

AAUW OF BIRMINGHAM, MICHIGAN POLICY SHEET

Affiliate Policy Review

The purpose of this policy sheet is to clarify procedures used by the Birmingham Affiliate exclusive of items covered in the affiliate bylaws. It should be reviewed yearly during an orientation period at a meeting of the Board of Directors.

These policies may be amended, rescinded or suspended by majority vote of the Board of Directors at any regular meeting without notice. Any one or more of these policies may be temporarily suspended in the interim between board meetings by a majority phone, email, or U.S. mail vote of the Board of Directors.

POLICY BOOKS AND FILES OF MEMBERS OF THE BOARD OF DIRECTORS

1. Each member of the board of directors shall be furnished with a policy book containing the affiliate bylaws and policy sheet.
2. The bylaws/policy chair shall be responsible for distributing the books and keeping them current.
3. Officers and chairs shall observe recommended AAUW and state procedures.
4. Each chair shall prepare a file including an outline of the duties, a calendar of activities and suggestions for future development to be placed in this book.
5. Each officer and chair shall give the policy book and records to a successor promptly.

USE OF NAME

Affiliates, or individual members of an affiliate, shall not use the affiliate name, affiliate stationery or affiliate membership lists to promote any action which has not been studied and approved by the affiliate or affiliate board. (See also Birmingham Bylaws, [Article III](#).)

AMOUNT OF DUES

1. AAUW Members: The annual dues of affiliate members, which include subscriptions to the AAUW publication *AAUW Outlook*, distributed to every member, *Michigan AAUW*, and the affiliate newsletter, *AAUW Bulletin*, shall be as follows:

| | |
|--------------------|----------------|
| AAUW dues | \$59.00* |
| AAUW Michigan dues | \$12.00 |
| Affiliate dues | <u>\$17.00</u> |
| Total | \$88.00 |

*\$56 of *59 is tax deductible

2. Community Members. The amount of the dues for community members shall be the amount of the affiliate dues. This category of membership is unavailable after 2001.
3. Student Affiliate Members. A college student who joins AAUW as a "student affiliate" shall pay a special rate.

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|---------------|----------------|
| AAUW Dues | \$17.00 |
| Michigan Dues | <u>\$ 2.00</u> |
| | \$19.00 |

4. Honorary Membership in an affiliate is not authorized.
5. 50-Year Honorary Life Member. An individual member who has paid AAUW dues for 50 years shall become a 50-Year Honorary Life Member and shall thereafter be exempt from AAUW, state and local affiliate dues. The dues treasurer with the assistance of the membership vice president shall facilitate application for this membership.

DUTIES OF OFFICERS

1. President. The president of the affiliate shall:
 - a) Be the official representative of the affiliate in activities of the AAUW on all levels
 - b) File an annual report of the affiliate and a list of names of incoming officers and chairs with the state president and AAUW by the dates specified.
 - c) Be responsible for bringing the affiliate bylaws into conformity with the AAUW Charter and Bylaws after each AAUW Convention and for submitting revised bylaws for review to the chair of the state committee on bylaws by December 1 following the AAUW Convention.
 - d) Be responsible for bringing the affiliate bylaws into conformity with the state bylaws after a state convention.
 - e) Perform the following duties”
 1. Preside at all meetings of the affiliate, the board of directors and executive committee.
 2. Call special meetings of the board of directors or executive committee in accordance with provisions of the affiliate bylaws.
 3. Appoint, with the approval of the executive committee, the chair(s) of all task forces and committees, except the nominating committee and those provided for by election, and any additional officers authorized by the affiliate bylaws.
NOTE: The incoming or continuing president may call a meeting of the new executive committee prior to July 1 for the purpose of approving appointments and making plans for the coming year.
 4. Serve as ex-officio member of all task forces and committees except the nominating committee and **financial review committee**.
2. President-Elect. When there is a president-elect, she shall fill the office of president if a vacancy occurs in that office and preside in the absence of the president. She shall assist the president in whatever manner the president requests.
3. Program Vice-President. The program vice president shall serve as chair of the committee on program development. She shall preside at meetings in the absence of the president and the president-elect. She shall act in the absence or disability of the president and the president-elect. She shall act in the absence or disability of the president if there is no president-elect.
4. Membership Vice President. The membership vice president shall serve as chair of the committee on membership. She shall preside at meetings in the absence of the president, president-elect and program vice president. She shall see that each new member receives her

newsletters and yearbook promptly. She should have a current file of all members, deaths, moves, resignations and notify the dues treasurer of this information.

5. Recording Secretary. The recording secretary shall record and keep in custody the minutes of all business meetings of the affiliate, the board of directors and the executive committee. Minutes of the affiliate meeting may be approved at the next board of directors' meetings. She shall have available for reference at all meetings a copy of the affiliate bylaws and a list of its officers, task force and committee chairs and members. She shall notify members of official business when necessary.
6. Corresponding Secretary. The corresponding secretary shall serve as chair of the newsletter committee to facilitate mailings and handle correspondence as delegated by the president of the board of directors.
 - a) Keep an accurate list provided by the dues treasurer of the names of members for the mailing and emailing of the affiliate newsletter. She may also send newsletters to the state services manager, state president, AAUW Library in Washington DC, other affiliates that wish to exchange newsletters and other state board members who request to be on the mailing list.
 - b) Keep on file all communications received and copies of all letters sent during her term of office.
 - c) Be the guardian of the second-class permit and see that the affiliate meets all the requirements.
 - d) Maintain a supply of affiliate stationery for use by the members of the board of directors.
7. Treasurer.
 - a. The treasurer, with an assistant (dues treasurer) if necessary, shall:
 - i. Be responsible for collecting annual dues with the assistance of the dues treasurer.
 - ii. Forward AAUW dues for regular members to AAUW. Dues of continuing members shall be postmarked no later than the date designated by AAUW.
 - iii. Transmit to AAUW all applications, with dues, made to the affiliate by graduates who qualify for membership in AAUW.
 - iv. At the death of a member of the affiliate, send a \$25.00 contribution in her name to the AAUW Funds. The dues treasurer shall notify AAUW of the member's death.
 - v. Be responsible along with the dues treasurer for identifying and contacting those eligible for the 50-Year Honorary Life Memberships.
 - b. The treasurer also shall:
 - i. Receive and have custody of all funds of the affiliate. The financial institutions to be used shall be authorized by the board of directors or the executive committee. The names and locations of the financial institutions shall be noted in the minutes of a board meeting
 - ii. Pay all bills provided for in the budget or approved by the board of directors.
 - iii. Keep a proper set of books.
 - iv. Render a financial report at the annual meeting of the affiliate and at such other times as requested by the board of directors.
 - v. Serve as the chair of the finance committee.

- vi. Present the books for an annual **financial review** by a committee selected and approved by the board of directors.
- vii. Be responsible for insurance policy update.

DUTIES OF THE BOARD OF DIRECTORS, ELECTED OFFICERS AND APPOINTED CHAIRS

The Board of directors shall:

1. Carry on the business of the affiliate in conformity with the policies and programs of AAUW.
2. Have the general power to administer the affairs of the affiliate between affiliate meetings and shall report its actions to the affiliate.
3. Be subject to the orders of the affiliate and none of its actions shall conflict with the actions taken by the affiliate.
4. Provide for an annual **financial review of** the books of the treasurer.
5. Adopt the annual budget for presentation to the affiliate.
6. May establish additional standing and special committees.
7. Receive the reports of the executive committee after the executive committee meets.

COMMITTEES

1. Standing Committees. There shall be the following affiliate standing committees: book sale, newsletter, bylaws/policy, communications, diversity dues treasurer, AAUW Funds, Explorathon, finance, fundraising, hospitality, public policy, study groups, and yearbook. Additional standing committees may be instituted at the discretion of the board. Assistant chairs may attend board meetings and may have the voting rights of the chair in her absence. Specific information for some of the committees follows:
2. Program Development. The committee on program development, chaired by the program vice president, shall include chairs of public policy, diversity, education, international relations, program coordinators and such other members as deemed necessary. In program planning, the committee shall consider the AAUW mission and ways that it can be implemented in the affiliate. It shall provide policy guidance for the continuing program concerns of the affiliate and also consider future AAUW issues.
3. Membership. The committee on membership, chaired by the membership vice president, shall be responsible for the affiliate membership recruitment and the orientation of new members to the purpose and program of AAUW. **The dues treasurer** appointed by the president will serve on the membership coordinator.
4. AAUW Funds. The chair and her committee of the AAUW Funds shall be responsible for advancing the AAUW programs on fellowships, research and project grants, Legal Advocacy Fund and such others as may be established by AAUW. The chair has the responsibility of recommending to the foundation board how the funds shall be distributed. The chair should monitor the specific Birmingham affiliate fellowships and grants, i.e. Ruth Edgar Shain International Fellowship (#1182), the Mary Lou Larmee Marsh American fellowship (#4076), the Birmingham Affiliate 75th Anniversary Research and Projects Fund (#1211), the Joyce Hanston Manby Research and Projects Career Development Grant (#4315), and the Jean Ivison Walker

Project Grant (#4384). The chair also has responsibility of soliciting and collecting donations to the patron Donor Friend Fund.

5. Public Policy. The committee on public policy shall be responsible for implementing the public policy programs of AAUW and the state and legislative concerns of the branch.
6. Book Sale. The chair shall serve on the board of directors and shall be responsible for submitting a budget to the foundation treasurer, coordinating publicity with the communications chair and reporting regularly to the board. She must follow the "Guidelines for Affiliate Fundraising Activities" as presented by AAUW. Volunteers from the community may assist in the duties of this committee at the discretion of the chair.
7. Fundraising. The chair shall serve on the board of directors and shall be responsible for submitting a budget to the finance committee, coordinating publicity with the communications chair and reporting regularly to the board. She must follow the "Guidelines for Affiliate Fundraising Activities" as presented by AAUW. Volunteers from the community may assist in the duties of this committee at the discretion of the chair.
8. Finance Committee. This committee will be chaired by the treasurer and include the dues treasurer and three other AAUW members recruited by the treasurer. The branch president serves ex-officio. The purpose of the finance committee shall be to develop the annual operating budget and recommend its adoption to the board; manage the operating funds and board designated funds; analyze financial reports and investment/earned interest on bank accounts and make recommendations regarding those reports to the board; recommend the manner in which the foundation allocations and the proceeds of fundraising shall be distributed and provide sound financial records that will allow the branch to plan for branch fundraising, special programs, activities, changes in dues and other financial matters.
9. Bylaws and Policy Committee. The chair of this committee shall be appointed by the president and her committee shall include the parliamentarian and at least one other member. All suggestions for changes in the affiliate bylaws and policy sheet shall be submitted to this committee for formulation and presentation to the board and/or affiliate. Policies shall be approved by the board of directors, and the bylaws shall be adopted or amended by the branch membership.
10. Special Committees. There shall be such special committees as are considered necessary by the board of directors. Chairs of the special committees shall serve on the board with full rights of membership. However, these chairs will not count toward the establishment of the quorum.
11. Nominating Committee. The dues treasurer shall be a member of the nominating committee. It is suggested that one member of this committee of five shall currently not be serving on the board of directors. (See Birmingham Affiliate bylaws, Article XII, (Section 1). The committee

shall present a nominee for each office to the membership. Report of the nominating committee shall be published in the newsletter preceding the annual meeting.

12. Executive Committee. In addition to the duties prescribed in the bylaws, the executive committee shall act as an advisory council. It will have the authority to review and recommend for approval all visual art products, presentations, exhibits or performances that are intended to represent the branch outside of the community.

STUDY AND INTEREST GROUPS

1. The Coordinator shall be appointed by the president and shall serve on the Board of Directors. She shall be responsible for establishing and coordinating all groups.
2. Chairs should provide the Group Coordinator with a calendar for the coming year by June 30.
3. Notices of meetings and hostesses of the groups and any changes thereof shall be filed with the Group Coordinator by the 15th of the month.
4. Groups should reflect and fulfill the objectives stated in the AAUW bylaws. New groups may be formed in the branch providing the area of study is within the framework of the AAUW program and the plan is acceptable to the board.
5. Interest Groups must be made up of members of the Birmingham Branch. It is the chair's responsibility to validate member lists.
6. It is the chair's responsibility to monitor attendance for "active" status.
7. Each group shall assume responsibility for any incidental expense of that group.
8. Group membership lists are prepared for the convenience of the members. They are not to be for solicitation or financial gain.
9. No project which involves the use of the AAUW name shall be adopted by a group without the approval of the board.
10. Online groups may be formed as long as they meet the above criteria.
11. Non-members may attend a group for recruitment purposes up to two (2) times.
12. Group Membership must remain open. All groups will function with the expectation that they will multiply if they grow.

AAUW REPRESENTATIVES TO OTHER ORGANIZATIONS

When an organization requests, in writing, that an AAUW member serve on its board as an AAUW representative, the following guidelines should be followed:

1. The written request should include a description of the requesting organization and the responsibilities of the representative.
2. Board approval is required and should be reviewed annually.
3. The work should be within the scope of the AAUW program.
4. There should be a significant need for AAUW participation.
5. It must be a non-profit organization whose primary purpose is other than fundraising.
6. The organization should not take stand on partisan issues or candidates.
7. The organization cannot require AAUW to raise funds.
8. The AAUW roster will not be made available.

EXPENSES INCURRED BY BRANCH REPRESENTATIVES

1. Meals must be paid for as follows:
 - a. Any member of the branch representing AAUW where she is an authorized representative.
 - b. The president and the program vice president or their representatives when entertaining guest speakers in addition to the regular branch meeting.

2. Conventions, conferences and workshops shall be paid for by the Foundation as follows:
 - a. Two delegates shall be sent to the AAUW convention with all expenses paid. The incoming president shall be the first delegate, and the accompanying person shall be chosen at the discretion of the board with the recommendation that, if possible, she will not have attended a previous convention with her expenses paid by the Foundation.
 - b. The amount spent for the AAUW and state meetings shall be a budgeted item.
 - c. Registration, including banquets, travel and housing expenses, shall be paid in full for the incoming president.
 - d. Registration for additional delegates may be paid at the discretion of the board.
 - e. Any member who has received full funding to attend a meeting listed above shall be prepared to report to the board, affiliate or study group meetings and/or write an article for the affiliate newsletter.

CONTRIBUTIONS

AAUW and state policies shall be carefully observed concerning contributions outside the scope of our purpose. **“Contributions or gifts to the affiliate are not deductible as charitable contributions for federal income tax purposes.”** This disclosure requirement applies to any campaign for solicitation of “contributions or gifts” made in written or printed form, by television or by radio. (See Finance – Tax Status, page 9, for allowable deductions.) Dues billing notices must have the following added to the above statement. “However, dues payment may be deductible by members as an ordinary and necessary business expense.” (Contact the policy chair for further details.) AAUW affiliates may not contribute money nor anything of material value to candidates for any elective office, partisan or non-partisan. Also, they may not publish paid political announcements in their publications.

ENDORSEMENT OF CANDIDATES FOR PUBLIC OFFICE

1. Candidate Endorsement.
 - a. Affiliates may endorse or oppose candidate(s) for appointive office and may submit names for such offices.
 - b. Affiliates may endorse or oppose candidates for **non-partisan** elective office in which a candidate is unopposed.
 - c. Affiliates may not endorse or oppose candidates for **partisan** elective office.
 - d. Affiliates must carefully investigate state and local election laws. Where state or local law considers endorsement itself a contribution, the affiliate may not endorse candidates for any elective office, partisan or non-partisan. The affiliate must adopt clear procedures for making endorsement. (For additional information contact the policy chair.)

- e. Affiliates that have independently incorporated themselves as 501(c)(3) entities are subject to different regulations than affiliate 501(c)(4) and may not endorse candidates for any elective office. AAUW is no longer a 501(c)(4).
 - f. Affiliates may not contribute money or anything of material value to candidates for any elective office, partisan or non-partisan. (See “Contributions” page 8.)
2. Activities for Candidates for Partisan Elective Office.
 - a. Affiliates may have candidate forums before a **partisan** election to which **all** candidates are invited. If one or more candidates decline to attend, the program may be held.
 - b. Affiliates may poll all candidates on issues relating to the AAUW program.
 - c. Affiliates may invite a declared candidate in a partisan election to speak at a meeting on a subject of particular expertise, but not on his/her candidacy for future public office.
 3. Activities for Candidates for Non-Partisan Elective Office.
 - a. Affiliates may, before a non-partisan election in which AAUW has not endorsed a candidate(s), have candidate forums to which **all** candidates in that election are invited. When a candidate has been endorsed, the affiliate may invite the endorsed candidate(s) to speak at a meeting on her/his/their candidacy with or without inviting non-endorsed candidates.
 - b. Affiliates may invite a declared candidate in a non-partisan election, whether or not endorsed by the branch, to speak at a meeting on a subject of particular expertise.
 4. Election Activities of Individual AAUW Members.
 - a. An individual member may endorse, as a private citizen, candidates for partisan election office and contribute her money or support, but cannot utilize the name of AAUW.
 - b. As a candidate for any office, an individual member may state her AAUW membership as long as she is not opposing AAUW program or policy. (See Article III, Birmingham Affiliate Bylaws, “Use of Name” or contact policy chair for additional information.)

FINANCE

1. Indebtedness. No indebtedness (other than budgeted items) shall be incurred by a member of the affiliate except upon approval of the board.
2. Tax Status. Donations to funds raised for any program of AAUW Funds (including Legal Advocacy Fund) are tax deductible because AAUW is a 501(c)(3) entity. **Donations to the affiliate are not tax deductible.** The affiliate is tax-exempt and does not pay sales tax on any purchases related to the end-goals of the organization. However, the affiliate does pay sales tax for purchases relating to fund raising activities. Donations to the Foundation are tax deductible, as the Foundation is a 501(c)(3).

COMMUNICATIONS

1. Announcements. Any announcement made at the general meeting must be approved by the board of directors.
2. Newsletter

- a. New members whose applications have been processed shall receive their first newsletter at the direction of the membership vice chairman.
 - b. Any item submitted to the newsletter chair and is not the routine business of the branch shall be reviewed and approved by the president.
3. **Website. The communications chair will maintain our affiliate website: Birmingham-mi.aauw.net**
 4. Literature. No literature of any kind shall be distributed to the general membership without the content and method of distribution having been approved by the board of directors.
 5. Yearbooks. A yearbook shall be available to each member in September and those remaining mailed in October. Members joining after September shall receive a yearbook promptly. Affiliate and state yearbooks shall not be given to persons or organizations requesting them except by approval of the affiliate board of directors. Members should not use these rosters for anything except AAUW business without the approval of the board of directors.

LUNCHEON RESERVATIONS

Reservations for the luncheons are to be paid in advance by check before the deadline announced in the newsletter. Each member shall pay for her luncheon reservation unless canceled before the deadline. Members without luncheon reservations will be accommodated if possible. Annual reservations may be prepaid and are not refundable. All members are welcome to come for the program only.

MEMORIALS

At the death of a member of the Birmingham Affiliate a \$25 contribution shall be made to the AAUW Fund in her name. In addition, former active members shall be honored with memorial contributions to the AAUW Fund upon their deaths. The treasurer will send the check to AAUW Funds, and the dues treasurer will notify the AAUW of the member's death. It is the responsibility of the corresponding secretary to send an AAUW Funds notification to the member's family informing them of the donation made in her name. Sympathy cards may be sent on the death of members' spouses, children or parents. Notice of deaths shall be given to the corresponding secretary who will report them at the next board of directors meeting.

INVESTMENT CLUBS

Investment clubs may not in any way be affiliated with AAUW, the state, or the branch, or use AAUW's name.

AAUW Birmingham Branch Foundation, Inc. Fundraising Policy

The standing fundraisers are Book Sale, Lavish Luncheon, e-Bay-a-thon, Kroger, and Amazon Smile.

The Fundraising Committee would consist of: the chair of the branch ways and means committee (who will chair the committee), the branch president, the branch treasurer, the foundation president, the foundation treasurer and two branch members chosen by the chair.

Process: A member with a fundraising idea should present it in writing to the committee chair at **least 15 days before** the proposed fundraiser. **The proposer should obtain a form from the ways and means chair to present the idea in writing.** The committee would meet, either electronically or physically, to review the idea with the proposer. The committee would discuss the idea and pass it to the foundation board for approval. The proposer may become the chair of the event.

What the proposer needs to present in addition to the idea:

- Where will the money go;
- What is the proposed budget? Expenses? Income? Need seed money—how much?
- What is the scope—date and time-frame; avoid calendar conflicts with other branch activities;
- Who would be involved—a committee structure?
- Publicity

IMPORTANT:

We cannot fundraise for another group.

In order to raise money for the foundation, the proposer must go through the procedure.