

STANDING RULES

1. The standing rules may be amended by a two-thirds vote of the board of directors or a majority vote at any general meeting.
2. Annual dues shall be \$85.00, which includes Association, state and local dues. (Any change to this standing rule requires a two-thirds vote at a branch meeting.)
3. No one eligible for membership in this branch shall be permitted to attend more than two interest group meetings without joining the branch, except that members of AAUW moving to this area in good standing from other branches may attend all meetings of the branch until the start of the membership year.
4. Committee and Interest Chairs will be responsible for contacting the membership vice-president in September to ascertain that all intended participants are members, and continue to check throughout the year to verify that all participants are paid members.
5. Reservations shall be made in advance for all meetings for which a fee is charged. When a cancellation is not received by the announced deadline date, the reservation must be paid for. Prospective members should make reservations. Anyone bringing a prospective member should make their guests reservations. Non-members must make reservations through a member or pre-pay.
6. Branch yearbooks, directories, or rosters of members shall not be given to agencies or organizations outside of the AAUW. If the work of the branch is to be furthered by a mailing from other groups, the appropriate officer or chair of the branch should handle such a mailing. Such a mailing shall be done only with the approval of the branch board of directors. No member shall use or allow anyone to use the yearbook for purposes of political mailing or advertising.
7. The AAUW general meetings are held on the third Tuesday, September through June at 7:30 pm, or Saturdays, or as scheduled by the board of directors.
8. Board of Directors meetings are held the first Tuesday of each month, August through June, except December, at a time determined by the Board of Directors.
9. New or reactivated interest groups require the approval of the board.

Policies and Procedures

- These policies and procedures may be changed by a majority vote of the quorum at a board of directors meeting.
- Each interest group, chair, and all officers and board members will keep an experience notebook to be passed on to each succeeding person holding the office.
- Coffee and cups will be paid for from dues; members will provide cookies, etc., under the direction of the hospitality chair.
- Board approval is needed before spending money to be reimbursed by the treasury unless it is specified in the budget. Any annually occurring bill may be paid before the budget is approved, with the approval of the President.
- Any committee or individual wishing to engage in, or significantly change a project, financial or otherwise must have the approval of the board of directors before entering into such a project and must report progress to the board at least once a year.
- Any committee wishing to engage in a project with another organization must submit to the board of directors an estimate of expenses when requesting approval of the project.
- The secretary's minutes and the treasurer's report will be posted at general meetings for all members' perusal rather than be read. Any motions made and approved at the board meetings shall appear in the following newsletter.
- Guest speakers' dinners will be paid for from the treasury or by a surcharge on meal cost.
- There will be a charge of \$5.00 for each additional yearbook or replacement thereof.
- The bylaws chair will be responsible for maintaining a master corrected copy of the bylaws, standing rules, policies and procedures, and duties section. The secretary will provide minutes of meetings for the bylaws chair to review for revisions.
- The treasurer's books shall have an audit/review by two appropriate members (including a past treasurer, if possible). The appointment shall be made by the president and approved by the May board meeting. The audit should be completed by July 31.
- The outgoing president should be asked to serve as parliamentarian.
- No member shall be eligible to hold an elective office unless that person has been a member of this branch at least one full fiscal year. The president, president-elect, and one other elected officer, shall have previously been members of the board of directors.

- Death of a member:
 - a. In the event of a member, or previously active member, an amount not to exceed \$15.00 will be transferred from the miscellaneous fund to a current project. The family will receive a card stating that a contribution has been made.
 - b. In the event of death in a member's immediate family, or major medical problem of a member, a card will be sent.
- The AAUW Funds committee will meet each year in November to consider honoring a Santa Clarita Valley Branch member as the Named AAUW Funds Honoree based upon her/his contributions, service and long-term commitment to the Santa Clarity Valley Branch. The committee will be comprised of the following: the current AAUW Funds vice-president; a former AAUW Funds Honoree recipient; a member with at least a five-year membership to be chosen by the current board; a member to be chosen by the current board.
- Funding for conventions and conferences will be made according to the money available at the end of the fiscal year.
 - a. Spring convention expenses will be funded as first priority. Payable expenses include advanced registration fee, meals with speakers, and one-half of the double occupancy room rates, subject to board approval. Fees paid will be the state-published convention rates. Twenty-five dollars per day will be paid toward transportation. The voting delegate will be designated in the following priority: president-elect, president, and members of the elected board of directors in standing order. This will fund one delegate as specified.
 - b. In second priority, state leadership registration fees will be paid for board members attending.
 - c. If the budget allows, after these items are paid, money may be allocated for additional delegates to spring convention, or delegates to other AAUW-sponsored conferences, even if only partial assistance is available, on the decision of the board of directors.
- Disposable nametags will be provided at general meetings. Permanent ones can be individually purchased from the President Elect. Members are encouraged to wear their nametags at every AAUW meeting and event.

Meetings:

- *Annual Meeting*: The annual meeting of the branch shall be held during the month of April and shall be for the purpose of electing officers.
- *Regular Meetings*: The branch shall hold meetings each month September through May.
- *Annual Membership Brunch*: This meeting shall be held in September and organized by the membership chair/committee, aided by hospitality and shall be presided over by the President. It shall include:
 - a. The membership vote on the proposed budget for the new year
 - b. Oral presentations by each interest group—one minute time limit per group
 - c. Oral presentations by AAUW Funds, cultural, education, community, public policy, programs, Women in History, Tech Trek and Math/Science Conference—two minute time limit each.
- The meeting for installing the new board officers will be organized by the outgoing president, and will include a formal ceremony officiated by the outgoing president or guest speaker. The gavel and president's pin will be passed to the incoming president. At this same meeting, past presidents will be honored in addition to other scheduled business.
- *Special Meetings*: Special meetings may be called by the President, five members of the board of directors, or by the written request of ten members of the branch. Notice of the date, time, place and the business to be brought before the meeting shall be sent by the secretary to the members in writing at least ten days in advance. Only business for which notice has been given shall be transacted.

Additional Duties of Officers and Committee Chairs

President: The president of the branch shall:

1. In conjunction with the president-elect, have a master calendar of all events for the year.
2. Submit a list of incoming and continuing branch officers and chairs to the president of the state and to the executive director of AAUW no later than June 1.
3. Submit an annual report of the branch to the persons designated on forms provided by AAUW no later than June 1.
4. Be responsible for updating the branch bylaws after each Association convention and submitting them as instructed to the state bylaws chair by the deadline specified by AAUW.
5. Be responsible for bringing the branch bylaws into conformity with the state bylaws after a state convention.
6. Be responsible for the branch enrolling in the state liability insurance program or for providing a “certificate of insurance” of duplicate coverage so that the branch will be in good standing each year with recognition and voting privileges at district meetings and the state convention.
7. Perform the following duties:
 - a. Preside at all meetings of the branch, the board of directors, and the executive committee.
 - b. Serve as ex-officio member of all task forces and committees except the nominating committee.
 - c. Call special meetings of the branch in accordance with provisions of the branch bylaws.
 - d. Appoint, with the approval of the executive committee, representatives of areas of interest, the chairs of all task forces and committees except the nominating committee and those provided for by election, and any additional authorized by the branch by-laws.
8. Appoint a temporary parliamentarian in the absence of the current parliamentarian.

President-elect: The president-elect of the branch shall:

1. In the absence, or resignation, of the president, assume the duties of the office of president.
2. Provide a copy of duties for each board member at the beginning of the year.
3. Maintain a master calendar. Members should contact her before scheduling a meeting in order to avoid conflict with other scheduled business.

Program Vice President: The program vice president shall serve as chair of the committee on program development, and shall also perform the following duties:

1. Preside at meetings in the absence of the president and president-elect and act for them in their absence.
2. Perform such other duties as by the president or the board of directors.

The committee on program development, chaired by the program vice-president shall:

1. Include the representatives for the four areas of interest in AAUW program and such other members as deemed necessary.
2. Consider the program issues of AAUW.
3. Recommend to the branch the selection of issues to be implemented.
4. Provide policy guidance for the continuing program concerns of the branch.
5. Consider future Association program issues.

Membership Vice President: The membership vice-president shall serve as chair of the committee on membership, and shall also perform the following duties:

1. Preside at meetings in the absence of the president, president-elect, and program vice-president.
2. Perform such other duties as are requested by the president or by the board of directors.

The committee on membership, chaired by the membership vice-president, shall be responsible for the branch membership recruitment and orientation to the purpose and program of AAUW.

Educational Vice-President: The Educational vice-president shall serve as the chair of the committee on AAUW Funds and shall also perform the following duties:

1. Educate members and stimulate interest in AAUW Funds, both in the branch and in the community and raise funds for the program.
2. Preside at meetings in the absence of the president, president-elect, program vice-president, and membership vice-president.
3. Perform such other duties as requested by the president, or by the board of directors.

The committee on Education Foundation shall be responsible for implementing the Foundation programs on fellowships, research and projects, and such others as may be established by the Foundation and/or Association.

Public Policy Vice-President: The public policy vice-president shall administer the public policy program for the branch. The duties will include:

1. Inform the branch, through the newsletter and general meetings, of the status of the public policy programs issues adopted by the board, state, and Association.
2. Follow the public policy guidelines as established by AAUW and state.
3. Make recommendations and proposals to the board for approval and action.

Recording Secretary: The secretary shall perform the following duties:

1. Record and keep in custody the minutes of all meetings of the board of directors, general meetings, and the executive committee.
2. Have available for reference at all meetings a copy of the branch by-laws and a list of its officers, task force and committee chairs and members.

Treasurer: The treasurer shall perform the following duties:

1. Receive all moneys due the branch.
2. Collect distribute and account for the funds of the branch.
3. Pay all bills provided for in the budget or verified by the president.
4. Keep a proper set of books.
5. Render a financial report at the annual meeting of the branch, and at such other times as requested by the board of directors.
6. Serve on the budget committee.
7. Present the books for an annual audit/review.
8. Put in the budget the amount for purchasing the past president's pin for the outgoing president that year.
9. Send computerized remittance forms and stand and Association to the state and Association by the due date. Dues received after the dues deadline shall be forwarded immediately.
10. Handle and deposit membership checks.
11. Send out membership bills in the May newsletter.
12. Send moneys for the AAUW Funds and the Legal Advocacy Fund by the specified deadlines.
13. Keep separate ledgers for each type of account.

The Board of Directors shall:

Carry on the business of the branch in conformity with the policies and programs of AAUW:

1. Be subject to the orders of the branch, and none of its actions shall conflict with the actions taken by the branch.
2. Have the general power to administer the affairs of the branch between branch meetings and shall report its actions to the branch.
3. Submit the annual budget to the branch during the September general meeting.
4. Establish special committees.

The Executive Committee:

Membership: The executive committee shall be composed of the elected officers of the branch.

Duties: The executive committee shall:

1. Have emergency power to act for the board of directors between meetings of the board.
2. Provide for such audit and control of funds as are necessary to assure their safekeeping and complete accounting.
3. Perform such duties as the board may deem necessary;

Meetings of the executive committee shall be held on the call of the president or two members of the executive committee.

The incoming or continuing president may call a meeting of the executive committee prior to July 1 for the purpose of approving appointments and making plans for the coming year.

Quorum: A majority of the members of the executive committee shall constitute a quorum.

Chairs:

- The president with the approval of the executive committee shall appoint the Chairs of all committees, except the nominating committee and those provided for by election.
- Chairs shall select the members of their committees in consultation with the president.
- Chairs shall serve as channels of communication in their respective fields with the state, regional and Association chairs, and shall make reports as their counterpart's request.

Appointed Officers:

- The appointed officers of the branch shall be those deemed necessary to carry on the work of the branch. The president with the approval of the executive committee shall appoint these officers.
- Standing committees shall be program, membership, public policy, finance, AAUW Funds, Bylaws, and Communications (P.R.) and shall be appointed by the President with approval by the Executive Committee.
- The president, with the consent of the board, may appoint special committees.

Corresponding Secretary: The corresponding secretary shall have charge of such correspondence of the branch as is delegated by the president or by the board of directors.

Historian: The historian shall keep a record of major branch activities for the information of the state and the branch.

Auditor: The auditors shall review the books of the treasurer at the close of the fiscal year of AAUW and file a report with the president of the branch.

Newsletter: The newsletter chair and committee shall edit, publish, and distribute a monthly or bimonthly newsletter of the branch. Copies shall be mailed to such state and Association officers as required. The chair shall maintain a complete file of newsletters published. The newsletter chair shall get names of prospective members from the membership vice-president, and shall send them newsletters for the subsequent three months.

Hospitality: The hospitality committee shall be responsible for the beverage and refreshments at the general meetings unless the meeting includes a purchased meal. The supplies and inventory of the hospitality chair shall be available for fund-raising events and other social events such as prospective member coffees. If requested, the fund-raising event's budget shall reimburse the hospitality budget for an estimated amount of supplies used.

Yearbook: The yearbook chair and committee shall prepare, publish, and distribute a yearbook containing a directory of the membership of the branch, including name, address, home phone number, cell phone number, FAX number, e-mail address, college name and degree, and occupation. It should also contain the by-laws and standing rules of the branch. Every effort shall be made to have these yearbooks available to the membership during the month of October each year.