



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

**POLICIES  
AND  
PROCEDURES**

*January 2021*

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# Introduction

The AAUW California 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 California Policies and Procedures are to be used in conjunction with the AAUW California 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 California 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These policies and procedures may be amended, suspended (for a specific purpose and time frame), or rescinded by a majority vote of the board of directors.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 California.

AAUW California Governance Committee

## Policy 101 - Office and Office Manager

<b>101.1</b> <b>Office - An Overview</b>	<p>AAUW California maintains an office in Sacramento. The state business of the Board of Directors and committee chairs is centralized, as appropriate, through the state office. The AAUW California president oversees the office.</p> <p>The Executive Committee of the Board of Directors serves as the personnel committee.</p>
<b>101.1.1</b> <b>Responsibility of Executive Oversight</b>	<p>The Executive Committee, i.e., the state president and the chief financial officer, through their oversight, do the following:</p> <p>Review all documents for signing or renewal pertaining to office operations, e.g., leases, agreements, contracts.</p> <p>Ensure best business practices are in place for the administration of the office and its related functions, facilities and equipment.</p>
<b>101.1.2</b> <b>Responsibility of the State President</b>	<p>The state president has overall responsibility for and must sign leases, agreements, contracts and all legal documents pertaining to the corporation.</p>
<b>101.2</b> <b>Office Manager – The Role</b>	<p>The office manager’s role is to support AAUW California’s mission and vision through the delivery of services to state officers, state committees, branches and members.</p> <p>The office manager is an at-will employee of the corporation and may not accept outside employment without the express approval of the board.</p> <p>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.</p>

<p><b>101.2.1</b> <b>Responsibilities of the Office Manager</b></p>	<p>The office manager has the following responsibilities:</p> <ul style="list-style-type: none"> <li>● Provides general information to members, prospective members and the public.</li> <li>● Produces and distributes regularly scheduled communications and mailings of the state that the state Communications Committee does not handle.</li> <li>● Provides bookkeeping functions that support the financial operations of the state.</li> <li>● 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 bylaws are filed at National and each branch is responsible for the archival of its other documents, such as financial records and Policies and Procedures.</li> <li>● Maintains an asset list and files of letters of agreement for equipment use. Reference: Policy 102-Equipment.</li> <li>● Serves as the assistant to the secretary of the corporation, and performs all related duties delegated by the secretary.</li> <li>● Serves as the assistant to the chief financial officer (CFO) of the corporation and performs all related duties delegated by the CFO.</li> <li>● Receives general oversight from the CFO on all related financial duties.</li> <li>● 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.</li> </ul>
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## Policy 102 – Equipment

<b>102.1</b> <b>AAUW California</b> <b>Assets –</b> <b>Responsibility</b>	<p>The office manager, in consultation with the president and chief financial officer, tracks and maintains the list of owned/leased equipment that AAUW California possesses. The equipment is for the performance of AAUW California business.</p>
<b>102.2</b> <b>Loaning Equipment</b> <b>– Procedure</b>	<p>The AAUW California board members may borrow equipment from the AAUW California office during their term. Board members need to follow these steps when borrowing AAUW California equipment:</p> <p>Step/Action</p> <ol style="list-style-type: none"> <li>1. Obtain a letter of agreement from the AAUW California office.</li> <li>2. Review the terms of the loan, including responsibility for maintenance and protection of the equipment from damage or loss.</li> <li>3. Fill out the letter of agreement to borrow AAUW California equipment.</li> <li>4. Sign the letter.</li> <li>5. Send the physical letter or email a copy to the AAUW California office and retain a copy in the board member's files.</li> <li>6. Notify the AAUW California office manager of the date for equipment pickup.</li> </ol>



## Policy 103 – Interbranch Councils (IBCs)

<b>103.1</b> <b>Purpose</b>	<p>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 California mission, purpose and Use of Name policy. However, an IBC is not recognized as an affiliate of National AAUW.</p>
<b>103.1.1</b> <b>Why IBCs Exist</b>	<p>IBCs exist to:</p> <ul style="list-style-type: none"> <li>● Foster communication among branches.</li> <li>● Encourage multi-branch activities.</li> <li>● Alert branches to act on intercity or inter-county issues.</li> <li>● Establish local positions that are consistent with AAUW’s positions on issues affecting the interbranch area.</li> <li>● Engage in activities that enhance and promote AAUW California membership and programs.</li> </ul>
<b>103.2</b> <b>Organization and Structure – Composition</b>	<p>The following compose the members of the IBC:</p> <ul style="list-style-type: none"> <li>● IBC officers</li> <li>● Branch presidents or designated branch members</li> <li>● Branch public policy chair.</li> <li>● State and AAUW team members</li> <li>● All interested branch members</li> </ul>
<b>103.2.1</b> <b>IBC Dues</b>	<p>Each IBC determines its dues based on anticipated income (if any) from other sources and expected expenses, such as:</p> <ul style="list-style-type: none"> <li>● Mailings</li> <li>● Printing of minutes</li> <li>● Membership in coalition organizations</li> <li>● Publicity</li> <li>● Meeting space costs</li> </ul> <p>Since an IBC is not an affiliate of AAUW, we recommend that dues and other IBC funds be maintained with one of its member branches rather than in a separate IBC bank account. IBCs can also choose to divest themselves of all funds and share expenses for events among branches as the need arises.</p>
<b>103.2.2</b> <b>Officers</b>	<p>Each IBC has officers or a governing committee responsible for carrying out the duties of the council.</p>

<b>103.2.3</b> <b>IBC Governing Documents</b>	<p>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.</p> <p>The AAUW Governance Committee and parliamentarian are available for consultation to IBCs regarding governing documents.</p>
<b>103.2.4</b> <b>IBC Meeting Schedule</b>	<p>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.</p>
<b>103.2.5</b> <b>IBC Bank Accounts</b>	<p>Since an IBC is not an affiliate of national AAUW, it does not have tax exempt status through AAUW. Having its own bank account creates a requirement for the IBC to obtain its own tax exempt status and file annual tax reports with the IRS, California Franchise Tax Board (FTB) and California Attorney General's Office. Hence, we do not recommend that IBCs have their own bank accounts. Maintaining IBC funds in one of its member branches would be a better option. IBCs can also choose to divest themselves of all funds and share expenses for events among branches as the need arises.</p> <p>Note that if an IBC maintains funds in one of its branches, it should create some policies to ensure oversight of these funds.</p>
<b>103.2.6</b> <b>IBC Fundraising</b>	<p>Since an IBC is not an affiliate of national AAUW, it is not permitted to raise funds as an AAUW entity (see national AAUW Fundraising Policy 501). Any fundraising should be done through one of its branches.</p>

## Policy 104 – Conflict of Interest

<p><b>104.1</b> <b>Conflict of Interest – Rule</b></p>	<p>Service on behalf of AAUW California 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.</p> <p>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.</p> <p><i>AAUW leaders, at any level, are encouraged not to compromise their fiduciary responsibilities in this way.</i></p>	
<p><b>104.2</b> <b>Definition, Conflict of Interest</b></p>	<p>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.</p>	
<p><b>104.2.1</b> <b>Conflict of Interest – Guidelines</b></p>	<p>Board and committee chairs are to follow these guidelines regarding conflict of interest (COI) conditions:</p>	
	COI	Guidelines
	<p>If a conflict exists,</p>	<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> <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 California's jurisdiction.</p> <p>Disclose any large personal financial/investment positions that overlap with AAUW California'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,	The board shall determine the continuation of membership or the person's participation in their role.
<b>104.2.2</b> <b>Definitions –</b> <b>Conflict of Interest –</b> <b>Examples</b>	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 California.
	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 California, that person shall resign her/his volunteer position prior to applying for employment.

<b>104.3 Disclosure Form</b>	<p>Annually, at the beginning of the AAUW program, each director, appointed chair, and project manager shall sign the disclosure form regarding conflict of interest.</p> <p>Note: The Conflict of Interest Disclosure Form can be found in the Appendix section of the Policies and Procedures document.</p>
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## Policy 105 – Internet Guidelines

<p><b>105.1</b></p> <p><b>Purpose and Authority – Overview</b></p>	<p>The AAUW California website, <a href="http://www.aauw-ca.org">www.aauw-ca.org</a>, (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 California’s nonprofit and tax-exempt status.</p> <p>Use of social media is governed by commonly accepted guidelines developed by the state Communications Committee.</p> <p>(See <b>AAUW California Communications Committee Social Media Guidelines</b> in Appendix.)</p>
<p><b>105.1.1</b></p> <p><b>Purpose</b></p>	<p>The purpose of this policy is to maintain the integrity of AAUW California on the internet and in other online communications and to avoid the use of AAUW California’s name in ways inconsistent with its image, mission, policies, and programs.</p>
<p><b>105.1.2</b></p> <p><b>What is Covered</b></p>	<p>The policy is binding to:</p> <ul style="list-style-type: none"> <li>Any entity or individual who uses, accesses, or links to the state website—including logos, written content, photographs, graphics, video, and audio.</li> <li>Use of, access to, or linkage to the state website which constitutes acceptance and agreement and is bound by the terms in this policy.</li> </ul> <p>AAUW California has the right to restrict or revoke access to any entity or individual who violates any provision of this policy.</p>
<p><b>105.1.3</b></p> <p><b>For Inquiry</b></p>	<p>Any inquiries about the state website or this policy should be directed to <a href="mailto:webteam@aauw-ca.org">webteam@aauw-ca.org</a> or <a href="mailto:office@aauw-ca.org">office@aauw-ca.org</a>.</p>
<p><b>105.2</b></p> <p><b>Content of State Website - Development</b></p>	<p>AAUW California staff and leaders develop the state website content and the AAUW California Communications Committee maintains the website for distinct audiences.</p>
<p><b>105.2.1</b></p> <p><b>Three Distinct Audiences</b></p>	<p>The three distinct audiences are:</p> <ul style="list-style-type: none"> <li>AAUW members, e.g., branch leaders, branch members, national members, college/university partners and student affiliates</li> <li>Office staff</li> <li>Public and prospective members</li> </ul>

<b>105.2.2 Member Website Usage</b>	<p>AAUW members may use the content of the state website...</p> <ol style="list-style-type: none"> <li>1. For AAUW branch websites and online notices for AAUW activities.</li> <li>2. To access standardized logos and placement specifications that adhere to the rules of the member center at <a href="http://www.aauw.org">www.aauw.org</a>, the website of national AAUW, our parent organization.</li> <li>3. To access and reprint materials in accordance with this policy if credit is given to the AAUW California website and usage is consistent with AAUW's mission, policies, and programs.</li> <li>4. For marketing (with prior approval from AAUW California) on the state website to market, sell products, or raise funds across state lines, including marketing, sales, and fundraising via the internet.</li> <li>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.</li> <li>6. If the state website is not linked to or used for personal or professional financial or political gain by any member.</li> </ol>
<b>105.2.3 Office Staff Usage</b>	<p>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.</p> <p>The state website cannot be linked to or used for personal or professional financial or political gain.</p>
<b>105.2.4 Public and Prospective Members Usage</b>	<p>The public, including prospective members can find information on California branches, such as:</p> <ul style="list-style-type: none"> <li>• A branch locator and links to California branch websites</li> <li>• How to sign up for California Action Alerts to join their voices with AAUW California members in pursuing AAUW's public policy priorities</li> <li>• Branch and state events that are fundraisers for AAUW and/or are open to the public</li> </ul>
<b>105.3 Links – How Used</b>	<p>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 California.</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> </ul>

	<ul style="list-style-type: none"> <li>● AAUW California is not responsible for any content on sites or web pages linked from the state website. Since AAUW California does not control those websites, individuals are encouraged to review the privacy and other policies posted on these third-party sites.</li> <li>● AAUW California does not support or endorse any activities on third party sites that may not be consistent with AAUW 's mission, policies, and programs.</li> </ul>
<b>105.4 Privacy on Website and Other Electronic Communications - Overview</b>	AAUW California is committed to protecting the privacy of people who use the state website. Visitors to the state website remain anonymous, and AAUW California does not attempt to obtain or retain personally identifiable information except as specifically stated.
<b>105.4.1 Use of Identifiable Information</b>	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 California obtains the names of potential supporters by renting membership lists of like-minded organizations and publications. Sometimes, instead of paying the rental fee, AAUW California exchanges its list with another group's list for a single use approved by the board. By receiving mail from other similar groups, AAUW California grows its programs and services.
<b>105.4.2 Personal Information in Emails</b>	Personal information in emails sent to staff or AAUW California 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.
<b>105.4.3 Guidelines for Publishing Personal Information</b>	<p>The state website will publish personal information with the following guidelines/restrictions:</p> <ul style="list-style-type: none"> <li>● 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.</li> </ul> <p>For example: the president will have her/his name linked to email through statepresident@aauw-ca.org.</p> <ul style="list-style-type: none"> <li>● 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.</li> </ul>



	<ul style="list-style-type: none"> <li>• Anyone who objects to his/her contact information or picture being posted in this way may contact the Communications Committee chair or the AAUW California president. The information/picture will be removed as quickly as possible.</li> </ul>
<b>105.5</b> <b>Email Lists – How Used</b>	<p>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).</p> <p>State board and committee email groups are restricted to the members of those groups, but any AAUW California member may request subscription to the mail group lists used for branch broadcasts.</p>

## Policy 106 – Publications

<b>106.1 Membership Publications - Overview</b>	<p>The Communications Committee prepares and distributes the <i>California Connection</i>, a monthly e-newsletter sent to all AAUW California members. The publication provides news and information about the state’s programs, projects, elections, events, and other activities in a lively format to engage branch members. The Communication Committee may also prepare and publish other publications, electronic or printed, to be sent directly to members.</p>
<b>106.1.1 Advertising in Membership Publications</b>	<p>Advertisements may be considered for placement in AAUW California publications if appropriate. These 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 California state office. (See Policy 105-Internet Guidelines for information about website link advertising).</p>
<b>106.2 Administrative Packet - Overview</b>	<p>The AAUW California office prepares the branch administrative packets in accordance with the schedule that the state president develops. Costs, if any, are funded through the state budget.</p> <p>Branch administrative packets consist of:</p> <ul style="list-style-type: none"> <li>● Letters by directors and committee chairs to their branch counterparts</li> <li>● A list of directors and committee chairs</li> <li>● A work calendar</li> <li>● Any items of information that need branch attention</li> </ul>
<b>106.2.1 Administrative Packet Distribution</b>	<p>Distribution will be electronic to the following:</p> <ul style="list-style-type: none"> <li>● All directors, appointed chairs, IBC chairs, committee chairs, and branch presidents, including those holding shared positions.</li> </ul>
<b>106.2.2 Pre- Annual Event Packet</b>	<p>If necessary pursuant to the type of Annual Event to be held, a pre-meeting packet containing items pertinent to conducting AAUW California meeting business may be prepared and must be approved by the president, Annual Event manager and meetings planner. The AAUW California office produces and distributes the packet.</p>
<b>106.3 Special Publications - Definition</b>	<p>AAUW California may undertake special publications that have specific goals or objectives, a limited term, and are not addressed elsewhere within the current AAUW California program.</p>

<p><b>106.3.1</b></p> <p><b>Special Publications – The Creation Process</b></p>	<ol style="list-style-type: none"> <li>1. The state president will appoint an ad-hoc committee and will receive, review and make recommendations regarding publication projects.</li> <li>2. If funding is necessary, the committee will submit recommendations to the finance committee regarding funding the publication project and request a specific budget allotment.</li> <li>3. The president, then, will facilitate the approval and implementation of recommendations of the ad-hoc committee, including the following: <ul style="list-style-type: none"> <li>● Assisting in the development and execution of publications.</li> <li>● Reviewing and approving final drafts of publications.</li> <li>● Reporting all publications recommended for approval by the ad-hoc committee to the board for authorization.</li> <li>● Approving, funding and naming a project manager responsible for implementing the publication project as approved by the board.</li> <li>● Monitoring the progress of the project.</li> <li>● Receiving the final evaluation.</li> <li>● Ensuring that all insurance, risk management, and legal requirements of a project are met.</li> </ul> </li> </ol>
<p><b>106.3.2</b></p> <p><b>Special Publications – Requirements</b></p>	<ol style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>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.</li> </ol>

## Policy 107 – Release of Member Information to Third Parties

<p><b>107.1</b> <b>Members</b> <b>Personal</b> <b>Information -</b> <b>Confidentiality</b></p>	<p>Personal information about AAUW California 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 California is a member. The president and at least one other director must both give approval for such a release.</p> <p>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.</p>
<p><b>107.2</b> <b>State Directory</b></p>	<p>AAUW California office annually compiles a directory of state and branch leaders from information submitted by the branches and state leadership team. (See current <b>AAUW California Directory</b> available online. Click <a href="#">HERE.</a>)</p> <p>Distribution guidelines are that:</p> <ul style="list-style-type: none"> <li>• The directory is for the internal use of the membership and leaders.</li> <li>• It must not be distributed or copied for any outside organization without written permission of the president.</li> <li>• Requests for permission to use parts of the directory for a one-time informational mailing must be made in written format to the state office and approved by the president.</li> <li>• Use of the directory for any purpose that conflicts with adopted AAUW positions shall be considered misuse of name.</li> </ul>
<p><b>107.3</b> <b>Reporting</b> <b>Requirements</b></p>	<p>The reporting requirements are as follows:</p> <ul style="list-style-type: none"> <li>• AAUW California will comply with all legal and other reporting requirements.</li> <li>• Information requests and other requirements imposed by AAUW California insurance carriers as conditions of coverage and by government agencies responsible for non-profit organizations will be satisfied.</li> <li>• All required legal forms and information for/about office staff will be filed in accordance with state and federal laws.</li> <li>• Donations made to AAUW Fund will be handled in accordance with all applicable IRS guidelines.</li> </ul>

<b>107.4</b> <b>Mailing Labels - Guidelines</b>	<p>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).</p> <ul style="list-style-type: none"> <li>• 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, 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.</li> <li>• Requests for mailing labels that do not meet AAUW standards or these policies shall be rejected.</li> <li>• The fee for providing mailing labels shall be set by the finance committee.</li> </ul>
<b>107.4.1</b> <b>Organization Purchase of Mailing Labels</b>	<p>The mailing labels will be available for purchase by magazines, direct mail advertisers and other potential revenue sources within the following limits:</p> <ul style="list-style-type: none"> <li>• The publication or product must not be detrimental to women or society in general.</li> <li>• The publication or advertiser must not promote societal conditions or political programs detrimental to women.</li> <li>• The purchase of the mailing labels by an advertiser does not constitute an endorsement of the product.</li> </ul>
<b>107.4.2</b> <b>Individual Purchase of Mailing Labels</b>	<p>The mailing labels will be available for purchase by individuals as follows:</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• For campaign purposes when seeking national AAUW elected office. (See Policy 502 on Elections concerning mailing labels for campaigns for state election.)</li> <li>• For other purposes subject to these general guidelines and to any additional conditions requested by the president.</li> </ul>
<b>107.4.3</b> <b>Public Office Purchase of Mailing Labels</b>	<p>Mailing labels will not be made available to candidates for public office.</p>

<b>107.4.4</b> <b>Mailing Labels</b> <b>Contents</b>	<p>The mailing list from which the labels are made consists of information compiled from the state directory as submitted by branches and state leadership team, excepting those who have asked to have names removed.</p> <p>A member may, at any time, remove her/his name from the mailing list. College/university partners will automatically be excluded from the list.</p>
<b>107.4.5</b> <b>Mailing Labels</b> <b>Requests</b>	<p>Upon request, the AAUW California office manager shall send a standard form to those requesting labels together with a cover letter stating that AAUW California 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.</p>
<b>107.4.6</b> <b>Sample</b> <b>Mailing Label</b> <b>Request Form</b>	<p>The mailing label request form can be found in the Appendix of this document.</p>

## Policy 108 – Strategic Plan

<b>108.1 Strategic Plan - Overview</b>	<p>AAUW California shall have a strategic plan.</p> <ul style="list-style-type: none"><li>• It shall be based on the AAUW mission and vision for AAUW in California.</li><li>• It shall include statements of goals and measurable objectives.</li><li>• It shall be for a specific period (e.g., two years).</li></ul> <p>(See current <b>AAUW California Strategic Plan</b> available online. Click <a href="#">HERE</a>).</p>
<b>108.2 Responsibility</b>	<p>The board of directors has overall responsibility for the development and implementation of the strategic plan.</p> <p>A special committee of the board may be appointed by the president to develop the strategic plan.</p> <p>The plan shall be adopted by a vote of the full board at a regularly scheduled board meeting and implemented as adopted.</p>
<b>108.3 Reporting</b>	<p>Progress on implementing the plan will be reported to the membership annually. The board shall review and update or revise the plan annually.</p> <p>The board shall encourage branches to adopt strategic plans.</p>

## Policy 109 – State Projects

<b>109.1</b> <b>State Projects - Overview</b>	<p>AAUW California may establish special state projects that have specific goals or objectives, a limited term, and are not addressed elsewhere within the current AAUW California 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.</p> <p>Current state projects are: Tech Trek and Speech Trek.</p>
<b>109.1.1</b> <b>Budget</b>	<p>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.</p> <p>The president shall sign all contracts and the CFO shall sign all vouchers that exceed budgeted amounts.</p>
<b>109.1.2</b> <b>Sponsored Projects</b>	<p>Any state project endorsed by the board of directors shall have a project director, 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.</p> <p>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.</p> <p>An ongoing project must be self-funded, not requiring support from the AAUW California 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.</p>
<b>109.2</b> <b>Establishing New Projects - Application</b>	<p>An application for a new project must be submitted to the board for each proposal requesting to be approved as an AAUW California project. The application must include the following:</p> <ul style="list-style-type: none"> <li>● The goal or purpose of the project and expected outcomes</li> <li>● A description of the project</li> <li>● Information on who it will serve</li> <li>● A proposed budget detailing revenue and expenses</li> <li>● The number of members and community partners involved</li> </ul>



<b>109.2.1</b> <b>Establishing New Projects - Review</b>	<p>The board will evaluate the application and determine eligibility based upon the following minimum criteria:</p> <ul style="list-style-type: none"> <li>• Its relationship to AAUW California’s mission, purpose and priorities.</li> <li>• Proposed goals, objectives and timeliness.</li> <li>• Action plan and time frame.</li> <li>• Budget and evaluation procedures.</li> <li>• 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.</li> </ul>
<b>109.3</b> <b>State Project Director-Duties</b>	<p>A state project director may serve no more than five consecutive, one- year terms. The term of office shall encompass the project’s fiscal year. The director’s duties are to:</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Consult with key project personnel and assist them in implementation of the state project at the local or regional level.</li> <li>• Coordinate procurement of common materials and supplies for all regional or local projects (e.g. insurance riders, T-shirts, brochures, etc.).</li> <li>• Act as a liaison on project issues and questions between the key project personnel and state leadership.</li> <li>• Meet annually with project managers to help set goals and plans for the project.</li> <li>• Ensure that key project personnel submit timely reports, both programmatic and financial, annually or at the close of the project.</li> <li>• Consult with the board on issues specific to the project, and provide all records or communications required to conduct procedural and financial audits.</li> <li>• Make an annual report to the board at the close of program year, which shall include a financial statement showing actual expenditures in comparison to the budget.</li> </ul>
<b>109.3</b> <b>State Project Director - Duties, continued</b>	<ul style="list-style-type: none"> <li>• Ensure sound fiscal management of the project, including detailed budgeting and solicitation of contributions, donations and grants. (See also Policy 1008-Outside Funding.) <ul style="list-style-type: none"> <li>○ May authorize vouchers for budgeted amounts. Vouchers for amounts which vary from the budget must be signed by the CFO.</li> <li>○ If the same person occupies the roles required to authorize expenditures, the CFO signs all vouchers where a second signature is required as per AAUW California policies.</li> </ul> </li> <li>• Perform such other duties as requested by the president.</li> </ul>

## Policy 110 – Annual Report and Disclosures

<b>110.1</b> <b>Annual Fiscal Report - Requirement</b>	<p>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.</p>
<b>110.1.1</b> <b>Level of Detail</b>	<p>The report shall contain in appropriate detail the following:</p> <ul style="list-style-type: none"> <li>● 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.</li> <li>● A statement of the place where the names and addresses of the current members are located.</li> <li>● 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.</li> <li>● A statement of any transaction of indemnification if required by Section 8322 of the California Code of Corporations.</li> </ul>
<b>110.1.2</b> <b>Audit</b>	<p>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.</p>
<b>110.2</b> <b>Required Disclosures</b>	<p>AAUW California shall comply with the disclosure requirements of federal and state agencies to which it is subject.</p>

## Policy 111 – Resolutions

<b>111.1 Purpose and Scope of Resolutions</b>	<p>The purpose and scope of resolutions are:</p> <ul style="list-style-type: none"> <li>• Resolutions are the formal channel through which statements of belief, goals, and principles for which AAUW California stands can be expressed.</li> <li>• Resolutions may focus, develop and give direction to AAUW program and policy and should be the outgrowth of study/action by the membership.</li> <li>• Resolutions may be proposed by any member or branch and are adopted by the members by vote in state elections.</li> <li>• Resolutions assist in communicating AAUW California's priorities to the public.</li> <li>• Resolutions may establish a framework within which action may be taken.</li> <li>• Resolutions are intended for temporary action within a specific time frame.</li> </ul>	
<b>111.2 Resolutions Procedures</b>	<p>These are the steps to follow when proposing resolutions:</p>	
	<b>Responsibility</b>	<b>Action</b>
	Parliamentarian	<p>1. Prepares the call for proposed resolutions to be included in the administrative packet, including:</p> <ul 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.</li> <li>c. The correct form in which the resolutions should be written and submitted to the parliamentarian for review and approval.</li> </ul>
	President	<p>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.</p>
	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. Notify the proposed resolutions authors of the committee's approval or rejection with reasons for action on each proposed resolution.</p> <p>5. Submit 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

<b>201.1 AAUW California Purpose</b>	The purpose of AAUW California is to advance the mission of AAUW National, our parent organization.
<b>201.2 AAUW California Mission</b>	AAUW California facilitates California branches in meeting the vision and mission of AAUW by providing programs, education, and resources.
<b>201.2 Principles and Priorities</b>	The principles and priorities established by the national AAUW Board of Directors, as expressed in its policies, provide the framework for the work of AAUW California and the branches within the state.
<b>201.4 Assist Branches</b>	<p>AAUW California shall:</p> <ul style="list-style-type: none"><li>● Assist the development of new branches of AAUW National within the state.</li><li>● Promote, encourage, and coordinate the work of the branches throughout the state.</li><li>● Cooperate with AAUW.</li></ul>

## Policy 301 – Use of Name

<b>301.1 Use of Name Policy</b>	In accordance with AAUW policy titled 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.
<b>301.2 Freedom of Speech</b>	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.
<b>301.3 Violation Results</b>	Violation of AAUW's policy titled Use of Name and Logo will be referred to national AAUW, with the following possible results: <ol style="list-style-type: none"><li>1. A member's suspension for one year or expulsion from membership.</li><li>2. Loss of recognition of a branch or AAUW California.</li></ol>

## Policy 401 – Membership Categories and Dues

<b>401.1 Membership Categories - Eligibility</b>	AAUW membership eligibility is established by national AAUW's bylaws and Policy 200 (Membership Eligibility and Categories).	
<b>401.2 Membership Categories</b>	There are seven (7) major membership categories and two subgroups in AAUW. The following table lists and describes each one.	
	<b>Category</b>	<b>Description</b>
	Branch Member	An AAUW member in good standing who has paid national, state and branch dues.
	Dual Branch Member	An AAUW member who has membership in multiple branches.  National and state AAUW Membership is recorded and dues paid through only one branch, which is considered the member's primary branch. Local dues are then paid to each branch to which the member is a dual member.  If a member's primary branch is in another state, the member must pay AAUW California state dues to become a dual member of a California Branch. The member can pay the AAUW California state dues at the time local California branch dues are paid.
	AAUW California State Member	An AAUW member in good standing who has paid AAUW California dues but is not a member of a California branch.
	50-Year Honorary Member	An AAUW member in good standing who has been certified by the national organization that they have been a member of AAUW for a period of 50 years or longer, and therefore exempt from paying national or state dues.
	Life Member	An AAUW member who has paid life dues to national AAUW.  Life members who wish to be a member of a California branch or AAUW California state member must pay applicable state and branch dues.
	College/University Partner Member	College/university partner members are qualified educational institutions, including two-year or community colleges, that pay annual dues to AAUW.

	<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 California with the same rights and benefits as an individual member.</p>
	<p>Membership dues for AAUW California are \$20.</p> <p>AAUW California 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.</p> <p>The membership of new members who join after March 15 is valid through June 30 of the following year.</p>
<b>401.2.1</b> <b>AAUW</b> <b>California</b> <b>Dues - Other</b>	<p>AAUW California membership dues can vary according to these conditions:</p> <ol style="list-style-type: none"> <li>1. 50-Year Honorary Members (see 401.1.4, above) are exempt from paying state dues.</li> <li>2. State dues will be waived for past state presidents.</li> <li>3. State dues will be waived for college/university partner representatives.</li> <li>4. State dues for graduate students will be half the state dues.</li> <li>5. Student affiliates pay one-half the annual AAUW California fee for affiliation with AAUW California.</li> <li>6. State student affiliate fees are waived for e-student affiliates.</li> </ol>



## Policy 402 – Suspension or Termination of Membership

<b>402.1 Termination of Membership</b>	<p>Membership in AAUW California shall terminate on the occurrence of any of the following events:</p> <ol style="list-style-type: none"> <li>1. Resignation of a member upon notice to the corporation</li> <li>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</li> <li>3. Expulsion of membership as described in this policy</li> </ol>
<b>402.2 Suspension or Expulsion of Membership</b>	<p>The following are conditions for suspension or expulsion:</p> <ol style="list-style-type: none"> <li>1. Any AAUW California 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.</li> <li>2. A person whose membership is suspended shall not be a member in good standing during the period of suspension.</li> <li>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.</li> </ol>
<b>402.3 Procedure for Suspension or Expulsion</b>	<p>If grounds appear to exist for suspension or expulsion of a member pursuant to this policy the following procedures will be used:</p>

<b>402.3 Procedure for Suspension or Expulsion</b>	<b>Step/Action</b>	<b>Details</b>
	<ol style="list-style-type: none"> <li>1. Give the member 15 days prior notice of the proposed suspension or expulsion and the reasons for the proposed suspension or expulsion.</li> </ol>	<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</li> </ul>

		such methods of notice and if the corporation reasonably believes that the member will receive the notice.
	2. The member shall be given an opportunity to be heard, either orally or in writing, at least five days before the effective date of the proposed suspension or expulsion.	<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>
	3. Decide (the board or authorized committee) whether the member should be suspended, expelled or sanctioned in some other way.	<ul style="list-style-type: none"> <li>• The decision of the board or committee shall be final.</li> </ul>
	4. Notify the person whose membership is suspended that the member is no longer in good standing during the period of suspension.	<ul style="list-style-type: none"> <li>• Use the same procedures for notification as stated under #1.</li> </ul>
	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.	<ul style="list-style-type: none"> <li>• Use the same procedures for notification as stated under #1.</li> </ul>

## Policy 501 – Nominations to State Board

<b>501.1 Nominati on Process Stages</b>	<i>Nominations to the AAUW California state board of directors follows this process:</i>	
	<b>Stage</b>	<b>Action</b>
	1	<p>The Nominations and Elections Committee chair will confer with the Communications Committee chair on the upcoming publication dates that will affect the publication of candidate information on the AAUW California website and in other appropriate communications.</p> <p>The Nominations and Elections Committee chair will present the AAUW California board with a recommended calendar of deadlines for the submission of nominations. The deadline for candidate submissions must be no later than 30 days prior to the scheduled Annual Event and 30 days prior to the commencement of balloting (members are to be notified of the slate of candidates at least 30 days prior to balloting).</p>
	2	The board sets the deadline for electronic submission of nominations based upon the recommendations of the Nominations and Elections chair. Candidate submissions will include the following items: photos, goal statements and candidate information forms approved by the Nominations and Elections Committee (see appendices for forms).
	3	No later than six (6) months prior to the election, the Nominations and Elections chair shall notify all members of AAUW California of the director and officer positions open for election and request nominations. Such notice will be posted on the AAUW California website and communicated using all other appropriate methods as determined by the Communications Committee in collaboration with the Nominations and Elections Committee. (Reference: AAUW California Bylaws: Article XI. Nominations and Elections, Section c)
	4	<p>Each candidate submits, via the AAUW California website, correctly completed Candidate Information Forms, recent photos, and a goal statement of no more than 75 words.</p> <p>Each candidate may also submit a two-minute video that will be posted on the state website's candidate page.</p> <p>All information submitted by the candidate must be accurate. No additional information may be requested of the candidates by any person or entity other than the Nominations and Elections Committee.</p>
	5	<p>All candidate information must be received by the deadline set by the board of directors.</p> <p>The designated contact on the Communications Committee will provide the Nominations and Elections chair with regular updates of candidate information received.</p>

		No candidate information is posted to the website for general membership access without the express approval of the Nominations and Elections chair.
	6	<p>After the submission deadline, additional individuals wishing to become candidates may submit the required candidate information via the AAUW California website up until, but no later than, 30 days prior to the scheduled Annual Event of AAUW California.</p> <p>The Nominations and Elections Committee may also seek and propose additional qualified candidates up until 30 days prior to the scheduled Annual Event of AAUW California.</p>
	7	There are no nominations from the floor during the Annual Event. There will be space provided on the ballot for write-in candidates.
	8	<p>The Nominations and Elections Committee is responsible for preparing the election ballot and submitting it to the entity that has been identified to conduct the online balloting.</p> <p>The Nominations and Elections Committee places all candidates on the elections slate for each position in the order that the candidates filed to run for office or the date their candidate information was received online via the AAUW California website.</p>
	9	The Nominations and Elections Committee provides each candidate with complete information and guidelines pertaining to the nomination and election process.
	10	All 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).
	11	<p>The names of the nominees for elected office shall be published and distributed to every member at least 30 days prior to the election. (Reference: AAUW California Bylaws, Article SI: Nominations and Elections, d.)</p> <p>Each voting member of AAUW California will receive the slate of candidates and their individual information directly from AAUW California using available and appropriate communication methods. The same information will be posted on the AAUW California website.</p> <p>The information posted will include a photo, goal statement, branch affiliation from each candidate and a two-minute video if submitted.</p> <p>Additional nominations submitted after candidates have been published in AAUW California communications will be posted along with the original slate on the state website in the order they are submitted.</p>

	12	The Nominations and Elections Committee posts the Candidates Information Forms and goal statements on the members' only portal of AAUW California website. Hard copy of this information will be furnished to branch presidents upon written request. Written requests will be submitted to the Nominations and Elections chair and/or the AAUW California office via USPS letter or e-mail.
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## Policy 502 – Nominations for Candidates

<b>502.1 Candidate Campaign Rules</b>	The following is a list of the campaign rules for candidates running for AAUW California state office:	
	<b>Num.</b>	<b>Campaign Rule</b>
	1	All nominees that the Nominations and Elections 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 eleven elected directors' positions.
	2	Candidates running as a co-position are each considered an individual candidate under California Corporate Regulations and each candidate, if elected, exercises an individual right as a member of the board of directors. Each candidate for co-positions will have the same space on the state website and other appropriate platforms as an individual candidate.
	3	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 <b>Candidate Acknowledgment of Campaign Rules</b> in Appendix).
	4	Candidates may prepare a two-minute video for posting on the website at any time during the campaign. Prior to posting, the Nominations and Elections chair will preview the video for compliance and then authorize the Communications Committee to post the video.  Candidates are restricted to the posting of their photo, goal statement, branch affiliation, and campaign video on the AAUW California website. No other campaign messages may be posted.  Candidates are free to set up an independent website for their campaign and may refer the membership to that website in the online video.
	5	Candidate listing on the AAUW California website, other appropriate communications selected by the Communications Committee in consultation with the Nominations and Elections Committee and on the ballot will be based upon the date the candidate's information and agreement are received.
	6	Candidates' goal statements, photos and branch affiliation(s) will be published on the AAUW California website and other appropriate communications channels if they are received by the deadline.
	7	Candidates will be introduced at the Annual Event. There will be a table for candidates to display/distribute campaign literature. Candidates are free to circulate and campaign through the Annual Event, but there will be no formal campaign speeches at the event.

	8	<p>Informal meetings with voting members at AAUW California events include:</p> <ul style="list-style-type: none"> <li>• Not making speeches.</li> <li>• Limiting meetings with voting members and distributing campaign literature to designated spaces in the common areas of the Annual Event.</li> <li>• Meeting informally and not as part of the meeting agenda.</li> <li>• Understanding that the physical setup will be determined before each meeting by the organizing entity and will depend on the number of candidates and the available space.</li> </ul>
	9	<p>Candidates may ask for branch and member endorsements. The use of AAUW California stationery or AAUW California email systems to endorse or support candidates for statewide office is prohibited in order to avoid any appearance of the state organization's endorsement.</p> <p>Currently seated members of the board of directors are encouraged to take a neutral position on candidates running for office. If a director chooses to make an endorsement that director must do so without mentioning their position as a currently seated AAUW California director or officer.</p>
	10	<p>Candidates may request the member list from the state office and will be billed for any costs associated with procuring that list.</p> <p>Candidates are limited to no more than two US mailings and two email campaign distributions to members.</p> <p>Campaign mailings or emails must originate from the candidate or the candidate's supporters, not from any official AAUW California communications network.</p>
	11	All campaign mailings, including electronic distributions, must bear an indication of candidate approval.
	12	There are no limits on candidates' travel to visit branches and/or Interbranch Councils. These are considered informal gatherings and campaign rules do not permit candidate speeches at those meetings. Distribution of campaign materials is permitted.
<b>502.2 Candidate Campaign Finances - Guidelines</b>	The following is a list of the campaign rules related to finance for candidates running for AAUW California state office:	
	<b>Number</b>	<b>Campaign Finance Guideline</b>
	1	There is no requirement nor expectation that candidates spend ANY funds on campaigning. If candidates choose to do so, they must have a campaign treasurer to handle all donations (cash and in-kind), bookkeeping, and

		reporting. The Nominations and Elections chair will be advised of the person serving as a candidate's campaign treasurer and that person's contact information.
	2	Candidates may raise funds or donate to their own campaign to support their campaign activities and to cover expenses of attending the Annual Event. Campaign expenses are not reimbursable by AAUW California.
	3	There is a spending cap of \$750 for director races and the offices of CFO and secretary. The spending cap for President Elect is \$1000.
	4	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, photos for AAUW California publications, and AAUW California Annual Event expenses (registration, travel, food, and room).  Expenses within the capped spending amount include additional photos for brochures or other uses, graphic design, printing, promotional pieces (buttons or other such items), postage, mailing labels, telephone calls, supplies for set-up for "meet the candidates" events, and receptions held at the Annual Meeting prior to the elections (put on by individuals, branches, or other entities for the purpose of promoting the candidate).
	5	All candidates shall submit expense reports to the AAUW California office on April 1 and June 1.  Receipts, including signed receipts from in-kind donors, will accompany reports. The reports will be forwarded to the Nominations and Elections chair to be checked for compliance, errors and omissions.
	6	Candidates may not purchase advertising in any AAUW California state publication, including Annual Event programs.  Candidates may purchase advertising space in branch newsletters if the policy of the branch permits it.
<b>502.3 Ballot Measures</b>	The ballot includes, along with candidates running for state positions, any measure requiring a membership vote.	
<b>502.3.1 Ballot Measures - Require- ments</b>	<p>These measures may include at a minimum:</p> <ul style="list-style-type: none"> <li>● Public Policy Priorities (in odd-numbered years).</li> <li>● Resolutions.</li> <li>● Bylaws amendments that require a vote of the general membership for approval (per Article XXII of the AAUW California Bylaws).</li> <li>● Change in state dues.</li> </ul>	



<b>502.3.2 Ballot Measures – Procedures</b>	The following is a list of steps to be followed in placing ballot measures on the ballot.	
	<b>Step</b>	<b>Action</b>
	1	Each committee chair responsible for a ballot measure item gets approval for the final language of the measure as it is to appear on the ballot. <ul style="list-style-type: none"> <li>• Public Policy Priorities – Public Policy Chair</li> <li>• Resolutions – Parliamentarian</li> <li>• Bylaws Amendments (including change in state dues) – Governance Chair</li> </ul>
	2	Each committee chair responsible for a ballot measure ensures that the ballot measure, any background rationale, and fiscal impact analysis, if relevant, is published in the appropriate and available AAUW California communications and posted on the state website at least 30 days prior to voting.
	3	Each committee chair responsible for a ballot measure submits to the Nominations and Elections chair the ballot measure along with rationale and fiscal impact analysis, if relevant, to be included in the election materials being made available to the branches and general membership along with the candidate information.
	4	Each committee chair responsible for a ballot measure ensures that the Nominations and Election chair has the exact language of the measure as it is to appear on the ballot.
<b>502.4 Election Guidelines</b>	5	Each committee chair responsible for a ballot measure can have available to the membership an online discussion forum for their ballot measure. Forums will be available from March 15 <sup>th</sup> until the close of the election.  If logistically possible, a member of the board of the appropriate committee will facilitate a discussion forum immediately before or after the business sessions of the Annual Event.
	The following is a list of general guidelines for state elections:	

	1	Once the nominations are closed,	
		<b>If...</b>	<b>Then...</b>
		<ul style="list-style-type: none"> <li>• There are no ballot measures that require a membership vote, and</li> <li>• There are no contested elected positions,</li> </ul>	all candidates will be considered duly elected at the close of the annual meeting.
	2	The total number of AAUW California directors, including the officers, is eleven (11). When there are contested elections for the director positions, excluding the officers, the positions are filled by the candidates for director in descending order of votes received until all positions are filled.	
	3	In the case of a contested election for an officer's position, the candidate with the majority vote is elected.	
	4	<p>If there is tie in the number of votes that two candidates receive for an officer position, the successful candidate will be determined by the drawing of lots that the Nominations and Elections chair supervises.</p> <p>Per AAUW California Bylaws, election will be by plurality if there are three (3) or more candidates for a position or there are more nominees than positions to be filled for directors</p>	
	5	<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. The vacancy created by this resignation will be filled by appointment by the AAUW California Board of Directors. In the event there was a contested election and there were candidates that were not elected to a directorship, consideration will be given by the board to filling the vacancy with one of those candidates. This is a recommendation and not a mandate.</p>	
	6	<p>The Nominations and Elections chair is responsible for notifying the candidates of the election results prior to the election results announcement to the general membership. Once this is complete the Nominations and Elections chair will notify the Communications chair of the results and give the go ahead for posting to the website and other electronic communications to the general membership.</p> <p>The announcement of the election results will be posted for the membership on the AAUW California website and announced through electronic and/or other means of communication as soon as possible after the close of the election and the validation of the election results by the</p>	

		Nominations and Elections chair.
	7	The Nominations and Elections Chair/Committee has full oversight of the election process and puts protocols in place for a fair and unbiased election. All entities that collaborate to provide the membership with information and balloting are accountable to the Nominations and Elections Chair/Committee.
	8	All members voting in an AAUW California election must be members of AAUW California. Each member is entitled to one vote. Once a vote is cast it cannot be changed or withdrawn. If a member feels they made an error in casting their ballot due to technical issues the Nominations and Elections chair will be contacted and will make the final determination if the member may re-cast their vote.
	9	The Nominations and Elections Committee will provide information to the membership via the monthly Board to Board (B2B) newsletter, the AAUW California website and any appropriate written communications on the election process prior to the balloting to ensure each member has a clear understanding of the process and election guidelines.
	10	<p>The Nominations and Elections chair is responsible for procuring the elections vendor for the purpose of balloting. This can be an independent vendor or an entity/person within AAUW California who reports to the Nominations and Elections chair, who has the final say on all election protocols.</p> <p>All balloting methods used for the elections will respect the privacy of the voter. All election results and tallies will be destroyed six months following the election and the destruction of the data will be verified in writing to the Nominations and Elections chair.</p>
	11	<p>Per AAUW California Bylaws (Article XI Nominations and Elections, Section 2. Elections (a)), elections will be held in which all members may vote in person (if available), electronically, or by mail.</p> <p>The Nominations and Elections chair will work in consultation with the ballot vendor or individual to determine the process by which the electronic, by mail, or in person voting (if available) will take place. The process will be outlined in detail, with relevant deadlines and reporting expectations, prior to implementing the process.</p> <p>If the general membership list for AAUW California is obtained from National, a member of Nominations and Elections or the ballot vendor or individual will verify that the list does not contain members-at-large who reside in California and are not members of AAUW California. Only</p>

		members of AAUW California are entitled to vote in AAUW California elections.
	12	The balloting period will be open for three (3) weeks.
	13	The Nominations and Elections chair, in consultation with the Communications Committee, will ensure that all archival elections data (guidelines, candidate profiles, etc.) are scrubbed from the AAUW California website prior to the posting of the current election year data.

## Policy 600 – Officers of the Corporation

<b>600.1</b> <b>Overview</b>	<p>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.</p> <p>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 eleven (11) directors that compose the board of directors.</p>
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## Policy 601 – President

<b>601 – President - Role</b>	<p>The state president is the chief executive officer, administrator and coordinator of the corporation. As the chief executive officer, the president is the official representative of AAUW California in the activities of AAUW at the state, branch and community levels. The president is the presiding officer of the board of directors and is an ex-officio, non-voting member of all committees except the Nominations and Elections Committee.</p>
<b>601.1 Election Cycle</b>	<p>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.</p>
<b>601.2 How the President Serves</b>	<p>The president serves as the chair and a voting member of the Executive Committee. The president also:</p> <ul style="list-style-type: none"> <li>● Attends all other committee meetings whenever possible, except the Nominations and Elections Committee.</li> <li>● Promotes and interprets the mission, purposes, policies and program of AAUW.</li> <li>● Communicates AAUW information to state and branch levels and to the public.</li> <li>● 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.</li> <li>● Represents AAUW California in all work with other organizations and at all meetings and conferences, appointing a designated alternate representative when appropriate.</li> </ul>

<p><b>601.3</b></p> <p><b>The President's Responsibilities</b></p>	<p>The president has overall responsibility for AAUW California. The responsibilities include the following:</p> <ul style="list-style-type: none"> <li>● Planning the annual work calendar, taking into consideration all deadlines required to ensure the smooth progression of the work of the state.</li> <li>● Negotiating and signing all leases, agreements and contracts for AAUW California, 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).</li> <li>● General oversight of the office operations at the AAUW California office.</li> <li>● Countersigning all AAUW California 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.</li> <li>● 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.</li> <li>● 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.</li> <li>● Filing all required forms with AAUW pertaining to the names and addresses of incoming and continuing officers by the deadlines designated by AAUW.</li> <li>● 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 Committee chair to accomplish this responsibility.</li> <li>● Filing an annual report with AAUW's executive director by June 1.</li> <li>● Establishing a communication schedule at the beginning of the program year.</li> </ul>
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<b>601.4</b> <b>President as the</b> <b>Convening Officer</b>	<p>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.</p> <p>As convening officer, the president does the following:</p> <ul style="list-style-type: none"> <li>• Plans the schedules and agendas for board of directors and Executive Committee meetings.</li> <li>• 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.</li> <li>•</li> </ul>
<b>601.5</b> <b>President's</b> <b>Responsibility for</b> <b>Paid Office Staff</b>	<p>The president has overall responsibility for paid office staff. The president can:</p> <ul style="list-style-type: none"> <li>• Hire, in consultation with the CFO and one other director, paid office staff who will work under the direction of the president.</li> <li>• In consultation with the Public Policy Committee chair and one other director, interview independent legislative advocate candidates and recommend applicant(s) to the Executive Committee.</li> <li>• Review paid office staff performance and make recommendations to the Executive Committee regarding changes to conditions of employment.</li> <li>• Oversee and supervise office staff.</li> <li>• Review and approve all requests from outside organizations for membership information, in accordance with Policy 107- Release of Information to Third Parties.</li> </ul>
<b>601.6</b> <b>President's</b> <b>Responsibility for</b> <b>Leadership</b> <b>Recruitment</b>	<p>Has overall responsibility for developing and implementing a leadership recruitment plan. The president can:</p> <ul style="list-style-type: none"> <li>• Develop and implement a leadership recruitment plan and appropriate forms for appointed leadership positions.</li> <li>• 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.</li> </ul> <p>(See Policy 901-Committees, Appointments and Chairs).</p>
<b>601.7</b> <b>President's Action</b> <b>on Board</b> <b>Decision</b>	<p>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.</p>



<b>601.8</b> <b>President's Action</b> <b>on Board Decisions</b>	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.
<b>601.9</b> <b>President's Action</b> <b>on Appointments</b>	When appropriate, the president can recommend and endorse AAUW California members for appointments to outside organizations or agencies.

## Policy 602 – President-Elect

<b>602.1 President- Elect Election</b>	<p>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.</p>
<b>602.2 Voting Member</b>	<p>The president-elect is a voting member of the board as one of the 11 (eleven) directors and the Executive Committee, and is ex-officio, non-voting member of all committees except the Nominations and Elections Committee.</p>
<b>602.3 Leadership Emphasis</b>	<p>The president-elect gives special emphasis to leadership development.</p>
<b>602.4 Duties of President Elect</b>	<p>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).</p> <p>In the absence or disability of the president, the president-elect performs all the duties of the president.</p> <p>The president-elect also performs other duties as the president or board may direct.</p>

## Policy 603 – Vice President

<b>603.1 Vice President Election</b>	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.
<b>603.2 Voting Member</b>	The vice president is a voting member of the board as one of the 11 (eleven) directors, a voting member of the Executive Committee, and an ex-officio, non-voting member of all committees except the Nominations and Elections Committee.
<b>603.3 Duties</b>	<p>The duties of the vice-president are to:</p> <ul style="list-style-type: none"><li>• Perform all the duties of the president, in the absence or disability of the president.</li><li>• Assume all the powers of the president, when acting as president.</li><li>• Perform other duties as the president or board may direct.</li></ul>

## Policy 604 – Chief Financial Officer

<b>604.1 Voting Member</b>	<p>The chief financial officer (CFO) is a voting member of the board and the Executive Committee.</p>
<b>604.2 Responsible for Finance Committee</b>	<p>The CFO has overall responsibility for the finance committee. (See also Policy 906-Finance Committee). The CFO does the following:</p> <ul style="list-style-type: none"> <li>● Establishes the agenda and chairs all meetings of the finance committee.</li> <li>● In coordination with the meetings planner and Annual Event manager, develops a budget for the Annual Event for approval of the Executive Committee.</li> <li>● Presents the conferences and Annual Event budget for approval of the Executive Committee.</li> <li>● Ensures that all finance committee responsibilities are met.</li> </ul>
<b>604.3 Responsible for Managing Income and Expenditures</b>	<p>The CFO is responsible for managing all AAUW California income and operating budget. To do so, the CFO:</p> <ul style="list-style-type: none"> <li>● Solicits budget requests from board members and committee and task force chairs for consideration by the finance committee.</li> <li>● Presents the budget to the board of directors for approval.</li> <li>● Supervises the expenditure of state funds within the approved budget by receiving and authorizing bills and vouchers for payment.</li> <li>● Issues checks using either electronic payment through the bank or via check prepared by the office manager or CFO. <ul style="list-style-type: none"> <li>● Vouchers over \$2000.00 must be approved by the president before reimbursement is made.</li> </ul> </li> <li>● Consults with the president on any proposed lease, agreement or contract. (See also Policy 101 – Office and Office Manager).</li> <li>● Reports revenue and expenses quarterly to the board and to the membership at the annual meeting.</li> <li>● Submits quarterly investment reports to the board that provide a clear picture of the status of the current investment portfolio.</li> </ul> <p><u>Note</u>: A separate subtopic that follows describes the management report in greater detail).</p> <ul style="list-style-type: none"> <li>● 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.</li> <li>● Reviews all financial records of state sanctioned accounts by June 30.</li> </ul>

	<ul style="list-style-type: none"> <li>• Has signatory authority on all bank accounts held in the name of AAUW California, including conferences and convention accounts, AAUW Fund accounts, including savings and investment accounts.</li> <li>• Ensures that income tax and other government reports required of the state as a nonprofit corporation are filed.</li> <li>• Supervises the preparation of financial impact statements for proposed bylaws and resolutions.</li> </ul>
<b>604.4 Negotiates AAUW California Insurance Programs</b>	<p>AAUW California negotiates insurance programs as follows:</p> <ul style="list-style-type: none"> <li>• In consultation with the president, negotiates comprehensive liability, bonding, and directors' and officers' insurance, e.g., pricing, service agreements, customer contact.</li> <li>• Informs branches of insurance coverage, fees and deadlines.</li> <li>• Provides information regarding all aspects of insurance coverage, including risk management procedures, and other insurance carrier requirements.</li> <li>• Ensures that all insurance premiums and fees are collected and paid.</li> </ul>
<b>604.5 Initiates Financial Review</b>	<p>The CFO has overall responsibility, with the Executive Committee, for seeing that a financial review occurs. The CFO does this by:</p> <ul style="list-style-type: none"> <li>• Recruiting an accounting firm to conduct the annual state financial reviews. Bids from accounting firms may be solicited every 5 years or as needed and the results submitted to the board for approval in April.</li> <li>• Receiving reports of income and expenditures from all chairs.</li> </ul>
<b>604.6 Assists Branches with Finances</b>	<p>The CFO assists branches and interbranch councils with AAUW finances. The CFO:</p> <ul style="list-style-type: none"> <li>• Acts as consultant to branches and interbranch councils regarding state and financial policies, branch finances, bookkeeping and tax returns.</li> <li>• 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.</li> <li>• Sends a reminder letter to the branches concerning income tax forms prior to the November 15 deadline.</li> <li>• Distributes financial information, including deadlines and procedures, to branch finance officers, using all available forms of state communications.</li> <li>• Plans and conducts workshops at conferences and the Annual Event, as requested.</li> </ul>

## Policy 605 – Secretary

<b>605.1</b> <b>The Elected Secretary</b>	The AAUW California 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.	
<b>605.2</b> <b>Overall Responsibility</b>	The secretary has overall responsibility for the minutes of the board of directors, Executive Committee, and annual membership meetings.	
<b>605.3</b> <b>Procedure for Minutes</b>		The secretary follows these steps in producing minutes. The secretary...
	<b>Action</b>	<b>Step</b>
	1	Monitors proposed motions entered on the online AAUW California strategic plan for consideration by the board of directors or the Executive Committee. Confirms motion details entered by the maker, including number, maker's name, date, text of motion, justification, fiscal impact and outcome of vote.
	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.
<b>605.5</b> <b>Procedure for Directing Reading Committee</b>	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.
<b>605.6</b> <b>Other Secretarial Tasks</b>	The secretary is responsible for the following as well: <ul style="list-style-type: none"> <li>• Maintains files of all written reports presented at meetings</li> <li>• Holds the corporate seal</li> <li>• Performs duties as directed by the board of directors and the Executive Committee</li> <li>• Writes correspondence as directed by actions of the board of directors or the Executive Committee.</li> <li>• Submits an annual report to the state president.</li> </ul>	

## Policy 607 – Policies for Co-Officer Positions

<b>607.1 Elected Individually</b>	Each person running as a co-officer and duly elected is elected individually as one of the eleven (11) elected director positions.
<b>607.2 Voting Individually</b>	Each co-officer has a vote per their position as a director (note: California Corporate Code requirement).
<b>607.3 Funded Individually</b>	Each co-officer is individually funded to attend Board of Directors' meetings, Executive committee meetings, and the Annual Event. .
<b>607.4 Need- Based Funding</b>	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.



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

<b>701.1</b> <b>Composition of Board of Directors</b>	<p>The board shall have eleven (11) directors, consisting of the elected officers and such number of additional directors (general directors) as is necessary for the board to have 11 directors.</p> <p>The voting members of AAUW California shall elect the general directors statewide. 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 California in good standing.</p>
<b>701.2</b> <b>Terms and Election Cycle</b>	<p>Officers and directors' terms are two (2) years, except the President-Elect who serves a one-year term prior to becoming president. The members will elect a one-year director position in even years to serve opposite the president-elect position which is elected in odd years to balance out the ongoing annual board election requirements.</p> <p>Candidates will indicate their preferred term on their application, which will include an option for No Preference, in which case the term will be determined prior to the election by the Nominations and Elections committee based on the needs of the slate.</p>
<b>701.3</b> <b>Powers of Board of Directors</b>	<p>The board shall exercise all powers of the corporation and is subject to the following:</p> <ul style="list-style-type: none"><li>• Restrictions of law</li><li>• The Articles of Incorporation</li><li>• Bylaws</li><li>• Policies of AAUW</li></ul>

<b>701.3.1</b> <b>Subject Areas of Power</b>	Without limitation on its general power, except as specified in the following, the board may do the following:	
	<b>Subject area</b>	<b>What the board can do</b>
	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 Manager.</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, and prescribe their duties and fix their compensation.</p>
	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 reinvest 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.

<b>701.3.1</b>  <b>Subject Areas of Power, continued</b>	<table border="1"> <tr> <td data-bbox="475 247 743 541">Seal</td><td data-bbox="743 247 1476 541"> <p>Adopt and use a corporate seal provided that the name of the corporation and the state are shown on it.</p> <p>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.</p> </td></tr> <tr> <td data-bbox="475 541 743 720">Contracts</td><td data-bbox="743 541 1476 720"> <p>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.</p> </td></tr> </table>	Seal	<p>Adopt and use a corporate seal provided that the name of the corporation and the state are shown on it.</p> <p>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.</p>	Contracts	<p>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.</p>
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Contracts	<p>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.</p>				
<b>701.3.2</b>  <b>Time and Resources</b>	<ul style="list-style-type: none"> <li>● Attend board of directors’ meetings, as scheduled (usually quarterly), the annual board planning retreat and the Leadership Day (if scheduled).</li> <li>● Stay updated on AAUW California matters by reviewing board-related communications and documents.</li> <li>● Prepare for board meetings by studying the board packet prior to each meeting.</li> <li>● Submit suggested changes to AAUW California Policies &amp; Procedures using the online procedure documented in “Procedure to Amend Policies and Procedures” located <a href="#">HERE</a> and in the appendix.</li> <li>● Actively participate in the planning and implementation of the AAUW California Annual Event, including designing, arranging or delivering workshops.</li> <li>● 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: <ul style="list-style-type: none"> <li>○ Approval of the annual AAUW California budget, using the strategic plan to guide budget priorities</li> <li>○ Approval, in advance, of all state fundraising activities per established policies</li> <li>○ Approval, in advance, of participation in coalitions in accordance with established guidelines in Policies and Procedures</li> <li>○ 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</li> </ul> </li> </ul>				

	<ul style="list-style-type: none"> <li>○ Determine the number and boundaries of geographical regions (also referred to as districts) within the state</li> </ul>
<b>701.3.3</b> <b>Ensure Financial Health</b>	<p>Directors ensure the financial health of the organization. They:</p> <ul style="list-style-type: none"> <li>● Contribute to the preparation of the annual budget using the strategic plan to guide priorities.</li> <li>● Review quarterly financial reporting prepared by the CFO and evaluate performance against budget.</li> <li>● Biennially review, in consultation with the Finance Committee, the state dues and recommend changes if needed.</li> </ul>
<b>701.3.4</b> <b>Chair or Co-Chair</b>	<ul style="list-style-type: none"> <li>● Works with committee members to plan and implement initiatives to meet committee goals as established by the board of directors and strategic plan.</li> <li>● Prepares committee budgets for use in building the overall annual AAUW California budget.</li> </ul>
<b>701.3.5</b> <b>Maintains Communication</b>	<p>Directors maintain regular and ongoing communications. They:</p> <ul style="list-style-type: none"> <li>● Maintain timely and responsive communications with other directors, committee chairs, branch leaders, and AAUW members.</li> <li>● Submit articles and updates as appropriate to the Board to Board e- newsletter (distributed monthly) and/or the <i>California Connection</i> e-newsletter for members or other publications.</li> <li>● Provide information to the AAUW Communications Committee to keep the website and other media updated with current information.</li> <li>● Prepare a report of committee activities and strategic plan updates for the scheduled board of directors' packet and meeting.</li> <li>● Contribute to social media postings as appropriate.</li> </ul>
<b>701.4</b> <b>Compensation</b>	<p>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 California.</p> <p>(See also Policy 104-Conflict of Interest).</p>

## Policy 702 – Board Meetings

<b>702.1 Notice of Meetings</b>	The notice of board meetings, specifying the time and place of the meeting, goes to each director:	
	<b>At least...</b>	<b>If...</b>
	Seven days (7) prior	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)</li> <li>• Delivered by electronic transmission</li> </ul>
<u>Note:</u> Corporations Code Section 20		
<b>702.1.1 Notice of Meeting Confirmation</b>	<p>The confirmation of delivery for the meeting notice occurs when deposited or received by at least one of the following:</p> <ul style="list-style-type: none"> <li>• The U.S. mail</li> <li>• An express mail service</li> <li>• A person</li> <li>• A telephone</li> <li>• An electronic transmission.</li> </ul> <p><u>Note:</u> A notice, or waiver of notice, need not specify the purpose of any meeting of the board.</p>	
<b>702.1.2 Waiver of Notice for Meetings</b>	<p>The notice of a meeting need not go to any director who, either before or after the meeting, if the director:</p> <ul style="list-style-type: none"> <li>• Signs a waiver of notice.</li> <li>• Provides written consent to the holding of the meeting.</li> <li>• Provides an approval of the minutes of the meeting.</li> </ul> <p><u>Note:</u> The waiver of notice or consent need not specify the purpose of the meeting.</p>	

<b>702.1.3 Disposition of Waivers, Consents, and Approvals</b>	<p>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.</p>
<b>702.2 Board Meetings by Telephone, Video, Electronic Transmission</b>	<ol style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>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 <u>both</u> of the following apply: <ol style="list-style-type: none"> <li>a. Each director participating in the meeting can communicate with all the other directors concurrently.</li> <li>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.</li> </ol> </li> </ol>
<b>702.3 Quorum</b>	<p>A majority of the authorized number of directors shall constitute a quorum of the board for the transaction of business.</p>
<b>702.4 Act of the Board</b>	<p>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.</p>

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

<b>703.1 Resignations and Removals</b>	<p>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.</p> <p>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.</p>
<b>703.2 Vacancies, Conditions</b>	<p>A vacancy or vacancies on the board shall exist on the occurrence of any the following conditions:</p> <ul style="list-style-type: none"> <li>• The death, resignation, or removal of any director.</li> <li>• 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.</li> <li>• The vote of the members to remove any director(s).</li> <li>• The increase of the authorized number of directors.</li> <li>• 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.</li> <li>• The resignation or removal of an elected officer.</li> </ul> <p>No change in the authorized number of directors shall have the effect of removing any director before that director's term expires.</p>
<b>703.2.1 Vacancies Filled by Majority Vote</b>	<p>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.</p> <p>Individuals appointed to fill a vacancy shall serve until the end of the term of the director whose vacancy they are filling.</p>

## Policy 704 - Scheduling of AAUW California Events

<b>704.1 Schedule Guideline</b>	To establish a climate of inclusivity, AAUW California should, whenever possible, avoid scheduling state events on secular and religious holidays of significance and known observance by members of various groups.
<b>704.2 Adjournment</b>	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.
<b>704.3 Closed Meetings</b>	The president may close any meeting of the board so that only directors and individuals deemed necessary by the president are present.
<b>704.4 Attendance by the General Membership at Board Meetings</b>	Members of AAUW California who are not directors may attend any board meeting unless excluded by the president as described in "Closed Meetings."
<b>704.5 Board Action Without Meeting</b>	<p>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. (See <b>Director's Consent for Board Action Between Meetings</b> form in Appendix).</p> <p>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.</p>
<b>704.6 Procedure for Voting When Action is Taken Without a Meeting</b>	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



	<p>a board meeting.</p> <p>See <b>Procedure Checklist for Action Between Meetings</b> in Appendix and online. Click <a href="#">HERE</a>.)</p> <p>If the proposed motion is to amend the state Policies and Procedures, it must be approved by the state Governance Committee in advance of submission.</p> <p><i>Step and Action</i></p> <ol style="list-style-type: none"> <li>1. The motion will be scripted by the president or the president's designee for distribution to the members of the board. The author will obtain a second if required by the nature of the question. (See Board Motion Form for Actions Between Meetings in Appendix and online. Click <a href="#">HERE</a>).</li> <li>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.</li> <li>3. All responses will be returned by the voters to the board secretary by electronic or alternate method as directed by the board secretary.</li> <li>4. The board secretary is responsible for securing a complete vote, reporting results to the board, recording the results in the meeting minutes of the next regular board meeting, and entering the results in the motions log appended to the annual strategic plan posted online.</li> </ol>
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## Policy 801 – Executive Committee

<p><b>801.1</b></p> <p><b>Executive Committee Composition</b></p>	<p>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.</p> <p>The parliamentarian shall serve on the committee as a non-voting consultant.</p>
<p><b>801.2</b></p> <p><b>Executive Committee Responsibilities</b></p>	<p>The Executive Committee has the following responsibilities:</p> <ul style="list-style-type: none"> <li>● Exercise the authority of the board between meetings to make decisions and take actions relative to the operation of the corporation</li> <li>● Report any decisions made or actions taken at each meeting of the full board</li> <li>● Develop policies for board approval and review and recommend to the board changes to the bylaws and to other operating policies.</li> <li>● Oversee and have final decision-making authority over the following: <ul style="list-style-type: none"> <li>○ 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.</li> <li>○ Determining what special committees and task forces are needed, in addition to those named in policy, for the work of the state</li> <li>○ Selecting the auditor at the spring meeting in even numbered years</li> <li>○ Selecting outside consultants and contractors, as needed</li> <li>○ Approving grant proposals prior to submission to outside funding sources</li> </ul> </li> <li>● Serves as the personnel committee for AAUW California. (See also Policy 1008 for grant proposal procedures).</li> </ul>

## Policy 802 – Executive Committee Meetings

<b>802.1 Notice Requirements</b>	<p>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 XIII, 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.</p>						
<b>802.2 Quorum</b>	<p>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.</p>						
<b>802.3 Voting Between Meetings - Overview</b>	<p>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.</p> <p>The provision is that every voting member of the Executive Committee shall have an opportunity to vote on the question submitted.</p> <p>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.</p>						
<b>802.4 Executive Committee Procedure for Voting Between Meetings</b>	<p>The Executive Committee follows these steps to vote between meetings. (See <b>Procedure Checklist for Action Between Meetings</b> in Appendix and online. Click <a href="#">HERE</a>.)</p> <table border="1" data-bbox="483 1144 1409 1877"> <thead> <tr> <th data-bbox="483 1144 638 1199">Step</th><th data-bbox="638 1144 1409 1199">Action</th></tr> </thead> <tbody> <tr> <td data-bbox="483 1199 638 1749">1</td><td data-bbox="638 1199 1409 1749"> <p>The president or the president's designee will script the motion for distribution to the members of the Executive Committee using the approved motion form. (See <b>Board Motion Form for Actions Between Meetings</b> in Appendix and online. Click <a href="#">HERE</a>).</p> <p>The president will obtain a second [to the motion] if required by the nature of the question.</p> <p>If the proposed motion is to amend the state Policies and Procedures, it must be approved by the state Governance Committee in advance of submission.</p> </td></tr> <tr> <td data-bbox="483 1749 638 1877">2</td><td data-bbox="638 1749 1409 1877"> <p>The board secretary is responsible for distributing the voting question by electronic or alternative means to the members of the Executive Committee. The</p> </td></tr> </tbody> </table>	Step	Action	1	<p>The president or the president's designee will script the motion for distribution to the members of the Executive Committee using the approved motion form. (See <b>Board Motion Form for Actions Between Meetings</b> in Appendix and online. Click <a href="#">HERE</a>).</p> <p>The president will obtain a second [to the motion] if required by the nature of the question.</p> <p>If the proposed motion is to amend the state Policies and Procedures, it must be approved by the state Governance Committee in advance of submission.</p>	2	<p>The board secretary is responsible for distributing the voting question by electronic or alternative means to the members of the Executive Committee. The</p>
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		distribution will include a response deadline and a method of response.	
	3	All responses will be returned by the voters to the board secretary by electronic or alternate means as instructed by the secretary.	
	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, recording the results in the Executive Committee minutes and entering the results in the motions log appended to the annual strategic plan posted online.	

## Policy 901 – Committees, Appointments and Chairs

<b>901.1 Committees</b>	<p>The board may establish standing committees, special committees and task forces, composed of any number of AAUW California members.</p>
<b>901.1.1 List of Standing Committees</b>	<p>Standing committees are appointed as described in 901.2.</p> <p>Not all committees must be active and staffed each year, as that will vary in response to changing state initiatives and the organization's needs.</p> <p>New committees may be formed as needed, particularly as an outcome of the annual board goal-setting retreat. A preliminary call for volunteers may be issued to gauge the committee's viability. Committees will be formally recognized and added to the Policies and Procedures upon board approval of a written description of their policies similar to that of other committees, including purpose, composition, duties, etc.</p> <p>A committee which has been unstaffed for two (2) years will be considered inactive and removed from the Policies and Procedures upon board approval. This process will be monitored by the Governance Committee.</p> <p>Committees might include, but at not limited to, those below:</p> <ul style="list-style-type: none"> <li>● AAUW Fund (See Policy 902)</li> <li>● Branch Support (See Policy 903)</li> <li>● Communications (See Policy 904)</li> <li>● Marketing (See Policy 905)</li> <li>● Finance (See Policy 906)</li> <li>● Internal Audit (See Policy 907)</li> <li>● Governance (See Policy 908)</li> <li>● Leadership Development (See Policy 909)</li> <li>● Membership (See Policy 910)</li> <li>● Nominations and Elections (See Policy 911)</li> <li>● Program Development (See Policy 912)</li> <li>● Public Policy (See Policy 913)</li> <li>● State Projects Oversight (See Policy 914)</li> <li>● College/University Partners Committee (See Policy )</li> </ul>

<b>901.1.2</b> <b>Establish- ing Special Committees</b>	<p>Special committees and task forces shall be:</p> <ul style="list-style-type: none"> <li>• Established as necessary and given a charge by the board.</li> <li>• 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.</li> </ul>
<b>901.2</b> <b>Committee Appointments, Eligibility</b>	<p>Any member of AAUW California 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.</p> <p>Appointments to serve on a committee or state project are for a one-year term, unless otherwise noted in that committee’s policy.</p> <p>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.</p>
<b>901.2.1</b> <b>When Committees are Appointed</b>	<p>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.</p>
<b>901.2.2</b> <b>Who Appoints Committee Members</b>	<p>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).</p>
<b>901.2.3</b> <b>State Project Coordinators</b>	<p>State project coordinators are appointed by the president in consultation with the Project Oversight committee, with Executive Committee approval.</p> <ul style="list-style-type: none"> <li>• If the project follows the same fiscal year as AAUW California, the appointment procedure and timeline is the same used for all other committee appointments.</li> <li>• 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.</li> </ul>

<b>901.2.4 Committee Appointment Procedures</b>	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 and other appropriate channels 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.  (See <b>AAUW California Committee Application</b> available online. Click <a href="#">HERE</a> ).
	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.

<p><b>901.3 Committee Chairs, General Responsibilities</b></p>	<p>The general responsibilities of all committee and task force chairs include:</p> <ul style="list-style-type: none"> <li>● Convening the committee, determining the work plan, and organizing and coordinating the committee's work.</li> <li>● Working with committee members to update the annual strategic plan with measurable goals and strategies related to the committee's charge.</li> <li>● Promoting AAUW's mission to advance equity for all women and girls and the programs of AAUW.</li> <li>● Identifying, mentoring and recommending members for appointment to committees and task forces of the state.</li> <li>● Receiving state and board communications and, when appropriate, contributing articles and materials for state communications to branch leaders and members.</li> <li>● Attending meetings: <ul style="list-style-type: none"> <li>○ Attending board and state meetings at the request of the president.</li> <li>○ Attending leadership weekend, if held. Each committee/task force's annual meeting may be held at this time.</li> <li>○ Attending interbranch council and district meetings.</li> </ul> </li> <li>● Representing AAUW California in approved coalitions.</li> <li>● Participating in workshops at the Annual Event and at district or interbranch council meetings</li> <li>● Being aware of and complying with financial policies and procedures regarding board, committee meeting and Annual Event attendance and reimbursement of administrative and travel expenses.</li> <li>● 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.</li> <li>● Keeping in files AAUW and AAUW California bylaws, policies and procedures.</li> <li>● Making recommendations for necessary changes to the policies and procedures.</li> <li>● Being familiar with all phases of AAUW and working closely with all officers and chairs.</li> <li>● Updating the online AAUW California strategic plan form quarterly with reports of progress toward stated goals.</li> <li>● Performing other duties as requested by the president.</li> </ul>
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<b>901.4 Committee Members Duties</b>	<p>The general responsibilities of all committee and task force members are to:</p> <ul style="list-style-type: none"> <li>• Attend any scheduled meetings, whether by conference call, online or in-person, as appropriate.</li> <li>• Participate actively in the continuing work of the group.</li> <li>• Maintain communication with the committee and its chair.</li> <li>• Respond in a timely manner to group communications.</li> <li>• Complete assigned tasks.</li> </ul>
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## Policy 902 – AAUW Fund Committee

<b>902.1 Composition</b>	The AAUW Fund committee is a standing advisory committee composed of a chair, the CFO, and others as the board may direct.
<b>902.2 Purpose</b>	Provides guidance and support for branch fundraising activities to encourage donations to the national AAUW Fund.. Plans a minimum of two AAUW Fund in-person or virtual Fellows and Grant Recipient presentations and other programs/events to educate members about the Fund.

<p><b>902.3</b> <b>Chair Duties</b></p>	<p>See Policy 901.3 for general responsibilities of all committee chairs. The duties of AAUW Fund Committee chair also include:</p> <ul style="list-style-type: none"> <li>● Holding at least one meeting of the AAUW Fund Committee, assigning duties to committee members, and aiding and supervising them in their work.</li> <li>● Being responsible for implementing the programs established by the national AAUW board.</li> <li>● Promoting the mission of the AAUW programs – such as fellowships, grants, and named funds – to branches, members and the community.</li> <li>● Educating and informing members and others about AAUW programs through the dissemination of news and information.</li> <li>● Fostering teamwork and partnerships between branch and state leaders serving AAUW.</li> <li>● Planning, with the assistance of the AAUW Fund Committee, events at which time AAUW fellowship recipients and grant recipients are introduced to the members.</li> <li>● Submitting a budget to the president and CFO for each event.</li> <li>● Submitting, within 30 days of completion of an event, a financial report of the event and its fiscal impacts on AAUW California.</li> <li>● Arranging attendance of current fellowship recipients and grant recipients at the various events.</li> <li>● Maintaining Fund information files and providing materials and information to members.</li> <li>● Planning, in conjunction with appropriate directors and the meetings planner, all AAUW Fund activities at statewide meetings.</li> <li>● Reporting to branches a preliminary calendar year report of total and per capita contributions at the Annual Event with a final report communicated to all AAUW California members when available.</li> </ul>
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<b>902.3 Chair Duties,</b> continued	<ul style="list-style-type: none"> <li>● Having overall responsibility, with the AAUW Fund Committee, for selecting the state named gift honoree and submitting the name to the board for approval.</li> <li>● Soliciting nominations for the state named gift honoree from members and branches by February 15 of each year and instructing 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.</li> <li>● Announcing the state named gift honoree at the Annual Event or when appropriate.</li> <li>● Providing regular updates to the board of directors or leadership team on the committee's activities and needs.</li> <li>● Preparing and monitoring the annual committee budget.</li> </ul>
<b>902.4 Committee Members Duties</b>	<p>See Policy 901.4 for general responsibilities of all committee members.</p> <p>The additional duties of AAUW Fund Committee members are to:</p> <ul style="list-style-type: none"> <li>● Assist the AAUW Fund Committee chair in all aspects of implementing and educating members about AAUW state activities and programs.</li> <li>● Work to increase branch and state contributions to AAUW programs focusing on personal gifts, planned giving, and corporate sponsors. This is accomplished by... <ul style="list-style-type: none"> <li>○ Providing guidance in the fundraising activities of the branches.</li> <li>○ Consulting with the AAUW development staff when identifying and soliciting non- members, businesses and foundations.</li> <li>○ Being responsible for AAUW Fund activities at state meetings.</li> <li>○ Planning and conducting AAUW Fund workshops at appropriate statewide meetings.</li> </ul> </li> <li>● Plan and participate in the events at which AAUW fellowship recipients and grant recipients are introduced to the members.</li> <li>● Vote on how to distribute assessment money among unfinished California endowments. <ul style="list-style-type: none"> <li>○ 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.</li> <li>○ The AAUW Fund Committee will decide how to allocate these funds toward completing endowments, with unfinished endowment funds initiated by AAUW California given priority.</li> </ul> </li> <li>● Assist in planning for the Annual Event and take part in presenting AAUW Fund workshops and training.</li> </ul>

<b>902.3 Committee Member Duties, continued</b>	<ul style="list-style-type: none"> <li>● Review the nominations submitted and choose the state named gift honoree, subject to board approval.</li> <li>● 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. <ul style="list-style-type: none"> <li>○ 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.</li> <li>○ 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.</li> </ul> </li> <li>● 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.</li> </ul>
<b>902.4 AAUW Fund Financial Policies</b>	<p>AAUW Fund financial policies include the following:</p> <ul style="list-style-type: none"> <li>● Donor contributions made by check, rather than through the national AAUW's online donation platform, must be made payable to AAUW Fund.</li> <li>● All checks must include the name of the branch to receive credit.</li> <li>● Checks may include direction from the donor on how the money is to be designated.</li> <li>● 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.</li> <li>● 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.</li> <li>● Rules of confidentiality prevent the AAUW Fund Committee from publicizing specific donor contribution amounts. Quarterly AAUW Fund reports are authorized by National AAUW staff to be sent to branch AAUW Fund VPs and branch presidents for accuracy and verification. The AAUW California Fund chair notifies branch officers quarterly that specific donor contributions are confidential.</li> </ul>

## Policy 903 – Branch Support Committee

*(July 2021: Not staffed. Combined with Membership and piloted with a single contact person. Policies not fully updated.)*

<b>903.1 Composition</b>	<p>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.</p> <p>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.</p>
<b>903.1.1 Purpose</b>	<p>The Branch Support Committee provides guidance and resources to branches in all areas of their operation. Branch Support assists with the formation and disbandment of branches.</p>

<p><b>903.2 Chair Duties</b></p>	<p>See Policy 901.3 for general responsibilities of all committee chairs.</p> <p>In addition, the Branch Support Committee chair does the following:</p> <ul style="list-style-type: none"> <li>● 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.</li> <li>● 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.</li> <li>● 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.</li> <li>● Serves as a vehicle to link IBCs and branches to AAUW California through information from district liaisons.</li> <li>● Forwards information supplied by liaisons about promising practices to chairs of appropriate committee(s) to support branches by providing successful models for replication.</li> <li>● 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, but not limited to, Program Committee, Public Policy Committee, Membership Committee, etc.</li> <li>● Follows up with chair of committee(s) to which problems were referred about plans and progress and reports information to liaison.</li> <li>● Provides regular updates to the board of directors or leadership team on the committee's activities and needs.</li> <li>● Fills the role of district liaison for districts when: <ul style="list-style-type: none"> <li>○ There is no district liaison, or</li> <li>○ There is an IBC Chair and no district liaison for other branches in the district.</li> </ul> </li> </ul>
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<p><b>903.3</b></p> <p><b>Committee Member Duties</b></p>	<p>See Policy 901.3 for general responsibilities of all committee chairs.</p> <p>The members of the Branch Support Committee are the district liaisons. The duties of the district liaisons are to aid, support and maintain branches within the designated area assigned to them and serve as the coordinator/resource for the state.</p> <p>The district liaisons are to:</p> <ul style="list-style-type: none"> <li>● 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.</li> <li>● Work with state leaders to arrange branch visits as needed.</li> <li>● Attend all IBC or multi-branch meetings of branches they serve as regularly as possible and ask for time on IBC meeting agendas.</li> <li>● 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.</li> <li>● Encourage branches to advertise their events on the state website.</li> <li>● Increase communication between branches and encourage branches to work together on programs and community projects.</li> <li>● Communicate with the Leadership Development Committee about specific leadership and training needs in the areas they serve and about the content of leadership training.</li> <li>● Encourage mission-based programming and remind branches of resources available including Program Committee, program-in-a-box,, Public Policy and AAUW Fund Committees and other resources.</li> <li>● Assist in keeping branches informed and engaged in membership recruitment and retention strategies provided by the Membership Committee.</li> <li>● Encourage support for AAUW Fund including attendance at Fund events, request for fellowship recipient speakers, and increased contributions.</li> <li>● Encourage the establishment and maintenance of college/university partnerships.</li> </ul>
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<p><b>903.4</b></p> <p><b>Committee Member Duties</b></p>	<ul style="list-style-type: none"> <li>● Recruit members to serve on the state and national level by: <ul style="list-style-type: none"> <li>○ Encouraging members to apply for state appointments and run for state and national AAUW elected positions.</li> <li>○ Encouraging branch leaders to solicit committee applications and nominations for capable members.</li> <li>○ Recruiting Nominating and Elections Committee members from the branches they serve.</li> </ul> </li> <li>● Include the committee chair in all communications to branch presidents.</li> <li>● Participate in leadership training and workshops at the Annual Event, as requested.</li> </ul>
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## Policy 904 – Communications Committee

<b>904.1 Composition</b>	<p>The Communications Committee is a standing committee composed of the technical team, the creative services team , and such others as the board may deem necessary.</p>
<b>904.2 Purpose</b>	<p>The Communications Committee develops and delivers AAUW California information to branches, members, and the public using a variety of media channels and technology tools. It is tasked with managing the publication of the monthly Board to Board and the <i>California Connection</i> e-newsletters, maintaining the AAUW California website and social media sites, and reviewing and editing materials to be distributed or posted. In addition, the committee seeks opportunities to market AAUW both internally and externally and assists the AAUW California Board of Directors and other committees with communication needs.</p>
<b>904.3 Chair Duties</b>	<p>See Policy 901.3 for general responsibilities of all committee chairs.</p> <p>In addition, the duties of the communications chair are to:</p> <ul style="list-style-type: none"> <li>● Assure the staffing of a creative services team to handle preparing or reviewing state materials and communications.</li> <li>● Assure the staffing of a technical team to handle AAUW California’s internet presence and electronic communications.</li> <li>● Provide advice and assistance to branches that request help regarding communication.</li> <li>● Monitor the preparation and editing of written communications by the creative services team.</li> <li>● Manage the workload of the teams.</li> <li>● Give guidance on communication strategies, including the best channels for submitters’ proposed communications.</li> <li>● Identify opportunities for broader marketing and branding opportunities for proposed communications.</li> <li>● Participate in the planning of AAUW California events and webinars. Consult with the president and leadership team to ensure the accurate reporting of state-hosted events/activities.</li> <li>● Provide regular updates to the board of directors or leadership team on the committee’s activities and needs.</li> <li>● Prepare and monitor the annual committee budget.</li> </ul>

<b>904.4</b> <b>Committee Members</b> <b>Duties</b>	See Policy 901.4 for general responsibilities of all committee members. Committee members assist the chair with meeting the purpose and goals of the committee and are generally assigned to either the technical team or the creative services team.
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<b>Technical Team Duties</b>	<p>The technical team has overall responsibility for AAUW California’s internet presence, electronic communications, and social media accounts. The team:</p> <ul style="list-style-type: none"> <li>● Manages relationships with website support vendors to assure online resources are available.</li> <li>● Works closely with the internet host provider and website consultant to be aware of new trends and developments.</li> <li>● Manages Google environment to assure AAUW California resources are available to authorized users and secure from unauthorized use, including: <ul style="list-style-type: none"> <li>○ Email aliases and Google groups</li> <li>○ Google account</li> <li>○ Google domain</li> <li>○ Security access to resources</li> </ul> </li> <li>● Manages technical resources and accounts to assure access and availability to AAUW California resources such as Mailchimp and SurveyMonkey.</li> <li>● Works with AAUW California office manager to maintain current data lists that support AAUW California operations including synchronization with AAUW National records.</li> <li>● Trains committee members, office staff and board members in the administrative functions of the website and database appropriate for their use.</li> <li>● Maintains master list of account userids and passwords for technical support tools.</li> <li>● Manages website resources including the web calendar, document, and media libraries.</li> <li>● Assures that all images used on the website are in the public domain or are legally purchased.</li> <li>● Maintains the branch officer reporting system and email broadcast systems.</li> <li>● Facilitates distribution of Board to Board monthly newsletter to all branch leaders, the California Connection e-newsletter to all members, and branch newsletter distribution to interested AAUW California leaders.</li> <li>● Is an administrator of the AAUW California social media accounts and pages and manages posts to ensure the following: <ul style="list-style-type: none"> <li>○ The information is accurate.</li> <li>○ Postings relating to public policy issues adhere to the AAUW and AAUW California public policy priorities. Postings may not jeopardize the organization’s 501(C)(4) status.</li> <li>○ Comments are managed.</li> </ul> </li> <li>● Prepares a budget for the website and sends it to the communications chair for inclusion in the overall communications budget.</li> <li>● Provides technical support for webinar delivery, including managing their scheduling and staffing.</li> <li>● Executes surveys and similar information-gathering campaigns.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Executes online registrations for AAUW California events.</li> <li>• Executes the nomination and election process in collaboration with the Nominations and Elections Committee.</li> <li>• Coordinates the graphics design of communications, including such things as copy layout, art work, logos, etc. and assures adherence to AAUW National style guides.</li> <li>• May offer occasional training sessions on relevant topics related to the use of technology.</li> </ul>
<b>Creative Services Team Duties</b>	<p>The creative services team:</p> <ul style="list-style-type: none"> <li>• Reviews and suggests edits to communications to assure they follow AAUW California editing guidelines and demonstrate consistency of messaging and grammatical correctness. Communications include such items as broadcast emails to state distribution lists, website postings, monthly Board to Board and the California Connection publications, social media postings, survey content, committee documents, meeting and workshop content, marketing campaigns, etc.</li> <li>• Works with the technical team leader and the chair, if appropriate, to manage interactions between requesters and the creative services and technical teams. .</li> <li>• Maintains an editing guide to assure consistency in messaging, format, language, and mechanics adhering to generally accepted style guides.</li> <li>• Works with webinar presenters and members of the technical team to craft effective presentations and assure high standards for the content, the slide presentation, and the delivery.</li> <li>• Develops guidelines and forms to assist with collecting information for distribution or publication. (See Board to Board (B2B) Submission Guidelines, B2B Submission Form, and other forms for board business on the AAUW California Board Support Tools webpage or click <a href="#">HERE</a> and click on the required document).</li> <li>• Works with other team members to assist state and branch leaders with the strategic planning of communication campaigns and projects.</li> <li>• Assists state and branch leaders with effective information gathering, including preparation of surveys, polls, questionnaires, etc.</li> <li>• On request, works with committees to review updates to their website content and forms.</li> </ul>

## Policy 905 – Marketing Committee

<b>905.1 Composition</b>	The Marketing Committee is a standing committee, composed of the chair and others as the board may direct. Members should have marketing experience.
<b>905.2 Purpose</b>	The purpose of the Marketing Committee is to increase the visibility of AAUW California and identify specific markets to expand and enhance membership.
<b>905.3 Chair Duties</b>	<p>See Policy 901.3 for general responsibilities of committee chairs.</p> <p>In addition, the duties of the Marketing Committee chair are to:</p> <ul style="list-style-type: none"> <li>• Create a marketing plan in conjunction with the Marketing Committee.</li> <li>• Work with the Communications Committee and other committees, as appropriate, to create and implement an overall marketing plan.</li> <li>• Identify strategies and tools to use to communicate with specific markets and audiences, emphasizing targeting messages to engage unique audiences.</li> <li>• Report to the board on marketing projects.</li> <li>• Ensure that the board approves all funds applied for and received and assure that the funds are allocated</li> <li>• Ensure that all marketing efforts follow the policies and policies of AAUW California and AAUW National.</li> <li>• Prepare and monitor the annual committee budget.</li> </ul>
<b>905.4 Committee Member Duties</b>	<p>See Policy 901.4 for general responsibilities of all committee members.</p> <p>Marketing Committee members assist the chair with identifying and implementing strategies to meet the purpose and goals of the committee.</p>

## Policy 906 – Finance Committee

<b>906.1 Composition</b>	The finance committee is a standing committee composed of the Chief Finance Officer (CFO) as chair and a minimum of two additional members.
<b>906.2 Purpose</b>	The Finance Committee administers all critical financial matters essential to the operation of AAUW California. It also informs branches of all financial requirements and deadlines and assists them with financial management, including holding educational webinars for branch finance officers and board members.
<b>906.3 Chair Duties</b>	The Finance Committee is chaired by the CFO. See Policy 604 - Chief Financial Officer for a description of responsibilities. Also see Policy 901.3 for general responsibilities of all committee chairs.
<b>906.4 Committee Member Duties</b>	<p>See Policy 901.4 for general responsibilities of all committee members. In addition, the Finance Committee members assist the CFO in all aspects of AAUW California financial management, including:</p> <ul style="list-style-type: none"> <li>• Preparing AAUW California budget for approval by the board at the July Board of Directors' meeting, if possible, but no later than August 15.</li> <li>• Studying, preparing and reviewing requests for changes in budgets and submitting recommendations to the board for approval at the January Board of Directors' meeting.</li> <li>• 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 and Elections Committee by the designated deadline(s) for inclusion in appropriate publications determined by the Communications Committee in consultation with Nominations and Elections.</li> <li>• Reviewing and recommending travel and meal reimbursement rates for the following year to the board for adoption at its spring meeting.</li> <li>• In consultation with the Communications Committee, reviewing and setting advertising rates for appropriate AAUW California publications.</li> <li>• 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).</li> </ul>

<b>906.4 Committee Member Duties, continued</b>	<ul style="list-style-type: none"> <li>• Studying special funding requirements of the proposed state projects, programs and special committees and making recommendations for board action, if needed.</li> <li>• Administering, reviewing and updating the financial policies of the state posted on the AAUW California website.</li> <li>• Making recommendations to the board because of the CPA firm review when it is presented to the board.</li> <li>• Reviewing and making recommendations regarding the state insurance programs.</li> <li>• Assisting the CFO in all aspects of Annual Event fund management and preparing a financial report following each conference.</li> <li>• Participating in needed actions to complete strategic plan goals as developed as a team at the start of the fiscal year.</li> <li>• Attending the annual Planning Day, if held, 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.</li> <li>• Providing support to branch finance officers by answering questions, creating finance-related content for the website and presenting educational webinars.</li> </ul> <p>(See also Policy 604, Chief Financial Officer; and Policy Section 1000, Financial Administration).</p>
<b>906.5 – Investment Subcommittee</b>	<p>The Investment Subcommittee is a subcommittee of the Finance Committee, reporting to the Chief Financial Officer (CFO). It is composed of a chair who is a voting member of the Finance Committee, the CFO, and a minimum of one additional member or consultant. The CFO shall serve as the board liaison for the subcommittee. The chair, members and consultants shall have investment or financial experience. A consultant is a member of AAUW California who is willing to participate in investment subcommittee meetings, advise and perform tasks as requested by the chair, without assuming the full set of responsibilities of a subcommittee member.</p>
<b>906.5.1 Purpose</b>	<p>It is expected that AAUW California’s long-term funds (the “Portfolio”) will be in the custody of a qualified custodian and managed by a qualified third-party investment manager. The purpose of the Investment Subcommittee is to select the custodian and investment manager and also advise the board on the status of investments in accordance with AAUW California investment policies (Policy 1003).</p>



<b>906.5.2</b> <b>Responsibilities of Subcommittee</b>	<p>In carrying out its purpose, the investment committee, under the direction of the Chair and the CFO, shall:</p> <ul style="list-style-type: none"> <li>• Understand AAUW-California’s investment goals and how these objectives support the mission of AAUW-California as laid out in Policy 1003.</li> <li>• Evaluate investment performance of the Portfolio on a quarterly basis, taking into account investment performance relative to established benchmarks, and compliance with Investment Policy 1003.</li> <li>• Provide reports on investment results to the CFO to report at each board meeting or as required.</li> <li>• Recommend changes to custodian and third-party investment manager to the board, if needed, and make changes as approved.</li> <li>• Formulate and propose for approval updates to Investment Policy 1003 as needed, at minimum every two years.</li> <li>• Carry out such other responsibilities as may from time to time be assigned to the committee by the CFO.</li> </ul>
<b>906.5.3</b> <b>Additional Responsibilities of Chair</b>	<p>The Chair has overall responsibility for the Investment Subcommittee and will carry out all responsibilities as specified in Policy 701.3.5.</p>
<b>906.5.4</b> <b>Terms, Recruitment, Meetings, Minutes, Reports and Records</b>	<p>This subcommittee will follow policies as per Policy 901.</p>
<b>906.5.5</b> <b>Conflict of Interest and Declarations of Interests</b>	<p>All subcommittee members and consultants shall adhere to AAUW’s Conflict of Interest and Ethics Policies as outlined in Policy 104.</p>

## Policy 907 – Internal Audit Committee

<p><b>907.1 Composition</b></p>	<p>The Internal Audit Committee is a standing committee composed of a chair and a minimum of two additional members. At least one member will be from the general membership.</p> <p>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.</p> <p>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.</p>
<p><b>907.2 Responsibility and Authority</b></p>	<p>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.</p> <p>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.</p> <p>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.</p>
<p><b>907.3 Chair Duties</b></p>	<p>The Internal Audit chair reports in writing to the board at their regular meetings, when appropriate.</p> <p>(See also Policy 901.3 for general responsibilities of all committee chairs).</p>

<p><b>907.4</b> <b>Committee Duties</b></p>	<p>The Internal Audit Committee:</p> <ul style="list-style-type: none"> <li>● Assists the board in all aspects of AAUW California fiduciary management.</li> <li>● Recommends plans for an audit to the board by the end of each fiscal year.</li> <li>● 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.</li> <li>● Reviews interim and annual financial statements.</li> <li>● Assures the board that the financial statements properly reflect the organization's financial condition.</li> <li>● Reviews adequacy of internal controls.</li> <li>● Monitors compliance with laws, regulations, and conflict-of-interest policies.</li> <li>● Meets periodically via conference calls, email and other electronic means.</li> <li>● 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 California financial reporting.</li> </ul>
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## Policy 908 – Governance Committee

*(July 2021: Not staffed. Piloted with a single contact person. Policies not fully updated.)*

<b>908.1 Composition</b>	<p>Governance serves as a standing committee. The committee is composed of a chair and a minimum of one additional member. Additionally:</p> <ul style="list-style-type: none"><li>• The AAUW California Parliamentarian serves as a consultant.</li><li>• The AAUW California office manager serves as a resource to the Governance Committee.</li><li>• The AAUW California office is the official repository and technical support on formatting and publication of AAUW California Policies and Procedures and any other relevant governance documents.</li></ul>
<b>908.2 Purpose</b>	<p>Provides oversight on all governance-related issues for AAUW California and its member branches.</p>

<p><b>908.3</b></p> <p><b>Chair Duties</b></p>	<p>See Policy 901.3 for general responsibilities of all committee chairs.</p> <p>In addition, the Governance Committee chair:</p> <ul style="list-style-type: none"> <li>• Works with committee member(s) to provide guidance to branches and interbranch counsels (IBCs) regarding branch and IBC governance documents and related questions.</li> <li>• Assures that all national mandated changes to the AAUW California Bylaws are made as directed.</li> <li>• Oversees the review and updating of the AAUW California Policies and Procedures and the AAUW California Bylaws.</li> <li>• Oversees the online process for updating Policies and Procedures by reviewing, editing, approving, and incorporating amendments suggested by approved members of the state Leadership Team. Advances suggested changes of a substantive nature to the board of directors for approval.(See “Procedure to Amend Policies and Procedures” in the Appendix and on the website <a href="#">HERE</a>.)</li> <li>• Works with the state office and the Communications Committee technical team on the timely posting of current governance documents and the archiving of prior versions.</li> <li>• Is responsible for the distribution of AAUW California governance documents (Bylaws, Policies and Procedures) to directors and committee chairs at the beginning of the AAUW California year.</li> <li>• 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.</li> <li>• Conducts bylaws briefings at state meetings as requested.</li> <li>• Serves as the AAUW California liaison to the national Governance Committee.</li> </ul>
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#### 908.4 Committee Member Duties

See Policy 901.4 for general responsibilities of all committee members.

In addition, the committee members:

- Assist the Governance chair in meeting the purposes described above.
- Assist with researching and decision-making regarding governance questions.
- Work with branches to resolve routine governance issues and help establish alternative leadership structures if requested.
- Educate branches on the bylaws and Policies and Procedures and assist with assuring compliance with AAUW National and California state mandates.
- Assist branches and IBCs to fulfill state and national AAUW mandatory bylaws amendments and help chair track compliance..

In addition, the members of the Governance Committee are to review AAUW California 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 California Bylaws which require an “every member” vote (refer to Article XXII Section 1 AAUW California Bylaws) are prepared by the Governance Committee. 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 California 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 Communications Committee technical 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 and Elections Committee chair by the designated deadline(s) for inclusion in all appropriate publications for any bylaws amendment that would require a membership vote of approval.

## Policy 909 – Leadership Development Committee

*(On hiatus as of July 2021)*

<b>909.1 Composition</b>	<p>The Leadership Development Committee is a standing committee composed of a chair and other committee members as the board may direct.</p>
<b>909.2 Purpose</b>	<p>The Leadership Development Committee 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.</p>
<b>909.3 Chair Duties</b>	<p>See Policy 901.3 for general responsibilities of committee chair.</p> <p>In addition, the Leadership Development Committee chair:</p> <ul style="list-style-type: none"> <li>• Consults with the board on specific leadership development and training needs in the state, districts and branches.</li> <li>• Consults with district liaisons and assists them in identifying their specific leadership development and training needs for branches.</li> <li>• Acts as a resource person and liaison on training/leadership development issues within AAUW California.</li> <li>• Assists with Annual Event planning.</li> <li>• Provides regular updates to the board of directors or leadership team on the committee's activities and needs.</li> <li>• Prepares and monitors the annual committee budget.</li> </ul>
<b>909.4 Committee Member Duties</b>	<p>See Policy 901.4 for general responsibilities of committee members.</p> <p>In addition, the committee members:</p> <ul style="list-style-type: none"> <li>• Help design and offer training modules to districts and branches.</li> <li>• Work with the district liaisons in developing the content of the annual leadership training event(s).</li> <li>• Assist in Annual Event planning.</li> <li>• Take part in presenting leadership training and workshops, as requested.</li> <li>• Take a role in providing board training, if appropriate.</li> </ul>



## Policy 910 – Membership Committee

*(July 2021: Not staffed. Combined with Branch Support and piloted with a single contact person. Policies not fully updated.)*

<b>910.1 Composition</b>	<p>The Membership Committee is a standing committee composed of a chair, a College/University Liaison, and as many other members as deemed necessary by the board.</p>
<b>xxx.x Purpose</b>	<p>The Membership Committee assists and educates branches and members on membership recruitment and retention strategies, oversees the formation, disbandment and merger of branches, and educates branches on alternative leadership models.</p>
<b>910.2 Chair Duties</b>	<p>See Policy #901.3 for general responsibilities of committee chairs. In addition, the Membership Committee chair:</p> <ul style="list-style-type: none"> <li>• Holds Membership Committee meetings to train committee members, distribute materials, set goals, develop action plans for the year, and delegate tasks to assist branches.</li> <li>• Works with the district liaisons and usesg all forms of electronic and print state communications to keep branches informed and engaged in membership recruitment and retention strategies.</li> <li>• Works with the national and state offices to formulate and distribute membership statistics.</li> <li>• Provides regular updates to the board of directors or leadership team on the committee’s activities and needs.</li> <li>• Prepares and monitors the annual committee budget.</li> </ul>
<b>910.3 Committee Member Duties</b>	<p>See Policy #901.4 for general committee member responsibilities.</p> <p>In addition, Membership Committee members:</p> <ul style="list-style-type: none"> <li>• Suggest effective methods for branches to recruit, orient and retain members.</li> <li>• Endeavor to strengthen and increase membership in the state through the establishment of new branches.</li> <li>• Serve as a liaison between branches and the AAUW California board of directors.</li> <li>• Communicate with branches through electronic and printed mailings, branch visits, IBC meetings and workshops.</li> <li>• Assist branch membership vice presidents in the implementation of AAUW and AAUW California membership policies and programs.</li> <li>• Provide a written report of activities to the membership chair to include in updates to the state strategic plan.</li> </ul>

	<ul style="list-style-type: none"> <li>• Serve 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.</li> <li>• Assist in Annual Event convention planning. The Membership Committee takes part in presenting membership workshops and trainings at the Annual Event and any other state or district meeting.</li> </ul>
<b>xxx.x.x</b>  <b>College/University Liaison</b>	<ul style="list-style-type: none"> <li>• Develop College/University partner memberships and recruit student affiliates.</li> </ul>
<b>910.4.1</b> <b>Establish New Branches</b>	<p>The Membership Committee facilitates the establishment of new branches by:</p> <ul style="list-style-type: none"> <li>• Investigating leads for new community areas, notifying nearby branches and establishing personal contact with organizers.</li> <li>• 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.</li> <li>• Providing a prospective branch with forms and explaining the procedure to chartering a new branch. The chair also obtains AAUW California board approval for branch formation and sends appropriate forms to AAUW Membership department. The committee offers the new branch assistance throughout the chartering process and for its first two years.</li> </ul>
<b>910.4.2</b> <b>Implementing Changes in Branch Structure</b>	<p>The Membership Committee is responsible for implementing all changes in branch structure by reviewing requested branch name changes. The chair, or a designated committee member, does the following:</p> <ol style="list-style-type: none"> <li>1. Presents a motion to approve the name change to AAUW California Board</li> <li>2. If approved, obtains the necessary state signatures</li> </ol>

	<ol style="list-style-type: none"> <li>3. Sends the request to AAUW Membership Department/Branch Relations</li> <li>4. When approved, notifies state board, membership and governance committees</li> </ol>
<b>910.4.3 Informing Branches on Governance Models</b>	The Membership Committee 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.
<b>910.4.4 Disbandment</b>	<p>The Membership Committee 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:</p> <ol style="list-style-type: none"> <li>1. Presents a motion to the AAUW California board</li> <li>2. If approved, obtains the necessary state signatures</li> <li>3. Sends documents to the AAUW Membership department</li> <li>4. Notifies appropriate groups as above.</li> </ol>
<b>910.4.5 Seeking Informal Merger</b>	<p>The Membership Committee chair works with two branches seeking an "informal" merger in which a troubled branch melds into a stronger branch. The chair does the following:</p> <ol style="list-style-type: none"> <li>1. Instructs branches on procedure to follow</li> <li>2. Presents the request to the board.</li> <li>3. If approved, obtains president's signature</li> <li>4. Sends the document to the AAUW Membership department</li> <li>5. Notifies the appropriate groups as above</li> </ol>
<b>910.4.6 Seeking Formal Merger</b>	<p>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:</p> <ol style="list-style-type: none"> <li>1. Requests the state Governance Committee to assist the branch in writing their bylaws and furnishes template.</li> <li>2. Obtains approval of bylaws from the Governance Committee.</li> <li>3. Presents the motion to the board for approval.</li> <li>4. If approved, the chair sends the completed form to the national AAUW Governance Committee and to the AAUW Membership Department.</li> </ol>

<b>910.4.7 Tracking Branches</b>	The Membership Committee tracks branches making above changes and helps as needed.
<b>910.4.8 Transferring Members</b>	The Membership Committee provides information to transferring members to assist them in finding a branch or branches in their new location.
<b>910.4.9 Congratulatory Letters and Recognition</b>	<p>The Membership Committee 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 California dues.</p> <p>The chair also recognizes significant branch anniversaries, such as:</p> <ul style="list-style-type: none"> <li>• All branches that have reached the charter date of any multiple of 25 years shall receive a certificate at the Annual Event, and recognition in appropriate state communications.</li> <li>• Any branch that requests recognition of an important branch anniversary, other than one that is a multiple of 25 years, shall receive a certificate.</li> </ul>

## Policy 911 – Nominations and Elections Committee

<b>911.1 Composition</b>	<p>The Nominations and Elections Committee consists of a chair and up to 11 committee members, providing representation from as many districts as possible across the state. The following rules apply to the committee:</p> <ul style="list-style-type: none"> <li>● No sitting director may serve on the committee.</li> <li>● No member may serve more than two consecutive one-year terms as a committee member unless the third term is as the committee chair.</li> <li>● No member shall serve more than two consecutive terms as committee chair.</li> </ul>
<b>911.2 Purpose</b>	<p>The Nominations and Elections Committee is charged with evaluating, seeking, and selecting highly qualified candidates for election to the board of directors and administers all aspects of the election in accordance with bylaws and Policies and Procedures.</p>
<b>911.3 Chair Duties - Nomination Process</b>	<p>See Policy 901.3 for general responsibilities of committee chairs.</p> <p>The chair has overall responsibility for the nominations process. The chair:</p> <ul style="list-style-type: none"> <li>● Prepares the Call for Candidates and submits it for publication in the appropriate communications, for posting on the AAUW California website and for inclusion in the fall Administrative Packet for branch presidents. The chair does this by: <ul style="list-style-type: none"> <li>○ Confirming with the board of directors which officers and how many directors will be elected.</li> <li>○ Confirming with the board of directors the deadline for nominations to be received for inclusion in appropriate communications publications.</li> <li>○ Confirming with the board of directors the dates of the 3-week voting period.</li> </ul> </li> <li>● Prepares the Candidate Information Form and arranges for it to be posted on the AAUW California website.</li> <li>● Submits candidates' photos, goal statements and Candidate Information Forms for posting on the AAUW California website in the order they are received.</li> <li>● Submits candidates' photos and goal statements for publication in the appropriate communications announcements and inclusion in the winter Administrative Packet for branch presidents.</li> </ul>

	<ul style="list-style-type: none"> <li>● Collects and files candidates' signed acknowledgement of the campaign rules. (The form is appended to Policy 502).</li> <li>● Consults with the parliamentarian and/or Governance Committee chair on questions of policy and procedure regarding the nomination and election processes.</li> <li>● Coordinates, with the board of directors, the timing and process for additional nominations after the slate has been presented to the membership.</li> <li>● Handles any complaints of non-compliance with any campaign rules and has the authority to disqualify candidates who provide false or misleading candidate information or fail to follow the campaign rules.</li> <li>● Keeps the board informed of the status of nomination recruitment.</li> <li>● Prepares and monitors the annual committee budget.</li> </ul>
<b>911.3.1</b> <b>Chair Duties -</b> <b>Measures and</b> <b>Resolutions</b>	<p>The chair facilitates the process of bringing measures and resolutions to a vote. The chair:</p> <ul style="list-style-type: none"> <li>● 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.</li> <li>● Works with the communications team to create an online forum for discussion of resolutions and public policy issues, if needed.</li> <li>● Consults with the parliamentarian on questions of policy and procedure regarding the nomination and election processes.</li> <li>● Coordinates, with the board of directors, the timing and process for additional nominations after the slate has been presented to the membership.</li> </ul>

<p><b>911.3.2</b></p> <p><b>Chair Duties - Elections</b></p>	<p>The chair has responsibility for elections. The chair:</p> <ul style="list-style-type: none"> <li>● Researches and makes a recommendation, including cost impact, to the board of directors to either execute an electronic vote in-house or to engage an outside elections vendor. Whether in-house or contracted out, the election vendor should provide an impartial electronic election process that protects the privacy of the members' votes and meets the deadlines established for the elections.</li> <li>● If the decision is to engage an outside vendor, The board of directors must approve the selection of the vendor to be hired.</li> <li>● Makes a recommendation to the board of directors for the voting procedures for members who will not or cannot utilize the electronic voting system. These procedures will respect the privacy and confidentiality of the member's vote and fit into the election's timeline.</li> <li>● Contacts the election vendor or in-house election administrator after the nominations deadline to confirm procedures and set dates for the 3-week voting period.</li> <li>● Obtains Excel file of AAUW California members from AAUW thirty days prior to beginning of voting period.</li> <li>● After additional nominations are received, sends candidates' names, photos, Candidate Information Forms, and Excel membership file to the election vendor or in-house administrator.</li> <li>● 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 or in-house administrator to begin the voting period.</li> <li>● Verifies that candidates' financial reports have been filed by the required deadlines and follow the campaign rules.</li> <li>● At the conclusion of the voting period, validates/verifies the election results with the election vendor or in-house administrator.</li> <li>● Election results are kept confidential between the election vendor or in-house administrator and the Nominations and Elections Committee chair until all candidates have been notified of the election results.</li> <li>● At the conclusion of the voting period, notifies each candidate of the election results by telephone. After three (3) unsuccessful attempts to reach a candidate by phone, the chair may notify a candidate by e-mail or text message of the election results.</li> <li>● Provides election results to be posted on the AAUW California website and other appropriate channels once all candidates have been notified.</li> <li>● 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 meeting minutes.</li> <li>● Submits election results to Communications Committee chair for publication in all appropriate communications documents.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Destroys, at the end of the nominating committee process, all confidential proceedings and written information regarding candidates except for Candidate Information Forms and photos.</li> <li>• 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.</li> </ul>										
<b>911.4 Committee Member Duties</b>	<p>See Policy 901.4 for general responsibilities of committee members.</p> <p>In addition, committee members should:</p> <ul style="list-style-type: none"> <li>• Help set up nomination procedures.</li> <li>• Assist with identification of viable candidates.</li> <li>• Communicate with potential candidates via text, email or phone.</li> <li>• Help present candidate information and voting procedures in print and electronic communications.</li> <li>• Assist with management of the election and announcement of the results.</li> <li>• Attend the Annual Event.</li> <li>• Help provide committee updates to the Communications Committee for posting as appropriate.</li> </ul> <p>The steps involved in appointing committee members are the following:</p> <table border="1"> <thead> <tr> <th>Step</th><th>Action</th></tr> </thead> <tbody> <tr> <td>1</td><td>District liaisons and current committee members actively recruit members from their districts to apply for appointment.</td></tr> <tr> <td>2</td><td>Applications for committee appointments must be submitted to the state office by the published deadline.</td></tr> <tr> <td>3</td><td>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.</td></tr> <tr> <td>4</td><td>The board appoints a chair and committee members in consultation with the parliamentarian to ensure committee term limits are taken into consideration.</td></tr> </tbody> </table>	Step	Action	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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4	The board appoints a chair and committee members in consultation with the parliamentarian to ensure committee term limits are taken into consideration.										



**911.5****Committee Appointment  
Procedure**

The steps involved in appointing committee members are the following:

Step	Action
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.

## Policy 912 – Program Committee

*(On hiatus as of July 2021)*

<b>912.1 Composition</b>	The Program Committee is a standing committee, composed of a chair, and such others as the board may direct.
<b>912.2 Purpose</b>	The Program Committee assists the branches in translating AAUW and AAUW California mission priorities into branch programming by providing resources and direction.
<b>912.3 Chair Duties</b>	<p>See Policy #901.3 for general responsibilities of committee chairs. In addition, the Program Committee chair does the following:</p> <ul style="list-style-type: none"><li>• Communicates with branches through all state communication channels, branch visits, district and Interbranch Council (IBC) meetings, and workshops.</li><li>• Sets the state program theme for the year and plans and coordinates workshops for the Annual Event in close consultation with other state committees.</li><li>• Tracks branch mission-based program activities through branch newsletters</li><li>• Coordinates program activity between other state committees.</li><li>• Provides regular updates to the board of directors or leadership team on the committee's activities and needs.</li><li>• Prepares and monitors the annual committee budget.</li><li>•</li></ul>

<b>912.4 Committee Member Duties</b>	See Policy #901.4 for general responsibilities of committee members. Committee members assist the chair with meeting the purpose and goals of the committee.
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## Policy 913 – Public Policy Committee

<b>913.1 Composition</b>	The Public Policy Committee is a standing committee 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 California priorities.
<b>913.2 Purpose</b>	The Public Policy Committee acts as a resource to AAUW California 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.

<p><b>913.3</b></p> <p><b>Chair Duties</b></p>	<p>See Policy 901.3 for general responsibilities of committee chairs.</p> <p>In addition, the Public Policy Committee chair, with the assistance of committee members, under the guidance of the state board, and within the scope of the national AAUW public policy program, does the following:</p> <ul style="list-style-type: none"> <li>• Works with the legislative advocate to further the public policy program of the state.</li> <li>• 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 California has taken positions.</li> <li>• Annually, presents the committee’s recommendations to the board for AAUW California membership in statewide coalitions. Coordinates and facilitates state participation in coalitions; encourages branches to build local coalitions.</li> <li>• Prepares and distributes the public policy brochure.</li> <li>• Hosts public policy events as necessary and submits financial reports to the CFO within 30 days after a public policy event.</li> <li>• Annually reviews and revises public policy documents for distribution in the administrative packet to branches.</li> <li>• 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.</li> <li>• Reviews proposed AAUW California resolutions and assesses their relevance and impact on public policy program priorities.</li> <li>• Assists in Annual Event convention planning and takes part in presenting public policy workshops and training.</li> <li>• Consults with the Leadership Development Committee to update public policy leadership training materials.</li> <li>• Provides regular updates to the board of directors or leadership team on the committee’s activities and needs.</li> <li>• Prepares and monitors the annual committee budget</li> </ul>
<p><b>913.4</b></p> <p><b>Committee Member Duties</b></p>	<p>See Policy 901.4 for general responsibilities of committee members.</p> <p>Committee members assist the chair with meeting the purpose and goals of the committee.</p>

<p><b>913.5</b></p> <p><b>Legislative Advocate - Responsibilities</b></p>	<p>The legislative advocate is a paid consultant with the following responsibilities. The legislative advocate:</p> <ul style="list-style-type: none"> <li>● Represents AAUW California at legislative hearings and lobbies the public policy bill package.</li> <li>● Works with legislators on issues within the state focused on public policy positions.</li> <li>● Publishes and maintains the approved bill package on the AAUW California website.</li> <li>● Uses the AAUW California Action Alert system and social media to inform and engage AAUW members and friends to participate in lobbying efforts.</li> <li>● Acts as a consultant to the Public Policy Committee in the selection of bills on which to take positions.</li> <li>● Attends and speaks at the state Annual Event and meetings.</li> <li>● Works with advocates from other organizations that share similar mission, vision and public policy priorities.</li> </ul>
<p><b>913.6</b></p> <p><b>Coalitions - Reviews</b></p>	<p>The Public Policy Committee 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 July board meeting.</p>
<p><b>913.6.1</b></p> <p><b>Criteria for Evaluation</b></p>	<p>The criteria for evaluation of coalition membership includes:</p> <ul style="list-style-type: none"> <li>● Coalition goals consistent with AAUW's mission.</li> <li>● Coalition effectiveness, viability, servicing a critical need, and potential for positive impact.</li> <li>● Contribution to AAUW visibility.</li> <li>● Commitment to regular participation.</li> </ul>
<p><b>913.6.2</b></p> <p><b>Coalition Representatives</b></p>	<p>The president appoints a representative to each approved coalition, and the coalition representative will:</p> <ul style="list-style-type: none"> <li>● Submit a written report, with agenda attached, to the Public Policy Committee chair after each meeting of the coalition.</li> <li>● Submit a written coalition evaluation to the Public Policy Committee chair at the end of each fiscal year.</li> </ul> <p>A line item in the AAUW California budget shall designate the total amount to be allocated for coalition dues for the year.</p>

<p><b>913.7</b></p> <p><b>Branch Advocacy Bills – Condition for Bills Not on the AAUW California Priority List</b></p>	<p>An AAUW California branch may support a bill not on the AAUW California list with the following conditions:</p> <ul style="list-style-type: none"> <li>• The branch requests that the AAUW California Public Policy Committee chair reviews the bill for compliance with the approved AAUW California public policy priorities. This review will include the AAUW California Legislative Advocate’s determination that there is no potential for adverse political ramifications or other such ramifications.</li> <li>• If approved by the AAUW California Public Policy Committee chair, the branch may take a position in the name of the branch, e.g. The XYZ Branch of AAUW, but will not use the name of AAUW California.</li> </ul>
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## Policy 914 – Project Oversight Committee

(On hiatus as of July 2021)

<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>	<p>See Policy 901.3 for general responsibilities of committee chairs.</p> <p>The Project Oversight committee chair:</p> <ul style="list-style-type: none"> <li>• Has overall responsibility for the committee’s operation and assigns committee members to fulfill the duties of the committee.</li> <li>• Provides regular updates to the board of directors or leadership team on the committee’s activities and needs.</li> <li>• Makes recommendations to the board, after committee review, to enact new state projects three months after receipt of an application..</li> <li>• Prepares and monitors the annual committee budget.</li> </ul>
<b>914.3 Committee Member Duties</b>	<p>See Policy 901.4 for general responsibilities of committee members.</p> <p>The Project Oversight committee members assist the committee chair to meet the committee’s purpose and goals by:</p> <ul style="list-style-type: none"> <li>• Helping evaluate new state project proposals, consulting with the finance committee for fiscal impact, and other committees as appropriate, and making a recommendation to the chair to put forward to the board. Assisting 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>• Conducting annual evaluations of current state projects, under the chair’s guidance, 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.	
<b>914.5 Review for Multiple Delivery Projects</b>	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.

## Policy 915 Meetings Planner

<b>915.1</b> <b>Meetings Planner</b>	<p>The meetings planner is responsible for coordinating the logistics of all statewide meetings, including but not limited to board meetings, conferences, and the Annual Event.</p>								
<b>915.2</b> <b>Meetings Planner Duties</b>	<p>The meetings planner has the following duties:</p> <ul style="list-style-type: none"> <li>• Consults with the president and appropriate district leaders concerning host branches and local chairs for state meetings, conferences and the Annual Event and makes recommendations to the Executive Committee for approval.</li> <li>• Ensures that all meetings, conferences and the Annual Event are adequately staffed, and the required local arrangements are completed.</li> <li>• Meets with facilities staff prior to each event to review all event requirements.</li> <li>• Acts as sole contact with meeting site personnel, working on site at all state meetings.</li> <li>• Writes all notes and letters of appreciation and distributes small gifts to meeting site staff.</li> </ul>								
<b>915.3</b> <b>Meetings Planner Negotiations</b>	<p>The meetings planner has responsibility for the negotiations of all contracts related to meetings of AAUW California 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.</p>								
<b>915.4</b> <b>Negotiations Procedure</b>	<p>The meetings planner follows these steps in making sure that all contractual obligations are fulfilled:</p> <table border="1" data-bbox="500 1495 1388 1799"> <thead> <tr> <th>Step</th><th>Action</th></tr> </thead> <tbody> <tr> <td>1</td><td>Submits all required documentation and paperwork to meeting facilities and coordinates with the facilities staff.</td></tr> <tr> <td>2</td><td>Submits all contracts to the state president for approval and signature.</td></tr> <tr> <td>3</td><td>Handles all meeting AV requests.</td></tr> </tbody> </table>	Step	Action	1	Submits all required documentation and paperwork 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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<p><b>915.5</b></p> <p><b>Meetings Planner, Other Duties</b></p>	<p>The meetings planner also does the following:</p> <ul style="list-style-type: none"> <li>● Co-chairs the Annual Event planning team with the appropriate manager. (See Policy 916- Annual Event Manager and Local Arrangements Chair)</li> <li>● Assists the CFO with: <ul style="list-style-type: none"> <li>○ Assessing the budget needs for meetings</li> <li>○ Confirming the board rooming list</li> </ul> </li> <li>● Maintains an experience notebook</li> <li>● Submits an annual report to the president</li> </ul>
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## Policy 916 – Annual Event Manager and Local Arrangements Chair

<b>916.1</b> <b>Annual Event</b> <b>Manager</b>	The Annual Event manager is appointed to a two-year term of office.
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**916.1.2  
Responsibilities**

The Annual Event manager has overall responsibility for planning and developing the Annual Event in consultation with the Meetings Planner. The Annual Event may be an annual meeting or a convention , as directed by the board of directors. The Annual Event manager:

- Leads the planning team in planning schedules and coordinating programs for the Annual Event. The team will include the president, CFO, chairs of appropriate committees and other contributors as deemed 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 if the Annual Event is designated as an annual meeting. .
- Consults the evaluations and reports from previous state general meetings early in the planning process. Creates an evaluation form for attendees and compiles the results of those evaluations.
- Assists the Communications Committee with the preparation of Annual Meeting information and registration forms that will be distributed to the membership using all appropriate communication publications and the state website.
- Immediately after the Annual Event, meets to evaluate the event in consultation with the meetings planner, local arrangements chair, Program Committee chair, president, and any other contributors.
- Creates a post-event review report that includes a summary of the participant evaluations and findings from the post- event evaluation meeting.
- May request the president to appoint an assistant to whom some tasks may be delegated.
- Reports to the board on planning progress and attends board meetings at the request of the president.
- If the Annual Event is a convention:
  - Prepares a proposal for board members to review in October. Presentation will include the budget (including the terms for volunteer discounts and vendor/branch sales table rates), program themes, AV needs, room set-up, etc.
  - Oversees the publication of an official program, if offered, and its delivery to the event site, if published in hard copy. .
  - Oversees registration and creation of registration packets for attendees.
  - Consults with meetings planner prior to approval of AV requests.

	<ul style="list-style-type: none"> <li>○ Appoints an editor to produce and distribute daily SnapShots, if planned.</li> </ul>
<b>916.2</b> <b>Local</b> <b>Arrangements</b> <b>Chair</b>	<p>If the Annual Event is a convention, the local arrangements chair recruits an ad hoc committee of members living near the convention location. The group recruits, schedules, and oversees all the volunteers. The chair does the following:</p> <ul style="list-style-type: none"> <li>● Works with the Annual Event manager and planning team to identify and coordinate the staffing needs for convention, including but not limited to: registration; packets; workshop assistants; marketplace; volunteer room; meals; greeters; and Connection Corner, depending on what activities are offered.</li> <li>● Coordinates the recruitment of vendors for the marketplace</li> <li>● Attends planning meetings at the request of the Annual Event manager</li> <li>● Assists the planning team with selecting local entertainment and opening ceremonies</li> <li>● Provides the Annual Event manager and office manager with a list of those eligible for discounted convention registration rates, in accordance with Policy 1102: Annual Event (If a Convention)</li> </ul>

## Policy 917 – Parliamentarian

<b>917.1 Parliamentarian role</b>	<p>The parliamentarian serves as consultant and advisor to the president, state and branch leadership, and all AAUW California members on parliamentary procedure. The parliamentarian is an ex-officio, non-voting member of the board, Executive Committee, and Governance Committee.</p>
<b>917.2 Responsibilities</b>	<p>The parliamentarian is responsible for:</p> <ul style="list-style-type: none"> <li>● Assisting with the preparation and wording of motions and suggesting clarifications to submitted motions.</li> <li>● Consulting with other committees at the request of the president or committee chair.</li> <li>● 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.</li> <li>● 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.</li> <li>● Consulting with the Nominations and Elections Committee, as needed, regarding responsibilities, the current offices to be filled, and the electoral procedures to be followed.</li> </ul> <p>(See Policy 501- Nominations, and Policy 502-Elections).</p>
<b>917.3 Preparing the Call for Resolutions</b>	<p>The parliamentarian prepares a call for resolutions for the first administrative packet of the program year.</p> <p>(See Policy 111-Resolutions).</p>

<b>917.4 Presenting the Resolutions</b>	<p>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:</p> <table border="1" data-bbox="535 367 1429 1339"> <thead> <tr> <th>Step</th><th>Action</th></tr> </thead> <tbody> <tr> <td>1</td><td>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.</td></tr> <tr> <td>2</td><td>Refers proposed resolutions to all standing committee chairs for review and comment, and to the CFO for preparation of a fiscal impact statement.</td></tr> <tr> <td>3</td><td>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.</td></tr> <tr> <td>4</td><td>Working with the Nominations and Elections Committee chair, ensures resolutions appear on the state ballot.</td></tr> <tr> <td>5</td><td>Works with the Communications Committee to create a forum for discussing resolutions. Arranges for a discussion of resolutions immediately before or after the Annual Event business sessions, if logistically possible.</td></tr> <tr> <td>6</td><td>Ensures that policies and procedures are updated, if needed, to conform to adopted resolutions.</td></tr> </tbody> </table>	Step	Action	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 Event business sessions, if logistically possible.	6	Ensures that policies and procedures are updated, if needed, to conform to adopted resolutions.
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<b>917.5 Parliamentarian's Other Duties</b>	<p>The parliamentarian also has the following duties. The parliamentarian:</p> <ul style="list-style-type: none"> <li>● Reviews the meeting announcement, agenda and minutes of the previous Annual Meeting portion of the Annual Event in order to assist in preparation of the standing rules and parliamentary procedure guidelines for an upcoming Annual Event.</li> <li>● Performs such other duties as requested.</li> </ul>														



## Policy 918 – Assistant to the President

<b>918.1</b> <b>Assistant to the President's Role</b>	<p>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.</p> <p>The appointee shall be approved and confirmed by the Executive Committee.</p>
<b>918.2</b> <b>Duties</b>	<p>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.</p>

## Policy 919 - Branch Activity of the Year Award Committee

<b>919.1 Composition</b>	Branch Activity of the Year Award Committee is a standing committee, composed of the chair and others as the board may direct.
<b>919.2 Purpose</b>	The Branch Activity of the Year Award Committee assists the chair in identifying branches with unique and inspiring mission-based activities.
<b>919.3 Chair Duties</b>	<p>See Policy 901.3 for general responsibilities of all committee chairs.</p> <p>In addition, the duties of the Branch Activity of the Year Award Committee chair are to:</p> <ul style="list-style-type: none"> <li>● Create a process to identify unique and inspiring mission-based activities that are aligned with the annual success plan.</li> <li>● Notify award winner(s).</li> <li>● Consult with award winners on presentation at the Annual Event.</li> <li>● Provide regular updates to the board of directors or leadership team on the committee's activities and needs.</li> <li>● Prepare and monitor the annual committee budget.</li> </ul>
<b>919.4 Committee Member Duties</b>	<p>See Policy 901.4 for general responsibilities of all committee members.</p> <p>In addition, the duties of the Branch Activity of the Year Award Committee members are to assist with:</p> <ul style="list-style-type: none"> <li>● Identifying criteria by which to select the Branch Activity of the Year Award.</li> <li>● Developing an application process including timeline.</li> <li>● Developing a communication process to solicit submissions.</li> <li>● Evaluating submissions and identifying award winner(s).</li> </ul>

## Policy 920 – Diversity, Equity, Inclusion (DEI) Committee

<b>920.1 Composition</b>	<p>The Diversity, Equity, Inclusion Committee (DEI) is a standing committee composed of a chair and other committee members as the board may direct.</p>
<b>920.2 Purpose</b>	<p>The DEI Committee supports branches to increase their commitment to diversity, equity and inclusion (DEI) with an emphasis on increasing DEI awareness, engagement of branch members in DEI activities, and connecting with other organizations that promote DEI.</p>
<b>920.3 Chair Duties</b>	<p>See Policy 901.3 for general responsibilities of committee chairs.</p> <p>In addition, the DEI Committee Chair:</p> <ul style="list-style-type: none"> <li>● Has overall responsibility for developing, coordinating, administering, and evaluating an ongoing, comprehensive development program to meet the needs of the state and the branches.</li> <li>● Consults with the board on specific leadership development and training needs in the state, districts and branches.</li> <li>● Oversees communication with branch DEI coordinators/office liaisons to assist them in identifying their specific needs for their branches.</li> <li>● Acts as a resource person and liaison within AAUW California.</li> <li>● Assists with Annual Event planning.</li> <li>● Encourages the appointment of DEI coordinators at branches.</li> <li>● Encourages branch participation in the national Five-Star recognition program and keeps branches informed of Five-Star recognition criteria related to DEI.</li> <li>● Provides regular updates to the board of directors or leadership team on the committee’s activities and needs.</li> <li>● Prepares and monitors the annual committee budget.</li> </ul>

<b>921.4 Committee Member Duties</b>	<p>See Policy 901.4* for general committee member responsibilities.</p> <p>In addition, DEI Committee members:</p> <ul style="list-style-type: none"> <li>• Serve as a committee liaison with branches.</li> <li>• Assist the committee chair in promoting the national DEI program by increasing awareness of the program, providing references to DEI resources and assisting branches in actively incorporating DEI activities.</li> <li>• Help the committee expand DEI programs through participation in communication and awareness-building programs such as webinar presentations.</li> <li>• Help branches build programs as part of the Five-Star program by working with the branch DEI coordinators /officers.</li> <li>• Take part in brainstorming and creating DEI activities, materials and communications customized for California to assist the chair with realizing committee goals.</li> <li>• Help develop collaboration strategies/tactics with other organizations</li> </ul>
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## Policy 921 - Tech Trek Committee

<b>921.1 Composition</b>	<p>The Tech Trek Committee is a standing committee composed of a chair(s), who is the current Tech Trek Program Director(s), and as many additional members considered necessary by the board.</p> <p>The committee should be balanced and represent all constituencies, including but not limited to AAUW California branch members, branch coordinators, current and past camp leadership, board directors, and additional members as determined by the board.</p>
<b>921.2 Chair Duties</b>	<p>See Policy 901.3 for general responsibilities of all committee chairs.</p> <p>In addition, the duties of the Tech Trek Committee chair(s) are to assign committee members to fulfill the duties of the committee. A suggested delegation of roles is below:</p> <p>The Tech Trek Program Director is the chair and individual ultimately responsible for overseeing the entire project. The Tech Trek Program Director is the primary spokesperson for Tech Trek California.</p> <ul style="list-style-type: none"> <li>● Conducts state-level business relationships with affiliates engaged with the program (e.g. insurance carriers, corporate sponsors, agents for camp-related products (such as t-shirts and other swag), and attorneys.</li> <li>● Interfaces with national and state leadership to ensure California's compliance with current program policies and procedures.</li> <li>● Provides annual program risk evaluations/assessments and identifies mitigation strategies.</li> <li>● Communicates program, business, volunteer performance, and camp execution issues and other management concerns requiring leadership engagement to all constituencies.</li> <li>● Recommends to the board to ensure the health of the program in the future (ie, structural changes to the program such as new staffing models, state growth requirements like new campuses, etc.).</li> <li>● Reviews and approves camp stipends.</li> <li>● Prepares and monitors the annual committee budget, if appropriate.</li> </ul>
<b>921.3 Committee Member Duties</b>	<p>The duties of the members of the Tech Trek Committee are to provide assistance, guidance and support to meet committee goals through research, assessment and the gathering of resources for the Tech Trek program. This includes assisting with the following responsibilities:</p> <p>Camp Administration Coordination</p> <ul style="list-style-type: none"> <li>● Review, update, and distribute stakeholders' annual forms and materials related to administration of the program. This includes branch packets as well as camp forms.</li> <li>● Research and prepare camp-related incident reports for annual liability insurance meetings with CFO and insurance representative.</li> </ul>

	<ul style="list-style-type: none"> <li>● Collect participation and consent agreements, MOUs, and reservations from program stakeholders: participating branches, camp directors, treasurers and camp directors-in-training.</li> <li>● Coordinate camp assignments with the camp directors.</li> <li>● Prior to camp, review camp curricula, camp presenters, events, activities and schedules as provided by the camp directors.</li> <li>● Research and assess online document vendors and plan installation after approval by board.</li> <li>● Provide other duties as requested by the Tech Trek Committee chair, AAUW California president or AAUW California board.</li> <li>● Retain records according to the required minimums.</li> </ul> <p>Training</p> <ul style="list-style-type: none"> <li>● Design and assist in the delivery of training for camp directors/treasurers and ensure assignments and training are in place for selected Camp Directors-in-Training.</li> <li>● Create training and provide support for branch coordinators.</li> <li>● Develop and assist in execution of the annual meeting agenda with focus on collaboration.</li> </ul> <p>Staff Recruitment and Development</p> <ul style="list-style-type: none"> <li>● Solicit applicants and appropriate candidates for specific roles and recommend to program chair as necessary for the program.</li> <li>● Solicit applicants and recommend new directors and treasurers when necessary to fill open positions or to replace personnel due to issues with job performance.</li> </ul> <p>Tech Trek Communications to Branches, Members and External Audiences</p> <ul style="list-style-type: none"> <li>● Update marketing materials periodically to ensure alignment with national and state requirements.</li> <li>● Organize a Tech Trek workshop at the Annual Event in consultation with the event organizer.</li> <li>● Develop content required for stakeholders and submit to the state communications team for review and distribution. (e.g. emails, BoardtoBoard)</li> <li>● Provide the state website team with timely content to keep the information current and relevant.</li> </ul>
<p><b>921.3.1</b></p> <p><b>Grants Clearing-house Coordinator</b></p>	<p>The Grants Clearinghouse Coordinator seeks new funding opportunities and maintains a record of branches and grants so that multiple branches do not apply for funds from the same source. The coordinator will:</p> <ul style="list-style-type: none"> <li>● Seek out new funding opportunities and facilitate the completion of the grant application.</li> <li>● Notify Special Projects Fund (SPF) and the AAUW California CFO of their applications as they begin the application process. SPF will</li> </ul>

	then provide the applicant with information relevant to the use of SPF as the fiduciary agent.
<b>921.3.2 Financial Liaison</b>	<p>The Financial Liaison is appointed by the AAUW California president and works with the Tech Trek branch coordinator(s), SPF and the AAUW California CFO to manage the financial aspects of Tech Trek. The liaison will:</p> <ul style="list-style-type: none"> <li>• Ensure fiduciary stewardship and compliance of the program via seasonal budget(s) development; provide oversight of camp budgets' adherence during camp seasons, including asset management; review and approve reimbursement vouchers; interface with SPF partners and when necessary, the CFO.</li> <li>• Define required updates to program or camp-related financial processes with stakeholders and SPF.</li> <li>• Gather and review the annual Tech Trek budget(s) prior to submission to the AAUW California board for approval. Attend BOD meeting(s) to answer board questions as needed.</li> <li>• Provide training to camp treasurers.</li> <li>• Approve and forward camp vouchers to SPF for payment.</li> <li>• Forward monthly camp financial reports received from SPF to each camp treasurer and director (upon request).</li> <li>• Facilitate use of the AAUW California California credit card with the CFO for camp-related transactions when necessary.</li> <li>• Prepare multi-camp vouchers, i.e., insurance, administration fee, t-shirts, SWAG, and other printed supplies.</li> </ul>
<b>921.3.3 Data and Evaluation Coordinator</b>	<p>The Data and Evaluation Coordinator facilitates the compiling of camp data and evaluation. The coordinator will:</p> <ul style="list-style-type: none"> <li>• Maintain the database of former campers, utilizing updates from branches and providing support when necessary.</li> <li>• Oversee any long-term studies of campers that the board may request performed.</li> <li>• Provide training and support to camp directors in creating and distributing surveys.</li> <li>• Compile an after-camp report that utilizes data from all camps and can be sent to stakeholders.</li> </ul>
<b>921.3.4 Social Media Coordinator</b>	<p>The Social Media Coordinator facilitates the posting of social media messages across multiple platforms. The coordinator will:</p> <ul style="list-style-type: none"> <li>• Collaborate with the AAUW California Social Media coordinator following AAUW California social media guidelines</li> <li>• Post social media updates, particularly during the camp season, utilizing material from all camps.</li> </ul>
<b>921.3.4 Alumnae Coordinator</b>	<p>The Alumnae Coordinator interfaces with the former campers' alumnae groups throughout the state and provides support. The coordinator will:</p> <ul style="list-style-type: none"> <li>• Perform duties to be described as the alumnae program is developed.</li> </ul>

	<ul style="list-style-type: none"> <li>● Maintain alumni data to monitor camper engagement in future STEM activities.</li> </ul>
<b>921.3.5</b> <b>Technology Coordinator</b>	<p>The Technology Coordinator assists in the management of technology for the project. The coordinator will:</p> <ul style="list-style-type: none"> <li>● Maintain a master list of individual camp assets and coordinate sharing equipment.</li> <li>● Communicate with the AAUW California webteam to keep online forms and materials up to date.</li> <li>● Plan systematic updates to Tech Trek technology.</li> <li>● Assist camp directors and branch coordinators with camp management software.</li> <li>● Provide training on Google Docs and Drive and camp management software as necessary for new directors and treasurers.</li> </ul>
<b>921.3.6</b> <b>Background Check Coordinator</b>	<p>The Background Check Coordinator (“Live Scan”). The coordinator will:</p> <ul style="list-style-type: none"> <li>● Be certified by the California Department of Justice as a receiver of confidential information</li> <li>● Send camp directors forms and instructions each year in spring for both new and continuing staff.</li> <li>● Maintain (with camp directors) camp lists of potential staff and volunteers.</li> <li>● Advise camp directors of approvals.</li> <li>● Pass an FBI background check.</li> <li>● Process invoices for payment from background check provider for all returning staff/volunteers in a timely manner.</li> </ul>



## Policy 922 - College/University Partners Committee

*(On hiatus as of July 2021)*

<b>922.1</b>  <b>Composition</b>	<p>The College/University (C/U) Partners Committee consists of a chair and as many other members as deemed necessary by the board.</p>
<b>922.2</b>  <b>Purpose</b>	<p>The College/University (C/U) Partners Committee coordinates and administers the AAUW College/University Partnership Program for AAUW California to foster relationships with California academic institutions. The committee seeks to build awareness and engagement with the AAUW mission by C/U faculty, staff and students.</p>
<b>922.3</b>  <b>Chair Duties</b>	<p>See Policy 901.3 for general responsibilities of committee chairs.</p> <p>In addition, the College/University Committee chair:</p> <ul style="list-style-type: none"> <li>● Maintains responsibility for the overall recruiting of accredited colleges/universities within California as partners with AAUW.</li> <li>● Retains an up to date list of all current C/U partners along with a campus contact for each institution and shares this information with AAUW California branches via the state website, publications and electronic means.</li> <li>● Encourages the appointment of branch C/U chairs who will assist in recruiting strategies.</li> <li>● Supports C/U branch chairs through motivation, technical assistance and resource sharing.</li> <li>● Ensures the renewal of AAUW partner C/U's each year.</li> <li>● Provides regular updates to the board of directors or leadership team on the committee's activities and needs.</li> <li>● Prepares and monitors the annual committee budget, if appropriate..</li> </ul>
<b>922.4</b>  <b>Committee Member Duties</b>	<p>See Policy 901.4 for general responsibilities of committee members.</p> <p>In addition, committee members assist the chair with accomplishing committee goals and tasks, including:</p> <ul style="list-style-type: none"> <li>● Encouraging branches to reach out to potential C/U partners in their geographic area and supplying them with recruitment materials and mentoring advice.</li> <li>● Promoting AAUW national, state and branch membership by reaching out to faculty, staff and students.</li> <li>● Educating C/U partner students regarding their AAUW membership as E-Student Affiliates.</li> <li>● Working with the branches to make sure they communicate with C/U campus liaisons and encouraging collaboration on programs, projects, events.</li> </ul>

	<ul style="list-style-type: none"> <li>● Encouraging branch interaction with Student Affiliates and E-Student Affiliates by obtaining a list of the latter from the national member services database (MSD).</li> <li>● Maintaining a supply of student brochures and AAUW publications to share with campus liaisons and with branches.</li> </ul>
<b>922.5</b> <b>Encourage</b> <b>Collaboration</b>	<p>The College/University Partners Committee encourages 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:</p> <ul style="list-style-type: none"> <li>● NCCWSL (National Conference for College Women Student Leaders)</li> <li>● AAUW Campus Action Projects (CaliforniaP)</li> <li>● National Student Advisory Council (SAC)</li> <li>● AAUW California Financial Literacy projects: \$tart\$mart and Money Trek</li> </ul> <p>The college/university partners also disseminate information describing AAUW grants and fellowships.</p>

## Policy 1001 - Operations Fund Budget

<b>1001.1 Budget</b>	<p>The operations fund budget shall reflect the mission, goals, priorities, activities and projects of AAUW California. It shall be developed in conjunction with the AAUW California strategic plan to identify funding priorities.</p> <p>(See Policy 108-Strategic Plan).</p> <p>The budget shall include statements of revenue and expense.</p>
<b>1001.1.1 Use of Prior Year's Funds</b>	<p>One half of the prior year's operations net profit may be used to fund current year operational expenses.</p>
<b>1001.2 Authority and Approval</b>	<p>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 (Policy 906.2).</p>
<b>1001.3 Timeline</b>	<p>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.</p>
<b>1001.4 Monitoring</b>	<p>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.</p>

## Policy 1002 - Bank Accounts

<p><b>1002.1</b></p> <p><b>Bank Accounts</b></p>	<p>The current financial accounts include:</p> <ul style="list-style-type: none"> <li>● Convention Self-Insurance Fund (Investment Account)</li> <li>● Operations Reserve Fund (Investment Account)</li> <li>● State Project Reserve Fund (Investment Account)</li> <li>● Operations Checking Account (Non-Investment Account)</li> <li>● PayPal Account (Non-Investment Account)</li> </ul> <p>For each investment account's purpose and restrictions, see Policy 1003—Investment Policy.</p> <p>No new accounts may be made in the name of AAUW California without prior authorization by the president and CFO.</p>
<p><b>1002.2</b></p> <p><b>Electronic Banking</b></p>	<p>To the extent possible, AAUW California shall use electronic bill pay for check issuance which allows automatic payment of recurring payments, reduces postage costs, and expedites payment to payees.</p>
<p><b>1002.3</b></p> <p><b>Voucher Approval Above \$2000.00</b></p>	<p>All vouchers for payment exceeding \$2000.00 must also be approved for payment by the president or designee before the voucher is paid using electronic bill payment.</p>
<p><b>1002.4</b></p> <p><b>Authorized Signatures for Accounts and Electronic Access</b></p>	<p>Any AAUW California financial account utilizing the AAUW California tax ID number shall have the following officers given signature authority:</p> <ul style="list-style-type: none"> <li>● Chief Financial Officer</li> <li>● President</li> <li>● President-Elect/Vice President</li> </ul> <p>These officers will also have electronic access to these accounts for check issuance and review of checks issued.</p> <p>In addition, the Chair of the Investment Subcommittee will have access to all investment accounts to view performance reports and work with the investment advisor to ensure that asset allocations are compliant and within ranges specified in the Investment Policy 1003.</p>

<p><b>1002.5</b></p> <p><b>Operations Checking Account</b></p>	<p><u>Purpose:</u></p> <p>The Operations Checking Account shall be used to receive deposits and to pay for the on-going obligations of the organization.</p> <p><u>Requirements:</u></p> <p>The checking account shall maintain a minimum balance of \$50,000.</p> <table border="1" data-bbox="500 506 1382 1083"> <thead> <tr> <th data-bbox="500 506 940 548">If...</th><th data-bbox="940 506 1382 548">Then...</th></tr> </thead> <tbody> <tr> <td data-bbox="500 548 940 737">at fiscal year end, the account balance is more than \$75,000 (excluding "deferred dues"),</td><td data-bbox="940 548 1382 737">One-half of this excess should be transferred to the Operations Reserve Fund for investment.</td></tr> <tr> <td data-bbox="500 737 940 894">needed during the year,</td><td data-bbox="940 737 1382 894">monies may be transferred into the checking account from the Operations Reserve fund.</td></tr> <tr> <td data-bbox="500 894 940 1083">not feasible to repay the borrowed amount of money as soon as possible or if loans continue to be necessary,</td><td data-bbox="940 894 1382 1083">the Chief Financial Officer and her finance committee should consider recommending a dues increase to the general membership.</td></tr> </tbody> </table>	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.
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<p><b>1002.6</b></p> <p><b>PayPal Account</b></p>	<p><u>Purpose:</u></p> <p>A PayPal account shall be used to receive funds for state events through the ticketing application used for reservations.</p> <p><u>Requirements:</u></p> <p>The PayPal account should be used to receive funds for state events and reimburse the ticketing application for its fees.</p> <p>Funds should be regularly transferred out of PayPal to the Operations Checking Account.</p> <p>At fiscal year end, the balance should be zero unless an event is in progress.</p>								

## Policy 1003—Investment Policy: Definition of Accounts

<b>1003.1</b> <b>Purpose, Authority and Scope of Investment Policy</b>	<p><u>Purpose:</u></p> <p>It is the intent of AAUW California 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 California investment portfolio for the AAUW California Board of Directors, the Investment Subcommittee, 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.</p> <p><u>Authority:</u></p> <p>Delegation of authority is defined in Policy 604, Chief Financial Officer, and Policy 906, Finance Committee.</p> <p><u>Scope:</u></p> <p>These Investment Policies apply to all investment assets of AAUW California. All investments shall be pooled into one investment account with three sub-accounts:</p> <ul style="list-style-type: none"><li>● General Reserve Fund</li><li>● Operations Reserve Fund</li><li>● State Project Reserve Fund</li></ul> <p>Balances by type of investment for each sub-account must be maintained in the AAUW California General Ledger.</p>
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<p><b>1003.2</b> <b>General Reserve Fund</b></p>	<p><b>Purpose:</b> The purpose of the General Reserve Fund is to provide a backup cash fund in case membership dues received are much lower than expected.</p> <p><b>Requirements:</b> This account maintains a \$15,000 balance. It shall be invested in a money market fund. Any balance over \$15,000 should be transferred to the Operations Reserve Fund at the end of the fiscal year.</p>								
<p><b>1003.3</b> <b>Operations Reserve Fund</b></p>	<p><b>Purpose:</b> The purpose of the Operations Reserve Fund is to provide a source of funds to allow AAUW California 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.</p> <table border="1" data-bbox="646 926 1468 1465"> <tr> <th data-bbox="646 926 1068 968">If...</th><th data-bbox="1068 926 1468 968">Then...</th></tr> <tr> <td data-bbox="646 968 1068 1083">an emergency occurs,</td><td data-bbox="1068 968 1468 1083">the board must approve the amount needed to regain status quo.</td></tr> <tr> <td data-bbox="646 1083 1068 1234">approved,</td><td data-bbox="1068 1083 1468 1234">that approved amount will be transferred to the checking account for disbursement.</td></tr> <tr> <td data-bbox="646 1234 1068 1465">the balance drops below \$75,000,</td><td data-bbox="1068 1234 1468 1465">the board should act to replenish the fund by transferring funds from other accounts or proposing raising membership dues.</td></tr> </table> <p>The Operations Checking account shall have any losses from state events such as the Annual Event, whether a convention or annual meeting, reimbursed from this account.</p> <p>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.</p> <p><b>Requirements:</b> 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.</p>	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.
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<b>1003.4</b> <b>State Project Reserve Fund</b>	<p>Purpose: The purpose of the State Project Reserve Fund is to provide a source of funds to allow AAUW California to fund projects as approved by the AAUW California Board of Directors.</p> <p>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.</p>
<b>1003.5</b> <b>Prudence</b>	<p>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.</p> <p>The Investment Subcommittee 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.</p> <p>Relief of personal responsibility depends on whether the Investment Subcommittee 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.</p>
<b>1003.6</b> <b>Investment Guidelines</b>	<ul style="list-style-type: none"> <li>• The objective for the managed accounts of AAUW California is to have a moderate risk allocation providing for both growth and income for the portfolio.</li> </ul> <p>Achieving this objective 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</p>
<b>1003.7</b> <b>Asset Allocation</b>	<p>AAUW California has three investment assets: a Cash Reserve Fund (called the General Reserve Fund), an Operations Reserve Fund, and a State Project Reserve Fund. The Cash Reserve Fund is to be invested only in assets meeting the definition of Cash and Cash Equivalents. The Operations Reserve Fund and the State Project Reserve Fund are considered "managed accounts" and may be managed separately or as a single investment pool. The board of directors has established the following asset allocation guidelines for the managed accounts. Any deviation of 15% or more of the total portfolio beyond the target goal in any category requires</p>



approval from the Investment Subcommittee. Rebalancing of the investments should be performed at least annually.

Cash and Cash Equivalents shall include money market funds, Treasury bills, and insured certificates of deposit maturing within one year.

Fixed income securities shall include mutual funds and exchange traded funds that invest in US government and agency securities, corporate notes and bonds, mortgage backed securities, treasury inflation protected securities. At least 60% of the bonds within a fund should be rated investment grade.

Equities securities shall include mutual funds and exchange traded funds that invest in stocks, are publicly traded on US Exchanges, have a minimum 3 year track record, and focus primarily on domestic stocks.

Asset allocation recommended as of 11/24/2020 for the managed accounts is as follows:

Investment Type	Range	Target Goal
Cash and Cash Equivalents	2% - 5%	2%
Fixed Income	25% - 75%	44%
Equities	20% - 65%	54%

Prohibited Transactions: AAUW California prohibits the following types of investment activities:

- Margin purchases
- Individual stocks and bonds
- Private Placements or other restricted securities
- Foreign issues, unless traded on US Exchanges or Markets

<div>1003.8</div> <div>Return Objectives and Benchmarks</div>	<div><div>The objective for this investment portfolio is to have a moderate risk allocation providing for both growth and income for the managed accounts. The long-term objective for the assets under this policy is to achieve a return after fees and expenses, in excess of the policy index based on the portfolio’s asset allocation.</div><div>This means meeting or exceeding a weighted index of the total asset allocation and component benchmarks over a rolling three-year period. The policy index would be constructed annually based on the target allocation for each asset class.</div></div> <table><tr><td>Asset</td><td>Benchmark</td><td>Percentage/Target</td></tr><tr><td>Cash and Cash Equivalents</td><td>ML 3 month Treasury Bill</td><td>2%</td></tr><tr><td>Fixed Income</td><td>Barclay’s US Aggregate</td><td>44%</td></tr><tr><td>Equities</td><td>S&amp;P 500 or Russell 3000 for domestic stocks, MSCI EAFE for international stocks</td><td>54%</td></tr></table>	Asset	Benchmark	Percentage/Target	Cash and Cash Equivalents	ML 3 month Treasury Bill	2%	Fixed Income	Barclay’s US Aggregate	44%	Equities	S&P 500 or Russell 3000 for domestic stocks, MSCI EAFE for international stocks	54%
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<div>1003.9</div> <div>Internal Control, Oversight</div>	<div>The board of directors shall review the investments, procedures and adherence to the investment policy and decide what actions will be required. The Investment Subcommittee 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.</div>												

<p><b>1003.10</b></p> <p><b>Internal Control, Communications and Reporting</b></p>	<p>AAUW California requires the following type and frequency of communication and reporting from its investment manager(s) and/or advisors:</p> <p><u>Monthly:</u></p> <p>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.</p> <p><u>Semi-Annual:</u></p> <p>Investment manager/advisor will provide at minimum semi-annual portfolio presentations to the Investment Subcommittee 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 Investment Subcommittee.</p> <p><u>On-Going:</u></p> <p>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 Investment Subcommittee.</p> <p><u>Changes and Deviations:</u></p> <p>The Investment Subcommittee 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 California. The board requires the investment manager(s) and/or advisor(s) to communicate any significant changes in management or investment personnel immediately.</p>
<p><b>1003.11</b></p> <p><b>Investment Policies Review and Adoption</b></p>	<p>It shall be the duty of the Investment Subcommittee 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.</p>

## Policy 1004 – AAUW Fund Assessment

### **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 the amount of assessment.

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

## Policy 1005 – Insurance and Risk Management

<b>1005.1</b> <b>Insurance Coverage</b>	<p>All activities of an AAUW entity within the state of California, regardless of organizational level, are covered by the state AAUW California 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.</p>
<b>1005.2</b> <b>Negotiation</b>	<p>The Chief Financial Officer in consultation with the president shall negotiate all AAUW California 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.</p>
<b>1005.3</b> <b>Insurance Purchase</b>	<p>The AAUW California general fund budget will provide for the purchase of insurance programs.</p>
<b>1005.4</b> <b>Insurance Billing of Branches</b>	<p>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.</p> <p>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.</p>
<b>1005.5</b> <b>Additional Insurance Coverage</b>	<p>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.</p> <p>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.</p>

<b>1005.6 Locations/ Entities Coverage</b>	<p>When locations or other entities require to be named in AAUW California insurance, the AAUW entity sponsoring the event will contact the insurance agent who will issue the certificate. (See the <b>American Association of University Women California Request for Certificate of Insurance</b> in Appendix and online. Click <a href="#">HERE</a>).</p>
<b>1005.7 Separate Insurance</b>	<p>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.</p>
<b>1005.8 Risk Management Compliance</b>	<p>All AAUW California 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 California 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.</p>
<b>1005.9 Own Insurance Carrier</b>	<p>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 California CFO for approval. If they choose to have the property covered by AAUW California insurance, they must pay an appropriate premium in addition to the premium required by the state.</p>

## Policy 1006 – Reimbursement Procedures

<p><b>1006.1</b> <b>Directors’ and Committee Chairs Reimbursement</b></p>	<p>Directors and committee chairs attending meetings receive reimbursement for travel as follows:</p> <table border="1" data-bbox="552 436 1459 1188"> <thead> <tr> <th>Position</th><th>Reimbursement</th></tr> </thead> <tbody> <tr> <td>Directors</td><td>Directors will be paid travel and meal reimbursements to attend board meetings, on the condition that they attend the entire meeting.</td></tr> <tr> <td>Committee chairs &amp; co-chairs</td><td>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.</td></tr> <tr> <td>Members</td><td>Members who are required to attend any AAUW California 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.</td></tr> </tbody> </table> <p>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.</p>	Position	Reimbursement	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 California 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.
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<p><b>1006.2</b> <b>Approving an Extra Night of Lodging</b></p>	<p>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.</p>								
<p><b>1006.3</b> <b>Meals Allowed for Reimbursement</b></p>	<p>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.</p>								

<b>1006.4</b> <b>Expenses Paid for Initial Installation</b>	Expenses incurred for an AAUW California director to conduct the initial installation of officers for a new branch will be paid from the board travel fund.
<b>1006.5</b> <b>Travel and Meal - Rates</b>	Travel and meal reimbursement rates are to be established by the board each year in April on recommendation of the finance committee.
<b>1006.6</b> <b>Travel and Meals for Required Attendance</b>	<p>For any member required to attend a board meeting, the meetings planner shall arrange for lodging to be paid by AAUW California using master billing with the hotel, based on double occupancy.</p> <ul style="list-style-type: none"> <li>● 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 California exceeds any expenses incurred and vouchered by the attendee, the attendee is required to make payment to AAUW California via personal check made payable to AAUW California. <b>See the voucher form in the Appendices.</b></li> </ul>
<b>1006.7</b> <b>Reimbursable Travel Expenses</b>	<p>The following are eligible types of expenses that are reimbursable: <u>Airfare</u></p> <p>Airfare will be reimbursed based on advance purchase coach fare (when available).</p> <ul style="list-style-type: none"> <li>● Members are responsible for any change or cancellation penalties, except in cases where an AAUW sanctioned conference, or Annual Event 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.</li> <li>● Exceptions to these established policies for health and other access reasons shall be reviewed for approval by the president and meetings planner upon request.</li> </ul> <p><u>Airport parking</u></p> <p>Airport parking will be covered if a long-term, lower-cost lot is used. <u>Mileage and bridge tolls</u></p> <p>If the member chooses to drive when airfare is less expensive, the member will be reimbursed at the airfare rate.</p>



<b>1006.8</b> <b>Non-Reimbursable Expenses</b>	<p>The following are types of expenses that are non-reimbursable:</p> <ul style="list-style-type: none"> <li>● Valet parking.</li> <li>● Short-term airport parking when a less-expensive outer parking lot and shuttle are available.</li> <li>● Taxi, when a free airport shuttle is available.</li> </ul>
<b>1006.8</b> <b>Non-Reimbursable Expenses</b>	<p>The following are types of expenses that are non-reimbursable:</p> <ul style="list-style-type: none"> <li>● Valet parking.</li> <li>● Short-term airport parking when a less-expensive outer parking lot and shuttle are available.</li> <li>● Taxi, when a free airport shuttle is available.</li> </ul>
<b>1006.10</b> <b>Committees, Reimbursement</b>	<p>AAUW California 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.</p> <p>In addition:</p> <ul style="list-style-type: none"> <li>● The Public Policy Committee shall be reimbursed for travel and meal expenses for its spring meeting to select the legislation on which AAUW California will take a position.</li> <li>● The Finance Committee shall be reimbursed travel and meal expenses for one meeting in addition to the regularly scheduled board meetings.</li> <li>● 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.</li> </ul>
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<b>1006.11</b> <b>Meetings Planner, Reimbursement</b>	<p>The meetings planner shall be reimbursed for travel, lodging, and meal expenses to attend board meetings and the Annual Event. 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.</p>						
<b>1006.12</b> <b>AAUW National Convention</b>	<p>AAUW California will pay the registration fees, travel and meal expenses for the AAUW California president to attend the AAUW Convention. In the case of co-officers, the state will pay for only one to attend.</p> <p>AAUW California 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. If insufficient funds have been budgeted to pay registration fees for all directors who wish to attend the convention, preference will be given to directors who still have a year left on their term of office as director.</p>						
<b>1006.13</b> <b>Vouchers - Submission</b>	<p>For each committee with expenses covered in the budget, the members must submit a voucher for reimbursement to the Chief Financial Officer.</p> <p>For a director or committee chair with expenses covered in the budget allotment, the voucher shall be paid upon presentation.</p> <p>For expenses that exceed the committee budget allotment, note that the Finance Committee must approve the payment. (See <b>Expense Voucher AAUW-California</b> in the Appendix and online. Click <a href="#">HERE</a>).</p>						
<b>1006.14</b> <b>Vouchers - Submission to CFO</b>	<p>The voucher requesting funds from the authorized account must be sent to the Chief Financial Officer. Follow these steps when submitting a voucher.</p> <table border="1" data-bbox="521 1474 1438 1852"> <thead> <tr> <th data-bbox="521 1474 646 1545">Step</th><th data-bbox="646 1474 1438 1545">Action</th></tr> </thead> <tbody> <tr> <td data-bbox="521 1545 646 1617">1</td><td data-bbox="646 1545 1438 1617">Attach receipts for all expenses.</td></tr> <tr> <td data-bbox="521 1617 646 1852">2</td><td data-bbox="646 1617 1438 1852"> <p>If there is no receipt, submit a written explanation (required) to consider reimbursement.</p> <p><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.</p> </td></tr> </tbody> </table>	Step	Action	1	Attach receipts for all expenses.	2	<p>If there is no receipt, submit a written explanation (required) to consider reimbursement.</p> <p><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.</p>
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	<div>3</div> <div>Request the authorizing director or committee chair to sign vouchers.  Note: Committee chairs must authorize payment for their committee members.</div>						
<div>1006.15a</div> <div>Invoices or Bills for Goods or Services</div>	<div>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.</div> <div>A member may not personally pay bills totaling \$1,000.00 and seek reimbursement without prior approval of the Chief Financial Officer.</div>						
<div>1006.15b</div> <div>Using AAUW California Credit Card to Purchase Goods or Service</div>	<div>The AAUW California credit card may be used for purchases of any amount, but must be used for purchases of goods or services in the amount of \$1000 or more. Members should not use their personal credit cards for purchases of \$1000 or more for AAUW California or AAUW California managed projects such as Tech Trek and Speech Trek.</div> <div>The following procedure will be used to initiate a purchase for a state sponsored program using the AAUW California Credit Card:</div> <table><tr><th>Step</th><th>Action</th></tr><tr><td>1</td><td>The representative for the program (program coordinator or financial liaison) will provide a completed voucher with a list of the items to be purchased and all pertinent vendor contact information for the AAUW California CFO to contact the vendor with the credit card information to complete the purchase. Relevant purchase orders, invoices, etc. are to be attached to the voucher.</td></tr><tr><td>2</td><td>The AAUW California CFO or an authorized signer on the credit card will contact the vendor to complete the purchase. Once the purchase is complete the CFO will notify the project representative that the purchase is complete and</td></tr></table>	Step	Action	1	The representative for the program (program coordinator or financial liaison) will provide a completed voucher with a list of the items to be purchased and all pertinent vendor contact information for the AAUW California CFO to contact the vendor with the credit card information to complete the purchase. Relevant purchase orders, invoices, etc. are to be attached to the voucher.	2	The AAUW California CFO or an authorized signer on the credit card will contact the vendor to complete the purchase. Once the purchase is complete the CFO will notify the project representative that the purchase is complete and
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2	The AAUW California CFO or an authorized signer on the credit card will contact the vendor to complete the purchase. Once the purchase is complete the CFO will notify the project representative that the purchase is complete and						

		provide any relevant documentation and confirmation numbers provided by the vendor.	
	3	If the AAUW California Special Projects Fund serves as the fiduciary agent for the state sponsored program, once the purchase is complete the project representative will immediately submit a voucher with attached documentation (invoices/purchase orders) to the AAUW California Special Projects Fund for payment to AAUW California for the reimbursement of the purchase.	
	4	The AAUW CFO will record any large purchase, such as computers, as an asset of AAUW California. Note: Such purchases by state sponsored programs are the property of AAUW California and not the program.	
<b>1006.16</b> <b>Denied Vouchers</b>	<p>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.</p> <p>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.</p>		

<p><b>1006.17</b></p> <p><b>Vouchers, Submission Timeline</b></p>	<p>The following is the timeline and action when submitting vouchers:</p> <ol style="list-style-type: none"> <li>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.</li> <li>2. The Finance Committee must approve payment for vouchers submitted more than 45 days after the expense was incurred.</li> <li>3. If a committee member has expenses which total less than \$25, vouchers may be held until that amount is reached.</li> <li>4. All bills for a given fiscal year must be submitted by June 10 of the same fiscal year.</li> </ol>
<p><b>1006.18</b></p> <p><b>For an Advance</b></p>	<p>For an advance to cover expenses:</p> <ul style="list-style-type: none"> <li>• Submit an Advance Form to the Chief Financial Officer for an advance on budgeted funds.</li> <li>• 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.</li> <li>• In the unusual event that the advance exceeds the expense, the balance due to AAUW California should be remitted with the final voucher.</li> </ul>

## Policy 1007 – Fundraising Guidelines

<b>1007.1</b> <b>Fundraising Guidelines</b>	<p>AAUW branches and AAUW California may raise funds if those funds are used to further the stated exempt purposes of AAUW.</p> <ul style="list-style-type: none"><li>• The purpose and destination of the funds must be clearly stated on all advertisements, e.g. in newsletters and newspaper articles.</li><li>• 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.</li><li>• 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 California Special Projects Fund.</li><li>• Individuals are not recognized as charitable organizations under Code Section 501(c)(3).</li><li>• 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.</li></ul>
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## Policy 1008 – Outside Funding

<b>1008.1</b> <b>Grant Proposal Approval Procedures</b>	Follow these steps when submitting a grant proposal.	
	<b>Step</b>	<b>Action</b>
	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).
<b>1008.1</b> <b>Grant Proposal Approval Procedures</b>	Grant proposals must be evaluated in relation to the mission, purposes, goals, and priorities. Factors to consider include but are not limited to: <ul style="list-style-type: none"> <li>• AAUW’s involvement, both short term and long range.</li> <li>• Commitment to AAUW resources (funds and member time).</li> <li>• Restrictions imposed by the grantor.</li> <li>• Implication of use of the AAUW name.</li> <li>• Additional/alternative questions posed by the nature of the grant.</li> </ul>	

## Policy 1101 – Annual Event (If an Annual Meeting)

<p><b>1101.1</b> <b>Annual Meeting</b></p>	<p>If the Annual Event is an annual meeting, as directed by the board of directors, it 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. The annual meeting may be held in conjunction with another type of Annual Event, such as a convention.</p>
<p><b>1101.2</b> <b>Location</b></p>	<p>If the Annual Event is an annual meeting, the president and meetings planner, with the approval of the Executive Committee, will decide the location, if in-person. See Policy 1102.2.</p>
<p><b>1101.3</b> <b>Reimbursement</b></p>	<p>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:</p> <ul style="list-style-type: none"> <li>● Registration fees</li> <li>● 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)</li> <li>● Travel</li> <li>● Meal expenses</li> </ul> <p>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 meeting at the least cost to AAUW California.</p>



## Policy 1102 – Annual Event (If a Convention)

<b>1102.1</b> <b>Overview</b>	<p>If the Annual Event is a convention, as directed by the board of directors, it should be scheduled whenever possible on the third weekend in April, in order to give branches a predictable pattern around which to schedule their own activities.</p> <p>The convention may include the annual meeting as well as workshops, speakers and other mission-based activities.</p>
<b>1102.2</b> <b>Location</b>	<p>If the Annual Event is an in-person convention, subsequent events 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.</p> <p>The location shall be announced at the Annual Event prior to the convention.</p>
<b>1102.3</b> <b>Theme and Programming</b>	<p>The theme of the convention will be decided by the Annual Meeting planning team and announced no later than August. In consultation with the board, other state committees, and the Annual Event planning team, the Program Committee is responsible for evaluating and selecting workshop proposals and selecting keynote speakers.</p>

<p><b>1102.4</b> <b>Budget</b></p>	<p>If the Annual Event is a convention, the meetings planner and Annual Event manager must work with the CFO to develop the 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:</p> <ul style="list-style-type: none"> <li>• Meal reimbursement for directors and appointed committee chairs.</li> <li>• Lodging for directors, per the lodging policy outlined in Policy 1006.2.2.</li> <li>• Travel and meal reimbursements for the local arrangements chair and the assistant to the president. If there are co-chairs for local arrangements, reimbursements will be provided for only one.</li> <li>• All positions entitled to the worker registration rate.</li> <li>• Registration, travel, lodging, and meal reimbursement for the president, Annual Event manager, program committee chair, meetings planner, local arrangements chair, and Snapshots editor.</li> <li>• Cost of printing and copying, A/V and radios, speakers and workshop presenters.</li> <li>• Costs for preparation and mailing of the pre-convention packet and the layout/design and printing of the convention insert if one is to be distributed to all members in an appropriate communication or publication.</li> <li>• A complimentary convention meal for past state presidents.</li> <li>• Travel and meal reimbursement for each member of the convention planning team to attend a convention planning meeting.</li> </ul>
<p><b>1102.5</b> <b>Fees - Approval</b></p>	<p>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 the Convention.</p> <p>(See Speech Trek policy 3.2.5)</p>

<b>1102.6</b> <b>Fees - Payment</b>	<p>For payment of convention fees:</p> <ul style="list-style-type: none"> <li>● Payment of registration fees is required for attendance and participation in the Convention.</li> <li>● All refund requests must be in writing, postmarked 10 days prior to the first day of the event.</li> <li>● All cancellations are subject to a processing fee to be set annually by the Finance Committee.</li> <li>● Except for full cancellations, meal resale will be the sole responsibility of the attendee.</li> </ul>
<b>1102.7</b> <b>Fees - Discounted Fees</b>	<p>A discounted worker registration fee shall be set for those making significant contributions to the smooth running of the Convention.</p> <p>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.</p> <p>Those eligible for the worker rate are:</p> <ul style="list-style-type: none"> <li>● Any AAUW California member who volunteers a minimum of six hours during the Convention.</li> <li>● State board members, state appointed positions, or state committee members who are one of the following: <ul style="list-style-type: none"> <li>○ Workshop presenter (name submitted to local arrangements chair by Annual Event manager).</li> <li>○ Required personnel for conducting the Annual Meeting portion(name submitted to local arrangements chair by the state president).</li> <li>○ Convention volunteer worker for a minimum of three hours.</li> </ul> </li> </ul>
<b>1102.8</b> <b>Reimbursement</b>	<p>Conditions for reimbursement:</p> <ul style="list-style-type: none"> <li>● Any expense that exceeds the budgeted amount or any non-budgeted expense must have prior approval of the CFO.</li> <li>● The CFO must approve all vouchers for conferences and convention expenses. All vouchers must be submitted within 45 days of close of the Convention.</li> </ul>

<b>1102.9 Sales</b>	<p>Guidelines for sales at the Convention:</p> <ul style="list-style-type: none"> <li>• 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 the Convention. Branches must assume all liability for damage or loss of items on display for sale.</li> <li>• 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.</li> <li>• 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 for Convention considered contracts and are approved and signed by the state president on behalf of AAUW California.</li> </ul>
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# 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.

## 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.** 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



## 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>	
<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> Example: Cobb Salads and Compelling Stories	
<b>The Details (or Meal)</b> <b>Round it out with supporting information and specific details for taking action.</b> 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. <ul style="list-style-type: none"> <li>• Sun, Oct 15, Seal Beach (register by Oct 7)</li> <li>• Sat, Oct 28, South San Francisco (register by Oct 16)</li> <li>• Sun, Oct 29, Danville (register by Oct 16)</li> </ul> For more details and to register, click (website URL or embed a link).	
<b>The Close (or Dessert)</b> <b>Your last chance to call for action.</b> <b>Example:</b> The salads will be good, but the speakers will be better. Register early as spots fill quickly. Prepare to be inspired.	
<b>Add any website links for more details.</b>	
<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.	
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## *Candidate Acknowledgement Of 2015 Campaign Rules*

As a candidate for election to the AAUW California 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

You will be introduced at the annual meeting, and there will be a table for you to display/distribute campaign literature.

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

You will be free to circulate and campaign outside the business meeting.

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.

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.

There is a cap on spending for those running for AAUW California board positions: \$750 for officer/director races and \$1,000 for president-elect.

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 California.

You may ask for branch and member endorsements.

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.

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 California 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.

You shall submit expense reports to the AAUW California 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.

All campaign mailings, including electronic distributions, must bear an indication of your approval.

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



**PCF INSURANCE SERVICES**

License #0L78680 | [pcfoy.com](http://pcfoy.com)  
6200 Canoga Avenue, Suite 325  
Woodland Hills, CA 91367

**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 PCF Insurance Services)*

**Certificate Holder -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: [Anita@pcfoy.com](mailto:Anita@pcfoy.com)

Or Mail to: Anita L. Zaccaro, PCF Insurance Services, 6200 Canoga Avenue #325,  
Woodland Hills, CA 91367

Or FAX to: 818-703-0935

Or Call for More Info: 818-747-234-3172

**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.**

## Reference Guide to California and National Communications

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

Title	Source		Content	Sender	Key Recipients	Frequency
	California	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 California branch leaders from California state board and committees</li> </ul>	webteam@aauw-ca.org	<ul style="list-style-type: none"> <li>Branch presidents</li> <li>California committee members</li> </ul>	Monthly
California State Directory (Online & print)	✓		<ul style="list-style-type: none"> <li>Directory of California branches with contact information</li> </ul>	webteam@aauw-ca.org	<ul style="list-style-type: none"> <li>Branch presidents</li> <li>California committee members</li> </ul>	Annually
California Perspective (Online & print)	✓		<ul style="list-style-type: none"> <li>California 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

Membershi p 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 president s</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/ Summe r

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

Title	Source		Content	Sender	Key Recipients	Frequency
	California	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>Subscriber s</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>Subscriber s</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 California 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>Subscriber s</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>Subscriber s</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 702.8, 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 timeline 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 California State Projects Grant Program. We/I will abide by the AAUW California policies in implementing this project and agree to follow AAUW California 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 California branches.

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

Project Oversight Committee use only

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

## AAUW California State Project Grant Guidelines

### General Purpose:

AAUW California 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 California 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 California 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 California 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 California office by March 1<sup>st</sup>, 2019

### Funding Procedures:

AAUW California will create an account for each grantee. All expenditures must be made in accordance with AAUW California 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 California 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 California may be assigned to conduct a follow up interview. Grantees may be asked to present their work to the AAUW California 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/Date

# Motion Form for Actions Between Meetings



## Motion Form for Actions Between Meetings

**Motion** – To be completed by Submitter. Submit to President for approval at: [statepresident@aauw-ca.org](mailto:statepresident@aauw-ca.org)

☐ Check if this motion is to amend Policies and Procedures.

*Note: 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."*

I move to:	Click or tap here to enter text.		
Purpose and relevant background:	Click or tap here to enter text.		
Financial impact (if any):	Click or tap here to enter text.		
Submitted by:	Click or tap here to enter text.	Date	Click or tap to enter a date.
Seconded by (if required):	Click or tap here to enter text.	Date	Click or tap to enter a date.
Approved by Governance (if required): <input type="checkbox"/> Yes <input type="checkbox"/> No			Date: Click or tap to enter a date.

**Voting Instructions** – To be completed by Board Secretary after approval by President.

Comments by conference call or email (using Reply All) are allowed until:	Date: Click or tap to enter a date.
<b>How vote will be conducted:</b>	
<input type="checkbox"/> By conference call. Call-in details will be provided.	Date: Click or tap to enter a date.
<input type="checkbox"/> By email. Send your vote by email using Reply All (Aye, Nay or Abstain) to <a href="mailto:secretary@aauw-ca.org">secretary@aauw-ca.org</a> by:	Date: Click or tap to enter a date.
<input type="checkbox"/> This vote will be by online survey or other means. Details will be provided.	

### Official Use Only

**Action:** – To be completed by Board Secretary after final vote.

Date motion received:	Click or tap to enter a date.	Date motion distributed:	Click or tap to enter a date.
Record of Vote:	Ayes	Choose an item.	<b>Action:</b> <input type="checkbox"/> Approved <input type="checkbox"/> Defeated <input type="checkbox"/> Postponed until Click or tap to enter a date.
	Nays	Choose an item.	
	Abstentions	Choose an item.	
Recorded in minutes at Board of Directors' meeting of:		Click or tap to enter a date.	



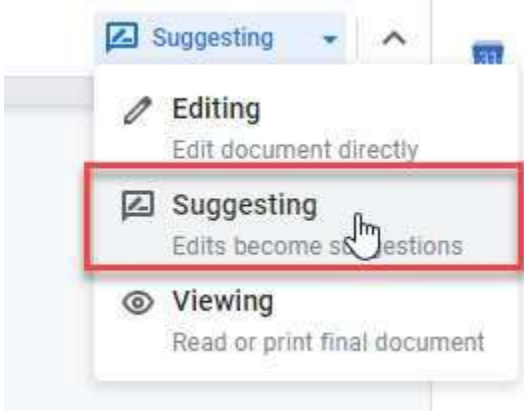
## Procedure Checklist for Action Between Meetings

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 California BOD Vote Required by \_\_\_\_\_.  
AAUW California 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 to Amend Policies and Procedures

<p>Note:</p>	<ul style="list-style-type: none"> <li>• The approved Policies and Procedures (P&amp;Ps) documents are displayed on the AAUW California website <a href="#">HERE</a>. An editable version is stored on Google Docs. This can be used to suggest amendments, following the steps below.</li> <li>• All suggested changes will be reviewed by Governance as described below.</li> <li>• Suggestions for changes may be made up to two weeks before a board meeting.</li> <li>• A final, approved version will be posted on the AAUW California website following each regularly scheduled board meeting</li> </ul>
<p><b>Step 1</b></p>	<p>Access the editable version of the P&amp;Ps <a href="#">HERE</a> (or go to <a href="http://aauw-ca.org">aauw-ca.org</a>&gt;California Business&gt;AAUW California Board Support Tools&gt;Request Updates to Policies and Procedures). This document has restricted access for AAUW leaders to suggest amendments.</p> <ul style="list-style-type: none"> <li>• If prompted for a password, contact the AAUW California office.</li> <li>• Open the document “AAUW California Policies and Procedures.” Allow time for it to load. <ul style="list-style-type: none"> <li>• In the blue “Editing” menu box on the top right, click “Suggesting” as shown here.</li> <li>• Highlight the text to be modified and enter the changes (delete, add, type over, etc.) The suggestions will be displayed, but will not permanently change the document.</li> </ul> </li> </ul> 



	<ul style="list-style-type: none"> <li>● It is also possible to enter “comments” (Insert&gt;Comment) to further clarify or explain the proposed changes.</li> </ul>
<b>Step 2</b>	Advise Governance when the proposed changes are complete ( <a href="mailto:governance@aauw-ca.org">governance@aauw-ca.org</a> ).
<b>Step 3</b>	<p>Governance will review the suggested changes to determine whether they adhere to the bylaws and existing policies as well as whether they are minor or substantive.</p> <ul style="list-style-type: none"> <li>● Governance will enter any questions or comments in the document itself and the submitter will receive an email alert.</li> <li>● If the changes are minor, Governance will approve the suggestions forthwith and the document will be officially modified after the next board meeting. <ul style="list-style-type: none"> <li>○ Governance has editorial license to rewrite text for form ,mechanics and semantics.</li> </ul> </li> <li>● If the changes are substantive, they must also be approved by the board of directors at its next regularly scheduled meeting. <ul style="list-style-type: none"> <li>○ The submitter will be notified with instructions on how to prepare a motion for approval.</li> <li>○ Once approved by the board of directors, Governance will update the document with the changes.</li> </ul> </li> </ul>

## 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 California website in Policy 111 of the Policy and Procedures in the AAUW California Business section under Governance.

The format for resolutions is available on the AAUW California 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 California office and to the Parliamentarian.

AAUW California      Tracey Clark 1331 Garden State Highway 7979 E. Saffron St. Suite  
100   Anaheim, California 92808  
Sacramento, California 95833      tclark@aauw-ca.org [office@aauw-ca.org](mailto:office@aauw-ca.org)

## Format for Proposed Resolution

Resolution Title/Subject:

Relationship to AAUW Program: (see the Public Policy Principles & Action Priorities on the AAUW California 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:

---

❖ 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, California 12345

Please choose one from one listing below:

☐ Alphabetical Order ☐ or ☐ Zip Code Order

**Signature of State President /approval:**

Printed Name:

Date:

**Signature of Executive Committee member /approval:**

Printed Name:

Date

Request Denied by:

Date:

Comments:

# Expense Voucher



## EXPENSE VOUCHER AAUW-CA

Attach receipts and mileage printout as necessary

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

Submit Vouchers (and receipts) to: Roli Wendorf, CFO, 1270 39th Ave, San Francisco, CA 94122

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)	Class

### For Office Use Only:

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

Travel	Committee	Use ONLY with CFO Approval
July BOD*	Branch Support	Audit/Tax
October BOD	Communications	Convention
January BOD	Elections	Dues to Others
April BOD	Executive	Equip Lease
New Board Retreat	Finance	Funds Luncheon
President's Travel	Funds	Leadership Days
Exec Committee	Governance	Legal Fees
Other		Lobbyist
		Other Event
		Payroll
		Other:
		Permits & Fees
		Postage & Shipping
		Printing & Copying
		Rent
		Repairs & Maintenance
		Storage
		Supplies
		Taxes
		Telephone
		Web
		Miscellaneous