

GENERAL BRANCH POLICIES
THE AMERICAN ASSOCIATION OF UNIVERSITY WOMEN OF
NORTH HARRIS COUNTY, TEXAS

A. GENERAL POLICIES

1. **Dues.** Dues are \$98.00 (\$59 AAUW dues of which \$56 is tax-deductible, \$13.00 state dues, and \$23.00 branch dues).
 - a. AAUW membership year runs July 1 through June 30.
 - b. Members who join on or after March 15 are considered members for the following year.
2. **General Branch Meetings.** Any business brought before the branch must first be considered by the Board of Directors. Minutes of the prior branch meeting, the current branch treasurer's report and fellowship fund treasurer's report will be made available at the branch meeting.
3. **Guest Privilege.** Any person eligible for membership may attend one meeting of each interest group before being required to apply for AAUW membership and pay dues.
4. **Privacy.** The names contained in our directory are for the exclusive use of the branch. Distribution of directories to groups or individuals outside of AAUW must be approved by the Board of Directors.
5. **Endorsements.** Endorsements will be made from the branch, not the individual member. Endorsements by the branch will be made in accordance with requirements of AAUW and only after study by a committee. This committee will report to the Board of Directors, giving both the majority and minority report. Any letter of endorsement sent must have prior approval by the Board of Directors, signed by the president, filed with the corresponding secretary, and copied to the president.
6. **Correspondence Approval.** Any letter sent in the name of the branch, except for predetermined committees, must be submitted to the Board of Directors for approval and signed by the president. A copy of the letter will be filed with the corresponding secretary in the branch records. Predetermined committees that do not need prior approval or the president's signature will include the following: fundraising, special branch programs, membership, fellowship fund, and notes to members written by the corresponding secretary.
7. **Scheduling.** The branch president must be consulted to avoid scheduling that conflicts with branch activities.
8. **Prohibition Against Joining Outside Organizations.** The branch will not join outside organizations.
9. **Motions.** Motions will be presented in writing to the recording secretary.
10. **Intra-branch Communication.** Members are requested to notify the corresponding secretary of any member news that is important to communicate to the membership and which has been authorized to share by the member involved, including names of members to receive get well or sympathy cards.
11. **Death of Member Memorial.** Upon the death of a branch member, the branch will donate a minimum of \$25.00 to the Greatest Needs Fund in the name and memory of the branch member.

B. MEMBER RESPONSIBILITIES

1. Each member is encouraged to support branch projects and activities.
2. Each member is encouraged to participate in fundraising events (e.g., volunteering, selling tickets, attending).

C. DUTIES OF OFFICERS

1. **President.** The president of the branch will
 - a. be responsible for bringing the branch bylaws into conformity with AAUW bylaws after each AAUW convention and for submitting revised bylaws to the chair of the state committee on bylaws.
 - b. be responsible for bringing branch bylaws into conformity with the state bylaws after a state convention, and
 - c. perform the following duties:
 - 1) develop agendas and preside at all meetings of the branch, the Board of Directors, and the executive committee,
 - 2) call special meetings of the branch in accordance with the provisions of the branch bylaws,
 - 3) appoint, with the approval of the executive committee, the chairs of task forces and all committees, with the exception of the nominating committee, those chairs provided for by election, and any additional officers authorized by the bylaws,
 - 4) serve as ex officio member of all task forces and committees, except the nominating committee, and
 - 5) have available for reference at all meetings a copy of the branch bylaws and a list of the Board of Directors, including a list of special committee chairs.
 - 6) arrange for appropriate yearly updates for key executive and signatories to branch and fellowship fund accounts. Accompany the treasurers as they make changes to the accounts.
2. **President-Elect.** The president-elect of the branch will
 - a. assumes the duties of the president in the temporary absence of the president,
 - b. serves as ex officio member of all task forces and committees, except the nominating committee,
 - c. updates the job descriptions,
 - d. coordinates updates and distributions of board notebooks,
 - e. performs such other duties as are requested by the president or the Board of Directors.
3. **Vice Presidents.** There will be four vice presidents of the branch. One vice president will serve as chair of the program development committee, one as chair of the membership committee, one as chair of the fellowship fund committee, and one as chair of the media communication committee.
 - a. **Program Vice President.** The program vice president will serve as chair of the committee on program development and will also perform the following duties:
 - 1) presides at meetings in the absence of the president and president-elect,
 - 2) schedules branch meetings and speakers to be presented for approval at the first Board of Directors meeting of the fiscal year,
 - 3) sends a copy of the program reminder for membership to the corresponding secretary to send out with the branch minutes,
 - 4) coordinates programs for branch meetings, introduce speakers, and provide speaker gifts, and
 - 5) performs such other duties as are requested by the president or by the Board of Directors.
 - b. **Membership Vice President.** The membership vice president will serve as the chair of the membership committee and will also perform the following duties:

- 1) presides at meetings in the absence of the president, president-elect, and program vice president,
 - 2) develops and execute a recruitment, retention, and membership involvement plan to include a minimum of two membership activities,
 - 3) maintains branch membership database, and
 - 4) performs such other duties as are requested by the president or the Board of Directors.
- c. **Fellowship Fund Vice President.** The fellowship fund vice president will serve as the chair of the fellowship fund committee and will also perform the following duties:
- 1) presides at meetings in the absence of the president, president-elect, program vice president, and membership vice president,
 - 2) publicizes the availability of AAUW awards and grants and encourage members of the branch to apply for research and project grants,
 - 3) publicizes the branch grant program and with the fellowship fund committee, establish the award criteria, review and score the grant applications, and make the funding recommendations,
 - 4) coordinates with the fellowship fund treasurer on distribution of fellowship fund monies, and
 - 5) performs such other duties as are requested by the president or the Board of Directors.
- d. **Media Communication Vice President.** The media communication vice president will serve as the chair of the media communication committee and will also perform the following duties:
- 1) presides at meetings in the absence of the president, president-elect, program vice president, membership vice president, and fellowship fund vice president,
 - 2) provides a consistent message about NHC AAUW to the public by
 - a. keeping the Facebook page up to date with membership happenings, the calendar, and AAUW official news, and
 - b. posting important documents (for instance, grant applications), newsletters, calendars, programs, and AAUW official news on the branch's website,
 - 3) builds external relationships with the public,
 - 4) coordinate publicity of the branch's programs and other major events to increase our public image,
 - 5) facilitates the production of *The Nutshell* each month to inform our members of all interest group events as well as AAUW news, and
 - 6) performs such other duties as are requested by the president or by the Board of Directors.
3. **Recording Secretary.** The recording secretary will record and retain custody of minutes of all meetings of the branch, the Board of Directors, and the executive committee, and will perform the following duties:
- a. has available at all meetings the minutes of the most recent meetings of the Board of Directors and the branch, a copy of the branch bylaws, and a list of the Board of Directors members,
 - b. maintains an official record book containing the bylaws, policies, and minutes of branch and Board of Directors meetings, including committee and officer reports, and
 - c. performs such other duties as are requested by the president or by the Board of Directors.
4. **Corresponding Secretary.** The corresponding secretary shall serve as communication liaison between the Board of Directors and members of the branch through written correspondence via postal service or by electronic means as appropriate and will perform the following duties:

- a. has charge of branch correspondence as delegated by the president or by the Board of Directors,
 - b. keeps on file all communications received and copies of all letters sent, and
 - c. performs such other duties as are requested by the president or by the Board of Directors.
5. **Branch Treasurer.** The branch treasurer will transmit to AAUW and state all membership applications and dues made to the branch under the AAUW bylaws and will also perform the following duties:
- a. receives all monies due to the branch,
 - b. pays all bills provided for in the budget or verified by the president,
 - c. keeps a proper set of books,
 - d. provides monthly treasurer's report at all Board of Directors and general meetings,
 - e. distributes a copy of the monthly treasurer's report to the president and secretary to file in their notebooks,
 - f. brings notebook of financial records for reference to all meetings (Board of Directors and general),
 - g. enters a financial report of the year's budget and activities of the Board of Directors and all accounts pertinent to the branch to be sent to all members by email prior to the annual meeting of the branch and at such other times as requested by the Board of Directors,
 - h. serves as chair of the finance committee,
 - i. file state and/or federal tax forms as required for the branch and for the NHC AAUW Fellowship Fund if not done so by the fellowship fund vice president or fellowship fund treasurer,
 - j. in the absence of the fellowship fund vice president and the fellowship fund treasurer, the treasurer will be responsible for submitting funds to AAUW as designated for educational funds programs, including AAUW Legal Advocacy Fund, by the specified deadlines and will keep separate ledgers for each type of account,
 - k. presents the books for an annual financial review,
 - l. forward upon the death of a branch member a donation of a minimum of \$25.00 to the Virginia R. Lyon American Fellowship in the name and memory of the branch member, and
 - m. accompanies a key executive to the bank to change signatory on the branch account.
 - n. perform such other duties as are requested by the president or by the Board of Directors.
6. **Fellowship Fund Treasurer.** The fellowship fund treasurer will handle the 501 (c) (3) monies and will also perform the following duties:
- a. submits a financial report each month to the branch treasurer,
 - b. submits an oral report to the Board of Directors,
 - c. file state and federal tax forms for the fellowship fund as required in coordination with the branch treasurer,
 - d. receives, record, and forward to AAUW all relevant contributions from the branch and/or individuals. All such contributions received by AAUW by December 31 will be credited to the current calendar year. Beginning January 1, all contributions will be credited to the next calendar year, and
 - e. accompanies a key executive to the bank to change signatory on the fellowship fund bank account.
 - f. performs such other duties as are requested by the president or by the Board of Directors.
7. **Parliamentarian.** The parliamentarian will act as advisor on parliamentary procedure to the president and members of the branch, giving instructions at such time as called for and will also perform the following duties:
- a. assists in interpretation of the bylaws,

- b. serves as chair of the committee on bylaws, and
 - c. performs such other duties as are requested by the president or by the Board of Directors.
8. **Past President.** The past president will chair the nominating committee and perform such other duties as are requested by the president or by the Board of Directors.

D. COMPOSITION AND FUNCTION OF COMMITTEES

1. **Committee on Bylaws**, chaired by the parliamentarian, will consist of three to six (3-6) members including the president and president-elect ex officio. Members will be selected by the chair in consultation with the president. The committee will review the bylaws yearly after the national or state convention and propose amendments to bring the bylaws into conformance with the national and state bylaws. The committee chair will present proposed amendments at the first Board of Directors meeting of the fiscal year and arrange to have the Board of Directors approved proposed amendments emailed to the general membership prior to the vote at the next branch meeting. The chairman is responsible for sending approved bylaws to National upon completion. This committee will review the branch policies yearly and recommend any proposed amendments to the Board of Directors for approval at the first Board of Directors meeting of the fiscal year.
2. **Committee on Fellowship Fund**, chaired by the fellowship fund vice president, will consist of seven to ten (7-10) branch members, including fellowship fund vice president, former fellowship fund vice president, fellowship fund treasurer, fundraising chair, two at-large members chosen by the chair in consultation with the president, the branch president and president-elect ex officio, and two alternates. The committee will be responsible for implementing AAUW programs on fellowships, research, and projects as may be established by AAUW. To assist the fellowship fund vice president, fellowship fund monies will be deposited in a separate account administered by the fellowship fund treasurer. Distribution of fellowship fund monies from fundraisers is as follows:
 - a. The special branch programs receive 20% of the funds that are available to distribute. The available amount for grants, special branch programs, grant expenses, national AAUW, and Lone Star is calculated from the beginning balance of the Fellowship Fund minus startup of \$2,500 and minus other commitments from prior year that have not cleared the account. Proceeds from the fundraiser, donations, memorials, community rewards programs, and other monies directed to the 501 (c) (3) are included in the beginning balance of July 1 of the fiscal year that ends the following June 30, so the distribution of funds in the spring occurs in the same fiscal year as the calculation of available funds.
 - b. The fellowship fund committee will make recommendations to the Board of Directors for distribution of the remainder of fellowship fund monies which may include AAUW funds, branch grant recipients, and Lone Star College Foundation for the NP 100 Program Fund or the NE 120 Endowment Fund.
 - c. Start-up money for the next fundraiser, at a minimum of two thousand five hundred dollars (\$2,500), will be kept in the North Harris County AAUW Fellowship Fund.
 - d. With the recommendation of the Board of Directors, the fellowship fund committee can develop guidelines and procedures for additional educational awards.
3. **Committee on Finance**, chaired by the branch treasurer, will consist of three to six (3-6) branch members including the president and president-elect ex officio. Members will be selected by the chair in consultation with the president. It will be the responsibility of the committee to have a recommended budget ready for approval by the Board of Directors at the first meeting of the fiscal year. It is the responsibility of the branch treasurer to provide the necessary financial records or information needed by this committee. Officers and chairs of standing committees

will submit their budget requirements to the branch treasurer before July 15 of the current fiscal year. Any expenditure that exceeds the approved budgeted amount by \$50.00 must receive Board of Directors approval. Requests for expenses not included in the budget will be submitted to the finance committee. After reviewing, the committee will make a recommendation to the Board of Directors for action.

- a. The treasurer, as chair of the finance committee, will present a proposed budget to the Board of Directors at the first Board of Directors meeting of the fiscal year. The budget must be approved by the Board of Directors. The branch membership will then vote on the proposed budget at the first branch meeting of the fiscal year.
 - b. Monies will be budgeted for conventions and conferences each year. The president and president-elect will represent the branch at conventions and conferences. If either cannot attend, the program vice president or membership vice president will be the representative for the branch. Expenses for travel, lodgings (no more than half of a double room rate), and EARLY convention registration fees will be considered. Additional expenses may be considered by the Board of Directors for approval and reimbursement.
4. **Committee on Financial Review.** The books [501 (c) (4) and 501 (c) (3)] of the branch and fellowship fund will be reviewed at the end of each fiscal year by a committee of members or outside source appointed by the president to do a volunteer review. The financial reviewer(s) will present a brief report to the Board of Directors stating their findings and certifying that to the best of their knowledge the accounts are correct and kept according to generally accepted accounting principles and practices.
5. **Committee on Fundraising,** chair appointed by the president and Board of Directors, will be responsible for all fundraising done by the branch. Fundraising projects will be presented to the Board of Directors for approval and implemented by the chair and committee members, who are named by the chair in consultation with the president. This is to include at least one major fundraising event during the year. Seed monies for these projects will come from the 501 (c) (3) fellowship fund treasury.
6. **Committee on Media Communication,** chaired by the media communication vice president, will consist of the newsletter editor, the publicity appointee, the Facebook Page manager, the Web liaison, and up to three more members. The committee will be responsible for promoting a consistent message about the mission of AAUW for the membership and the public.
7. **Committee on Membership,** chaired by the membership vice president, will be responsible for branch membership recruitment, retention, and orientation of members to AAUW's purpose and programs.
8. **Committee on Program Development,** chaired by the program vice president, will consider the mission of AAUW and will recommend to the Board of Directors the selection of the programs to be implemented.
9. **Committee on Public Policy,** chair appointed by the president and Board of Directors, will be responsible for the public policy program of the branch.
10. **Committee on Special Branch Programs,** chair appointed by the president and Board of Directors, will consist of eight (8) members: chair, former chair, fundraising chair, three (3) at-large members, and the branch president and president-elect ex officio, and two alternates. At-large members and alternates will be chosen by the chair in consultation with the president. This committee will be responsible for identifying and implementing a branch program that promotes AAUW goals and objectives on a local level. Funding for the selected project is outlined in D 2 a. The committee chair will present a formal proposal and a written budget for Board of Directors approval. Upon completion, a written account of how the project was

implemented, the use of funds, and suggestions for future projects will be presented to the Board of Directors.

E. AMENDMENTS

The branch policies will be reviewed yearly, and any proposed amendments will be presented to the Board of Directors for approval at the first Board of Directors meeting of the fiscal year.

Amended 2014, 2015, 2016, 2018, 2019