

**AMERICAN ASSOCIATION OF UNIVERSITY WOMEN
AAUW APPLETON BRANCH POLICY SHEET**

ARTICLE I. NAME

The name of this organization shall be AAUW Appleton, an affiliate of the national association AAUW.

ARTICLE II. MISSION STATEMENT

AAUW values and seeks diverse membership. There shall be no barriers to full participation in this organization on the basis of gender, race, creed, age, sexual orientation, national origin, disability, or class.

ARTICLE III. GOVERNMENT

The AAUW and AAUW Wisconsin Bylaws shall govern this branch in all its practices. The bylaws of this branch shall in no way conflict with the AAUW and AAUW Wisconsin. Every amendment to the AAUW Bylaws shall become effective and binding on this branch.

ARTICLE IV. PURPOSE

The purpose of this policy sheet is to supplement the AAUW Bylaws with specific interpretation and detail for the Appleton Branch Board. In case of conflict, the AAUW and AAUW WI Bylaws will govern.

The Appleton Branch shall be a member of AAUW WI District 5 and may join with other District 5 branches to speak in voice on issues of this area.
(District 5 is one of five Wisconsin geographically based units, which is comprised of 9 branches located in the northeastern area of Wisconsin, as defined by the present AAUW – Wisconsin Board.)

ARTICLE V. ELECTED OFFICERS - EXECUTIVE COMMITTEE

Section 1. Elected Officers.

There shall be a President, President-Elect, Vice-Presidents of Program, Membership & Finance, Assistant Vice-Presidents of Program, Membership & Finance, and Recording Secretary-of the branch. If an officer holds more than one position, they shall have only one vote. A designated verbal or written proxy vote may be cast by a member present for an absent board member. If the duties of an office are shared by two people, they shall be called co-officers and share one (1) vote. Only members of the Association and Appleton Branch shall be President, President-Elect, Vice-Presidents of Program, Membership & Finance, Assistant Vice-Presidents of Program, Membership & Finance, and Recording Secretary of the branch. Every officer shall maintain a current job description/timeline to be shared with their successor and the President.

All Elected Officers are expected to attend all Board meetings and are strongly encouraged to attend all AAUW-WI state conventions.

Section 2. Responsibilities

A. President.

The President of the branch shall:

- (1) be the official representative of the branch in the activities of the Association on all levels.
- (2) be responsible for submitting such reports, forms, and finance statements as requested by the Association and the State.
- (3) be responsible for bringing the branch bylaws into conformity with the AAUW Bylaws and AAUW-WI Bylaws.
- (4) perform the following duties:
 - (a) preside at all meetings of the branch, the Board of Directors, and the Executive Committee.
 - (b) serve as an ex-officio member of all task forces and committees, except the nominating committee.
 - (c) call special meetings of the branch in accordance with provision of the branch bylaws.
 - (d) appoint (with the approval of the Board), the chair of all task forces and committees except the nominating committee, those provided for by election, and any additional officers authorized by the branch bylaws.
- (5) have authorization to sign checks and regularly review the bank statements.
- (6) approve and forward the reimbursement form to the Finance Vice-President.

B. President-Elect.

The President-Elect shall attend all meetings of the Board of Directors and the Executive Committee as a voting member. They may be assigned a specific duty or responsibility.

C. Vice-Presidents and Assistant Vice-Presidents.

There shall be at least three Vice-Presidents of the branch. One Vice-President shall serve as chair of the committee on program, one shall serve as chair of the committee on membership, and one shall serve as the Finance Vice-President.

- (1) **Vice-President-Program.**

The Vice-President-Program shall serve as Chair of the Committee on Program. The Vice-President shall also perform the following duties:

- (a) attend all meetings of the Board of Directors and the Executive Committee as a voting member.
- (b) preside at meetings in the absence or disability of the President and act for them as needed.
- (c) perform such other duties as requested by the President or the Board of Directors.
- (d) be responsible for working with the Program Committee to formulate the programs for the following year and make appropriate arrangements.

(2) **Assistant Vice-President-Program.**

The Assistant Vice-President-Program shall:

- (a) attend all meetings of the Board of Directors and the Executive Committee as a voting member.
- (b) assist the Vice-President-Program in their duties.
- (c) serve as a member of the Program Committee.
- (d) perform such other duties as are requested by the President or the Board of Directors.

(3) **Vice-President-Membership.**

The Vice-President-Membership shall serve as chair of the Membership Committee and perform the following duties:

- (a) attend all meetings of the Board of Directors and the Executive Committee as a voting member.
- (b) preside at meetings in the absence of the President and Vice-President-Program.
- (c) perform such other duties as are requested by the President or the Board of Directors.
- (d) be responsible for recruitment of new members and retention of current members with the help of the branch.
- (e) serve as a member of the Program Committee
- (f) be responsible to have published the notice of the branch dues for the following year in the March, April, and May newsletters.
- (g) be responsible for collecting all dues payments from members and turning all moneys over to the Assistant Vice-President of Finance. NEW Language needed
- (h) maintain all membership records of members sharing copies of the membership form with the Vice-President of Finance, Directory

and Newsletter Editors, and the President. Additionally, copies of the Member Activities Checklist will be shared with relevant Vice-Presidents, Standing and Special Committee Chairs, and Interest Group Chairs.

(4) **Assistant Vice-President-Membership.**

The Assistant Vice-President-Membership shall:

- (a) attend all meetings of the Board of Directors and the Executive Committee as a voting member.
- (b) assist the Vice-President-Membership in their duties.
- (c) serve as a member of the Program Committee.
- (d) mentor all new branch members who join during their term.
- (e) act as chair of the Financial Assistance Policy subcommittee if needed
- (f) perform such other duties as are requested by the President or the Board of Directors.

(5) **Vice-President-Finance.**

The Vice-President-Finance shall:

- (a) attend all meetings of the Board of Directors and the Executive Committee as a voting member.
- (b) submit all membership dues and forms to the AAUW national finance office and State Finance VP by June 30th of each year.
- (c) transmit to the AAUW national finance office all new member applications, with dues, made to the branch by graduates who qualify for membership under the AAUW Bylaws.
- (d) pay all bills provided for in the budget or verified by the President.
- (e) retain in good order all financial statements, IRS forms and correspondence, sales and use tax certificates, tax determination letters, paid checks, deposits, contracts, and other financial supporting documents consistent with best practices and state laws.
- (f) present a financial report at the annual meeting of the branch, and at such other times as requested by the Board of Directors.
- (g) be aware of relevant federal and state charitable tax issues and legal liabilities. Adhere to all local, state, and federal charitable tax laws and generally accepted accounting principles and practices.

- (h) file IRS Form 990-N (gross receipts \$50,000 or less), 990-EZ (gross receipts under \$200,000) or 990 based on gross annual receipts and total asset thresholds.
- (i) chair the budget committee and develop a budget that supports the programs and activities of the branch.
- (j) protect the assets of the group by securing adequate insurance coverage and implementing internal accounting controls and procedures.
- (k) support a financial review process and present the records for an audit at least every 2 years. The records shall be audited by a qualified person appointed by the President and/or the Executive Committee.

(6) **Assistant Vice-President-Finance.**

The Assistant Vice-President-Finance shall:

- (a) attend all meetings of the Board of Directors and the Executive Committee as a voting member.
- (b) be responsible for receiving all monies collected by the Membership and Program Vice-Presidents and/or Assistant Vice-Presidents or any authorized branch member tasked with collecting money for a branch activity.
- (c) be responsible for depositing monies received into the branch's bank account.
- (d) serve as a member of the budget committee.
- (e) be able to view branch bank accounts and check the monthly statements.
- (f) pay bills provided for in the budget or verified by the President.

D- **Recording Secretary.**

The Recording Secretary shall:

- (1) attend all meetings of the Board of Directors and the Executive Committee as a voting member.
- (2) take minutes of all meetings of the branch, of the Board of Directors and of the Executive Committee or provide for the execution of that duty in their absence.
- (3) have available for reference at all meetings the minutes of at least the past two years, a copy of the branch bylaws, a list of its officers, task forces, committee chairs and members, and a policy sheet.
- (4) retain custody of all branch minutes.
- (5) make available upon request all meeting and board meeting minutes.

ARTICLE VI. APPOINTED OFFICERS & COMMITTEES

Section 1. Appointed Officers.

The chairs of all committees, except for those provided for by the election, shall be officers appointed by the President with the approval of the Board of Directors. Chairs may select the members of their committees in consultation with the President and shall serve as channels of communication in their respective positions with the state and Association where applicable.

The President shall appoint the chairs of all standing committees. The President shall appoint the members of the Communications Committee, which will include the Newsletter (former known as the Newsletter) Editor, Historian, Media Coordinator, Yearbook Editor, and Membership Outreach. The President shall also appoint those people who will coordinate the Book Sale, creating the Book Sale Committee.

For an initiatives not already addressed in the Branch Bylaws or Policy, the president with board approval can appoint a chair to lead an ad hoc committee to research, educate, and make recommendations to the board.

The chairs of all committees are expected to attend all Board meetings as voting members. If a chair holds more than one position, he/she shall have only one vote. A designated verbal or written proxy vote may be cast by a member present for an absent board member. Each is asked to appoint a representative to vote in his/her stead if he/she is unable to attend a board meeting.

Section 2. Standing Committees.

- A. There shall be branch standing committees or person concerned with the work of the following:
 - (1) Book Sale Committee
 - (2) Communications Committee
 - (3) Funds Development Committee
 - (4) Membership Committee
 - (5) Nominating Committee
 - (6) Program Development Committee
 - (7) Public Policy/Diversity Committee
 - (8) Bylaws & Resolutions Committee
 - (9) STEM
 - (10) Finance Committee
 - (11) Scholarship Committee (subcommittee of Funds Development)
 - (12) DEI Committee

Section 3. Composition and Function of each Committee.

- A. **Book Sale Committee**

- (1) The Book Sale Committee shall be composed of the coordinators of specific areas, such as Business Managing, Publicity, Pick Up, and Sorting/Storage. These coordinators shall be appointed by the President. The chair of the Book Sale Committee shall be the Business Manager.
- (2) The Book Sale Committee shall:
 - (a) keep the Board and Branch informed of its activities and its needs from branch members.
 - (b) coordinate with the AAUW Funds Committee.

B. Communications Committee

- (1) The Communications Committee shall be composed of the Newsletter Editor, Historian, IT Manager, Yearbook Editor and Marketing/Public Relations Coordinator ~~Membership Outreach~~. The chair of the Communication Committee shall be appointed by the President.
- (2) The Communications Committee shall create and maintain open communication within the membership and between the membership and the public.
- (3) Each member of the Communication Committee has the following responsibilities:
 - (a) Newsletter Editor shall prepare the monthly newsletter.
 - (b) Historian shall maintain historical information of the branch.
 - (c) IT Manager shall maintain branch website and social media.
 - (d) Yearbook Editor shall compose the yearbook for distribution.
 - (f) Marketing/Public Relations Coordinator shall get information to local news, other organizations, community calendars as well as keeping up with current contact information.

C. Funds Development Committee

- (1) The Funds Development Committee shall be composed of its chair and interested members, including at least one member each of the Book Sale, Program, and Finance Committees.
- (2) The Funds Development Committee shall:
 - (a) educate members about the Funds purpose and goals.
 - (b) coordinate distribution of funds raised at Book Sale as approved by the Branch members including scholarships
 - (c) coordinate distribution of funds raised at other branch events including Holiday Brunch and community giving projects.

D. Membership Committee

- (1) The Membership Committee shall be composed of its Vice-President (chair), Assistant Vice-President, Membership Outreach Coordinator and any other interested members.
- (2) The Membership Committee shall be responsible for the branch membership recruitment and orientation to the purpose and program of AAUW, state and branch affiliates.

E. Nominating Committee

- (1) The Nominating Committee shall be composed of the Past President and 3 to 5 members approved by the Board of Directors.
- (2) The Nominating Committee shall nominate members for elected officer positions.

F. Program Development

- (1) The Program Development Committee shall be chaired by its Vice-President and shall be composed of the Assistant Vice-President-Program Development, Assistant Vice-President and Vice-President-Membership, AAUW Funds Chair, Public Policy Chair, Issues Chair, and any other interested members.
- (2) The Program Development Committee shall
 - (a) consider the program issues of the Association and select programs for branch meetings.
 - (b) develop action plans for the continuing action program concerns of the branch.

G. Public Policy Committee

- (1) The Public Policy Committee shall be composed of its chair and interested members.
- (2) The Public Policy Committee shall
 - (a) disseminate public policy information.
 - (b) promote action to support these public policies

H. Bylaws and Resolutions Committee

- (1) The Bylaws and Resolution Committee shall be composed of its chair, the President, the President elect, selected branch past Presidents and interested members.
- (2) The Bylaws Committee shall
 - (a) be responsible for bringing the branch bylaws into conformity with the AAUW-Charter and Bylaws after each Association Convention and for submitting amended bylaws for review to the State Bylaws Chair by December 1, after the biennial Association convention.
 - (b) be responsible for bringing the branch bylaws into conformity with the state bylaws after a state convention.

- (c) be responsible for bringing branch policy sheet into conformity with the state bylaws.
- (d) examine proposed amendments, make recommendations to the membership for action at the state and national convention and perform such other duties as deemed necessary.
- (e) serve as parliamentarian.

I. STEM Committee

- (1) STEM committee shall be composed of its chair and members interested in advancing the mission of AAUW through supporting girls in science, technology, engineering, and math to break down the barriers for women and girls.
- (2) The STEM committee shall:
 - (a.) Create educational programs that encourage girls to succeed in traditional male dominated fields and introduce to female role models.
 - (b.) Create programs that offer girls the opportunity for hands on activities while exposing them to multitude of educational and professional option.
 - (c.) Work in collaboration whenever possible with other groups or organizations with similar interests.

J. DEI Committee

- (1) oversee any issues that would arise around diversity. Moved from public policy

ARTICLE VII. MEETINGS

Section 1. Branch meetings.

- A. Branch members shall be informed of branch meetings through the yearbook, branch monthly newsletter, and emails.
- B. The Appleton branch meetings shall be held monthly September through May. Any necessary changes in date shall be made at the discretion of the Board, and members notified of the change.

Section 2. Board meetings

- A. Board members shall be informed of the meetings through the yearbook, branch monthly newsletters, and email.
- B. Branch members may attend Board meetings as guests. They may participate in discussion but shall have no vote.
- C. Endorsement of worthy community projects and branch participation in them shall be considered by the Board and approved by the branch membership.

ARTICLE VIII. STUDY/INTEREST GROUPS

Section 1. Establishment of Study Groups.

- A. Branch members with a common interest shall present their interest to the Board.
- B. Establishment as a Branch Study Group shall be approved by the Board.
- C. The Chair of study/interest group is a non-voting board member.

Section 2. Membership.

- A. Study groups are open to all Branch members.
- B. A non-member of the branch should be encouraged to support the AAUW mission by making contribution to the Branch equivalent to the local branch dues.
- C. Those eligible for AAUW membership should be encouraged to become AAUW members.
- D. Each study group shall have at least 75% AAUW membership.

Section 3. Chairs.

- A. Chairs must be AAUW and Appleton Branch members and selected by the consensus of the study group.
- B. The present chair of a study group shall be responsible for the nomination of the successor.
- C. The nominated chair shall be approved by the board.
- D. The nominated chair is a non-voting member of the board

ARTICLE IX. BOOK SALE

Section 1. Purpose of the Book Sale.

The Branch shall undertake an annual book sale to support its educational mission. This project shall raise money for the AAUW Funds and for local scholarships.

Section 2. Coordinators of the Book Sale.

- A. The President shall appoint the Business Manager, Sorting, Pick Up/Storage and
- B. Publicity coordinators for the next Fall book sale by the January/February board meeting.
- C. The Business Manager, or appointee, shall attend Board meetings to keep the Board informed as to the committee's need for assistance.

Section 3. Allocation of funds raised.

- A. A portion of the funds shall be used to pay for the expenses incurred to hold the book sale. The remainder of the funds will go to the AAUW Funds and local scholarships.

- B. Profits from the annual book sale will be allocated equally between local scholarship and the AAUW mission of advancing gender equity for women and girls through research, education, and advocacy.
- C. Any proposed change in the recommendation for allocation of funds is to be made to the Board at its October/November meeting. The recommendations for allocation of funds will be presented and voted on by the membership at the November general meeting.

Section 4. Local Scholarships.

- A. Local Scholarships will be awarded to student(s) who meet the following eligibility requirements.
 - (1) The student must be a woman who has graduated from a high school in the greater Fox Cities Area or currently resides in the Fox Cities and has done so for at least 10 years.
 - (2) The student must be enrolled as a full-time student in a baccalaureate or post baccalaureate program at any in-state or out-of-state accredited school. Efforts will be made to inform area students of the scholarship program.
 - (3) The student must be entering her junior or senior year at a university or must be enrolled in a graduate school program. If just entering graduate school, the student must show proof of acceptance from that institution.
 - (4) The student must have maintained a high scholarship record as verified by official transcript(s) from the universities attended/attending.
 - (5) The student must submit a complete application packet which shall include:
 - (a) Scholarship application form
 - (b) Official transcript(s)
 - (c) A reference from at least one professor
 - (d) Verification of financial aid need from the institution attending or statement of anticipated cost of graduate school which the student will be attending.
- B. Two local scholarships of \$500 each will be awarded to women students at Fox Valley Technical College who meet the following eligibility requirements. The selection will be made by the Fox Valley Technical College.

ARTICLE X. BRANCH FINANCES

Section 1. Finance Committee.

The Finance committee composed of the Vice-President Finance (Chair), Assistant Vice-President Finance, the President, the Vice-President-Program, Vice-President-Membership, and Communication Chair shall plan the annual budget and make recommendations for Branch financial policies. The president shall invite board members' input by January on the budget.

Committee should meet at twice a year to review financial reports with committee members. Meeting time should fall no later than June 1 (so renewal information is available to membership committee) and December 1.

Section 2. Budget

A budget shall be adopted by the Branch at the April branch meeting to set the guide for Branch expenses. Any expenses not designated by the budget and any other expenditure over \$30 must be approved by the Board. Receipts for all expenses must be submitted to the President and VP Finance using the expense sheet form.

Section 3. Financial Reports.

Financial reports on all projects shall be filed with the VP Finance and the President if not listed as a line item in the budget. Examples: Book Sale. A copy shall also be maintained by the project chair.

Section 4. Dues.

- A. Membership dues statements shall be sent to each member in the March newsletter.
- B. Dues may be paid any time starting April 1. Dues shall be paid before July 1 according to AAUW Bylaws.

Section 5. Conferences, Conventions and Workshop Expenses.

- A. Purpose and Board requirements:
 - (1) The purpose of members attending conventions, workshops and conferences is to provide ongoing branch leadership development.
 - (2) Persons attending conventions, workshops and conferences will be notified of reimbursable expenses. Following the event, a voucher form and original receipts need to be submitted to the president.
 - (3) Persons attending conventions, workshops, or conferences shall be responsible for presenting to the Branch an oral or written report.
- B. Expenses for conventions, workshops, conferences will be paid as funds are available and as is appropriate with Board approval according to the following priorities:
 - (1) For the *State Convention*, lodging for the President or President Elect is paid by the Branch. Registration is paid for members at board discretion.
 - (2) For the *National Convention* registration, lodging, and transportation shall be paid by the branch for the President or the President Elect.
 - (3) For other *conferences and workshops*, (eg., Legislative Day) registration for the appropriate officer shall be paid by the branch.
- C. Carpooling is encouraged with the driver's mileage allowance set at federal mileage tax guidelines.

Section 6. Local financial contributions.

Since AAUW has its own projects which are in themselves contributions to community betterment, and since members contribute to worthy causes as individuals, no financial

contribution shall be made to community drives or projects except at the discretion of the Board. A final report of special collections such as memorials will be shared with members.

Section 7. Branch guests.

Contracted expenses incurred upon the invitation by the Board for Branch guests shall be paid by the Branch.

Section 8. Financial accounts.

- A. A checking account is to be maintained. A balance of not less than \$200 must be maintained at all times. The VP Finance, Assistant VP Finance and President shall be empowered to write checks on the account. Neither shall be allowed to write checks to themselves. The checking account shall be maintained to include general operating funds and convention funds.
- B. Saving accounts are to be maintained, with records indicating which monies are in any separate categories, e.g. Scholarships/AAUW Funds and Beacon.

Section 10. “Beacon” Fund and Criteria for “Beacon” Fund Grants. Is in the general account as a line item.

The Beacon Fund is money that was raised in the early 1980’s by the “Gifted and Talented” Study Group. They put together a booklet regarding opportunities for children in the Valley. Distribution of money from the “Beacon” Fund shall be determined by the Board following the criteria stated here:

- A. Projects receiving money shall conform to the mission and policies of AAUW.
- B. Money granted shall be used for only those activities and projects not included in the annual budget.
- C. The Board shall set the percentage (not to exceed 50%) of the total cost of the project which is to be funded.
- D. It shall be requested (not required) that, if possible, when project is completed, the money used from the “Beacon” account be replaced to continue the availability of funds at a future date.

ARTICLE XI. BRANCH PUBLICATIONS

Section 1. Branch Newsletter.

- A. A branch newsletter shall be published as determined by the Board.
- B. The branch newsletter shall be sent to the current paid membership and, by the direction of the Membership Chair, to prospective members.
- C. Copies of the newsletter shall be sent to the District 5 Presidents, the District 5 Coordinator, the State AAUW President *and Badger Briefs Editor*.

Section 2. Yearbook/Directory.

- A. A yearbook (directory) shall be published containing branch member's names, home and email addresses, telephone numbers, degrees, and year they joined AAUW. This yearbook shall be available to the membership in September.
- B. The directory shall not be given to individuals, agencies, or organizations outside of the AAUW unless the work of the Branch will be furthered by doing so as determined by the Executive Board.
- C. The directory information should only be used for AAUW business.
- D.

Section 3. Bylaws and Policy Sheet.

- A. Copies of the Bylaws and Policy Sheets shall be made available to the Branch membership.
- B. Copies of the Bylaws and Policy Sheet shall be in the possession of each Board member.
- C. The Bylaws and this Policy Sheet shall be reviewed biannually during the second year of the Branch President's term of office.

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