

**St. Croix Valley Branch
American Association of University Women
Working Rules and Policies**

**Revised April 2018, Corrections November 2018
Revised and Corrections 2019**

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 need to 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 and filed by the Secretary.

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

B. Non board, appointed committee chairs and interest groups

Chairs will be appointed by the branch president in consultation with the board for the following:

- Committees: Audit, Community Project, Newsletter, Nominating, Scholarship
- Interest Groups: Gourmet, Movie and Book
- An interest group may form to organize a one-time event, requiring a chairperson. The event should be approved in advance by the Board.

C. All committee chairs and interest group chairs are responsible for recruiting additional committee members.

D. Positions, both elected and appointed, may be shared (such as Co - Presidents)

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, elected board members (except President) may serve on other committees as appropriate.

3. Files shall be kept up-to-date:

Materials should be sorted, as appropriate, and presented by June 1 to the Secretary, who is responsible for maintaining and preserving the historical record for placement in the archives.

4. When a branch member leaves a position on the board, a meeting with the successor should be held to turn over records (Notebooks, file folders etc.) 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 via Email

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 one 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. President

RESPONSIBILITIES

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
 - b. Review the program year presented by the Program Chair
2. Conduct the business meeting at the monthly meetings, according to Robert's Rules of Order
3. The President should appoint committee chairs no later than the end of August. If needed, she should assist committee chairs in inviting other members to serve on their respective committees
4. Support board officers and program chairs in implementing the year's programs and activities
5. Review and monitor the branch's fiscal health and sign off on expenditures as needed
6. The president should be authorized at the bank to sign checks and act in the absence of the treasurer
7. Submit information to the Email newsletter and Webmaster as needed
8. The President should work to see that the position of National AAUW is reflected in all that the branch does regarding political positions versus partisanship. (See addendum to this document)

SUGGESTIONS

8. Act as spokesperson for AAUW to the community.
9. Together with the Program Chair, the President may seek out collaboration with other community organizations to advance the priorities and goals of the branch.
10. Support the link between membership development and programming.
11. Try to promote the goals and accomplishments of National AAUW to the branch (Many Resources exist on the National Website)

B. Vice President

- The Vice President should attend the board meetings and run the monthly business meeting when the President is absent
- The VP will assume the duties of the President if she has to step down for some reason, until a new President is elected.
- The VP may collaborate with the President on her presidential duties.

C. TREASURERRESPONSIBILITIES

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 and at the April meeting that dues need to be paid at the annual business meeting in May. Dues and membership need to submitted to the National Data Base no later than July 1st.
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)

D. Recording Secretary

RESPONSIBILITIES

- 1.** Record the minutes of the monthly branch meetings and the Board of Directors meetings
- 2.** Send a copy of the minutes to the president to be included in the next month's agenda and provide copies of the minutes for each meeting.
- 3.** Role as Historian: Be responsible for collecting and preserving the historical record of AAUW St. Croix AAUW Valley.
 - a. Minutes of the monthly meetings and branch board meetings.
 - b. Print copies of the E Newsletter with 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
 - e. Written branch histories
 - f. The end of the year financial statements/, summaries and audit reports
 - g. the branch Charter and/or Articles of Incorporation
 - h. The branch Bylaws and Working Rules document
 - 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.
- 6.** Provide information to the Email newsletter and the Webmaster

E. Membership Chair.

RESPONSIBILITIES

1. Co-ordinate New Member Registration with the Treasurer, received either through the Website or personal contact. Check with the treasurer regarding correct name and address. Check to be sure the new member's name and information is on the master Email list.

2.
 - Prepare a Welcome Packet to New Members that includes all vital information about the branch:
 - Current Membership List, Names of Board Members and Committee Chairs, paper copy
 - Program Brochure for the year from Program Committee
 - Payment of Dues information from the Treasurer
 - A list of all Branch Committee and Activity Groups with contact information
 - Website information
3. Maintain current membership list, working with the Treasurer
4. Maintain a current supply of name tags and arrange for them to be at monthly meetings if you cannot be there.
5. Current membership list will be printed and/or emailed to members

THE FOLLOWING ARE SUGGESTIONS TO HELP RETAIN MEMBERS AND RECRUIT AND ENCOURAGE NEW MEMBERS:

6. Consider asking other branch members to host a new member's tea, coffee or lunch out
7. Become acquainted with information sent out by National AAUW regarding recruitment and new memberships. If possible, participate in online Webinars regarding membership matters.

F. Program Chair

RESPONSIBILITIES

1. Recruit one or more members to serve on the program committee.
2. Plan and implement nine programs for each year of your two year term
The Christmas event and a meeting as an outing may be planned by hospitality or other volunteer.
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.
4. Plan program calendar and submit it to the president and the board at the first available board meeting.
5. Finalize program topics and calendar by August 15th. Finalize the speakers as soon as possible.
6. Appoint someone to design and print the Brochure for the Year's Programs, ready by the September meeting. Provide this brochure for the New Member Packet (Membership Chair)
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. Together with the President, the program chair may seek out opportunities for program collaboration with other community organizations.
11. The Program Chair should see that programs reflect the National AAUW guidelines regarding political positions versus partisanship. (See addendum to this document)

G. Communications Chair.

Note: Communications for the branch plays a key role in the recruitment of new members vital to the continuation of AAUW St. Croix Valley and retaining older members. The Communication tasks listed below are under the supervision of the Communications Chair, but may be accomplished by other committee members, or individuals willing to volunteer for a designated task, described as specific, single jobs.

1. Together with the Board, assess current communication needs
2. Recruit a communication's committee, or ask individual members to volunteer for these specific jobs:
 3. The Communication Chair should see that all information reflects the National AAUW guidelines regarding political positions versus partisanship. (See Addendum to this document)
 - **Webmaster:** Be responsible for the continuing development and maintenance of the AAUW St. Croix Valley Website:
 - a. Maintain a current monthly calendar of all branch activities occurring within that specific month

NEWSPAPER CONTACT:

- a. Notify local newspapers and Peachjar 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 papers.

• EMAIL NEWS COMMUNICATION TO MEMBERS:

The primary communication for AAUW St. Croix Valley is the E-Newsletter sent out before each monthly meeting. Information is due the 20th of the month:

- a. The monthly meeting location, time, and program content
 - b. Committee and Interest Groups meetings (Movie, Gourmet, Book, Environment etc.)
 - c. The Board and Committee Chairs are responsible for supplying pertinent information for the E-Newsletter
 - d. The E Newsletter person needs to be sure their List serve of members is current by checking with the membership chair
- **PROGRAM BROCHURES AND POSTERS**
 - . a. Working with the Program Chair/Committee, design the brochure for the Year's Programs
 - b. Produce a Poster for programs to which the public is invited and have branch members sign-up to distribute
 - **SPLASH WEBSITE, ART REACH ALLIANCE, PEACHJAR**
 - **FACEBOOK: Produce a public Facebook as an important social media tool to attract new members.**
 - **Update with monthly meetings and events**

I INTEREST GROUPS

1. Gourmet

Members sign up in the fall. The Gourmet Chair is responsible for communications to this group. Members may join this group as a single or as a couple

2. Movie

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

3. Book

All members are invited to attend book group. The Book Group Chair is responsible for communications regarding time and place.

4. Environment

All members are invited to attend environment event. The Environment Chair is responsible for communicating time and place.

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.

V. SCHOLARSHIP COMMITTEE

A. Scholarship Committee

1. Decide upon the St. Croix Valley AAUW Scholarship criteria. Once agreed upon and approved by the board and membership, sign agreement and return to Century College Foundation.
2. Treasurer send funds for scholarship to Century College Foundation by October 1st.
 - * Scholarships are listed online and in print material at Century College Foundation, which is made available to students by January.
 - * Students apply for scholarship at the Century College Foundation by April 1st.
3. Our Scholarship Committee may be involved in the selection process.
 - * Scholarship selections are finalized in May-June and students are notified.
 - * The scholarship committee may review and select the recipient for the scholarship.
 - * Any communication from recipient will be shared with the branch.
4. A Representative from our branch is invited to a Scholarship Award Banquet event in October at Century College. At the banquet we will meet our recipient who will be seated at our table.
5. Invite the scholarship recipient to attend one of the regular membership after being selected.
6. Offer a student membership in AAUW to the scholarship recipient.

B. The St. Croix Valley Scholarship Fund will be held in a savings account at a local Bank.

* The scholarship will be funded by donations from membership and others.

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

ADDENDUM: The work of AAUW St. Croix Valley should always reflect the National AAUW Guideline's on political positions versus partisanship:

- “AAUW is a **nonpartisan** organization, and we have a long history of social change through public policy efforts.”
- “Because this work is often done within the political world, there is sometimes confusion about AAUW’s political work versus our **nonpartisan** stance.”

The above quotes are taken from the National AAUW Website

Work Completed by the AAUW St. Croix Valley Board, with the consultation of member, Julie 'O Reilly

April 4, 2018

M. Boettcher, President

Corrections November 2018, Margaret Boettcher

July 11, 2019 Correction and Additions

Michelle Heiting, President, with consultation of member, Ann Bucheck, V. President

*Correction: (Membership Chair and Communication Chair

(Webmaster and Facebook)

*Addition: Scholarship Committee section V