

# **Policies, Procedures, and Operations AAUW Buffalo Branch Inc.**

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# AAUW Vision and Mission



## **National Vision**

- Equity for all.

## **National Mission**

- To advance gender equity for women and girls through research, education, and advocacy.

## **National Values**

- Nonpartisan.
- Fact-based.
- Integrity.
- Inclusion and Intersectionality.

## **Buffalo Branch Purpose**

- To promote gender equity, lifelong learning, and positive societal change through community programs for continuing education, scholarships, and interest-free loans;
- To provide a forum for graduates of different educational institutions to promote intellectual growth, individual worth, and development of opportunities for all people, especially women and girls;
- To contribute to the growth and advancement of the educational policies and programs of the American Association of University Women; and
- To promote AAUW philanthropic initiatives for the public good, focusing on quality of life.

# AAUW Buffalo Branch Inc. Policies

## The board shall act in accordance with the branch bylaws at all times.

### 1. Finances

- a. The president(s), chief financial officer, and the appropriate treasurer shall be given power to sign checks for each of the accounts. In the case of absence or incapacity of the signatories, the board may authorize the Branch secretary to sign in their place.
- b. Any single unbudgeted expense of more than \$500 shall require the approval of the board or executive committee.
- c. Branch investments shall be overseen by the chief financial officer and president(s). amended December 2018
- d. A budget shall be developed by the chief financial officer along with the branch president(s) and all the treasurers before the June joint board meeting. It shall be based on requests received by April 1 from all committee chairs and board members. The proposed budget shall be sent to the board by May 20 and presented for approval at the June joint board meeting.
- e. Chairs of standing committees shall submit plans of work and budgets to the board per the budget process, and no work shall be undertaken or unbudgeted expenditures incurred without approval of the board or the executive committee. They shall also produce a year-end report of activities.
- f. Requests to the branch for unbudgeted donations must be brought to the board and, if approved, branch members shall be notified by means of an announcement in the newsletter. --amended February 2013, December 2018.
- g. All board members shall submit vouchers along with receipts and/or invoices to the appropriate treasurer within sixty days of the expenditure. Exceptions to the sixty-day time limit will require board approval.
- h. Funds shall be budgeted annually for the branch president(s) and/or other designated branch member(s) to attend the annual AAUW-NYS convention. The funds shall be distributed equitably except that no person will receive reimbursement for more than the basic convention costs – registration, a shared double room, and meals. amended June 2019
- i. Funds shall be budgeted annually and accrued for the branch president(s) and/or other designated branch members to attend the national convention. amended December 2018
- j. Scholarship/grant award winners and up to two guests for each winner shall be invited to attend, at no cost, the program where the award is announced. Other guests are welcome to attend, at the normal cost for the program. added March 2011, modified June 2014
- k. If free national or state memberships are available to the branch for any reason, the board shall approve their use. The acceptance of such memberships must be submitted, with a completed membership form and all applicable dues, within two weeks of the offer or the offer will be withdrawn. added June 2011
- l. Any use of branch funds to partially or fully subsidize an individual's membership requires board approval. added June 2011

2. Board meetings shall be held monthly September through June. Incoming officers and board members will be invited to attend the June meeting. Branch members are welcome to attend board meetings and may ask to be added to the agenda to address the board. Non-board members may not make motions or vote on issues. amended June 2011
3. Board members are expected to have their specific interests/responsibilities represented at all board meetings. If unable to do so, the president must be notified. amended January 2012
4. Any board member who misses three consecutive meetings without notifying the president will be removed from office after proper warning.
5. Board members are expected to attend branch programs and all important branch functions.
6. Board members are encouraged to attend AAUW conferences and conventions.
7. The Policies should be reviewed at least once every five years by a committee appointed by the board of directors.
8. There shall be a board orientation/leadership training session held annually.
9. Each board member shall transfer her materials in good order to her successor (or, in the absence of a successor, the president) by July 1, provide appropriate training to the successor, and assure that historical records are given to the historian for the branch archives.
10. Each board member, chair, and study/interest group representative, shall contact new members who have indicated shared interests on the new member registration form. The membership recruitment vice-president shall provide that information.
11. A board member who is appointed to fill out the unfinished term of an elected position shall be considered an elected member of the board for purposes of declaring a quorum or membership on the executive committee. amended to add clarification clause February 2016.
12. Contributions to activities of other organizations shall be publicly acknowledged by that organization. The requests should be recommended by the publicity committee and approved by the Board. added February 2013
13. Conflict of Interest/Eligibility for local AAUW scholarships and grants:
  - a. The appearance of a conflict of interest must be avoided at all times. Modified Nov 7, 2012
    - Any duality of interest or possible conflict of interest on part of any board member should be disclosed to other board members and made a matter of record, either through an annual procedure or when the interest becomes a matter of board action.
    - Any board member having a duality of interest or possible conflict of interest on any matter should not vote or use his/her personal influence on the matter, and he/she should not be counted in determining the quorum for the meeting, even where permitted by law. The minutes of the meeting should reflect that a disclosure was made, the abstention from voting, and the quorum situation.
    - The foregoing requirements should not be construed as preventing the board member from briefly stating his/her position in the matter, nor from answering pertinent questions of other board members since his/her knowledge may be of greater assistance.

- AAUW Buffalo board members and volunteers shall act with honesty, integrity and openness in all their dealings as representatives of the organization. AAUW Buffalo promotes a working environment that values respect, fairness and integrity.

- b. Members of the Buffalo AAUW Branch board are not eligible to apply for local scholarships, loans, and grants. Children of all branch members are eligible. Board members may not vote on awards involving their children.
- c. Branch board members who are involved in the governance of organizations which may request support from the branch must disclose that involvement at the time of the request.

amended December 2018

14. The branch roster may not be used for any commercial purposes or for promotional mailings of any kind.
15. Group e-mail communications to branch members will be used only for branch issues of a timely nature.
16. The president shall be responsible for providing each board member a copy of the policies and a form to be signed confirming that she has read them and will abide by them.

17. Whistle-Blower Policy added December 2011

Any member who reasonably believes that a policy, practice, action or inaction of the AAUW-Buffalo Branch is in violation of applicable law or governmental regulation is encouraged to submit a written statement of complaint to the AAUW-Buffalo President or any Board member. Any member who submits such a complaint in good faith shall not be subjected to retaliation by AAUW-Buffalo, its Board or any of its members. Any such retaliation on the part of a member shall be the basis of a referral to National for consideration of that person's membership revocation. An executive committee member of AAUW-Buffalo shall investigate all such complaints in a timely manner, document its investigation and take appropriate action; or, in the alternative, may refer the matter to National or to an appropriate governmental entity for investigation. All members of AAUW-Buffalo shall cooperate fully with such an investigation and no member shall suffer retaliation for cooperating with an investigation.

No document or tangible item (whether or not electronically stored) relating to a complaint may be destroyed, defaced, altered, hidden or withheld from the investigating entity. All such documents or tangible items must be preserved, intact and unaltered, and turned over to the Board or investigating entity.

18. If a scholarship is created at the request of a particular committee and subsequently approved by the Board, at least one member of that committee shall serve on that team which implements the scholarship selection process. added September 2013
19. \$3,500 shall be given to Branch Funds for Education from the proceeds of the booksale on an annual basis. added November 2013 Historical note: prior to the establishment of the branch 501(c)(3) status, all contributions from the sale of books were contributed to the national Education Foundation in order to avoid the necessity of charging sales tax. The fees from admissions were divided between the branch and the Funds for Education account.
20. An individual who is not eligible for regular membership (does not have a degree) but understands and supports the mission of AAUW may be a friend of the branch. Friends shall be

entitled to participate in branch general meetings, study/interest groups, special projects and other branch activities. Friends shall be included in the branch roster and receive the branch newsletter. Friends may not vote, hold office or serve in a policy making position. The number of friends of the branch shall not exceed 20% of the number of full members of the branch.

Fees for them shall be the same as branch dues. moved from bylaws per national mandate October 2015

21. A non-member (of AAUW) may attend up to three sessions of an interest group without joining AAUW Buffalo Branch. added December 2015
22. Donations to the Buffalo Branch will be encouraged via a page on the branch website. It will specify that, unless otherwise designated, donated funds will go to our "Funds for Education" interest-free loans and grants program. added April 2019

# Achievement Award Procedure

approved April 2, 2014

## **Purpose:**

To provide guidelines to continue the tradition since 1940 for the Buffalo Branch of AAUW to select an outstanding woman or women of the Buffalo/Western New York area each year whose attainments, character, and achievement merit recognition and that dignify the position of women in the community.

## **Criteria for Award Winner Selection:**

One or more women are to be chosen annually to receive the award in recognition of one or more of these criteria:

- efforts to advocate for activities and policies that advance education and equity for women and girls; OR
- efforts to shape the lives of the next generation of women and their families; OR
- efforts to improve the lives of women and their families; OR
- involvement in community service that has resulted in the well-being and advancement of the city and/or area; OR
- Record of exemplary achievement in her profession or field of work.

These achievements must be beyond fulfilling basic employment commitments. The nominator should identify the nominee's accomplishments in the above criteria.

## **Selection Committee:**

### **In December and January:**

- The president of Buffalo Branch will serve as an ex-officio member of the selection committee and will invite all Branch members to nominate candidates and to volunteer to serve on the selection committee. Nominations should be made on a form found on the branch website and submitted as directed, including résumés and CVs or other documentation of achievements and/or other relevant biographical information.
- The president will select 3 – 5 members of the committee from the branch volunteers. These committee members will not be eligible to receive the award that year nor may they serve more than 2 consecutive years on the selection committee.

### **In January and February:**

- Résumés and CVs and/or other documentation should be gathered for discussion and be available after selection for publicity purposes.
- The selection committee will meet to discuss nominated candidates or to discuss additional possible award winners;
- Research and review of additional candidates will continue until an awardee is selected.
- If selected awardee is unable to assure the committee of her expected presence on that date, another awardee will be selected.

### **In March:**

- The president will prepare an announcement for the *April Advocate*.

### **In May:**

- The Award winner will be presented with an appropriate certificate and keepsake, and given time to make remarks to the assembled members and guests at the May Luncheon.

# Chamberlin/Funds for Education Loan Policy

Approved Feb 6, 2019

1. The loan recipients promise to notify the branch by July 1 each year of their status and updated contact information for the life of their loans. This stipulation should be included in the promissory note.
2. A reminder of the notification requirement should be sent in June via email where possible, or in writing. Debtors making periodic current payments may be judged to be satisfying the notification requirement via their payments. All correspondence with the loan recipients is to be managed by the Chamberlin/FFE treasurer or by an assistant if so desired by the treasurer.
3. Two months before a debtor's loan payments are to start, she/he should be reminded via email or in writing that payments are to start soon.
4. By July 31 debtors who have not provided updates via email or US Mail shall be contacted again via email or in writing, reminding them of their communication responsibility.
  - a. The communication shall emphasize the fact that this status update was part of their agreement.
  - b. In the case of loans which are in arrears, the communication shall include both the amount of the total loan and the amount in arrears and shall indicate that the loan may be turned over to a collection agency and/or reported to the credit bureaus.
  - c. In the case of loans which are not yet due, the communication shall indicate that failure to comply with this requirement will result in the loan becoming due in full immediately.
  - d. In either case, the communication shall indicate that we can be flexible regarding the loan repayment terms, but only if they keep us regularly updated.
5. If there is no response by August 31, a registered or signature-confirmation letter shall be sent to the debtors and their co-signers indicating that such action may be taken.
6. If there is still no response by September 30, the payment/nonpayment information will be carefully documented and the case may be turned over to a collection service.
7. If a collection service is unsuccessful, the debt may be reported to the credit agencies or dismissed.



## Membership Information

### Dues Chart Effective July 1, 2019 – June 30, 2020

In principle and practice, AAUW values and seeks a diverse membership. There shall be no barriers to full participation in this organization on the basis of gender, race, creed, age, sexual orientation, national origin, disability, or class.

All members, affiliates and friends shall receive the monthly newsletter and the roster. Branch and “friend” dues shall be determined by the board no later than the January board meeting for the following year.

Dues for members and student affiliates shall include membership in the national and state organizations as well as the branch. Friends shall be members of the branch only. People who are eligible for full or affiliate membership may not join as friends.

The dues chart, including membership categories, shall be updated by membership VPs on an ongoing basis as changes are made at <http://aauw.org/> and <http://www.aauw-nys.org/>

<b>AAUW Buffalo Branch as of June 2019</b>				
The following applies to membership beginning between March 16 and June 30 and expiring June 30 of the <u>following</u> year - up to 15 months membership as well as to memberships beginning between July 1 and March 15 which expire during that fiscal year. Note – highlighted NYS dues are subject to revision as of June 13, 2019. They may be discussed at the July NYS board meeting.				
	<b>National Dues</b>	<b>NYS Dues</b>	<b>Branch Dues</b>	<b>Total Dues</b>
New or continuing member of branch	\$59.00	\$13.00	\$15.00	\$87.00
New member of branch who joins at a Shape the Future event (or former member with lapse of at least two years)	\$29.50	\$13.00	\$15.00	\$57.50
New member of branch who is a beneficiary of the “Give a Grad a Gift” program	\$0.00	\$0.00	\$15.00	\$15.00
New member of branch who had been a current National member of AAUW.	\$0.00	\$13.00	\$15.00	\$28.00
Student affiliate at a NON-AAUW member school.	\$18.81	\$0.00	\$7.50	\$26.31
Graduate student member at a NON-AAUW member school.	\$18.81	\$13.00	\$15.00	\$46.81
Student affiliate at an AAUW member school.	\$0.00	\$0.00	\$7.50	\$7.50
Graduate student member at an AAUW member school.	\$0.00	\$13.00	\$15.00	\$28.00
Friend of the branch (limited to those ineligible for regular membership)	\$0.00	\$0.00	\$15.00	\$15.00
Member of Branch: holds associate's or equivalent, bachelor's, or higher degree from a qualified accredited college or university according to guidelines published by the national office.				
Student Affiliate- undergraduate who does not already hold an undergraduate degree and is enrolled in a two-or four-year regionally accredited educational institution				
AAUW national dues are \$59.00, of which \$56.00 is tax deductible by the individual member. Branch dues and AAUW-NYS dues are tax deductible by the individual member.				
STF- Shape the Future - People joining at an AAUW-sponsored community event can join for 50 percent of the current Association dues. Meanwhile, branches earn one free Association membership for every two new members recruited on the spot, up to a total of 5 free memberships per year. The guest/referral list must be submitted with the Association dues.				
GGG- Give a Grad a Gift - AAUW members can give a recent grad a free national AAUW membership within two years of graduation at no cost to the giver.				

# General Contact/Communication Information

## Effective Spring, 2019

### Post Office Boxes

1. PO Box 894, Buffalo 14225-0894. Located in the Cheektowaga Post Office (125 Galleria Dr). To be used for general branch matters and as the “official” address for the branch. Names authorized to use the box and hold keys: President, Membership Recruitment VP, Membership Retention VP.
2. PO Box 397, Amherst 14226-0397. Located in the North Bailey Ave Post Office (5500 N Bailey Ave). Used exclusively for the Chamberlin/Funds for Education materials. Two keys held by the Chamberlin/FFE chair and the Chamberlin/FFE treasurer.
3. There will occasionally be other short-term leased PO Boxes for the use of specific scholarships.

### Telephone Number

The branch voicemail number is 716/559-3037.

The president shall maintain the access code information. She shall also assign maintenance responsibility for the timeliness of voicemail greetings and retrieval of messages.

### Website

The branch website address is <http://aauw.buffalo.edu>. It is housed on the University at Buffalo server. Access code information is held by the web manager and the branch president.

### Newsletter

The branch newsletter, the *Advocate*, is published monthly September through June. The deadline for articles is generally the 10<sup>th</sup> of the previous month.

### Membership e-mail lists

An e-mail list for the entire branch and a separate opt-in list for distribution of the newsletter shall be maintained by a member appointed by the president.

### Branch email addresses

- [aauwweb@buffalo.edu](mailto:aauwweb@buffalo.edu) – address used by the website, based on the server
- [Aauw.membership@gmail.com](mailto:Aauw.membership@gmail.com) – generic address for the membership VPs
- [Aauwbuffaloprogram@gmail.com](mailto:Aauwbuffaloprogram@gmail.com) – used for branch Paypal account
- [aauwbuffalo@gmail.com](mailto:aauwbuffalo@gmail.com) – Tech Savvy Microsoft account
- [buffalooauw@gmail.com](mailto:buffalooauw@gmail.com) – used for the postal system account

# **AAUW Buffalo Branch Social Media Policy**

## **Effective June 12, 2019**

This policy establishes a set of rules and guidelines for any activity and participation in “social media” related to AAUW Buffalo Branch. These rules are intended to be adaptable to the changes in technology and norms of online communication and behavior may be amended by the Branch Board of Directors.

### **DEFINITIONS**

The term “social media” applies to any web-based and mobile technologies, in use now or developed in the future, that enable individuals or entities to disseminate or receive information, communicate, or otherwise interact, and includes, without limitation, email, texting, messaging, social networking, blogging, and so on, through providers such as Facebook, Instagram, LinkedIn, Twitter, YouTube, Google+ or others.

The term “Branch” refers to American Association of University Women (AAUW) Buffalo Branch, Inc.

The term “members” refers to the members, past and present, of AAUW Buffalo Branch, Inc.

### **LEGAL**

1. Copyright and trademark infringement.

AAUW Buffalo Branch could be sued for copyright infringement due to an article, photo, music, or video it posts on one of its sites without permission of the copyright holder.

2. Volunteers, agents of the Branch, or independent supporters.

The Branch could be held responsible for the actions of its volunteers and agents, particularly if it didn’t screen, train, or adequately supervise them. When directing individuals or committees to act in the Branch’s name, limits or rules must be provided to limit their authority.

### **GUIDELINES**

1. Subjects and material posted on social media sites must be consistent with AAUW core values.
2. Members must comply with all copyright and trademark restrictions. This includes:
  - a. obtaining the permission of individuals in photos prior to publication,
  - b. prohibits the use of copyrighted materials such as images and clipart.
3. Branch fundraising events such as the annual book sale, programs, and initiatives may be promoted with social media. Other promotions which may profit individuals or other organizations are not permitted.
4. Activities of other organizations may be shared on our social media sites, providing the activity is consistent with AAUW core values.
5. Site administrators may link to the sites of other organizations only if the organization’s activities are consistent with AAUW core values.