

AAUW Tomah Branch Policy Sheet

PURPOSE

It is understood that these policies should be generally followed. All officers and members of committees should be familiar with them. They are in accord with the National, State and Branch Bylaws, but are more specifically designed to answer questions arising in State and Branch work. This policy sheet shall be reviewed and revised as needed.

The Bylaws direct the operation of the Branch and it is the responsibility of the President to ensure that they are followed.

Elected and Appointed Officer Job Descriptions contain the major responsibilities of each. The President is responsible to ensure officers receive job descriptions and fulfill the responsibilities as put forth in the policy sheet.

MEMBERSHIP AND DUES

1. Dues:

a. The Finance Officer informs members of upcoming dues for the next calendar year at the annual meeting. The dues will be collected between April 1st and June 15th. The Financial Officer will forward the State and National portions of the dues no later than July 1st.

b. Refer to the By Laws section Article IV Sec. 2e. New members joining the branch between January 1st and March 15th will pay as determined by AAUW and State Policy. The branch board may set a reduction of the branch portion only. Full price dues paid anytime after March 15th will cover membership through June 30th of the following year. Late fee for dues may be established by the Board.

2. Transfer Members who have paid dues for the year shall not be required to pay an additional amount. If no dues have been paid, all dues shall be paid to the Tomah Branch.

3. Honorary Life Members (those who have paid dues for 50 years) shall no longer pay any dues.

4. A budget shall be prepared by the Finance Officer and presented to the board for its approval. It is presented by the President and voted upon at the Annual Meeting.

5. Memorial: Upon the death of a member, the branch will send a memorial gift of \$25 to the family. When a death occurs in the immediate family of a member, the branch will send a memorial as the budget permits.

PROGRAM

1. **Programs:** The Program VP will schedule a program planning meeting in the summer to develop the year's programs with input from the membership. The total amount budgeted annually for general meeting programs may be distributed at the discretion of the Program VP to secure guest speakers, meeting sites at a reasonable cost, gifts and thank you cards.
2. **Hospitality:**
 - a. The Hospitality Chair is responsible for working with the Program VP to arrange food for each general meeting. The Chair will be in charge of name tags when needed.
 - b. The Chair will make a list of members who agree to provide refreshments, table services, setup or cleanup for each meeting of the year. If a member is unable to complete her portion, she will notify the Chair and arrange for a substitute.
 - c. A member is expected to notify the Hospitality Chair if she is unable to attend the meeting/event.
3. **Guests:**
 - a. All persons eligible for AAUW membership may be invited to Branch meetings but may attend no more than two (2) meetings per year without becoming a member.
 - b. Out-of-town guests, spouses or significant others who are *not* eligible for membership, and students may attend any Branch meeting.
 - c. Meals for the program speaker(s) will be provided by the Branch.
 - d. Candidates for political office are welcome to attend AAUW program meetings as visitors and will be introduced as such. No political candidate will be allowed a forum for political issues unless all candidates for the office are invited to attend.

DUTIES OF OFFICERS

1. Officers shall perform the duties prescribed by the Branch Bylaws and Policies, and by the current edition of Robert's Rules of Order, Newly Revised.
2. **The President of the Branch shall:**
 - a. Be the official representative of the Branch in the activities of the Association on all levels.
 - b. Submit the required Branch forms to the State and Association according to the established time.
 - c. Be responsible for bringing the Branch Bylaws into conformity following each Association and State Convention. Amended Bylaws are submitted to the Chair of the State Committee on Bylaws by December 1 following the biennial Association Convention.
 - d. Perform the following duties:
 1. preside at all meetings of the Branch and Board;
 2. serve as an ex-officio member of all task forces and committees except the Nominating Committee;
 3. call special meetings of the Branch in accordance with provisions of the Branch Bylaws;
 4. appoint all non-elected committee chairs, with the approval of the Board;
 5. ensure that new officers are oriented to their positions;
 6. delegate media publicity as necessary.
3. **The Program VP of the Branch shall:**
 - a. preside at meetings in the absence of the President(s);
 - b. chair the Program Planning Committee;
 - c. coordinate the preparation and printing of the Branch Directory;
 - d. ensure the monthly program information is sent to the Twig Editor.
4. **The Membership VP of the Branch shall:**

- a. preside at meetings in the absence of the President(s) and the Program VP;
- b. engage in recruiting efforts and follow up of potential members;
- c. receive all new membership applications and dues of individuals who qualify for membership and forward to the Finance Officer;
- d. send welcome notes and a Branch Directory to each new member;
- e. work with the Program VP, along with the Finance Officer in the development of the Branch Directory.

5. The Secretary of the Branch shall:

- a. record and retain the minutes of all Branch Board and General meetings;
- b. have available for reference at all meetings a copy of the Branch Bylaws, Policy Sheet and a list of the Branch Officers and Committee Chairs;
- c. send bereavement notes to families and other correspondence as requested by the President.

6. The Finance Officer of the Branch shall:

- a. assume responsibility for the collection of all Branch dues and other money due the Branch unless otherwise authorized by the Branch Board;
- b. forward all applications and dues to the Association and State Financial VP(s). Dues of continuing members shall be postmarked no later than June 30;
- c. verify a list of all Branch members with the Membership VP;
- d. serve as the custodian of all funds;
- e. keep an itemized account of all receipts and disbursements;
- f. present a financial report at each Board and Branch meeting;
- g. disburse money only as authorized in the budget or as directed by the President or the Board;
- h. prepare the annual budget for the Board approval;
- i. at the expiration of the term of office, turn over the records to the incoming Finance Officer;

- j. send monies for the Educational Foundation and the Legal Advocacy Fund by the specified deadlines.

BRANCH PUBLICATIONS

1. The Twig:

- a. shall be published and sent to the membership at least one (1) week prior to each General Meeting;
- b. copies shall be sent to the State District 1 Coordinator, the Badger Briefs Editor and the State AAUW President;
- c. all information for the **Twig** must be given to the Editor by the deadline established by the Editor.
- d. membership changes in mailing address or e-mail should be sent to the **Twig** editor.

2. The Branch Directory shall:

- a. list each member's name, address, telephone number, e-mail and degree.
- b. be distributed no later than the October Meeting;
- c. be used **only** for **internal communication** because of its personal access information; it will **not** be posted publicly.

FUND RAISERS AND CONTRIBUTIONS

1. The Branch will sponsor a fund raiser each year for the EF and LAF.
2. The Board will authorize any other fundraising for Branch operation.

3. In keeping with AAUW policy, the Branch does not make financial contributions to political/special interest causes without specific board approval.

Revised 8/19/2015