



POLICIES
AMERICAN ASSOCIATION OF UNIVERSITY WOMEN
EUGENE-LANE BRANCH
October 8, 2015

1. Meetings: Branch meetings shall be held monthly, September through June. Specific dates and places for meetings will be selected yearly by the program development committee. This schedule will be published in the branch directory and monthly newsletters. The following calendar is suggested:

JULY: State Leadership Meeting.

AUGUST: New year planning and directory and brochure completion. Finance VP to arrange for financial review of records from previous year.

SEPTEMBER: Emphasis on membership. New interest groups and/or continuing interest groups will have sign-up sheets available for members.

NOVEMBER: Election of Nominating Committee

DECEMBER: Culturally festive program; no business meeting unless necessary.

JANUARY: Nominating Committee to begin meetings by mid-month.

FEBRUARY: Introduce and provide for discussion of resolutions to be presented at the state convention (public policy committee does preparatory work). Determine when newsletter editor needs Nominations slate to provide two-week notice prior to May annual meeting.

APRIL: Begin process of identifying UO Senior Woman Recognition Award.

Nominating Committee Chair to report slate to president.

Finance VP prepare budget for May meeting presentation.

MAY: Annual meeting; adoption of a budget for the year's activities, election of officers; discussion of issues to be considered at AAUW convention; and honor outstanding members (named gift honoree, woman of the year candidate(s), and those who have served the branch exceptionally well.); report from state convention delegates.

JUNE: Recognition, awards, installation of officers; payment of dues; sign-up for issues and special interest groups.

2. Changes of Address, Phone, or Name are to be reported to the membership vice president. The membership vice president will then notify the AAUW, the state, branch newsletter editor, and the branch finance vice president.

3. Amount of Dues: Dues for annual members, paid Life Members, Fifty Year Honorary Members, dues of new Members, unpaid dues and payment of dues for transferring members shall be assessed in accordance with the Bylaws.

Fifty-Year Honorary Life Members of AAUW are exempt from payment of AAUW, state and branch dues, providing that the member's application for such designation has been submitted to then acknowledged by receipt of a letter and certificate from AAUW. The AAUW Honorary Life Application Form may be obtained either online or from the branch president.

Annual changes to the branch annual dues will be recommended by the board and approved by two-thirds vote of the members at a branch meeting, provided notice has been given to the members 14 days prior to the meeting.

4. Colleague Fund: A colleague fund has been established to assist renewing members in payment of dues. A colleague fund has been established to assist renewing members in payment of dues.

Money for the Colleague Fund will be budgeted in the general fund yearly. These funds will be allocated to members on an individual basis as needed. Decisions on the use of this fund will be made by the membership vice president and the president. These funds will be allocated to members on an individual basis as needed. Decisions on the use of this fund will be made by the membership vice president and the president.

5. Duties of Officers and Committees:

All officers shall perform the duties prescribed by the Bylaws and those branch policies and by the current edition or *Robert's Rules of Order Newly Revised*.

a. President 's Branch Duties

(1) As the executive officer, the president shall:

- (a) Appoint, after consultation with the board, all appointed officers and chairs of committees except the nominating committee and those otherwise provided for in the bylaws;
- (b) Select members of standing and special committees, in consultation with the respective chairs;
- (c) Submit reports as required by the state and AAUW;
- (d) Be responsible for the updating of branch bylaws to conform with the AAUW Bylaws, and submitting them to the state governance chair;
- (e) Preside at all meetings of the branch and its board of directors;
- (f) Serve as an ex-officio member of all committees except the nominating committee;
- (g) Perform all other duties usually pertaining to this office or those designated by the board of directors;
- (h) Be responsible for ensuring that AAUW is annually provided with a designated contact for administration and finance.

(i) As the official representative of the branch, the president or the president's designated substitute shall represent the branch in all work with other organizations and at meetings and conferences.

(j) The president will provide AAUW annually with designated contacts for president (or administrative officer) and finance officer.

(k) The president will designate a member other than the contacts for president (or administrative officer) and finance officer to record the minutes of each branch meeting and branch board meeting.

(2) President's duties to the State:

(a) Submit such reports and forms as are required by the state and AAUW;

(b) Be responsible for the updating of branch bylaws to conform with the AAUW Bylaws, and submitting them to the state governance chair; c. be responsible for bringing the branch bylaws into conformity with the state bylaws after every state convention and submitting them to the state governance chair; and

(c) Recommend to the state president candidates for state appointive offices.

b. Vice Presidents

There shall be four (4) vice presidents of this branch: finance, membership, program and communications. The vice presidents shall perform such duties as the bylaws, the branch and state policies, the president or the board of directors shall direct. No ranking or succession is implied by the listing of these officers.

(1) Finance Vice President

(a.) The Finance Vice President shall be responsible for collecting, distributing and accounting for the funds of the branch and shall complete AAUW forms and collect dues

(b.) Unless otherwise authorized by the AAUW board of directors, the branch financial officer shall send state dues to the state dues

treasurer postmarked no later than July 1; dues received after July 1 for late renewals or new members shall be forwarded immediately.

(c.) The Finance Vice President chairs the Budget Committee that prepares the branch budget for the next fiscal year;

(d.) The Finance Vice President presents the proposed budget for approval at a meeting of the branch board of directors, after which it is published in the next issue of the newsletter. The budget is voted upon at the May annual meeting of the branch.

(2) Membership Vice President shall endeavor to increase membership in the branch and suggest methods to increase and maintain membership; assist in problems of qualifications for membership and participate in the development of membership orientation programs.

(3) Program Vice President shall be responsible for arranging programs for branch meetings in accordance with AAUW and State AAUW program guidance.

(4) Communications Vice President shall be responsible for distributing information about the branch to the public.

d. Recording Secretary. The Recording Secretary shall:

(1.) Be responsible for the recording of the minutes of the meetings of the branch and the meetings of the board of directors.

e. Historian: The President shall appoint an Historian for no more than two consecutive two-year terms. Said Historian shall review branch and board minutes, presidents' annual reports, and other pertinent material and write a descriptive history of the interval, and deposit documents with the archivist at the University of Oregon.

f. AAUW Funds (LAF/EF) Chair shall:

(1) Be appointed by the incoming president in even years for a two-year term. The foundation and awards committee is composed of five members, including the chair;

(2) Preside over the Fellowship and Awards Committee, and others as may be established by AAUW or the AAUW Funds Committee;

(3) Have the responsibility of educating members regarding the AAUW Educational Foundation and LAF: its structure, history and importance; the Eleanor Roosevelt Fund: its structure, history and impact; the source of income; and ways members can designate and restrict expenditure of such monies. Such education shall begin with a program presentation and be continued through pertinent announcements at branch meetings and through the newsletter.

g. Nominating Committee:

The nominating committee, which shall:

(1) Be independent of the executive committee and of the board of directors;

(2) Consist of three members and an alternate, which is elected at least three months prior to the annual meeting, preferably at the fall meeting. (See Bylaws Article VIII- Nominations and Elections).

(3) The Chair shall be selected from the committee by the committee.

It is the responsibility of the Nominating Committee Chair to:

(1) Initiate the first meeting of said committee by mid-January;

(2) make sure each selection is in accordance with Bylaws with regard to holding one office at a time and term limits of no more than two consecutive two-terms in the same office and other limitations outlined in Article VI.-Officers Section 4. Terms of Office and Rotation;

(3) Make sure a candidate is secured for each office and that confidentiality is maintained;

(3) Report the slate to the president and newsletter editor for publication to every member at least 14 days prior to the election, preferably for publication in the April newsletter.

6. Other Fund Raising: Normal operating expenses of the branch shall be covered by membership dues, but the members may elect to raise funds for special needs.

7. Interest Groups: Upon payment of dues, a member may request placement in the interest group(s) of choice. Groups will be filled on a first come, first served basis. New groups will be formed as the need arises. Present members of interest groups will have first priority in those groups provided they have paid dues for the coming year and given notice to the interest group contact person prior to the June branch meeting. Such notice may be given by sign-up, note, or phone.

8. Political Concerns; Discussion of legislative concerns pertinent to AAUW's purpose and program is to be encouraged. The freedom of speech of the individual member to speak a personal opinion in the member's own name is not abridged.

9. Donations: AAUW's interest in community organizations and activities shall be expressed through individual participation of its members. No AAUW funds will be expended without a 2/3 vote of the membership based upon a recommendation by the board. Branch participation in causes and activities, which are not AAUW initiated shall be limited to situations which are approved by the branch board or executive committee. Such sponsorship or participation must fit AAUW guidelines, and AAUW representatives must be able to exert a measure of control.

Announcements publicizing causes or activities in which AAUW is not participating must meet AAUW guidelines and be approved by the branch president. Use of the newsletter will depend upon pertinence and space available.

10. Causes and Activities:

(a) Branch participation in causes and activities ,which are not AAUW initiated shall be limited to situations which are approved by the branch board or executive committee. Such sponsorship or participation must

fit AAUW guidelines, and AAUW representatives must be able to exert a measure of control.

b) Announcements publicizing causes or activities in which AAUW is not participating must meet AAUW guidelines and be approved by the branch president. Use of the newsletter will depend upon pertinence and space available.

11. Honorary Life Members: Branch members who have become honorary life members of AAUW through 50 years of continuous membership shall be exempt from payment of AAUW, state, and branch dues.

12. President's Gift: The membership vice president and finance vice president shall purchase an appropriate gift, the cost to be as budgeted. This gift shall represent the appreciation of the entire branch and shall be presented at the June branch meeting of the president's final year in office.

13. Convention Funds:

Money shall be budgeted annually and made available to branch delegates to AAUW convention (June of alternate years). An amount shall be budgeted annually and made available to branch delegates to the Oregon AAUW convention to be shared on a prorated basis as determined by the board. An itemized statement must be submitted to the finance vice president. The branch shall budget money annually for expenses incurred at the state all member meeting (July) by the president.

14. Board Member Responsibilities: Board members are expected to manage and supervise the business and activities of the branch as outlined in the Bylaws (Article IX). Board members are expected to attend branch and board meetings and to let the AAUW Eugene-Lane Branch president know **in advance** if they will be absent, late, or will have to leave early. Members who wish to propose a new item of business or deliver a report, which may evoke considerable discussion are asked to give notice to the president in order to provide an opportunity for pertinent research and prepare an adequate agenda.

15. Branch in Crisis. In the event a branch questions its ability to continue to function:

a. The current or immediate past president shall:

(1) Notify the state president, district director and state membership vice president to request assistance in determining the future of the branch.

b. Within one year following the assistance advice, the branch shall determine its ability to function as a branch, become a satellite branch or disband.

(1) The current or immediate past branch president shall notify the state president, the district director, and the state membership vice president of the branch's decision and follow appropriate steps if there is a change in the branch status.

(2) If the branch decides to disband the above mentioned branch president shall complete the following steps:

(a) Notify the state president and request or download AAUW's Branch Disbandment Form.

(b) With the membership vice president and/or treasurer, review all branch records and mail the completed Disbandment Form to the state president.

(d) Disclose the disposition of any branch property not listed on the Branch Disbandment form.

(e) Forward to the state historian a summary of branch highlights.

(f) Endeavor to find a local depository (such as an historical society, library, or a museum) for the remaining records and memorabilia.

15. Bylaws and Branch Policy Availability: It is the responsibility of the president and recording secretary to be thoroughly familiar with the branch bylaws and policies and to have them available for reference at every branch and board meeting. Copies shall be in all officer handbooks and available to other members through the recording secretary.

16. Revision: These policies may be revised by a majority vote at any branch meeting at which a quorum is present. Previous notice is

desirable but not required. A particular policy may be temporarily suspended by a 2/3 vote of the board or a 3/4 vote of the executive committee.

Date Amended: November 14, 2015 Approved: November 2015,
Branch Board & Members

Date Previously Amended: April 3, 2014 Approved: June 16, 2014
Branch Bd & Bylaws Committee