**AAUW MORTON BRANCH POLICIES**

**2022**

Whereas AAUW, Morton, Illinois Branch (hereinafter “Branch”) has adopted certain Bylaws, and whereas the Board and General Membership of the Branch wish to further clarify the regular operations of the Branch, the Branch, herein adopts this set of Branch Policies as an accompaniment to the current Bylaws. At any time that it is determined that these Policies are in direct conflict with the Bylaws, the Bylaws will prevail.

**MEMBER DUTIES**

MEETINGS: Meetings of the Morton Branch will be held on the second Tuesday of each month, September through May.  Dinner meetings will begin at 6:30 p.m. Other meetings will begin at 7 p.m. with refreshments served after the program or business meeting.  Meeting places and programs will be listed in the yearbook and announced in the monthly newsletter.

HOSTESSES: Every member is assigned to serve on the hostess committee one time during the year.  Board members act as hostesses for the September Branch meeting, and will also be assigned as hostess for one regular board meeting. For the May board meeting of the joint boards, the outgoing board members will provide the meal.

Members will be assigned to the hostess committee of a monthly Branch meeting. The hostesses for a given meeting will help organize the dinner or refreshments. The first person on the hostess list will serve as chairperson of that month’s hostess committee and will contact the members of the committee. If a member cannot fulfill the duties as hostess for the assigned month, she shall attempt to find a replacement, and notify the hostess chairperson for that month, as well as the Hostess Chairperson Officer, of the change. If a replacement cannot be found, the member who cannot serve shall advise the monthly chair as well as the Hostess Chairperson Officer that a replacement has not been located. For those meetings where dinner reservations are required, members shall notify that month’s chairperson by the designated deadline. Reservation and cancellation requirements, as well as any associated costs will be announced in the newsletter.

YEARBOOK: The yearbook should include members’ names, addresses, telephone numbers, email addresses, colleges, college majors and degrees. Also included are the current board members, and listings of past presidents of the Branch, local grant award recipients and Branch member names honored in national foundations. The Charter members are marked with a star. The yearbook will note the time, date and location of each monthly Branch meeting and each board meeting, as well as the program speaker and/or topic of each Branch meeting.

DUES: Members will be reminded of the upcoming dues amount and of the July 1 deadline in the May & June newsletters. A member who has not paid dues by June 30 will be contacted by the Treasurer to determine if that member intends to renew membership by the end of the one-month grace period. Members moving away may obtain a member-in-transit card from the Membership Vice-President(s).

FUNDRAISING: Branch conducts fundraising activities in our community to support AAUW’s mission-based activities, the Laura Fuoss Memorial Grant, and Branch programming. Members are expected to participate in fundraising by contributing requested items and/or volunteering their time at fundraising events.

GUESTS: Members are encouraged to invite guests. Guests who have attended two meetings should be connected with Membership Vice President to obtain membership information.

FINANCES: Requests for financial contributions for community drives or projects, not otherwise specified in the annual Branch budget, shall be submitted to the vote of the Branch membership on board recommendation.

GIFTS: The incoming president shall present a gift, in the price range of approximately $25.00, to an outgoing president who has served a full term.  The cost is to be taken from the treasury.

MEMORIALS: A memorial of $25.00 shall be established for deceased members by placing a book in their name in the Morton Public Library. Families of deceased members will be notified of the book selections and nameplates will be inserted to identify these books. This cost is to be taken from the treasury.

**MISSION and OUTREACH**

The Branch will express AAUW’s mission, values and vision by:

1. Presenting programs related to AAUW’s mission;
2. Informing members on current issues;
3. Providing financial support to women through the Laura Fuoss Memorial Grant;
	1. Grant will be funded through a variety of fundraising activities and community events.
4. GEMS – Girls Excelling in Math & Science
	1. STEAM related programs offered to girls in 4-7th grade for zero/low cost
	2. Provide hands-on experiences taught by a variety of community volunteers.
	3. Funded by grants and gifts.

**BOARD OF DIRECTORS**

MAKEUP: The number of the elected offices shall be greater than the appointed offices.

* **Elected officers:** President, Programs Vice President, Membership Vice President, Treasurer, Recording Secretary, Corresponding Secretary, AAUW Funds/Community Officer, and Parliamentarian. The Treasurer, Program Vice President, and Membership Vice President shall be elected in even numbered years. The President, Recording Secretary, Corresponding Secretary, Parliamentarian, and AAUW Funds/Community shall be elected in odd numbered years. Each elected office may be held by co-officers.
* **Appointed officers** Publicity/Historian, Public Policy Representative, International/Cultural Representative, Education/Women’s Issues Representative, and University Liaison Representative.
* **Committees:** Hostess, Local Grant, GEMS, and BGBook Group

MEETINGS: Board meetings shall be held at least four (4) times a year on the fourth Tuesday or a night to be determined by the President.  The Program Vice-President will convene a program-planning meeting in June. A budget planning meeting will be convened by the Treasurer in July to develop a budget to be approved by the Board at the August board meeting, and voted upon by the membership at the September Branch meeting.

ATTENDANCE: Members of the board shall attend all board meetings. If a member cannot attend a board meeting, she shall notify the President that she will be absent and further submit a written report to the president prior to the meeting. This report may be made by email.

BOARD MEETING RESPONSIBILITIES

 In order for a board meeting to run smoothly, the following must be done:

* The hostess committee will have charge of the appropriate arrangements for board meetings. The monthly chairperson of the hostess committee is responsible for notifying the Hostess Chairperson and the Corresponding Secretary of any change in time, location, cost, or any other logistical matter relating to the board meeting, so that the Corresponding Secretary may notify the board of directors.
* Corresponding Secretary will distribute the board meeting agenda (as received from the President) and prior board minutes (received from the Recording Secretary) to the board members prior to the meeting
* The president will conduct the board meeting with each appointed/elected officer providing an oral or written report of all activities and expense for their office.

GENERAL BOARD EXPECTATIONS: Board members shall:

* Regularly attend board meetings, general meetings and other activities of the organization. Provide reports at board and Branch meetings. Board members are encouraged to attend workshops, conferences, and conventions when at all possible.  The president’s (or an alternate’s) registration fees for attendance at these events will be paid as allowed by the annual budget. The Branch may pay registration fees for additional delegates to attend these events as the annual budget allows.  Expenses exceeding the amount budgeted must be approved by the board.
* Review materials relevant to the particular office or field.
* Keep a complete file of work related to the office and pass this file to her successor at the joint board meeting to be held in May.
* Keep the President informed of materials received from state and national offices, and answer communication and file reports promptly.
* Acquaint the membership with timely information related to her office/committee by oral reports at Branch meetings or by submitting a written report to another board member, to be delivered orally at the Branch meeting.
* Seek approval of the board for any expenditure on behalf of the Branch not specified in the budget.

**SPECIFIC RESPONSIBILITIES OF BOARD MEMBERS**

PRESIDENT: The President shall:

* Be the official spokesperson and representative for the Organization and shall be responsible for submitting such reports and forms as required by AAUW and/or the State and District.
* Appoint the nominating committee and the appointed officers.
* Provide AAUW with contact information for all members of the Board of Directors as required by AAUW.
* Make every effort to attend association, regional and state conventions and/or appoint other board/Branch members to do so.
* Appoint an auditor to audit books at the close of the Treasurer’s two-year term July 1.
* Attend the annual budget-planning meeting as a part of the Finance Committee (President, Treasurer, and Program Vice President), and make recommendations for Branch financial policies.
* Treasurer and President will have signatory status to write checks and conduct business with banking entities.
* Send the Morton Branch AAUW Bylaws and Policies, by email, to the Corresponding Secretary for distribution to all current and incoming board members prior to the May board meeting. Board members may request that a hard copy be provided at the May board meeting.

PROGRAM VICE PRESIDENT: The Program Vice President(s) shall:

* Hold a program planning meeting in June to establish the program calendar for the upcoming year, with an eye towards AAUW’s mission, vision and values.
* Attend the annual budget-planning meeting as a part of the Finance Committee (President, Treasurer, and Program Vice President).
* Coordinate the arrangement of Branch programs and appropriate locations for Branch monthly meetings.
* Submit information to the yearbook editor for publishing the annual calendar of events.
* Notify the Treasurer the distribution of the speaker’s honorarium at each month’s Branch meeting and thank the speaker in writing, confirming how the honorarium was distributed.
* Supply updated monthly information to the Publicity Chairperson and Corresponding Secretary; and other such duties as the President and board may direct.

MEMBERSHIP VICE PRESIDENT: The Membership Vice President(s) shall:

* Provide the proper forms for new Branch members, keep an up-to-date membership list, and work with the Treasurer with respect to dues and reporting related to membership.
* Recruit potential new Branch members, provide information fact sheets to prospective new members, process the applications of new members.
* Arrange activities to increase membership; and other such duties as the President and board may direct.

RECORDING SECRETARY:  The Recording Secretary shall:

* Record and keep a permanent file of the minutes of all board and Branch meetings. If the recording secretary is not in attendance, a member in attendance may be designated to perform this duty; however, if the designated member is not an officer, an officer must supervise the recording and maintaining of the minutes.
* Send a draft copy of all minutes to the President via email for review and approval.
* Send a copy of Branch minutes to Corresponding Secretary via email for publication in the monthly Branch newsletter.
* Send a copy of board meeting minutes to Corresponding Secretary via email for distribution to board members; and other such duties as the President and board may direct.

CORRESPONDING SECRETARY: The Corresponding Secretary shall

* Handle all Branch correspondence within the Organization, including cards and thank-you notes (except to program presenters – see Program VP responsibilities).   In the case of the death of a relative in the immediate family of a Branch member, the Corresponding Secretary shall send a card or note of sympathy to the bereaved member.  In the case of a birth or hospitalization, an appropriate card should also be sent.
* Write and send the monthly newsletter via email to all members. Maintain a permanent digital file of newsletters produced during her tenure and provide same for archives at the end of the term.
* Send the Bylaws and Policies to all members via email in conjunction with the October newsletter.
* Send board meeting minutes and agendas to board members as directed by the President; and other such duties as the President and board may direct.

TREASURER: The Treasurer shall:

* Collect, distribute, and account for the funds of the Organization,
* Collect dues and properly remit them to AAUW and the State by the specified deadline.
* Notify the board immediately upon receipt of dues of new members.
* Confirm current membership with the Membership Vice President(s) and report to AAUW by the specified deadline.
* Notify members that are delinquent in dues payment after June 30th, and communicate with Membership Vice President(s) about members that do not wish to renew membership.
* Submit appropriate membership information to the yearbook editor for publication in the annual yearbook.
* Send moneys for AAUW Funds by the specified deadlines.
* Keep separate ledgers for each account.
* Hold a Budget Planning Meeting with the Finance Committee (President, Treasurer, and Program Vice President(s)) in July, to be presented to the board for approval at the August board meeting and to the membership for approval at the September Branch meeting.
* Provide copies of written monthly treasure’s reports monthly by email to Corresponding Secretary for distribution in Branch monthly newsletter.
* Oversee the transfer of funds from the Operating Fund to the Grant Savings Account by the end of the fiscal year.
* Oversee the allocation of discretionary fund per the direction of the board and approved budgets.
* No more than $400 from each fundraiser may be retained in the Operating Fund. All funds exceeding $400 from a fundraising event shall be deposited into the Grant Savings Account. However, if the balance of the Grant Savings Account exceeds $3000, the board shall have discretion to determine the allocation of any additional fundraising monies.
* Secure liability insurance policy as directed by the board using Branch operation funds and GEMS funds.
* Treasurer and President will have signatory status to write checks and conduct business with banking entities.
* File necessary affiliate tax status with AAUW national; and other such duties as the President and board may direct.

AAUW FUNDS/COMMUNITY OFFICER:  The AAUW Funds/Community Officer shall:

* Inform Branch of all AAUW fund-raising projects and carry out related obligations.
* Submit a written report to the President after completion of each project and keep a file of reports.
* Recommend to the board and the Branch the national AAUW Funds for Branch support; and other such duties as the President and board may direct.

PARLIAMENTARIAN: The Parliamentarian shall:

* Be immediate past-president or if unable to serve, elected from past-Presidents.
* Ensure that the current Robert’s Rules of Order are followed at all Branch and board meetings.
* Settle disputes by referring to these bylaws, Branch policies and Robert’s Rules of Order.
* Coordinate the annual yearbook. Identify and work with a volunteer to get the book produced and distributed.
* Update Bylaws and Branch Policies as necessary; and such other duties as the President and board may direct.

 PUBLIC POLICY REPRESENTATIVE: The Public Policy Officer shall:

* Inform membership on current legislative items related to AAUW’s mission, vision and values.
* Recommend live or virtual community events for member or Branch participation.
* Recommend to the board programs based on past study and current topics; and such other duties as the President and board may direct.

 PUBLICTY/HISTORIAN:  The Publicity/Historian shall:

* Write newspaper articles and notices and all other publicity of Branch meetings, programs, Local Grant, GEMS and other events as needed.
* Maintain the AAUW Morton Branch website, and social media sites.
* As Historian, maintain the Branch scrapbooks and other memorabilia; and other such duties as the President and board may direct.

HOSTESS CHAIRPERSON:  The Hostess Chairperson shall:

* Work with the Program Vice President to understand hostess needs based on program plan.
* Assign hostesses and committees for monthly Branch meeting and board meetings.
* Contact the assigned monthly hostess chairperson each month and facilitate the monthly hostess committee in making appropriate arrangements for Branch meetings.
* Communicate hostess plan with the Corresponding Secretary to include hostess information in monthly Branch newsletter; and such other duties as the President and board may direct.

LOCAL GRANT CHAIRPERSON: The Local Grant Chairperson shall:

* Form a selection committee.
* Make available grant application materials.
* Receive submitted grant applications and materials for review by the committee.
* Coordinate the selection process and announce recipient.
* Coordinate with Publicity chair for promotion and communication regarding the Grant.
* Coordinate the grant recipient photo along with the grant committee and provide to the Publicity Chairperson; and such other duties as the President and board may direct.

GEMS CHAIRPERSON: The GEMS Chairperson shall:

* Form a committee to coordinate GEMS sessions/events.
* Seek and apply for grants and other sources of funding.
* Develop partnerships with local agencies (such as the Morton Public Library) to provide locations, supplies, speakers, etc. for GEMS programming.
* Coordinate volunteers from Branch and community.
* Coordinate with Treasurer regarding GEMS Funds.
* Report to Branch and board current activities and expenditures; and such other duties as the President and board may direct.

INTERNATIONAL/CULTURAL REPRESENTATIVE:

* Research international/cultural programs available in the area and notify the Board and membership of these programs.
* Work with the Program VP to secure annual program relating to international or cultural issues; and such other duties as the President and board may direct.

EDUCATION/WOMEN’S ISSUES REPRESENTATIVE:

* Research educational and women’s issues through the national AAUW website, and locally.
* Inform membership about educational and women’s issues and events based upon research.
* Suggest program ideas relating to education and women’s issues.
* Work with the GEMS committee and college/university partner member(s), if applicable, and student member(s), if applicable, to provide additional contacts, opportunities, and resources for the Branch; and such other duties as the President and board may direct.

BOOK CLUB REPRESENTATIVE

* Create a list of books selected by various members, with discussion leaders and dates books that will be discussed.
* Inform the library of books selected.
* Send out monthly meeting reminder; and such other duties as the President and board may direct.

UNIVERSITY LIAISON REPRESENTATIVE

* Seek to make a connection with college and university partners and student affiliate members.
* Share AAUW activities, events, materials and programs.
* Communicate Laura Fuoss Grant information with colleges and universities; and such other duties as the President and board may direct.

BRANCH MEETING RESPONSIBILITIES

In order for a Branch meeting to run smoothly, the following should be done:

* The Program Vice-President confirms with the appropriate member facilitator for a given program that the program and any technological needs or expectations on the part of the speaker have been arranged. She provides (or ensures that the member facilitator has provided) publicity information to the Corresponding Secretary and the Publicity Chairperson prior to the program.
* The Program Vice-President will establish with the speaker the distribution of their honorarium prior to the meeting and inform the Treasurer.    If a speaker does not wish to accept an honorarium personally, the Program Vice-President may advise the speaker that the honorarium may be donated to the entity the speaker represented, or deposited to the Branch’s Laura Fuoss Memorial Grant scholarship, the Branch’s GEMS program, or the Branch operational fund. The Program VP shall write a thank you note indicating the distribution of the honorarium. The speaker’s honorarium is determined by annual budget. Honorariums over the budgeted amounts must be approved by the board.
* The President may deliver or ask another member to deliver an invocation at a dinner meeting.
* The hostess committee will have charge of the appropriate arrangements for Branch meetings. The monthly chairperson of the hostess committee is responsible for notifying the Hostess Chairperson and the Corresponding Secretary of any change in time, location, cost, or any other logistical matter relating to a Branch meeting, so that the Corresponding Secretary may notify the membership.
* Hostess chair shall contact monthly appointed hostess to confirm time/date/place of each Branch and board meeting, and coordinate with Program VP regarding logistics of each particular location.
* President shall conduct monthly Branch meeting. Each appointed/elected officer/committee shall provide oral/written report of activities and expenditure for their office (or advise that there is nothing to report).

NOTE:   Branch policies shall be reviewed and amended as necessary, but at a minimum of every five years, and/or in conjunction with amendments made to the Bylaws. All changes shall be submitted to and approved by the Board.

Dates Revised: April 1, 2016 March 25, 2019, August 30, 2022

Effective: Sept 13, 2022