

PROCEDURES & LOCAL POLICIES
AAUW WEST HARRIS COUNTY, HOUSTON, TEXAS BRANCH
Updated September, 2020

I. BOARD MEETINGS:

- A. It is recommended that the first board meeting be held prior to the first general meeting of the WHC year in order to review the budget and proposed plans for the year.
- B. Board meetings are open to any member desiring to visit; however, the visiting member will not be entitled to vote.
- C. The last meeting of the year of the Board of Directors shall be a joint meeting of the outgoing and incoming board members. All files, notebooks, procedural reports and leadership handbooks must be provided to the succeeding officers with the exception of the Finance Officer.
- D. It is recommended that the incoming president call an Executive Board meeting prior to July 1, the beginning of the WHC fiscal year.

II. BRANCH MEETINGS AND PROGRAMS:

- A. Non-members may attend general meetings or interest/activity groups no more than two times without paying dues. Spouses and significant others are exempt from this policy.
- B. Scheduled speakers shall be contacted a month before the program to verify the content of their presentation and program description.
- C. Cards shall be provided to record questions and comments for the speaker, if needed, and submitted for response at the end of the formal presentation.
- D. It is recommended that branch business be conducted following the presentation of the scheduled program speaker(s).
- E. Announcements to be made shall be given to the President prior to the general meeting and shall be presented after completion of the scheduled order of business.

III. MEMBERSHIP

- A. The Vice President for Membership shall organize and/or implement the following:
 - 1. Annual membership event in late summer for returning, new members and prospective members;
 - 2. New member orientation or other appropriate follow-up activities;
 - 3. Mentoring program during first year of membership in order to facilitate assimilation of new members into AAUW.

IV. FORMATION OF NOMINATING COMMITTEE

- A. At the November board meeting the Board elects one or two members of the Board of Directors and three or four members from the general membership to serve on a nominating committee (five members in total).
- B. Request for nominees is announced in the December and January newsletters.
- C. Names of nominees are reported to the board in February and posted in the March newsletter for election at Annual Meeting.

V. FINANCIAL POLICIES

A. Budget preparation:

- 1. All expenses incurred during the fiscal year (July 1 through June 30) shall be submitted and reimbursed within 30 days after the end of the fiscal year. Any expenses not submitted accordingly shall be considered donations.
- 2. All officers and chairs of standing committees shall submit their budget requirements to the Finance Officer prior to development of the proposed budget.
- 3. The proposed budget will be presented at the first board meeting of the year. The Finance Officer will send the proposed budget prior to the board meeting so that members of the board have time to consider. The budget recommended by the board will be printed in the first issue of the fall newsletter.
- 4. A minimum of \$200/year will be incorporated into the budget for expenses of the members attending national and state conventions, conferences, and workshops.
- 5. The expenses of the President or of a designated representative while attending AAUW conventions, conferences or workshops shall be paid by the branch to the extent possible.
- 6. Provisions for purchase of computer software to perform necessary duties shall be included to the extent possible.

B. Dues:

1. An itemized dues notice, including dues deadline, shall be placed in newsletters for no less than two months in the spring of each year and distributed electronically as well as by mail.
2. The timing of dues notices shall take into consideration other requests for revenue.

C. Fund-raisers:

1. Fundraising activities shall be approved by the Board.

D. Review of books:

1. At the end of each fiscal year, or more frequently if necessary, the Finance Officer's books will be reviewed by the AAUW-WHC Review Committee.
2. The President shall appoint a Review Committee Chair.
3. The Chair shall invite the Finance Officer and the treasurers of AAUW Funds, and Baker-Telfer Scholarship Fund along with two (2) or more other members to meet as a Review Committee. Treasurers review books other than their own but are available to answer questions if necessary. For this review, the branch books should be accompanied by the minutes so that expenditures can be verified as authorized.
4. Copies of the results of the review go to each treasurer and the branch president for their records.
5. The Review Committee Chair presents results of the review at first board meeting of the fiscal year and posts results in September newsletter.
6. In the event of a disaster, the review of the books may be delayed until such time as the members can safely meet.

E. Signature changes:

1. The President, the Branch Finance Officer and AAUW Funds Vice President shall meet at the bank utilized by WHC to sign signature cards no later than August 1.
2. Minutes from the Annual Meeting and Election of Officers shall be provided for the bank.

F. Special requests and expenditures:

1. The Board of Directors shall annually approve contributions to any membership in other organizations.
2. Requests for designation of funds must be presented to the board prior to being discussed at the branch meetings. (This includes donation, appropriation, special funds, and fundraising events.)
3. All agreements for services to the branch shall be written in advance and shall specify the exact services to be rendered and costs thereof.
4. For reimbursement of costs incurred by a committee, an itemized bill, approved and signed by the chair, shall be submitted with an attached reimbursement form to the Branch Finance Officer.

VI. AAUW FUNDS

- A. Donations to AAUW Funds go directly to National AAUW and do not pass through the branch's books.
- B. Expenses for fund-raising activities shall be deducted from monies raised.
- C. A memorial gift of \$25.00 for a member and \$15.00 for a spouse or child shall be made to AAUW Funds by branch Finance Officer. Acknowledgement of a memorial gift comes from National AAUW with a note from AAUW WHC.

VII. ACTIVITY/INTEREST GROUPS; COMMITTEES

- A. In addition to the coordinator, each activity/interest group will select a co-coordinator.
- B. Each group leader/committee coordinator will be responsible for maintaining an e-mail/phone list of persons who have expressed interest in the group's activities and announce reminders through their list.
- C. Interest groups and other committees will make announcements of their activities in the newsletter for the coming months. The database is not to be used for activity and interest group announcements.

VIII. SCHOLARSHIPS *Baker-Telfer*:

- A. Each year, when making appointments, the President shall appoint a Co-chair to head the Baker-Telfer Scholarship Fund. This appointee shall serve a term of two years, the first year as Co-chair and the second year as Chair. This will ensure that positions of the leaders overlap to provide continuity.
- B. The Baker-Telfer Scholarship Selection Committee, will consist of the officers of the Baker-Telfer Scholarship Fund, the President-Elect of AAUW-WHC or other elected AAUW-WHC board member, and one member at large.
- C. Funds for the Baker-Telfer Scholarship shall be maintained in a separate account from branch funds.
- D. Annually three scholarships are to be awarded to a senior girl, who plans to begin college studies in the fields of science, technology, engineering or mathematics (STEM), graduating from a high school in each of the following districts: Alief ISD, Houston ISD, and Spring Branch ISD. However, if the Selection

Committee determines there are no qualified applicants from a district (or districts) in any given year, the scholarship will not be awarded in that district(s) that year.

- E. No later than February of each year, the Chair of the Selection Committee will report to the Board of Directors the process (including selection criteria) and timeline to be followed and recommend the amount of the scholarship award for that year. Annually the Board of Directors will approve the amount of the award.
- F. Funds will be sent to each student's account at her school of choice to cover tuition, fees, and/or books. A request for the use of the scholarship for other than tuition, room, board, computer, or books must be approved by the Board of Directors.
- G. The scholarships shall be awarded at the June Luncheon or final meeting of the year. If this is not possible, any change shall be approved by the AAUW-WHC Board of Directors.

IX. DATABASE - E-MAIL:

- A. Requests for announcements through the database must be authorized by the branch President.
- B. Database use is limited to:
 - Announcements of branch, state, and national meetings that directly involve branch members.
 - Publication of the newsletter and a monthly calendar.
 - Announcements of deaths, serious illnesses (with permission of the member).
 - Announcements of branch-wide membership fundraising, cultural, and social events.
 - Announcements of branch-wide interest congruent with the organization's goals.

X. DIRECTORY PUBLICATION AND DISTRIBUTION:

- A. The directory shall include only those members whose dues are paid.
- B. The directory shall refer to members by given names, but include a preferred name when requested.
- C. The directory shall be published in September and distributed no later than mid-October. Directories will be distributed to new members as soon as they are available.
- D. The member contact information in the directory is for the personal use of members. It is not to be used for professional gain or to advertise professional services via email lists or mailings.

XI. NEWSLETTER PUBLICATION and DISTRIBUTION:

- A. The newsletter is published every month except for July and August.
- B. The newsletter is distributed electronically via email to members with access to e-mail and whose dues are current. The newsletter is distributed by standard mail upon request.
- C. A maximum of two (2) newsletters only shall be mailed to each prospective member.
- D. Newsletter content must be approved by the President before final publication.

XII. PUBLICITY/VISIBILITY/IDENTITY:

- A. *Houston, Texas* shall be used after *AAUW West Harris County* in all publications communicated outside of local area.
- B. Articles for publication shall be proofread and approved by the President.

XIII. WEBSITE: (Also refer to policies listed under Section IX. Database)

- A. Approval of the President is required before posting on the website.
- B. Messages shall be AAUW-related.
- C. Member contact information shall be limited to the use of names and e-mail addresses only.
- D. Branch Bylaws, Procedures & Local Policies, Strategic Plan and Branch History shall be posted.

XIV. USE OF NAME and PARTNERSHIPS WITH OTHER ORGANIZATIONS:

- A. No branch member or officer shall write a letter or speak, except for official branch business, using the name of West Harris County Branch or AAUW without proper approval of the board (Bylaws, Article III).
- B. Prior board approval is required for any activities of the AAUW West Harris County Branch with any other organization.

XV. YEAR-END REPORTS, POLICY UPDATES AND PRESIDENTS' PINS:

- A. Each board member and/or chair shall submit a report of activities/events at the end of the fiscal year.
- B. The Recording Secretary shall be responsible for noting changes in the WHC Procedures & Policies document and for keeping the official copy up to date.
- C. This policy statement of the AAUW West Harris County Branch shall be distributed to each member.
- D. An AAUW silver past president's pin shall be given to each outgoing President; it is ordered by the Recording Secretary to be presented at the final meeting of the year. [AAUW Past Pres Pin Form PDF.](#)
- E. An AAUW president's pin shall be given to each President at her installation; it is ordered by the outgoing President to be presented at the final meeting of the year. [AAUW President's Pin.](#)

XVI. AMENDMENTS TO POLICY AND LOCAL PROCEDURES

- A. It is recommended that this document be reviewed annually and updated as necessary.
- B. Amendments to this document must be approved by AAUW West Harris County Board of Directors.