

AMERICAN ASSOCIATION OF UNIVERSITY WOMEN
EDMONDS BRANCH
POLICIES
Revised January, 2012

I. Board minutes

A summary of the Branch meeting minutes and the decisions of the Board of Directors shall be published in the Branch Newsletter and/or put on the Branch website.

II. Newsletter

- A. The Newsletter shall report Branch activities.
- B. The Newsletter may alert members to activities of community organizations whose policies are consistent with AAUW policies and programs. The announcements of such activities should be limited to 50 words or less.
- C. The Newsletter shall be received at least one week prior to the Branch meeting.
- D. The Newsletter may be distributed in electronic form if this is desired by the members.

III. Convention

A. Monies shall be budgeted annually, to the extent funding is available, for:

- 1. Registration fees for the President or the designated representative of the President to the Association Convention. If additional monies shall become available, the airfare or lodging or some portion thereof shall be made available to the official delegate(s).
- 2. Registration fees for the President or the designated representative of the President to the State Convention.
- 3. Registration fees for the delegates to the State Convention.
- 4. Expenses for the President or designated representative of the President to the Planning Session for the State Convention.
- 5. Convention meals, mileage and lodging for the President or designated representative of the President to the State Convention.
- 6. Registration fees for other State meetings (i.e., Leadership Training) for selected delegates.

B. Delegates shall be informed of the Branch position on issues.

C. Delegates must attend business meetings.

IV. Membership and Dues

- A. The treasurer shall inform the membership annually that dues should be paid by June 30 in order to have names included in the National Roster.
- B. Individuals eligible for membership in AAUW may attend no more than three Branch meetings in a year before joining the Branch.
- C. "Friends of the Branch" membership category
 - 1. Supports the mission of AAUW

2. Does not qualify for full membership in AAUW National, WA State and Branch.
3. Pays Branch dues according to Bylaws and Policies.

Participation in Branch activities

1. May participate in any and all Branch meetings, interest group and/or activity.
 2. May participate with any team/committee, but not as the chair/leader.
 3. Receives the Branch newsletter.
 4. May not vote in or hold office in National, State or Branch AAUW.
- D. Dues will be determined each year by the Association, State and Branch. The Finance VP will inform the membership each year of the amount of the dues.

V. Special Interest Groups

- A. Special Interest Groups shall be financially self-sustaining.
- B. Special Interest Groups may be open to nonmembers. If membership in any group must be limited, Branch members will receive preference.

VI. Budget

- A. The treasurer must submit a budget to the Board in August. Therefore, requests for budgeted items for the year should be submitted to the treasurer by August 1st. The fiscal year shall begin July 1.
- B. No indebtedness in excess of \$100 over the amount provided for in the budget, except upon the approval of the Board of Directors.
- C. Disbursement of Branch funds not previously budgeted must be authorized in writing by the Branch President or Board.
- D. The treasurer shall keep Association Funds Development (EF, LAF, etc.) fund money separate from all other Monies. These donations meet the IRS requirements for tax deductible status.

VII. General Policies

- A. Yearbooks may not be distributed to political or other organizations for mailing list purposes without Board approval.
- B. Yearbooks shall be distributed to members at the September and October general meetings.
- C. Policies and procedures may not be in conflict with the Bylaws of the Branch, State or Association.
- D. Edmonds Branch may not take a stand in conflict with State or Association positions.
- E. Requests to make announcements at the monthly meetings should be submitted to the President, prior to the meeting. Agenda constraints will determine approval.
- F. Executive Vice President may be an optional office.
- G. Activities of the Board will be directed by the elected and appointed officers. Co-officer and teams may be utilized.
- H. The Branch shall purchase general liability insurance coverage on an annual basis.

- I. No member's address, e-mail or phone number may be given out except with her consent.
- J. Copies of Policies of Edmonds Branch and also copies of Branch by-laws will be given to all elected and appointed Board members and posted on the Branch website.