

AMERICAN ASSOCIATION OF UNIVERSITY WOMEN
Beaver Valley Branch Policies (Revised May 2025)
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AAUW BEAVER VALLEY POLICIES

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 Benefit Event Fund requires the approval of the Branch board.
2. All expenses exceeding \$500 require prior Branch board approval.
3. All expenses of committee chairs and members must be presented to the Financial Officer accompanied by specific receipts.
4. A minimum of \$1,000 shall be retained in the Benefit Event Fund budget as a carry over from one year to the next.
5. A contribution of at least \$500 from the Benefit Event Fund will be given to the AAUW Funds as a Named Gift Honoree.
6. The Branch board will annually determine an amount from the Benefit Event Fund for the Effie Solomon Scholarship to ensure that a scholarship of at least \$1,000 is granted.
7. The Branch board will annually approve at the October Board meeting the number of and dollar amount of local scholarships at the recommendation of the scholarship committee and the Financial Officer.
8. Proceeds from activities such as raffles, silent auctions, and bake sales will be designated for the General Fund. Monitored annually.

C. Branch Budget

1. The immediate past President will serve as the chair of the Budget Committee for one year after her presidency.

2. Each AAUW-PA or national meeting is given a budget of \$500. There will be fiscal years where the budget is zero (no meetings scheduled) or \$1,000 (two or three meetings scheduled).
3. For fiscal years where there are three AAUW-PA or national meetings scheduled, two meetings will be chosen.
4. The branch budget is reserved for a maximum of **two** members. Preference shall be given to the (listed in priority order) Co-Presidents, Membership Vice-Presidents, Program Vice-Presidents, Financial Officer, Secretaries, or Immediate Past President. Should no one from the Executive Board elect to attend, the Board may designate member(s).
5. AAUW-PA or national state meeting expenses will be **partially** reimbursed as follows:
 - a. The branch reimburses a maximum of **\$500** for a single meeting. This budgeted amount is shared between the member(s) attending the meeting.
 - b. Registration fees.
 - c. Lodging (based on sharing a double room) will be paid for up to two attendees. If two single rooms are reserved, the amount reimbursed per member shall not exceed one-half of the double room expense.
 - d. A mileage reimbursement of \$100 plus tolls will be paid to the driver of one vehicle.

D. Policies Concerning the Financial Officer

1. The Financial Officer shall close out the books at the end of each fiscal year (June 30th).
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 Financial Officer 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. The budget for the program committee must always be set to a minimum of \$300 (6 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. Local Scholarships

1. A (permanent) committee consisting of the Scholarship Committee Chairperson(s), the Co-President(s), Community Committee Chairperson(s), Benefit Event Chairperson(s), Diversity/Inclusion Chairperson(s), and two members-at-large shall conduct the business of the scholarship awards under the guidelines established by the committee and approved by the Branch Board.
2. The Scholarship Committee Chairperson(s) are appointed by the Co-Presidents.
3. The members-at-large serve a two-year term. One member-at-large is selected each year. Members may volunteer for the position by contacting a Scholarship Committee Chairperson. During the October meeting, the new member-at-large is randomly drawn from the volunteers.

4. One Scholarship Committee Chairperson receives and manages the distribution of the applications. She conceals the application materials so that applicant names and addresses are not visible to committee members doing the evaluation.
5. Each committee member provides her votes for the scholarship winners to **only** the Scholarship Committee Chairperson managing the applications. Thus, the committee members are unaware the other members' preferences. In the event of a tie, the Scholarship Committee Chairperson managing the application materials provides tie-breaking vote.
6. Any changes in the guidelines established by Scholarship Committee must be made with approval of the Branch Board.
7. The luncheons for the local scholarship recipients and one guest/per each recipient at the May meeting are paid from the Benefit Event Fund.

G. Effie M. Solomon Memorial Scholarship

1. A (permanent) committee consisting of the Co-President(s), the Memorial Scholarship Chairperson(s), and Financial Officer shall conduct the business of the scholarship under the guidelines established by the committee and approved by the Branch Board.
2. The Chairperson(s) of the Memorial scholarship committee are appointed by the Co-Presidents.
3. Any changes in the guideline established by Effie M. Solomon Memorial Scholarship Committee must be made with approval of the Branch Board.
4. The luncheons for the recipient and one guest at the September meeting are paid from the Benefit Event Fund.

H. Outside Sales to Membership

1. Merchandise sold is in line with and supports the mission and funding of activities pertinent to AAUW Beaver Valley.

2. Sales may take place at AAUW Beaver Valley meetings if provider of merchandise is the program speaker, and
 - a. A minimum of 15% sales revenue is contributed to Education Event Fund
 - b. Specific sales of product(s) may only be conducted on a biannual basis
 - c. Garnered revenue is in lieu of speaker honorarium
3. AAUW Beaver Valley shall not endorse any product on media platforms that may include the website or Facebook page.

NOTE: Vendors are encouraged to secure space to conduct sales at the annual AAUW Kitchen Tour Marketplace.

II. Meetings

A. Board Meetings

1. The May meeting shall consist of a double board with the present and incoming board members to facilitate the transfer of information and materials to the respective successors. Branch Bylaws and AAUW Beaver Valley Policies will be available on the Beaver Valley website (<https://beavervalley-pa.aauw.net>).
2. The Board 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 AAUW Beaver Valley Branch By-Laws and AAUW Beaver Valley Policies 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 committee(s) of her choice.

B. Awards

1. A committee composed of the Membership Vice President, the chair persons of the Community and the Public Information Committees (chaired by the latter) shall accept nominations 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. Nominations for awards should be received by December 1st. The recommendations of the committee shall be presented to the board members for approval at the January board meeting.
4. All awards will be presented at the May luncheon unless otherwise determined by the Awards Committee.

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 members.
- 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 15th. 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 15th will be listed in the yearbook.
- 4. Any changes or corrections to directory information should be submitted to the Financial Officer.
- 5. Each member of AAUW is required to contribute to the Benefit Event. These responsibilities include:
 - a. Pay for (sell or give away) two admission tickets to the event.
 - b. Volunteer service hours during the event.
 - c. Contribute home-made baked goods to the bake sale.
 - d. Additional service activities contributing to the event, or goods at the discretion of each member.

IV. Branch Files and Reports

A. Maintenance of Files

- 1. The paper and digital records listed below are maintained by the Historian and Financial Officer. The paper records are given to the Historian for storage in the locked Branch cabinet. The Financial Officer keeps the digital records with her financial files.
 - a. The Co-Presidents provide the agendas for the branch and board meetings.
 - b. The Board Secretary provides the board meeting minutes.
 - c. The Branch Secretary provides the branch meeting minutes.

- d. The Financial Officer provides the financial reports.
 - e. The By-Laws/Policy Chairperson provides approved/revised AAUW Beaver Valley By-laws and Policies.
 - f. The Yearbook Editor provides the Yearbook.
 - b. The Historian obtains additional records as needed.
2. Paper copies shall be stored in the locked Branch cabinet in the meeting location.
 3. The branch files shall be kept in order and reviewed for completeness during the May Board meeting by the Historian.
 4. Each August, a flash drive containing financial records and other digital records will be exchanged between the Financial Officer and Co-President.
 5. Digital and paper records shall be evaluated with the goal to minimize the paper record volume while maintaining digital records.
 6. Paper and digital records for the branch and board meeting minutes are retained permanently.
 7. All previous branch yearbooks are retained permanently.
 8. Every five years, the Historian discards paper agendas and other miscellaneous paper records.
 9. Every seven years, the Historian discards paper financial reports.
 10. The Historian works with all members to maintain other records as deemed necessary.

B. AAUW Beaver Valley Branch By-Laws

1. A paper copy of the AAUW Beaver Valley By-Laws shall be stored in the locked Branch cabinet.
2. A digital copy of the AAUW Beaver Valley By-Laws shall be available from the Branch website.

3. By-Laws are updated as required by the AAUW-PA and AAUW National changes.
AAUW Beaver Valley By-Laws review period shall not exceed two years.

C. AAUW Beaver Valley Branch Policies

1. The Board shall review the AAUW Beaver Valley Branch Policies 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 Wellness and Friendship committee 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.
2. Upon the death of a past-president or Branch officer, the Wellness and Friendship committee shall send a card or letter of condolence to the family of the deceased.

B. Inclement Weather

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

Revision History

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