

**American Association of University Women
Greater Naples, Florida Branch
Policies**

Name

The branch will lend its name as a sponsor or co-sponsor only to activities or organizations in the community that clearly advance AAUW’s mission and purpose. Participation must be approved by a vote of the branch Board of Directors.

Membership

A person who is eligible for membership in AAUW, may attend no more than two branch and/or interest group meetings without joining the branch.

A person eligible for membership in AAUW who desires to participate in interest groups only, must be a member of the branch.

A person who is not eligible for membership in AAUW, may attend branch meetings and/or interest groups as a guest of a member no more than two times a year.

All branch meetings, committee meetings, interest group meetings, and board of directors meetings shall be open to all members.

Participation in branch fund raising activities and community service activities shall be open to all interested people, with procedures designated by the branch board of directors.

The Branch Membership Directory, and the information in it, is for the use of branch members only in connection with the activities of the branch; they shall not be used for personal gain or made available for political, commercial, or solicitation purposes.

Members should notify the Treasurer who maintains dues records, of change of name, address, telephone number, and e-mail address. The Treasurer shall inform the appropriate people who maintain the email mailing list and the directory.

Finances

The annual dues of branch members will be as follows:

	<u>Primary Branch Members</u>	<u>Dual Branch Members</u>
Association Dues	\$ 72.00	
State Dues	\$ 12.00	\$ 12.00 (if applicable)
Branch Dues	\$ 38.00	\$ 38.00
Total	\$122.00	\$ 50.00

AAUW Honorary Life members are not required to pay Association, State, or Branch dues. AAUW Paid Life members are required to pay State and Branch dues.

Student Associates (undergraduates or degree-seeking graduates enrolled in full-time or part-time programs) attending a school that is a non- AAUW C/U member pay \$18.81 Association dues, \$0 State dues, and \$0 Branch dues. Student Associates attending a school that is an AAUW College/University member shall pay \$0 dues (national, state, and branch).

The branch may recruit new members through the AAUW Shape the Future Membership Campaign. This campaign allows new members to pay 50% of national and full state and branch dues.

Funds raised by the branch shall be limited to support the Greater Naples Branch annual budget and such AAUW and AAUW Florida funds as the Board may determine and The Greater Naples Branch Charitable Foundation. The Foundation receives and disburses monies for the local scholarship program, The STEAM Conference, Reading is Fun, Start Smart, Work Smart, and other programs described in the Foundation's bylaws, Article 2. Guiding Principles; 2.1 Purpose. Financial support will not be given to any organization or cause other than AAUW.

A deficit for Greater Naples AAUW Charitable Foundation's budgeted year may be underwritten from the non-designated funds available from the branch, not to exceed \$1500.

All branch fundraising programs or projects must be approved by the branch board. AAUW Fundraising Policy # 501 must be followed.

Provision shall be made in the branch budget for officers to be reimbursed to attend state and national meetings. Preference shall be given to in-coming officers. If the finances of the branch permit the president, with board approval, may authorize other travel expenditures consistent with AAUW's mission.

Prior approval for expenditures shall be required from the appropriate officer. Check requests with receipts shall be submitted to the branch Director of Finance. In instances of expenditures or reimbursements exceeding \$1000, not budgeted, the resulting check shall have been approved in writing by two authorized signatories.

The branch's assets will be set up into three funds.

1. Operating Fund

The operating fund which is the annual budget, shall be kept in a checking account, and will adhere to the policies of the branch.

2. Contingency Fund

Contingency funds shall be kept in a checking account. Requests for expenditures from the Contingency Fund may be made by any board officer at a board meeting. A two-thirds vote of those present at the board meeting is required for approval.

3. Reserve Fund

Reserve funds shall be kept in a savings account and portions may also be kept in certificates of deposits and/or investments. Interest/dividends earned will be kept in the Fund. Reserve funds are to be used only to promote AAUW goals and priorities. A request for use of funds must be received by the board members at least 10 days before a board meeting. A two-thirds vote of those present at the meeting is required for approval.

The Branch Finance Committee will be composed of at least three members consisting of the Director of Finance, the treasurer, and a branch member, appointed by the Director of Finance. If there is no current treasurer, the Director of Finance will appoint an additional branch member to the committee. The Director of Finance will serve as chair of the committee. The committee shall receive budget requests, prepare a proposed budget, and submit it to the branch Board of Directors, no later than the April meeting, for board approval. The approved budget will be communicated to the branch membership, no later than the date of the October branch meeting.

The Finance Director shall appoint a Financial Review committee after the books are closed on June 30. The committee shall consist of at least two branch members. It is recommended that at least one committee member be an accounting professional. The review should be completed by August 31. A financial review of the branch books shall be performed at any time there is a transfer to a new Finance Director or Treasurer.

Meetings

The President is responsible for preparing the agendas for board meetings and branch meetings. Any member may request that an item be added to the agenda. It is the president's discretion to accept or reject the request. If time permits, at the end of the meeting, before adjournment, each member has the right to speak for no more than two minutes to offer observations and make announcements pertinent to AAUW.

In all meetings, including committee and special interest group meetings, members shall demonstrate courtesy and respect for others, including members with minority views.

Information concerning non-AAUW activities that are consistent with AAUW's mission and goals may be made available at a branch meeting, if approved by the branch president.

No collection of money for other organizations/causes shall be promoted at branch meetings or in branch communications. The branch newsletter, website, e-mails, etc. are reserved for AAUW news and business only.

All branch meetings, committee meetings, interest group meetings, and board of directors meetings shall be open to all members, except (i) any board or executive committee meetings held in executive (closed) session for the purpose of discussing any confidential matter having legal implications or a "personnel" matter, such as alleged misconduct by a member, and (ii) any meetings of any ad hoc committee appointed to investigate such a matter. Board discussions held in executive (closed) session shall be kept confidential and shall not be disclosed to any person except as may be required by law or legal process or if the board votes by a two-thirds majority to authorize disclosure.

The spring luncheon shall, in addition to serving as a meeting for the introduction of the newly elected and appointed officers, honor the retiring officers. The luncheon will introduce the branch's local scholarship winners.

Community

Only the president of the branch shall represent the organization and its policies in the public arena – in public speeches and testimonies, letters to the editor, and media interviews. The president may designate another member to represent the branch, if advisable.

Representatives of the Greater Naples AAUW Branch to public committees (governmental, quasi-governmental, community) must be board members or former board members appointed annually with the approval of the board and report regularly to the board on the activities of the committees.

Recognition of Outstanding Members

Periodically, the board may recognize a member whose service and dedication to AAUW is exceptional. Recognition will include presentation at a branch meeting and an article honoring the recipient in the branch newsletter.

The president may appoint three people to recommend a Greater Naples Branch member(s) to be honored annually by the branch as a Named Gift Honoree(s), according to AAUW Florida guidelines. Recognition will include presentation at a branch meeting and an article honoring the recipient(s) in the branch newsletter.

Branch Officers

All officers and committee chairs shall present an annual written report by April 15, to the president, who will include same in the president's annual report to branch membership. Recommendations for improving the functioning of each office shall be included in the report. The president will provide copies of the reports to the Communications Director, to be put on the branch website.

After election at the March meeting, the incoming president should meet with the newly constituted executive committee to select the appointed officers and committee chairs, so that the appointments may be announced at the spring luncheon.

As part of board orientation, there shall be an annual review of the policies and bylaws by the elected and appointed officers as soon as practical after the annual meeting in March.

Social Media Policies and Guidelines

Branch Social Media Policies and Guidelines is available to branch members on the branch website. This document was developed in order to ensure our branch social media policies/guidelines engender current and consistent social media participation with the branch and its social media channels. The Communication Committee/Social Media Committee will update the document annually or as the need arises.

Amendments

These Policies may be amended by a majority vote of the Board of Directors, upon the recommendation of the Bylaws officer.

Adopted: April 3, 2018
Amended: December 2018
Amended: November 2019
Amended: February 2020
Amended: April 2021
Amended: April 2022
Amended: April 2023

Attached to these policies are the job descriptions of the branch officers. These will be reviewed and updated at the end of terms, and submitted to the bylaws chair for attachment, without vote.

Board of Directors General Information

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Elected Officers: Job Descriptions

President

Vice President/Program

Secretary

Director for Membership

Director for Finance

Director for Communications

Past President

Appointed Officers: Job Descriptions

Director for Development

Director for Public Policy

Bylaws and Policies Chair