

**East Mesa Branch
AAUW--AZ
Administrative Policies and Guidelines**

PURPOSE

These Administrative Policies shall state and clarify actions taken by the Elected Executive Officers and Appointed Board Members of the branch. They are:

- To define the aims and objectives, services, and organization of the branch,
- To assure administrative efficiency, and
- To define the duties and responsibility of the elected and appointed directors/officers and the committees they supervise.

PROVISO

The contents of these Administrative Policies shall in no way be in conflict with the AAUW Branch Charter, the Association Bylaws, or the Arizona Bylaws. The Bylaws of the Association and the State of Arizona supersede these Administrative Policies.

The Administrative Policies shall be reviewed every two (2) years or revised when deemed necessary by the Executive Officers. In addition, the Executive Officers shall bring the policies into conformity with both the Bylaws of the Association and the State of Arizona.

ADMINISTRATIVE DUTIES

Board of Directors

Board members are held responsible for reading and understanding the Administrative Policies, the duties of their position and to become familiar with current AAUW and State of Arizona Publications. Board members shall be expected to be familiar with material on the Branch Website by visiting frequently, including, but not limited to Board business on the ‘members only’ section. Board members shall also be familiar with contents of the Branch Newsletter, *The EMBers*.

Each member of the Board shall have one vote. The President of the Board may vote; however, it is recommended that she vote only to break a tie.

Each board member is asked to maintain a complete file of appropriate materials including:

- Job descriptions, timeline, past reports of predecessors,
- Copies of pertinent directives and official correspondence, and
- Useful resource materials.

Board members shall maintain an e-mail address that is open to receive correspondence from the Association, Arizona State, and the Branch, checking it at least weekly and

responding in a timely manner.

Board members shall file reports as required by the Branch.

Board members are expected to attend Board and Branch Meetings.

Board members shall notify the President of the Branch in advance of items they wish to have placed on the Board or Branch Monthly meeting agenda.

Board members shall complete year-end-reports & updated timelines to be given to the President at the last Board Meeting of the year, meet with their successors, and turn over a copy of all files and materials pertinent to their position.

Board members are encouraged to attend State, Region, and the Association Convention.

The Executive Committee (Elected Officers)

The Elected Directors/Officers of the Branch are responsible for financial decisions of the branch and are to handle all emergency situations on behalf of the branch.

The Executive Board shall make recommendations to the Board of Directors as needed.

The Treasurer of the Branch shall create an annual Budget and present it to the Board of Directors before it is presented to the Executive Board for discussion and approval.

The Executive Committee shall approve all coalitions/networks within the guidelines of AAUW National.

- Coalitions/networks that require dues or reimbursement will be reviewed yearly by the Executive Committee.
- The Executive Committee may reconsider membership should any changes occur in the purpose/objectives of a coalition/network to which the Branch has already lent its support.
- The Executive Committee shall review new, proposed interest groups.

Interest Groups

Interest Groups are open ONLY to Branch Members. Guests or potential members may attend one meeting of two different interest groups. The Membership Vice President will monitor the attendance of the guest or potential member and then invite the guest or potential member to become a member after visiting an Interest Group.

Guests or Potential members may attend two General Meetings. Then they should be invited to become a member.

Interest Groups will be financially self-sustaining.

Interest groups shall select their own chair(s). However, rotation of chairs is necessary in order to allow others in the group to take a leadership position.

Fiscal Responsible

All Branch funds shall be kept in federally insured institutions.

The Chair of the Budget committee is the Treasurer. Serving on the committee are the President, the Program Vice President, the Membership Vice President, and one of the branch auditors. The President will appoint the committee.

A yearly budget will guide the fiscal operations of the Branch, in order to ensure a new, approved Budget for the incoming Board of Directors.

The budget shall include the annual fee for branch insurance.

A proposed budget shall be presented to the Board of Directors at the March Board meeting with a motion for a vote of approval.

The approved Budget shall be announced to the Branch Members at the April General meeting.

Financial Review (The AUDIT)

The Branch's monthly financial statements shall be filed for Audit.

An annual Financial Review (Audit) committee of at least two (2) people shall be appointed by the President.

The Branch's books shall be reviewed as soon as possible after the close of the fiscal year.

The committee's written report shall be presented for acceptance at the September Board meeting and kept on file with the Treasurer.

Expenses

All elected and appointed officers shall be allowed to use the budgeted amount as needed to fulfill the position they hold.

All elected and appointed officers shall be allowed reimbursement for postage, printing, and telephone charges with their budget.

All receipts with a Branch Reimbursement Form shall be submitted to the Treasurer, before the Branch's books are closed for the fiscal year.

The President and Treasurer are to be the only authorized signers on any bank accounts of the East Mesa Branch.

Contracts

Only the Branch President is authorized to sign a contract on behalf of the Branch after consultation with the Executive Board.

Special Meetings with Meals including special events/projects are required to be self-sufficient and within the event budget unless pre-approved by the Board of Directors.

All fund-raising for AAUW Funds or local scholarships shall be approved by the Board. At least one AAUW Funds event shall be held each year.

Grant Application(s)

Application(s) for any grant(s) for Branch events shall be approved by the Executive Board and signed by the President as well as the Contract for the Application.

Conventions

In order to encourage as many members to attend meetings; i.e., National, Region, State, including Forums, and Legislative Day, specific amounts shall be budgeted each year with priority to the State Meetings, determined by the Branch's financial status.

Reimbursement Funds for registration shall be divided equally among Branch members who are attending the event.

State Meetings shall be funded yearly depending on the Branch's financial status.

Funding a Branch representative(s) to attend Region and National Meetings shall be considered on alternate years depending on the Branch's financial status.

Public Policy Program

Any member of the Branch may suggest proposed changes to the National and State Public Policy Programs. National and the State shall determine deadlines and procedures for proposed changes.

All public statements; i.e., letters to the editor, legislators, on behalf of the Branch must be approved by the Executive Board before submission unless the material is directly from the current, official AAUW National Public Policy Program.

All Branch members shall be encouraged to attend AAUW-AZ Legislative Day.

Political Candidates

AAUW as an organization does not endorse candidates for elected or appointed offices. If the branch invites a person who is running for an office to speak as a candidate at a general meeting or special meeting, the branch shall also invite all candidates for that office.

An elected or appointed officer may be invited to bring greetings from his/her office only. For example, if AAUW-AZ or the Association is hosting an event in Mesa, the branch may invite the Mayor of the City to the meeting to offer a welcome to the membership.

No political information may be distributed by any political party to the branch membership.

Nominations of Branch Elected Directors/Officers

The Branch President appoints a Nominating Committee each year.

Committee members shall be presented to the general membership at the January General Meeting. The Committee selects their own chair.

Any member can serve on the Executive Board with the exception of the position of President. The position of President requires previous Board experience.

The Nominating Committee keeps working until they have a full slate of officers. When the full slate is completed, the chair of the committee informs the Branch President that the slate is completed. She does not announce the names to be elected to the President. The chair of the committee makes the announcement of the full slate to the General Membership in February.

Election of the new officers takes place at the March Branch Meeting.

The Installation of the newly elected Executive Officers takes place at the April Branch General Meeting.

The immediate Branch Past President installs the newly elected officers at the April General Meeting.

Advertising in the Branch Newsletter

The EMBers will not include paid advertising unless approved by the Board of Directors.

Privacy of Members

Personal information of members, other than first and last names and email addresses shall not be listed on the Branch Website or in any other venue with public access.

Announcements

Announcements about other community organizations at general meetings shall not be permitted.

Announcements about other AAUW branches, the Association, or AZ - AAUW may be permitted at general meetings.

Announcements that pertain to a business or would result in personal gain are not allowed without board approval. For example, a speaker may be allowed to have her/his book available for sale at a meeting where s/he speaks.

Links to other websites or organizations on the AAUW East Mesa Branch Website must be sanctioned or endorsed by AAUW.

The branch secretary shall give all announcements at the General Meetings.

Review

Administrative Policies shall be reviewed at least every two (2) years by the board of directors to keep the policies and procedures current after each National Convention.

Any changes may be suggested and discussed by members of the board of directors prior to when the document is reviewed and approved.

Presented for review by the BOD in March 2015.