

## **AAUW Policy Sheet Livonia Branch**

### **POLICY SHEET**

1. The Branch Policy Sheet shall be read and reviewed annually at the September Board meeting.
2. Changes in the policy sheet may be submitted by the Bylaws Chair/Parliamentarian and Co-presidents for consideration.
3. When changes are approved by the Board of Directors, they are presented to the membership at the next meeting and in the Communiqué.

### **BYLAWS**

1. The Bylaws Chair/Parliamentarian and Co-presidents shall be responsible for bringing the Bylaws into conformity with the Association and State Bylaws and reporting such changes to the Board of Directors.
2. The Bylaws Chair/Parliamentarian should review the Bylaws annually for any updates or additions and per the Branch Bylaws amendment process (Article XVI Sections 1 and 2) make changes as required.

### **BOARD MEMBERS**

Per the AAUW Bylaws the Livonia Branch Board voting members are Elected Officers, Area Interest Chairs and Standing Committee Chairs. Whenever possible, it is recommended that Board members shall not serve more than six consecutive years on the Board of Directors.

### **BUDGET COMMITTEE**

The committee shall consist of the Co-presidents, Treasurer, Ways and Means chair and AAUW Funds/Scholarship Liaison and any other member deemed necessary by the Co-presidents. It shall prepare and submit a proposed budget to the September Board meeting.

### **SCHOLARSHIP LIAISON**

The AAUW Funds Chair will serve as the liaison for any local scholarships established by the AAUW Livonia Branch and report annually to the Board as to the status of such scholarships.

### **MEMORIALS AND GIFTS**

Upon the death of a branch member, a \$25 memorial shall be sent to the AAUW Educational Foundation Fund. A sympathy card will be sent to the family notifying them of the memorial.

Flowers will be delivered with a visit when a member is hospitalized, in a convalescent home or has an extended illness. Flowers or plant not to exceed \$25.00.

In the event of the death of a husband or child of a member a book will be donated to the Livonia Library in memory of the deceased. Book not to exceed \$25.00.

### **CONVENTIONS AND WORKSHOPS**

As many of the expenses as possible of the incoming Co-presidents or designated delegates shall be paid for attendance at the National Convention. If possible, registration shall be paid for delegates to the State Conventions.

### **ACTION PROJECTS**

New action projects shall be submitted to and be approved by the Board of Directors. Members will be notified at the next general meeting and in the newsletter.

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### MONEY-MAKING PROJECT

1. All money-making projects shall be first approved by the Board of Directors. Members will be notified at the next general meeting and it will be published in the newsletter. All money-making projects will be reviewed annually.
2. All disbursements and designations of profits from specific projects shall be made with the approval of the Board of Directors and the Branch as a whole and be made in light of AAUW objectives

### CASH ADVANCES FOR BRANCH ACTIVITIES/PROJECTS

If a Branch activity, project or purchase requires an upfront refundable deposit and there is available cash, the Branch may provide a cash advance. To receive a cash advance the “Check or Cash Advance Request” form must be completed and signed by the requester. The responsibility for repaying this advance rests with the requesting party. Cash advances greater than \$100 must be pre-approved by the Board; or if needed by the Budget Committee – if there is not a pending Budget Committee meeting an email discussion and vote may be used. The Branch must be reimbursed within 3 months of the issue of any advance. Advances should not be made for any non-refundable deposit regardless of the amount.

### FEES for PROGRAMS

1. General Meeting program fees are approved by the Board as part of the budget process. It is recommended that a program guest fees be limited to \$100 per program unless the added cost can be justified within the available budget. Program fees greater than \$100 must be approved by the board in advance.
2. When a member is the presenter of a program, it is expected that the fee be waived unless approved in advance by the board.
3. The Program VP is responsible for discussing the program fee policy with a program speaker in advance of “locking in” a program.

### BRANCH DUES

Branch dues are set by the board of directors and any change in the amount of dues are subject to vote of the membership at a general meeting. Branch dues are waived for AAUW Life Members.

### DUES CYCLE

1. Dues are payable annually as of July 1st and should be collected by the Treasurer from members in the spring.
2. A member whose dues remain unpaid after July 31 maybe dropped from membership.

### NEW MEMBERS

New members may join at any time. Dues are payable upon joining. The AAUW and state portion of the dues paid by new members for less than a full year is determined by AAUW and state policy. The branch board of directors may set a reduction in branch dues.

### GUESTS AND NON-MEMBERS

A person eligible for membership may be a guest at three general or study group meetings before applying for membership. Persons not eligible for membership but with interest in a study group may attend the study group meetings but have no vote and may not serve as chair. Total non-membership can be no more than 1/5 of the study group membership.

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SEVERENCE of MEMBERSHIP	If a membership should be ended for reasons as stated in the Association Bylaws Article IV Section 6, the branch board will review the information regarding the issue and vote to take action to remove or not remove such membership. For such action two-thirds of the voting board members must be present and voting.
MEMBERSHIP DIRECTORY	Copies of the membership directory shall be distributed at the September Branch meeting by the Membership Vice President. New Members should receive a directory upon payment of dues.
DIRECTORY INFORMATION	The AAUW Livonia Branch does not share its member contact information with other organizations or individuals beyond production of the Directory. Use of the AAUW Livonia Branch Directory information or member email distribution list for other than AAUW Livonia Branch business must be pre-approved by the President and/or Board of Directors. It should be noted that National AAUW may share member contact information with affiliated groups and like-minded organizations. To prevent National AAUW from sharing YOUR contact information, notify National AAUW at 800-326-2289 or by email to <a href="mailto:records@aauw.org">records@aauw.org</a> .
FILES	Officers and chairs shall maintain appropriate files containing materials, correspondence, annual reports, financial reports (if any) and job descriptions. These records should be given to their successors no later than July; with the exception that a copy of any financial report is to be given to the Co-presidents within 30 days of the event and presented at the following Board meeting.
BRANCH HISTORY	If the Branch has an appointed HISTORIAN, files containing history of the Branch will be turned over to this individual for the Branch Archives; if there is no designated HISTORIAN or Archives storage site, such records should be maintained by the officers and committee chairs and their successors.
PROPERTIES OF THE BRANCH	<ol style="list-style-type: none"><li>1. Stationary and stamps will be available to members for Official Branch business. These will be in the safekeeping of the officer designated by the Co-president and announced in the September newsletter.</li><li>2. Other property of the branch – speaker system and projector equipment - shall be labeled and stored as appropriate.</li></ol>
PROGRAM CONTENT	AAUW is a non-partisan organization and as such Branch program content should focus on information that reflects the values and mission of AAUW policy, and not be of a political or perceived political nature; when there is a question the board should determine if the topic is appropriate.

Reviewed, updated and approved by the Board of Directors September 5, 2019  
Fran Saenz, Parliamentarian/Bylaws Chair