

GENERAL POLICIES
AAUW Ann Arbor Branch

1. Board members are expected to attend board and branch meetings.
2. If a board member is unable to attend a board meeting, the president should be notified ahead of time.
3. If a board member finds it necessary to resign, the president should receive a copy of the resignation in writing.
4. The president should be informed regarding the content of any written or oral communications pertaining to AAUW with agencies outside of AAUW.
5. Reports to the State and AAUW should be sent ON TIME with a copy going to the branch president. These reports are prepared by such board members as President, Dues Treasurer, Educational Opportunities Chair [AAUW Funds Chair- 2011]. Detail is found in their job descriptions.
6. Publicity should be planned with the Communications chair, other than book sale publicity, which is planned with the Book Sale chairs. The president should receive a copy of each news release, other than program and branch meetings, in print format; or it may be read over the phone, sent by e-mail or fax before it goes to the newspaper or other media.
7. There should be at least two AAUW members at any media interview pertaining to AAUW.
8. There shall be no notice in the Bulletin for special or commercial interests of members. However, individual accomplishments may be acknowledged.
9. No flowers or memorial contributions are sent by the Branch. The corresponding secretary shall write the immediate family on the death of an AAUW member and shall write an AAUW member on the death of a family member.
10. The Program Committee may request a budget for the year from which a speaker may receive a fee or honorarium, and reimbursement for program expenses may be considered. If branch member[s] volunteer or are requested to provide a branch program, any anticipated expenses should be discussed and the question of reimbursement agreed upon with the Program Vice-President.

11. Branch meetings are open to the public. A person eligible for AAUW membership may visit one interest group meeting. House guests of members may attend branch or Interest group meetings. (*Note: this statement also appears in the Interest group policy*)
12. Any Interest Group may come to the Board to request funds for a special project, program, or activity.
13. If a member or group wishes to recommend and/or take action on a specific piece of legislation, the Public Policy chair should be consulted. Proposals for new legislation arising from study in a group should be made to the Public Policy chair.
14. Interest Groups exist at the discretion of the branch. In accordance with the policies of the branch, additional groups, and clearance of meeting days, may be organized with the assistance of the president-elect.
15. No other meetings shall be held or scheduled at the same time as the branch meeting.
16. The demonstration and/or for-profit sale of anything at AAUW meetings, branch or group, is not permitted without prior approval by the branch board. It is recommended that the entire profit from such sales be for an approved AAUW project. Those advertisers/sponsors who are in our Directory are invited to display their products and services and to talk to potential customers at the branch's monthly evening meetings, and may retain the proceeds from their sales.
17. The branch directory and/or mailing list are not provided to other organizations without the specific approval of the branch board. (*Note: this statement also occurs in the Guidelines for Coalitions.*)
18. In keeping with AAUW policy, the branch does not make financial contributions to other organizations without specific board approval. (See below #21. Community Mission Initiatives.)

19. Appointed Directors and Committees

- a. The appointed directors of the branch shall be standing committee chairs, or co-chairs {who will have 1 vote between them}, and may include AAUW Funds, Bulletin, College & University Relations, Communication, Directory, Fund Raising, Historian, Mission & Issues, Nominating, Policy & Bylaws, Public Policy, Social, and such other directors as shall be deemed necessary to carry on the work of the branch.
- b. The appointed directors shall be appointed by the incoming President [President-Elect], with the approval of the executive board. Appointed Directors may be removed by the President, with the approval of the executive board.
- c. No chair or co-chair shall be appointed to the same position for more than one term [each term is 2 years]. Exceptions may be made in special cases, with the approval of the executive board.
- d. Standing committees shall be established by the board of directors as deemed necessary. Standing committees may include AAUW Funds, Bulletin, College & University Relations, Communication, Directory, Fund Raising, Historian, Mission & Issues, Nominating, Policy & Bylaws, Public Policy, Social.
- e. Appointed directors, chairs and co-chairs shall serve as channels of communication in their respective fields with the branch board, state, AAUW chairs, and shall make such reports as they request. End-of-the-year-reports by appointed directors, chairs and co-chairs will be filed with the branch president, as requested.
- f. The Nominating Committee will identify potential Book Sale co-chair[s] and may identify and suggest candidates for any other appointed position.

20. Branch Mission Initiatives: Implementation and action on funding current mission initiatives are the responsibility of their Directors and the current Board. Members are welcome and encouraged to suggest new initiatives and/or ways to fund them. Examples include:

- (1) AAUW & College/University Scholarship/Fellowship programs (Book Sale)
- (2) Science, Technology, Engineering & Mathematics—STEM programs
(Branch Fundraiser Projects)
- (3) National Conference for College Women Student Leaders—NCCWSL
(Directory Advertisements)

21. Community Mission Initiatives: Non-member organizations may submit proposals for one-time funding by completion of Funding Request Form (available on AAUW-Ann Arbor website) to current President(s). Board members may be appointed to consult with non-member organization(s) to refine proposal and funding request after which full board will vote to approve or deny the application.

Revised June 2, 2021

Policies may be changed by a majority vote of the Board members present and voting.