

AMERICAN ASSOCIATION OF UNIVERSITY WOMEN
Beaver Valley Branch
Policies (revised March 7, 2022)

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AAUW POLICY SHEET

I. FISCAL MANAGEMENT

A. Fund Raising Projects

1. The Branch board must approve all fund-raising projects regardless of purpose.

B. Disbursements

1. Money disbursed from the AAUW Educational Fund requires the approval of the Branch board.
2. All expenses of committee chairs must be presented to the branch treasurer accompanied by specific receipts.
3. A minimum of \$1,000 shall be retained in the AAUW Educational Fund budget as a carry over from one year to the next.
4. A contribution of at least \$500 from the AAUW Educational Fund will be given to the AAUW Fund as an Educational Foundation honoree ((formerly) Named Gift Honoree).
5. The Branch board will annually approve at the October Board meeting the number of and amount of local scholarships at the recommendation of the scholarship committee.
6. Proceeds from activities such as raffles, silent auctions and bake sales will be designated for general funds. (Monitored annually)
7. The Branch board will annually determine an amount from the Educational Fund for the Effie Solomon Scholarship to ensure that a scholarship of at least \$1000 is granted.

C. Branch Budget

1. The immediate past President will serve as the chair of the Budget Committee for one year after her presidency.
2. To facilitate budgeting funds for the business of the Branch, the chair of the Budget Committee will secure the information regarding the location of state and national meetings.
3. PA-AAUW state meetings and leadership conferences will be

reimbursed as follows:

- a. Registration will be paid for any member attending.
- b. Lodging (based on sharing a double room) will be paid for the co-presidents or representatives in attendance. If a co-president shares a room with a non-president, the co-president will be reimbursed half the cost of the double room. If she uses a single room, she will also be reimbursed half the cost of a double room. Others attending will share the remainder of the budgeted funds.
- c. A mileage reimbursement of \$100 plus tolls will be paid to the driver of one vehicle. Preference will be given to the co-president or their representatives. Receipts for the tolls must be submitted. *(To be reviewed and adjusted based on the current price of gasoline.)*

D. Policies Concerning the Financial Officer

1. The Financial Officer shall close out the books at the end of each *fiscal year. (June 30)*
2. The appointed auditors shall *be appointed by the co-presidents* to audit any AAUW Branch financial records.

E. Policies Concerning the Program Vice President

1. Program Development consists of the Program Vice President and/or committee.
2. The Program Vice President shall submit a synopsis of the program content for publication in the Monthly Mailing.
3. An honorarium shall be given to each speaker. The Program Vice President shall notify the treasurer and co-presidents in advance regarding the stipend necessary for each program.
4. If a speaker does not request payment, he or she will be offered a \$50 check (made out in their name) which they can donate to the charity of their choice. If they do not choose to do this, the \$50 should be transferred from the General Fund to the Educational Fund as a donation in the speaker's name. This donation will be noted in the financial report and in the minutes. Therefore, the budget for the program committee must always be set to a minimum of \$350 (7 meetings at \$50).

5. The Program Vice President shall notify the co-presidents regarding the details of each monthly program. The speaker's name and contact information (phone number, e-mail address) should be included with this information.
6. The Program Vice President shall write a letter of confirmation and appreciation to each speaker at a Branch meeting.

F. Effie M. Solomon Memorial Scholarship

1. All data concerning the Effie M. Solomon Memorial Scholarship is maintained in Branch Files.
2. A (permanent) committee consisting of the Branch Co-President(s), the Scholarship Chairs and Financial Officer shall conduct the business of the scholarship under the guidelines established by the committee and approved by the Branch Board.
3. The Chairs of the scholarship committee and the Financial Officer shall be appointed by the Branch Co-presidents.
4. Any changes in the guideline established by Effie M. Solomon Memorial Scholarship Committee must be made with approval of the Branch Board.
5. The luncheon for the recipient and guest at the September meeting will be paid out of the Educational Fund.

II. Meetings

A. Board Meetings

1. The May meeting shall consist of a double board with the present and incoming officers to facilitate the transfer of information and materials to the respective successors. Branch Bylaws and Policy Sheet will be available on the Beaver Valley website (<http://beavervalley-pa.aauw.net>).
2. The Branch secretary shall include a list of the current Board of Directors in the minutes of the August board meeting.
3. Board meetings will be held during the months of August, October, January, March, and May. The dates will be determined by the Co-Presidents.

4. Board members will be reminded to review the Branch Bylaws and Policy sheet online.

B. Branch Meetings

1. The September and May meetings will be brunch/luncheon meetings.
2. The October, November, December and April meetings will be held on the first Thursday evening of the month.
3. The February, March and May meetings will be held on the first Saturday morning of the month.
4. The September meeting will be held on the first Saturday after Labor Day.

III. Membership

A. New Members

1. Upon acceptance into AAUW each member will be invited to become a member of a committee of her choice.

B. Awards

1. A committee composed of the Membership Vice President, the chairs of the Community and the Public Information Committees (chaired by the latter) shall accept nomination and qualifications of those individuals nominated by the members of the Branch for specific awards as designated by the state, national, and *local* AAUW.
2. *The branch may present a “Champion of AAUW Beaver Valley” award annually. This award will be given to any Individual or organization that supports the AAUW mission and values.*
3. *Nomination for awards should be received by December 1. The recommendations of the committee shall be presented to the board members for approval at the January board meeting.*
4. *The “Gateway to Equity” Award should be presented at the March branch meeting to recognize National Women’s Month. All other awards will be presented at the May luncheon.*

C. Responsibilities of Individual Members

1. Each member of AAUW is required to serve on the Social Committee. The responsibilities of the committee include:
 - a. The provision of refreshments at branch meetings.
 - b. Volunteer time to serve and to clean those areas used.
 - c. Share expenses with the other committee member
2. In the event that a member is unable to participate on the assigned date, it is her obligation to secure a substitute and pay her share of the expenses.
3. Membership renewal is the responsibility of each individual member. The following year's dues may be paid beginning at the April meeting and are due by June 15. *Members will receive an email reminder around the middle of May and a final phone call reminder at the beginning of June. Only members whose dues are paid by June 15 will be listed in the yearbook.*
4. *Any changes or corrections to your information should be submitted to the Financial Officer.*

IV. Branch Files and Reports

A. Maintenance of Files

1. The branch files shall be kept in order and updated at the end of each fiscal year by the Branch Presidents.
2. Retention of data should include those items filed for five previous years.
5. Committee chairs, area representatives and officers (except the financial officer 7 years) will discard materials after five years.
6. All previous Branch yearbooks shall be retained in the file and the new yearbook shall be added.

B. Annual Reports

1. Each board member should provide a written report of the year's activities to her successor at the May board meeting.

C. Branch Policy Sheet

1. The Board shall review the Branch Policy sheet at least every two years. The continuity of these actions should be documented as listed below so that the dates and actions are available to new officers and their board members.

V. Miscellaneous

A. Memorials

1. Upon the death of a current branch member, a tribute should be given at a branch meeting. The secretary shall send a card or letter of condolence to the family of the deceased. Also, a book will be placed in a library in memory of the deceased.

B. Inclement Weather

1. The Co-Presidents will contact the meeting site, officers and the chair of the Calling Committee in the event of a cancelled meeting.

Written in 1978.

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