle is available.
- Taxi, when free airport shuttle is available.

**1006.9 Representatives to Other Organizations and Coalitions, Reimbursement**

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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.

**1006.10 Committees, Reimbursement**

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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:

- 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.
- The finance committee shall be reimbursed travel and meal expenses for one meeting in addition to the regularly scheduled board meetings.
- 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.

**1006.11 Meetings Planner, Reimbursement**

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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.

**1006.12 AAUW National Convention**

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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.

AAUW CA will pay registration fees for directors of the board who attend AAUW Convention, not to exceed the amount the state has budgeted for AAUW convention that year. In insufficient funds have been budgeted to pay registration fees for all 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.

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**1006.13 Vouchers -  
Submission**

1. For each committee with expenses covered in the budget, submit a voucher for reimbursement to the Chief Financial Officer.
  2. For a director or committee chair with expenses covered in the budget allotment, the voucher shall be paid upon presentation.
  3. For expenses that exceed the committee budget allotment, note that the finance committee must approve the payment.  
**See the voucher form in the Appendices.**
- 

**1006.14 Vouchers -  
Submission to CFO**

The voucher requesting funds from the authorized account must be sent to the Chief Financial Officer. Follow these steps when submitting a voucher.

<b>Step</b>	<b>Action</b>
1	Attach receipts for all expenses.
2	If there is no receipt, submit a written explanation (required) to consider reimbursement. <u>Note:</u> 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.
3	Request the authorizing director or committee chair to sign vouchers.  Note: Committee chairs must authorize payment for their committee members.

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**1006.15 Invoices or  
Bills for Goods or  
Services**

Any invoices or bills for goods or services from an outside vendor should be submitted with a voucher to the Chief Financial Officer 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 Chief Financial Officer.

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**1006.16**  
**Denied Vouchers**

If the CFO declines a voucher request for reimbursement, the CFO 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 receipt date of the CFO's notification of the decision declining reimbursement.

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**1006.17 Vouchers, Submission Timeline**

The following is the timeline and action when submitting voucher:

1. 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.
  2. The finance committee must approve payment for vouchers submitted more than 45 days after the expense was incurred.
  3. If a committee member has expenses which total less than \$25, vouchers may be held until that amount is reached.
  4. All bills for a given fiscal year must be submitted by June 10 of the same fiscal year.
- 

**1006.18 For an Advance**

For an advance to cover expenses:

- Submit an Advance Form to the Chief Financial Officer for an advance on budgeted funds.
  - 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.
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## Policy 1007 – Fundraising Guidelines

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### **1007.1 Fundraising Guidelines**

AAUW branches and AAUW CA may raise funds if those funds are used to further the stated exempt purposes of AAUW.

- The purpose and 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.
  - 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 Fund or the AAUW CA Special Projects Fund.
  - Individuals are not recognized charitable organizations under Code Section 501(c)(3).
  - Branches must follow national AAUW’s Policy 501 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

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### 1008.1 Grant Proposal Approval Procedures

Follow these steps when submitting a grant proposal.

Step	Action
1	Submit proposals for grant applications to the president and receive approval from 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	Receive approval from the board for any extension of time or broadening the scope of the project/activity/program funded from outside source(s).

### 1008.2 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:

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

## Policy 1101 – Annual Meeting

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### **1101.1 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.

Note: All Jewish holidays begin at sundown the day before.

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### **1101.2 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.

---

### **1101.3 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 receive reimbursement for the day for the following:

- Registration fees
- Lodging (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).
- Travel
- Meal expenses

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.

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### **1101.4 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).

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# Policy 1102 – Convention

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## 1102.1 Overview

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.

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## 1102.2 Location

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.

The location shall be announced at the annual meeting prior to the convention.

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## 1102.3 Theme and Programming

The theme of the convention will be decided by the convention planning team and announced no later than August of odd-numbered years.

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.

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## 1102.4 Budget

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

- Meal reimbursement for directors and appointed committee chairs.
  - Lodging for directors, per the lodging policy outlined in Policy 1006.2.2.
- 

*1102.4 Budget, continued next page*

**1102.4 Budget,**  
continued

- 
- 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.
  - All positions entitled to the worker registration rate.
  - Registration, travel, lodging, and meal reimbursement for the president, convention manager, program committee chair, meetings planner, local arrangements chair, and *SnapShots* Editor.
  - Cost of printing and copying, A/V and radios, speakers and workshop presenters.
  - 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.
  - A complimentary convention meal for past state presidents.
  - Travel and meal reimbursement for each member of the convention planning team to attend a convention-planning meeting.
- 

**1102.5 Fees -**  
**Approval**

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)

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**1102.6 Fees -**  
**Payment**

For payment of convention fees:

- 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.
-

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**1102.7 Fees -  
Discounted Fees**

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:

- Any AAUW CA member who volunteers a minimum of six hours during the convention.
- State board members, state appointed positions, or state committee members who are one of the following:
  - Workshop presenter (name submitted to local arrangements chair by convention manager).
  - Required for conducting the annual meeting (name submitted to local arrangements chair by the state president).
  - Convention volunteer worker for a minimum of three hours.

---

**1102.8  
Reimbursement**

Conditions for reimbursement:

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

---

**1102.9 Sales**

Guidelines for sales at the convention:

- 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.
  - 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.
  - 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.
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# APPENDICES

# Appendices

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### Color code:

Example	Description Type
1	Document found but exists primarily in an online format, e.g., form, link.
2	Document found and included in this group of supplements.

# AAUW CALIFORNIA COMMUNICATION COMMITTEE SOCIAL MEDIA GUIDELINES

These guidelines are meant for all AAUW California Board of Directors and Communication Committee members interested in how social media can help us deliver our message and support the overall strategic goals of the organization. Using social media is a great way to interact with members and potential members and to join the important dialogue on equity for women and girls.

This information will familiarize you with our social media philosophy, invite you to find, join, and participate in our social media presence.

Social networks such as Wikipedia, Facebook, Flickr, Instagram, YouTube, blogs, LinkedIn, Tumblr and Twitter are exciting channels for you to share knowledge, express your creativity and connect with others who share your interests. The AAUW California Communication Committee supports your participation in these and other online social media communities.

## SETTING UP A SOCIAL MEDIA SITE FOR AAUW CALIFORNIA

All social media sites for AAUW California whether internally or externally hosted must be set up and established by AAUW California Communication Committee. Staff and volunteers may not set up an AAUW California social media site without the permission and direction of AAUW California Communications Chair since it may not support the overall strategic goals of the organization.

All hosted AAUW California social media sites need to have a username and password on file with the AAUW California Communications Committee.

Personal social media sites identifying the user as an AAUW California employee or volunteer and covering AAUW California issues should seek approval of the AAUW California Communications Chair. Otherwise please make it clear to your readers that the views you express are yours alone and that they do not necessarily reflect AAUW California's views. **(ASK GOVERNANCE)**

## FACEBOOK TOOLS TO HELP AAUW CALIFORNIA

- [AAUW's Guide to Adding RSS Feeds to Facebook](#)
- [Facebook for Nonprofits](#)
- [Facebook: How do I like another Page as my Page, and how do I see Pages Feed?](#)

## POSTING

**Be genuine.** Determine the tone of your messaging. Let your personality show and use humor when appropriate. Try not to simply broadcast; rather, when possible, speak as an individual, to individuals. This will help grant you credibility as a trusted source.

**Stay focused.** The people and organizations that follow you on social media have certain expectations about the type of content you post and the way you engage with them. If you stray too far from your objectives, you will lose the trust and attention of our community.

**Be reliable.** Share quality content from trusted sources, and avoid amplifying erroneous messages from unreliable sources. Reliability also means posting to your social media services regularly. Frequently sharing reliable, meaningful content helps establish you as an important source of information and ideas for our community.

**Use appropriate tone.** Be playful, hip, communal, irreverent, fun, and sophisticated, among many other adjectives.

**Be prudent.** **verbiage** Steer away from super-charged controversial or incendiary topics, photos, and statements.

**Get social.** Above all else, social media is about conversation. Share and comment on other people's or organizations' posts to start new conversations, and join in the conversations that are occurring on your social media pages. The more you engage with your followers, the more they will understand that your priorities are their priorities, too.

## What should you post:

- News and AAUW California events that may be of interest
- AAUW's and AAUW California's policy news and updates
- The latest posts from AAUW California branches that have a state-wide appeal
- Content from AAUW's Facebook or Twitter pages
- High-quality photographs/videos of AAUW or AAUW California members or events, or any images from AAUW's or AAUW California's Facebook Photo Album.
- News related to AAUW's core issues

## Reminders:

- Don't Tell Secrets. Don't divulge or discuss proprietary information, internal documents, personal details about other people or other confidential material.
- It is better to have a few photos that have a title, description and tags rather than dozens that have no information. Event photos should tell a story rather than just people smiling at the camera.
- Make sure you do have permission to upload the photos. It is always good to have a [photo release](#) form to ensure that you have permission from the person in the photo and, in the case of a minor, from her or his parents or guardians. Even when you have the required permissions, you should always be prepared to promptly take a photo down if the subject asks you to.

## C

**Approve** comments as quickly as possible.

**Reply** to comments from your readers.

**Add a "window" to the comments.** If you get an excellent post you may wish to acknowledge the post at the bottom of the blog with a link to it.

**Ask** your readers for their comments!

**Be the first to respond to your own mistakes.** If you make an error, be up front about your mistake and correct it quickly. If you choose to modify an earlier post, make it clear that you have done so. If someone accuses you of posting something improper (such as their copyrighted material or a defamatory comment about them), deal with it quickly - better to remove it immediately to lessen the possibility of a legal action.

## NEGATIVE COMMENTS

**Addressing them.** Let them speak their piece because a negative comment becomes a powerful opportunity for our organization to answer the concern and address AAUW California beliefs and core values.

**Contacting the "Powers that Be".** If you are in doubt what to do or would like advice, contact the Communications Committee Chair.

**Ignoring them or delete them.** This usually isn't the best course of action. The ignored/deleted commenter could then go back to his blog and post about how AAUW California is censoring comments. This should always be a last resort.

**Don't Engage a troll** making comments on your blog/post. Kindly ask that person to refrain from unkind remarks. Feel free to delete comments and lock or delete threads if things get out of control. Don't be afraid to ban someone who constantly creates a negative environment. It's not the troll's community, it's yours.

## COPYRIGHT, PERMISSIONS AND CITATIONS

When quoting any other blog or publication, be sure to provide a web link to the original (if possible) and use quotation marks or block quotes (for longer texts). If you can't link to a publication, cite the title, author, publisher and year of publication.

If using a photograph found elsewhere on the web, you must do one of the following:

- Get permission from the original copyright holder (which may not always be same as the site displaying the image)
- Properly credited, citing the source and photographer's name.
- Use an image that is not encumbered by copyright, such as an image that is available under a creative commons license.



# Board to Board (B2B) Submission Guidelines

## What is the B2B?

The Board to Board is a brief monthly communication from state board members and committee chairs to ~ 1,000 branch leaders.

## Submission Deadline

- Send B2B Submission form to [webteam@aauw-ca.org](mailto:webteam@aauw-ca.org) by the first of the month.

## What to Submit

You're busy. The branch leaders are busy. Aim for sending useful information that is new and/or actionable.

- B2B articles **should be**:
  - Things branch leaders must know or do
  - Suggestions and tips
  - "Lookaheads"
- B2B articles **should not be**:
  - Reports on things that have already happened unless they are significant milestones
  - Inspirational stories of accomplishments and program successes (submit those to the *California Perspective*)
  - A rehash of what your committee does
  - A report just for the sake of a report
  - All the backstory information and less critical details (submit those to [webteam@aauw-ca.org](mailto:webteam@aauw-ca.org) or for posting on the website)

## Writing Suggestions

- **Less is more.** The B2B is an informational document. Be clear and pithy.
- **Remember your audience.** Communicate what the branch leaders, not necessarily the members, need to know. The B2B should help all branch leaders stay on the same page and understand actions at both the state and national level. The branch leaders are then responsible for sharing the appropriate information with members.
- Be careful about using "AAUWSpeak." **Define terms** as new branch leaders are not likely to know them all.
- Whenever possible, **link your article's content** to the AAUW California website to remind the branches of their connection to the state organization and its resources and services.
- **Keep your content lean.** If there is more information on the website, refer readers there with a web location or hyperlink instead of repeating it. If the details are not on the website, consider submitting them to the webteam to be posted.
- Don't hesitate to **use bullets or charts** to save words.
- Suggested length: up to 300 words, if possible.
- Editing: Please proofread your own work. However, since to err is human, the Communications Committee will edit your submission for content, mechanics and messaging. If there are substantial changes, you will be contacted for approval.



## B2B SUBMISSION FORM

### Submission Instructions

- Complete appropriate sections of the form.
- Save the form with a new name.
- Submit the form to [webteam@aauw-ca.org](mailto:webteam@aauw-ca.org) by the first of the month.

<b>Committee Name</b>	
<b>Submitter's Name and Title</b>	
<b>Email address</b>	
<p><b>The Hook (or Bite)</b>  <b>A headline with a message. This should hook the reader with a compelling reason to read on.</b>  <i>Example: Cobb Salads and Compelling Stories</i></p>	
<p><b>The Details (or Meal)</b>  <b>Round it out with supporting information and specific details for taking action.</b>  <i>Example: The 2017-18 Fund luncheons will be held on three dates at convenient locations for both Northern and Southern California branches. Please note the registration deadline for each event. The ticket price is \$45 per person.</i></p> <ul style="list-style-type: none"> <li>• <i>Sun, Oct 15, Seal Beach (register by Oct 7)</i></li> <li>• <i>Sat, Oct 28, South San Francisco (register by Oct 16)</i></li> <li>• <i>Sun, Oct 29, Danville (register by Oct 16)</i></li> </ul> <p><i>For more details and to register, click (website URL or embed a link).</i></p>	
<p><b>The Close (or Dessert)</b>  <b>Your last chance to call for action.</b>  <b>Example:</b> <i>The salads will be good, but the speakers will be better. Register early as spots fill quickly. Prepare to be inspired.</i></p>	
<b>Add any website links for more details.</b>	
<p><b>Committee Brag!</b>          Is there something that your committee is particularly proud of this month? This should be limited to something that <b>you've</b> done for the branches.</p>	



## What is the *California Perspective*?

The *California Perspective* provides 11,000 AAUW members and the public with news and information about the programs, projects and activities of AAUW CA in support of AAUW's mission.

## Submission Deadline

Send the *California Perspective* submission form to [perspective@aauw-ca.org](mailto:perspective@aauw-ca.org) by the 15th of August, December or May.

## What to Submit

You're busy. Our members are busy. Aim for sending useful information that is new and/or actionable.

**Plan ahead:** As many as six weeks may transpire between the submission deadline and delivery to the readership.

*California Perspective* articles should be:

- About significant events and milestones
- Inspirational stories of accomplishments and program successes
- Things every member must know or do
- Suggestions and tips
- "Lookaheads"

*California Perspective* articles should not be:

- A story just for the sake of a story
- Material primarily for branch leaders (those belong in the "Board to Board")

## Writing Suggestions

Articles for the *California Perspective* should be:

- **Inspiring.** Motivate your readers to act.
- **Informative.** Tell the complete story: who, what, where, when, how and why.
- **Easy to read.** Write in an interesting, readable manner with varied sentence structure and active voice. Keep sentences short so the reader does not get lost before the end of a sentence. Avoid using "AAUWSpeak." Define terms as new members are not likely to know them all.
- **Succinct.** A typical article should be *no more than* 300 words. Don't hesitate to use bullets or charts to save words. Extend the article's impact by citing sources of additional information or providing a hyperlink to online material.

**A picture is worth a thousand words.** See "How to Use Images to Market Your Branch" on [aauw.org](http://aauw.org). Please send any image as a separate file.

- **Relevant** to AAUW's mission to help all members stay on the same page and understand actions at both the state and national level. Whenever possible, link your article's content to the AAUW California website.

**Avoid special characters, fonts, layouts and file formats.** Do not send pdfs except if necessary to demonstrate desired layout of accompanying revisable files.

**Editing:** Your article may be edited for length, content, mechanics and messaging. If there are substantial changes, you will be contacted for approval.



**Submission Instructions**

- Complete appropriate sections of the form.
- Save the form with a new name (e.g., append abbreviated committee/branch name).
- Send graphics, such as photos, as separate graphic files, but provide caption(s) in this form.
- Submit the form to [perspective@aauw-ca.org](mailto:perspective@aauw-ca.org) by Aug 15 (Sept issue), Dec 15 (Feb issue) or May 15 (June issue).

<p><b>The Hook (or Bite)</b>  <b>A headline with a message. This should hook the reader with a compelling reason to read on.</b>  <i>Example: Cobb Salads and Compelling Stories</i></p>	
<p><b>Submitter's Name and Title</b></p>	
<p><b>Committee/Branch Name</b></p>	
<p><b>Email address</b></p>	
<p><b>The Details (or Meal)</b>  <b>Round it out with supporting information and specific details for taking action.</b>  <i>Example: Fund luncheons held up and down the state in October provided clear proof of the value of donating to the AAUW Fund. These fellowship and grant recipients are working on projects and studies as varied as design methodologies and manufacturing in the developing world, computational astrophysics with an emphasis on massive star formation, the development of drought tolerant plants, the gender pay gap and the impact of the War on Terror on 2<sup>nd</sup> generation Muslims growing up in the United States. These women are inspirational examples of how the interest money from endowments helps women pursue their dreams.</i></p>	
<p><b>The Close (or Dessert)</b>  <b>Your last chance to call for action.</b>  <b>Example:</b> <i>The fellowship and grants of AAUW Fund rely upon and deserve your continued support. Please continue to contribute.</i></p>	
<p><b>Add any website links for more details.</b></p>	

## CANDIDATE ACKNOWLEDGEMENT OF 2015 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 April 18, 2015 and close at 5 pm on May 8, 2015.**

### **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 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.
5. There are no limits to you visiting branches or IBC's, but you are not permitted to give 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.

6. 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.
7. 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.
8. You may ask for branch and member endorsements.
9. 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.

10. 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.
11. 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.
12. All campaign mailings, including electronic distributions, must bear an indication of your approval.
13. 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



**American Association of University Women California  
Request for Certificate of Insurance**

Event Date:

Event Description:

Event Location:

Expected Event Attendance:

(Note that attendance over 500 will require payment of an additional fee and completion of another form which will be emailed to you by Stratton)

Official Name, Address and email/fax of Firm requesting Certificate of Insurance:

Name, address, telephone number & email of Branch Representative and the branch requesting the Certificate:

Is the requesting firm also required to be added as an additional insured?

Signature of Branch Rep:

Date:

Please email to: [Rachel@strattonagency.com](mailto:Rachel@strattonagency.com)

Or Mail to: Rachel Schupe, Stratton Agency, 643 Bair Island Rd, Suite 402, Redwood City, California 94063

Or FAX to: 916 676-8580

Or Call for More Info: 916 786-2000 x426

**If you complete this form on the computer, please save it on your computer then attach the completed form to an email. If you complete it for mailing, please write legibly.**

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

**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>	votered@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

## 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.

If 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 \_\_\_\_\_



## Director's Consent for Board Action Between Meetings

As stated in Policy 702.7, permitted board actions may be taken without a meeting if all the directors have given written consent. This includes conducting a vote on board matters by conference call or electronic means.

The initiator must follow the steps outlined in the document "Procedure Checklist for Action Between Board Meetings." All board actions taken with this procedure, including votes, will have the same effect as if cast at a board meeting.

Your signature below indicates that you consent to conducting permitted board business without a traditional meeting when necessary.

I, \_\_\_\_\_, a duly elected director of AAUW California Board of Directors, consent to conducting permitted board business without a traditional meeting, including the use of conference calls or electronic means for voting, when determined necessary by the board president.

This consent will be in force from July \_\_\_\_\_ to June \_\_\_\_\_.

Signed \_\_\_\_\_ Dated \_\_\_\_\_

This signed form must be returned to the board secretary in person at the July Board of Directors' meeting or by other means by July 31.



## State Project Grant Application Form 2018 – 2019

Applicant's Name:

---

Cell or Home Phone:

---

Email Address:

---

Branch or Individual Member's Name:

---

Amount of Request: \_\_\_\_\_

ADDRESS EACH OF THE FOLLOWING ITEMS IN YOUR PROPOSAL. (2 page maximum)

1. What does your program do to enhance the mission of AAUW? What are the expected outcomes? Describe what you will do with the funds you have requested.
2. Why should your proposal be selected for funding? (What problem will this solve? How will members and/or the public benefit? What makes it innovative?)
3. What other support (financial or otherwise) will be needed to make use of this grant award? How will you secure this support?
4. List specific expenditures planned for your project and identify which will be funded by this grant request and which by other sources, if any.
5. List any plans for collaborating with other community organizations.
6. How will this project be evaluated? What are the plans for long term follow-up?
7. What is the tentative time line for completion of this project?

ACCEPTANCE AND SIGNATURES: - MUST BE SIGNED BY BRANCH PRESIDENT AS WELL AS APPLICANT

We/I have read and understand the guidelines established for the AAUW CA State Projects Grant Program. We/I will abide by the AAUW CA policies in implementing this project and agree to follow AAUW CA policies and procedures to access funds. We/I understand that funding will be restricted to those items specifically noted in the approved grant budget. We/I understand that following the completion of this project, the project may be made available to all AAUW CA branches.

APPLICANT'S SIGNATURE: \_\_\_\_\_ DATE \_\_\_\_\_

Project Oversight Committee use only

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DATE RECEIVED \_\_\_\_\_ BY: \_\_\_\_\_

## AAUW CA State Project Grant Guidelines

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### General Purpose:

AAUW CA will provide financial assistance to branches, other affiliated entities or individual members that propose a potential new state project. Existing projects overseen by the AAUW CA Project Oversight Committee are Tech Trek and Speech Trek.

### Qualifications:

All branches, other affiliated entities, and AAUW members are eligible to apply.

### How Grants are Chosen:

The AAUW CA Project Oversight Committee will evaluate and score the applications based on the responses provided to the questions on the grant application. Grants to be funded are subject to approval by the AAUW CA Board of Directors.

### Amount and Terms of Award:

State Project Grants will be awarded in amounts up to \$500, based on available funding. There will be a maximum of two \$500 grants per fiscal year. All grant funds awarded must be used within 12 months, with the possibility of a second year of funding.

### Criteria for Selection:

- Preference will be given to applications that clearly demonstrate how the grant will directly enhance the mission of AAUW.
- Incomplete applications may not be considered.
- Late applications will not be considered but may be held until the next cycle.

### Application Procedures:

Grants will be awarded in April for the following fiscal year. Applications must be received at the AAUW CA office by March 1<sup>st</sup>, 2019

### Funding Procedures:

AAUW CA will create an account for each grantee. All expenditures must be made in accordance with AAUW CA guidelines and must be made in support of the originally approved project.

### Reports:

Each grantee is required to provide a summary report to the AAUW CA Project Oversight Committee within 45 days of completion of the grant-funded project. Reports should include a description of how the grant enhanced the AAUW mission. A representative from AAUW CA may be assigned to conduct a follow up interview. Grantees may be asked to present their work to the AAUW CA Board of Directors.

### Questions/Contact:

For additional information, contact Lynne Batchelor 858-451-6764 or by email at [Lynneaauw@aol.com](mailto:Lynneaauw@aol.com)



## Log Sheet: AAUW California Motions

The board secretary is responsible for maintaining a log of all motions submitted to the board of directors for consideration.

- Copies of routine motions must be filed with the meeting minutes.
- Copies of motions to amend Policies and Procedures (P&Ps) must be filed with the meeting minutes and, if approved by Governance and the board, forwarded to the AAUW California office to update the P&P document and archive the amendment.

The log should include all actions on P&P amendments, such as:

- Date of approval by Governance
- Date submitted to the office
- Date incorporated in the standing P&Ps document

Motion #	Date	How Submitted			P&P Amendment Y/N	Status		
		Motion in Committee Report	Motion at BOD Mtg	Motion Between BOD Mtgs		BOD Approved/Date	BOD Defeated/Date	Other Actions/Dates



## Motion Form for Actions Between Meetings

**Motion**  Check if this motion is to amend Policies and Procedures.\*

I move to:

\_\_\_\_\_  
\_\_\_\_\_

Purpose and relevant background:

\_\_\_\_\_  
\_\_\_\_\_

Financial impact (if any):

\_\_\_\_\_

Submitted by: \_\_\_\_\_ Date \_\_\_\_\_

Seconded by (if required): \_\_\_\_\_ Date \_\_\_\_\_

Approved by Governance (if required): Yes No Date: \_\_\_\_\_

Submit to president at [statepresident@aauw-ca.org](mailto:statepresident@aauw-ca.org).

**\*Motions to amend Policies and Procedures must first be submitted to the Governance Committee at [governcomm@aauw-ca.org](mailto:governcomm@aauw-ca.org) for approval. See "Procedures for Motions to Amend Policies & Procedures."**

### Official Use Only

#### **Voting Instructions for Directors**

Comments by conference call or email (using Reply All) are allowed until the close date of \_\_\_\_\_.

This vote will be by conference call scheduled for \_\_\_\_\_. Call-in details will be provided.

This vote will be by email. Send your vote (Aye, Nay or Abstain) to [secretary@aauw-ca.org](mailto:secretary@aauw-ca.org) by \_\_\_\_\_.

This vote will be by online survey or other means. Details will be provided.

-----  
Date motion received: \_\_\_\_\_ Date motion distributed: \_\_\_\_\_

Motion # \_\_\_\_\_ Action: Approved Defeated Postponed until \_\_\_\_\_

Record of vote: \_\_\_\_\_ Ayes \_\_\_\_\_ Nays \_\_\_\_\_ Abstentions \_\_\_\_\_

Recorded in minutes at Board of Directors' meeting on \_\_\_\_\_

## Procedure Checklist for Action Between Meetings

1. Director completes “Motion Form for Action Between Meetings.”
2. Director submits form to president for approval to send to the board.\*
3. President forwards approved motion to board secretary.
4. Secretary:
  - a. Indicates on form how vote will be conducted.
  - b. Adds the appropriate dates on the form:
    1. Date received
    2. Date distributed to directors
    3. Closing date for discussion (by email or conference call)
    4. Deadline for vote (no less than three days from distribution)
  - c. Distributes form to all voting members within 48 hours with a clear email subject line.

Examples:

AAUW CA BOD Vote Required by \_\_\_\_\_ . AAUW  
CA BOD Conference Call Vote on \_\_\_\_\_ .

- d. Collects and records each director’s vote. Sends reminders as necessary.
  - e. Notifies president of result.
  - f. Indicates final vote on the motion form.
  - g. Numbers the motion in correct sequence.
  - h. Files updated motion form at AAUW California office.
5. President notifies board of results of vote.
  6. Secretary records results in minutes of next regular board meeting.

**Exception:** Motions to amend Policies and Procedures must first be submitted to the Governance Committee at [governcomm@aauw-ca.org](mailto:governcomm@aauw-ca.org) for approval.



## Procedure for Motions to Amend “Policies and Procedures”

Note: A full review of the AAUW CA Policies and Procedures takes place every two years. This procedure is to be used for action between reviews for items that are “urgent” in nature. Recommendations can be made directly to the AAUW CA Governance Chair at any time for consideration in the biennial review and update.

1. Whenever possible, motions to amend P&Ps must **first be submitted to the Governance Committee** at [governcomm@aauw-ca.org](mailto:governcomm@aauw-ca.org).
  - a. Submit four weeks prior to a board meeting or voting deadline.
  - b. Use the email subject “AAUW CA P&P AMENDMENT.”
  - c. Cite the section by number and title.
  - d. State the concept of what the addition/correction should be. The committee has editorial license to write it in the correct format and semantics.
2. The Governance Committee will advise the submitter if the proposed motion is acceptable and share any revisions.
3. The motion can be submitted for board approval in three ways:
  - a. Through the quarterly committee report that is submitted in advance of a Board of Directors’ meeting.
    - a. Indicate that the motion is for a P&P amendment.
    - b. Indicate that it has been approved by Governance with the date.
  - b. By a director during a board meeting.

Indicate that the motion is for a P&P amendment on the two-part carbon form “AAUW California Motion Form.”
  - c. By a director in between board meetings.

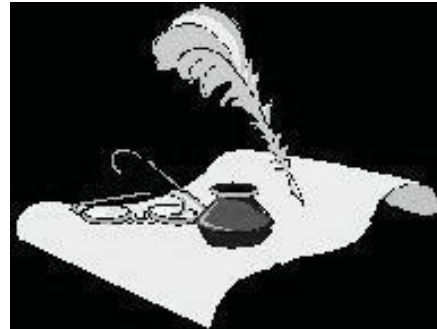
Follow the instructions on the form “Motion Form for Actions Between Meetings.”

NOTE: If a motion not previously approved by Governance is introduced and approved by the board, it is **the board secretary’s responsibility** to forward it to [governcomm@aauw-ca.org](mailto:governcomm@aauw-ca.org) for final review after the fact. If the motion is not compliant, Governance will return it to the board to be reconsidered.

4. It is the **board secretary’s responsibility to maintain a log** of all motions submitted to the board and track their status using the form “Log Sheet – AAUW California Motions.” P&P amendments must be specifically flagged and tracked in the log.
5. Once approved by both Governance and the board, the **board secretary will forward the P&P amendment** to the AAUW California office and to the AAUW CA Governance Chair to incorporate in the next version of the document.

## Resolutions Guidelines 2013-2014

Submission Deadline: November 15, 2013



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 for evaluation no later than November 15, 2013.

The purpose and scope of resolutions and detailed procedures on how a resolution is evaluated are available on the AAUW CA website in Policy 111 of the Policy and Procedures in the AAUW CA Business section under Governance.

The format for resolutions is available on the AAUW CA website in the Forms and Documents section.

Keep a copy for your files and mail or email a copy on or before the announced deadline to the AAUW CA office and to the Parliamentarian.

AAUWCA  
1331 Garden State Highway  
Suite 100  
Sacramento, CA 95833  
[office@aauw-ca.org](mailto:office@aauw-ca.org)

Tracey Clark  
7979 E. Saffron St.  
Anaheim, CA 92808  
[tclark@aauw-ca.org](mailto:tclark@aauw-ca.org)

## Format for Proposed Resolution

Resolution Title/Subject:

Relationship to AAUW Program: (see the Public Policy Principles & Action Priorities on the AAUW CA website in the 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:



## 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*  *Zip Code Order*

**Signature of State President /approval:**

Printed Name:

Date:

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

Printed Name:

Date

Request Denied by:	Date:
Comments:	



**EXPENSE VOUCHER AAUW-CA**

Attach receipts and mileage printout as necessary

All Vouchers for reimbursements must be submitted **within 45 days of expense incurred or date of receipt**

Submit Vouchers (and receipts) to: Patricia Ferrer, CFO, 365 Ultimo Ave, Long Beach, CA 90814

or email with scanned receipts to [cfo@aauw-ca.org](mailto:cfo@aauw-ca.org)

Rev 06/04/2018

**Committee members--read special instructions on Instructions tab below.**

**Submittal Date:** \_\_\_\_\_

**Submitted By:** \_\_\_\_\_

(Name or signature)

**Remit To:**

**E-Mail:** \_\_\_\_\_

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

**Telephone:** \_\_\_\_\_

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

**Approval Signature:** \_\_\_\_\_

(State Committee Chair/State CFO)

Date	Brief Description	Account (from yellow boxes below)	Specific Travel Event or Committee (blue boxes)	Class (leave blank if you don't know)	Claimed	Allowed (CFO Use ONLY)
<b>For Office Use Only:</b>					\$0.00	\$0.00

Approval Date: \_\_\_\_\_ Initials: \_\_\_\_\_ Voucher Total: \$ \_\_\_\_\_ Check # \_\_\_\_\_

Travel	Committee	Use ONLY with CFO Approval			Class (Choose One)
July BOD*	Branch Support	Leadership	Audit/Tax	Permits & Fees	Administration Convention State Activities Membership Public Policy
October BOD	Communications	Marketing/Dev	Convention	Postage & Shipping	
January BOD	Elections	Membership	Dues to Others	Printing & Copying	
April BOD	Executive	Program	Equip Lease	Rent	
New Board Retreat	Finance	Public Policy	Funds Luncheon	Repairs & Maintenance	
President's Travel	Funds	SPOC	Leadership Days	Storage	
Exec Committee	Governance	YWTF	Legal Fees	Supplies	
Other			Lobbyist	Taxes	
			Other Event	Telephone	
			Payroll	Web	
			Other:	Miscellaneous	