



**POLICIES  
AMERICAN ASSOCIATION OF UNIVERSITY WOMEN  
EUGENE-LANE BRANCH**

February 6, 2021

**1. Branch Meetings**

Branch meetings are typically held monthly, September through June. Meeting logistics will be established yearly by the program vice president and her committee. The schedule will be published for member access, such as on the branch website and/or monthly newsletters. The following calendar is suggested:

- **July:** No branch meeting (State Leadership Meeting)
- **August:** No branch meeting; new year planning, and directory completion. The finance vice president arranges for financial review of records from previous year.
- **September:** Season kick-off meeting with membership focus. New and/or continuing interest groups and meeting hostess sign-up
- **October:** Political focus, typically covering ballot initiatives for November elections
- **November:** General focus.
- **December:** Holiday brunch/entertainment; no business meeting unless necessary
- **January:** General focus; elect nominating committee
- **February:** General focus; report from nominating committee
- **March:** General focus; work on budget
- **April:** General focus; present preliminary budget.
- **May:** Annual meeting; approve budget and elect officers as described in branch bylaws.
- **June:** Year-end focus; recognition, awards, installation of new officers.

**2. Elected Officers, Appointed Officers, and Committees**

All elected and appointed officers and committee chairs shall be elected or appointed and perform their duties as prescribed by the branch bylaws, by the current edition of *Robert's Rules of Order Newly Revised*, and position descriptions. Any individual holding an officer or committee chair position must be willing and able to regularly communicate by email; i.e., they must have an email address at which they can be routinely reached, and agree to monitor that email address daily for AAUW business.

**3. Board Member and Executive Committee Responsibilities**

Board and executive committee members are expected to manage and supervise the business and activities of the branch as outlined in the bylaws. 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 business item or deliver a report that may generate significant discussion are asked to give notice to the president for inclusion on the agenda.

#### 4. Meeting Minutes

Minutes of branch and board meeting are recorded by the secretary. Minutes must include the following, as described in Robert's Rules of Order:

- Time the meeting started
- Officer reports
- Committee reports
- Unfinished business
- New business
- Time the meeting adjourned

Summaries of reports and any discussion should be included; details of discussions are not required.

Both branch and board meeting minutes are reviewed, amended if needed, and approved by a quorum at the next regular meeting. The secretary or designate maintains meeting minutes and ensures meeting minutes are added annually to branch archives.

#### 5. Communication Resources

The branch communicates with members and the general public in a variety of ways:

- **Meetings:** News is shared at our branch meetings at the discretion of the branch president or their designee. When possible, members should submit agenda item requests to the president at least a week prior to the meeting date.
- **E-newsletters:** Distributed to members and posted in our members-only website section toward the end of each month, August–May. Members can submit news to the communications VP by the 20<sup>th</sup> of each month for potential inclusion, at the discretion of the communications VP.
- **Reader Board:** Distributed using Google Groups email on an as-needed basis to inform members of branch, state or national news, in addition to the newsletter. Branch officers may distribute Reader Board emails at their discretion. Members can submit news to be shared by Reader Board to the communications VP or president, either of whom may decide to publish a Reader Board.
- **“Sunshine” Letters/Cards:** Letters or cards of comfort, gratitude and congratulations, mailed by the Sunshine chair, to members and others in our community (such as thank-you notes to meeting speakers). Members can submit requests for sunshine letters to be sent, at the discretion of the Sunshine chair.
- **Social media:** The branch currently hosts a Facebook page, which members are encouraged to follow and comment on. Members can request to be added as a page editor, to post items of interest, at the discretion of the communications VP or president. We may add other social media platforms over time (such as Twitter, Instagram, etc.)
- **Website:** The branch website is <https://eugenelane-or.aauw.net/>. It includes a “branch news” blogroll. Members can submit news to the communications VP for

potential website inclusion, at the discretion of the communications VP or president.

- **Phone:** The branch phone number (via Google Voice) is 541-632-3774. Callers can leave a message at this number. Calls/messages should be forwarded to a number of the president's choosing for regular monitoring. The communications VP should be aware of the login information to access the settings.
- **Email:** Our branch email address is aauweugenelane@gmail.com. Emails should be forwarded to one or more addresses of the president's choosing for regular monitoring. The communications VP should be aware of the login information to access the settings.

## **6. Member Contact Information**

Contact information changes are to be reported to the membership vice president. The membership VP is responsible for:

- Updating the AAUW Membership Service Database
- Notifying the branch directory officer
- Notifying the communications VP
- Notifying the finance VP

## **7. New Members**

Finance vice president shall notify all elected and appointed officers upon receipt of a new member's dues.

- The membership vice president will contact the new member to welcome them to the branch and to AAUW.
- The communications vice president or newsletter chair will add new member to the branch's e-news lists.
- The directory chair will add the new member to the branch directory.

## **8. 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. Member dues are used for the normal operating expenses of the branch.

Branch members who have become honorary life members of AAUW through 50 years of continuous membership are exempt from paying AAUW, state and branch dues annually (as described in the branch bylaws), providing that the member's application for such designation has been submitted to and acknowledged by a letter and certificate from AAUW to the life member. The AAUW Honorary Life Application Form may be obtained either online or from the branch finance VP.

Changes to the *branch* annual dues will be recommended by the branch board and established in accordance with the branch bylaws. Annual changes to state or AAUW (national) dues shall be established as described in the branch bylaws.

## **9. Colleague Fund**

A Colleague Fund has been established to confidentially assist renewing members in payment of dues. Money for the Colleague Fund will be budgeted in the general fund yearly, and allocated to members on an individual basis as needed. Decisions on the use of this fund will be made by the finance vice president and the president.

## **10. Interest Groups**

Upon payment of dues, a member may request to join the interest group(s) of their choice. If space is limited, groups will be filled on a first come, first served basis. New groups will be formed as need or desire arises.

## **11. CHiPS program**

CHiPS is the branch's Civics History and Political Science advocacy and educational outreach program. The CHiPS program is open to all public school studies in the Eugene-Lane branch's area, with particular emphasis on participation by girls. CHiPS provides knowledge of how the US's form of government works and the skills necessary to become effective and engaged citizens. CHiPS advocates for and supports citizenship education with an emphasis on encouraging girls to pursue careers in civics, history, and political science.

## **12. Political Concerns**

Discussion of legislative concerns pertinent to AAUW's purpose and program is encouraged. AAUW is a non-partisan organization and no special treatment will be given to any single candidate or issue without opportunity for opposing comment. The freedom of speech of the individual member to speak a personal opinion in the member's own name is not abridged. However, individual members may not speak on behalf of AAUW (national, state, or branch organizations). Only the branch president or the branch president's designee may speak on behalf of the branch.

## **13. Donations, Causes and Activities**

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 attending membership based upon a recommendation by the board.

Branch participation in causes and activities that are not AAUW-initiated shall be limited to situations that are approved by the branch board or executive committee. Such sponsorship or participation must meet AAUW guidelines, and AAUW representatives must be able to exert a measure of control.

Announcements that publicize 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.

## **14. President's Gift**

An optional president's gift shall be purchased through branch members' voluntary donations. Should branch members wish to purchase a president's gift, it shall represent the

appreciation of the entire branch and shall typically be presented at the June branch meeting of the president's final year in office, or as soon thereafter as possible.

#### **15. Convention Funds**

Money shall be budgeted annually and made available to branch delegates to AAUW convention. 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.

#### **16. Reimbursing Expenses**

Members seeking expense reimbursements will complete a branch Expense Statement and submit it to the finance vice president to initiate the approval and reimbursement process. Receipts are required for any reimbursement except mileage. Submission must be made in the same financial year as the expenditure. The Expense Statement, which lists reimbursable expenses, must be signed by the individual requesting reimbursement and the finance vice president. For reimbursement requests of \$10 or more, the Expense Statement must also be signed by the branch president. The finance vice president will keep copies of expense requests on file.

#### **17. Branch in Crisis**

If the branch questions its ability to continue to function, steps should be taken according to the branch bylaws concerning dissolution. For archiving remaining records and memorabilia, our historical materials are stored at the University of Oregon Library.

#### **18. Availability of Branch Bylaws and Policies**

The president, recording secretary, and bylaw committee chair are responsible for being thoroughly familiar with the branch bylaws and policies and ensuring the latest copy of each is available on the branch's website for ongoing reference.

#### **19. Revision**

These policies may be revised by a majority vote at any board meeting at which a quorum is present. Previous notice is desired 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: February 6, 2021      Date Approved: February 6, 2021,  
Branch Board Officers

Date Previously Amended: November 14, 2015 Approved: November 2015  
Branch Board & Bylaws Committee