

St. Croix Valley Branch American Association of University Women Branch Working Rules and Policies, April 2016

I. FINANCES

A. General Guidelines.

1. **The treasurer will provide an expenditure form (paper copy or electronically) to board or committee members** requesting payment or reimbursement for branch expenses. Upon receiving this form, along with receipts, the treasurer will issue a check.
2. **The Fiscal Year runs from July 1st to June 30th. All requests for reimbursement must be submitted by June 15th.** The books of the finance officer close June 30th.
3. Branch financial records will be audited by July 15th so they can be turned over to the new treasurer. The audit report is then submitted to the branch board.

B. Annual Operating Budget. The annual proposed budget, after approval by the branch board, will be submitted to the branch membership at the September meeting for a vote. The proposed budget may be submitted to the branch members electronically prior to the September meeting for their review.

C. Reimbursement for State Convention. Funds will be budgeted for reimbursement of the registration fee for the President (or designated alternate) to attend the annual AAUW Minnesota State Convention.

D. Recognition when members pass away. When a branch member passes away, a sympathy card should be sent to the family by the secretary. If timing permits, the card may be signed by members at a branch meeting. A contribution in honor of the member may be sent to AAUW Funds.

II. OFFICERS AND CHAIRS

A. Branch Board. The branch board will be comprised of elected and appointed officers.

1. **Elected officers** – President, Treasurer, and Recording Secretary
2. **Appointed officers** – Program Chair, Membership Chair, Communications Chair, Hospitality Chair. The Board may appoint additional committee chairs as needed.

B. Non board, appointed committee chairs and study groups.

Chairs will be appointed by the branch president with consent of the board for the following:

- branch committees: Audit, Environment, Nominating
- Special Interest Groups: Gourmet, Movie, and Pop-Up Groups

C. All committee chairs and study group chairs are responsible for recruiting additional committee members. The board may assist with this process if needed.

D. All positions, elected and appointed, may be shared.

E. General Duties

1. Each officer and chair shall be familiar with the branch bylaws and working rules.
2. In addition to their specific assignments, board members may serve on other committees as appropriate.
3. Files shall be kept up-to-date, but records of which there are no copies and which may be needed later by the secretary shall not be destroyed. Materials should be sorted, as appropriate, and presented by June 1 to the person responsible for maintaining and preserving the historical record for placement in the archives according to guidelines provided by that person or by the president.
4. When a branch member leaves a position on the board, a meeting with the successor should be held to turn over the files no later than July 1st.
5. The treasurer must turn over her financial records no later than July 1st for auditing.
6. Procedures for an electronic vote:
 - a. This provision is for the Board of Directors to take action on items that are urgent when their implementation cannot wait until the next scheduled meeting of the Board. Such motions may develop in either of two ways. The president may call for a motion or any member may confer with the president about a desired motion. The motion, once developed, then goes forward and is treated under parliamentary procedure.
 - b. The president states the proposed motion in written form to the Board of Directors, states why the motion is urgent, and indicates who is seeking the motion.
 - c. The president calls for a second, and when a second is received from a Board member other than the one seeking the motion, a period of discussion and vote is open for five days. Board members send their comments to all other Board members. Board members announce their votes to all other Board members. Should there be no quorum of votes cast, the motion dies. The president or their designee tabulates the vote and publishes the result.

III. JOB DESCRIPTIONS

A. Branch President

RESPONSIBILITIES

The following are suggestions

1. Convene a branch board of directors early in the fiscal year to plan or approve the following:
 - a. A budget for the fiscal year beginning July 1 and ending June 30th of the following year
 - b. Review the program year presented by the Program Chair
2. With the help of the board, assist program chairs in inviting other members to serve on their respective committees
3. Support board officers and program chairs in implementing the year's programs and activities
4. Encourage collaboration and teamwork
5. Link membership development and programming
6. Weave diversity into all that you do.
- 7. The President may seek out collaboration with other community organizations to advance the priorities and goals of the branch.**
8. Serve as AAUW's spokesperson in your branch and community.
9. Review and monitor the branch's fiscal health and sign off on expenditures as appropriate.
10. The president should be authorized at the bank to sign checks and act in the absence of the treasurer

B. Branch Treasurer

RESPONSIBILITIES

The following are suggestions.

1. Work with your branch board to evaluate the financial health and stability of your branch's finances.
2. Work with your branch board to develop a budget that supports the programs and activities described in your branch's annual plan including available monies for special projects. Together with the board, prepare a proposed budget ready to present to the branch in September.
3. Open and maintain bank accounts and establish authorized check signers for your branch. Be sure the President has check co-signing authority with you.
4. Prepare regular monthly and annual branch financial reports analyzing actual performance against budget.
5. Be aware of specific federal, state, and local charitable tax issues and legal liabilities.
6. Work with the membership and website chairs to secure membership renewals and to process dues and fees, including filing the necessary forms with your state and the national office. Notify branch members, via the E newsletter, that dues need to be paid no later than the annual business meeting in May.
7. Process and submit AAUW contributions in compliance with proper financial accounting procedures and Internal Revenue Service regulations.
8. File the appropriate IRS Form 990 if gross receipts exceed \$50,000.

9. Electronically file the IRS Form 990-N if gross receipts are \$50,000 and under or elect to have the AAUW national office assist in the electronic filing.
10. Protect the assets of the branch by securing adequate insurance coverage.
11. Support the branch financial review process by cooperating with other officers assigned to this task or with a hired accountant.
12. Retain in good order all annual financial statements, IRS forms and Correspondence, tax certificates, a letter in good standing or tax determination letters, paid checks, deposits, and supporting documents (i.e. disbursement, receipts, contracts, licenses, and permits).

B. Branch Recording Secretary

RESPONSIBILITIES

The following are suggestions.

1. Record the minutes of the branch meetings, and the board of directors meetings. Save copies of these minutes to be filed in the branch records.
2. Send a copy of the minutes to the president to be included in the next month's agenda
3. **Role as Historian:** Be responsible for collecting and preserving the historical record of the St. Croix AAUW Branch. Save:
 - a. Minutes of branch meetings and branch board meetings.
 - b. E Newsletter posts recording vital branch news
 - c. The current roster of members and officers as found on the website.
 - d. Descriptions, programs, photographs, publicity, etc. for major events and projects
 - e. Written branch histories
 - f. End of year financial statements/summaries and audit reports
 - g. Branch Charter and/or Articles of Incorporation
 - h. Branch Bylaws and Working Rules documents
 - i. Any correspondence that might have historical value
4. Branch files are in storage in a temperature/humidity safe place in the Washington County Historical research building. To visit our archives, see the director during business hours. No appointment is necessary.
5. Send a card to the family of a deceased member.

C. Branch Membership Chair.

RESPONSIBILITIES

The following are suggestions.

1. Work with the board to plan and implement strategies for recruiting, orienting and retaining branch members.

2. Manage the membership registration by working collaboratively with the Treasurer and Website Master to ensure proper collection and processing of applications, dues, membership lists, and email communication lists.
3. Work to ensure new members are welcomed to the organization, through board supported strategies. Make sure they are properly oriented to the organization and the various branch program options available.
4. Together with the Board, maintain a current brochure of AAUW St. Croix Valley activities and contact information, and be sure all new members receive this brochure as well as our Website address and members passwords.
5. Become acquainted with information sent out by National AAUW regarding recruitment and new memberships. If possible, participate in online Webinars regarding membership matters.
6. Maintain a current supply of name tags and arrange for them to be at monthly meetings if the Membership Chair cannot be there.

D. Branch Program Chair

RESPONSIBILITIES

The following are suggestions.

- 1. With the help of the board, recruit one or more members to serve on the program committee; the more the better.**
- 2. Plan and implement nine programs for each year of your two year term**
- 3. Plan two or more summer committee meetings. Decide upon program topics, and whenever possible, consider AAUW missions and advocacy themes. Divide responsibilities for implementation and securing speakers among committee members. Communicate with committee and branch president via e-mail, (reply all) between meetings and ask for feedback.**
- 4. Plan program calendar and submit it to the president and the board at the first available board meeting.**
- 5. Attend and contribute to all board meetings.**
- 6. Finalize program topics and calendar by August 15th. Finalize the speakers as soon as possible.**
- 7. After approval from the president and the board, submit program plans to the Webmaster by August 15th for the website calendar. Ask her to make corrections and additions as necessary through-out the year.**
- 8. Submit your program notice for the monthly meeting to the E Newsletter by the first of the month**
- 9. Ask the treasurer to provide the honorarium check either at the meeting or beforehand. Write a thank-you note and, along with the check, give it to the speaker.**
- 10. The program chair may seek out opportunities for program collaboration with other community organizations.**

F. Environment Chair

The environment chair is responsible for organizing the fall and spring clean-up crews. Volunteers can be recruited as needed:

- a. At the September and April meetings**
- b. Via the monthly E-Newsletter**
- c. By phone calling**

E. Branch Communications Chair.

RESPONSIBILITIES

The following are suggestions.

- 1. Together with the Board, learn about and assess current communication needs.**
- 2. With the help of the board, recruit a branch communications team,** asking individual members to volunteer for these possible, specific jobs:
 - **Webmaster:** Be responsible for the development and maintenance of the AAUW St. Croix Valley Website:
 - a. Maintain a current branch member Listserve
 - b. Maintain a current monthly calendar of all branch activities occurring within that specific month
 - c. Be certain that all members, especially new ones, have the password needed for the website
 - d. Work closely with the Membership Chair regarding new memberships and updated data on branch members
 - **NEWSPAPER CONTACT:**
 - a. Notify local newspapers of the monthly meetings as provided by the program chair.
 - b. Maintain a current email address for local papers and submit the notice by the required deadline of the paper.
 - **EMAIL NEWS COMMUNICATION TO MEMBERS:**

An E-Newsletter notification sent out by mid-week before each monthly meeting listing:

 - a. The monthly meeting location, time, and program (cont.)
 - b. Small group meetings (Movie, Gourmet, Environment, and pop-up group notifications)

- c. The Board and Committee Chairs are responsible for supplying pertinent information by the first of each month.
- d. The E Newsletter person would need to be sure their Listserve of members is current by checking on the Website

H. Special Interest Groups

1. Gourmet Study Group

Members sign up in the fall. The Gourmet Chair is responsible for communications to this group.

2. Movie Study Group

All members are invited to attend movie night. The Movie Group Chair is responsible for communications regarding time and place.

3. Pop-up Groups

The person organizing a pop-up group should submit details to the E-Newsletter by the first of the month. The organizer would then be responsible for working out the details.

IV. NOMINATING COMMITTEE

A. The Nominating Committee Chair

- 1. Informs the membership of openings for branch elected officers in the January news emails.**
- 2. Is responsible for all meetings, correspondence and records of the nominating committee**
- 3. Reports the slate of nominees to the branch board prior to publication to the branch.**
- 4. Publishes the slate in the March emails for approval by the branch at the April branch meeting. Elections of new officers will be at the May business meeting.**

B. Nominating Committee

The Nominating Committee Reviews the branch officer job descriptions as contained in the Working Rules and Policies and then informs the potential candidates of these job descriptions when helping to recruit them.

VI. PROCEDURE FOR AMENDMENT

Any provisions in these Standing Rules not governed by AAUW may be changed at any board meeting by a majority vote of those in attendance

Work Completed by Revision Committee Members and the
St. Croix Valley Board
April, 2016