

STANDING RULES
POLICIES AND PROCEDURES
As amended 2008

The policies, procedures, and regular duties of the officers of the AAUW La Mesa-El Cajon California Branch are stated in the branch bylaws and should be kept in the branch officers' handbooks. Each officer and chair, elected or appointed, is responsible for reading the handbook thoroughly to familiarize herself, or himself, with the specific duties of the position. The following are additional standing rules.

POLICIES

1. ASSOCIATION CONVENTION FUND. Immediately following approval of the annual budget, funds designated for the Association Convention shall be transferred to the Association Convention Fund Savings Account.
2. FINANCIAL REVIEWERS. When possible, one of the two reviewers appointed by the branch president shall be a past finance officer. While serving as a financial reviewer, such member shall also be entitled to hold another branch position.
3. BOARD MEETINGS. All elected officers, chairs, and the parliamentarian are expected to attend board meetings unless excused by the president. Other appointed officers and chairs are urged to attend whenever possible. All board meetings are open to Branch members. If a Branch member attending a board meeting wishes to speak that member will have the courtesy to notify the President in order to be put on the agenda. (January 2009) If a member of the board misses three board meetings without an acceptable excuse, she or he may be asked to resign that position.
4. BYLAWS. A copy of the branch bylaws shall be included in each officer's handbook and be available at all board meetings. The recording secretary's copy shall be available at all general meetings.
5. CONVENTION FUNDS. Funds are to be allocated according to the guidelines included in these Standing Rules.
6. EDUCATIONAL FOUNDATION FUND. The annual EF assessment levied on the branch by the state shall be paid out of the EF Account.
7. LEGAL ADVOCACY FUND. All funds received from the \$1.00 per member LAF assessment shall be placed in the LAF Account.
8. FUND RAISING PROJECTS. All branch money-raising projects must be approved in advance by the Board of Directors. The tax deductible portion of proceeds must be stated for each event.
9. THE IMMEDIATE PAST-PRESIDENT. The Immediate Past-President shall serve in a voting, advisory capacity to the Board of Directors or may appoint a representative of Club Xers to serve in such capacity.
10. PARLIAMENTARIAN. The Parliamentarian shall be responsible for presenting the proposed revisions of the bylaws and the standing rules to the board for review and revision and then sending the bylaws to the State for approval one month prior to the annual meeting. The Parliamentarian is responsible for publishing the proposed revisions of the by-laws in the FORECAST or by e-mail. The Parliamentarian is also responsible for making sure the proposed changes are available to the membership thirty days prior to the annual meeting.

11. **HOSPITALITY COMMITTEE.** With the exception of elected and appointed officers and chairs, all branch members are expected to serve on the hospitality committee once every two years. A \$5.00 fee may be requested of those members unable to serve. Funds necessary for coffee, tea, decorations, etc., shall be budgeted on an annual basis.
12. **USE OF BRANCH PROPERTY.** The branch silver service, shall be used only for AAUW functions, and shall not be loaned to individual members for personal use. A designated member shall store the branch property at her or his home. The location of branch property shall be kept in the President's notebook and an inventory shall be kept in the Hospitality Chair's notebook.
13. **USE OF NAME.** The name of AAUW shall not be used in connection with any enterprise or legislative action whatever, except as such enterprise and/or action is in accord with the public policy, activities and policies of the Association and state and such use is approved by a vote of the branch.

In many instances publicity is a form of action, since the name of the Association may be committed through this means. When the name of AAUW is involved, it is the president of the branch who is the spokesperson of the branch.

When the name of the Association is used in local matters of concern to more than one branch, branches must communicate with each other before taking action. If there is objection to proposed action among the branches concerned and no agreement can be reached, the matter should be referred to the appropriate state committee chair. No study group may take action using the name of AAUW. The study section may vote to recommend to the board any action it wishes, but only the board or the membership at a business meeting may take action in the name of the branch.

14. **WAYS AND MEANS CHAIR.** The committee shall include the EF, LAF, Tech Trek and Local Scholarship Chairs.
15. **DIRECTORY.** The AAUW Directory may not be used as a mailing list by outside agencies, nor should individual members use it as a mailing or contact list for any purpose other than activities or needs of AAUW. This policy statement shall appear in the Directory.
16. **COMMUNITY PARTNERS.** A Community Partner is an individual who does not meet association eligibility requirements for membership but who supports our mission statement, who wishes to participate in our activities and is willing to pay \$25 annual dues to the branch. A Community Partner cannot vote or hold office but may co-chair an activity.
17. **STANDING RULES.** Standing Rules will be given to all officers and directors, and copies shall be available at all general meetings. They shall be reviewed annually at the July board meeting. Standing Rules may be amended at any Branch board meeting. (January 2009)

PROCEDURES

1. **AGENDA FOR GENERAL MEETINGS.** The president shall plan the general meeting agenda. Members wishing to make announcements or presentations should discuss them with the president in advance of the meeting. The president shall preside over the meeting:
 - call the meeting to order
 - welcome members and guests
 - conduct branch business
 - officiate over any official branch actionThe president may then turn the meeting over to the program chair who introduces the program. After the program, the president then resumes the gavel to officially adjourn the meeting.
2. **BUDGET.** Budgeted funds for each officer and chair must be obtained from the finance officer when needed. Additionally, the finance officer, with the approval of the president, is authorized to pay non-budgeted bills of \$10.00 or less. Both the president and finance officer shall be authorized to sign checks on branch accounts, however, only one signature shall be required.
3. **DISTRIBUTION OF THE DIRECTORY.** Using a list of paid members provided by the finance officer, the circulation chair shall distribute Directories to members. New members shall receive their Directories directly from the membership chair.
4. **AMOUNT OF DUES.** The dues for Association members, Associate members, Student affiliates and Community Partners shall be printed in the directory.
5. **DUES DEADLINE.** The membership chair shall serve as head of the team that, after June 1, will call members whose dues have not been paid.
6. **RESERVE ACCOUNT.** Budgeted moneys not used during the fiscal year shall be transferred to the reserve account by June 30. The finance officer, with the approval of the Board of Directors, may transfer reserve funds to the general fund to meet branch expenses.
7. **SUPPLIES.** Stationery for branch purposes may be obtained from the Corresponding Secretary. Funds for stamps for officers and chairs without budgets are available from the finance officer.
8. **TELEPHONE COMMITTEE/E-MAIL.** All official e-mails sent to all branch members shall be limited to AAUW local, state, and Association business, including notices of deaths of members or their family.
9. **EF and LAF CHAIRS.** The EF and LAF chairs are to provide an itemized status report on their respective funds and a report is to be published in the FORECAST at least twice a year¹ Chairs are encouraged to publish a list of donors in the FORECAST.
10. **AAUW EAST COUNTY LEGACY FOUNDATION** is an entity separate from our branch that was established in 2005 as a tax-exempt organization under IRS code section 501©3. The Foundation dispenses 5% of its assets annually to the branch for any philanthropic purpose as decided by the board.

PUBLIC INFORMATION AND PUBLICATIONS

1. PUBLIC INFORMATION. The public information chair, with the approval of the president, shall coordinate branch activity news releases to local newspapers, radio and television. All items pertaining to AAUW activities or to the branch members should be sent to the public information chair in sufficient time for them to be submitted to the news media. One easy method is to make a copy for the public information chair of material being sent to the FORECAST editor.
2. DIRECTORY. The Directory is an annual publication that lists all members and officers. The Directory shall be mailed to members prior to the October general meeting. Specific directory duties are as follows:
 - President: Provide names of Association, state, and branch officers; dates of state and Association conferences and conventions.
 - First Vice President: Provide program information for general meetings.
 - Membership Chair: Provide roster of branch members with their current addresses and phone numbers.
 - Finance officer: Provide the amount of dues.All information for the directory should be furnished to the directory editor. The editor shall keep a record of all changes in the membership listings as printed in the Forecast.
3. FORECAST. The deadline for FORECAST articles shall be established by the editor. The editor is not responsible for reminding members to submit articles, nor shall articles be accepted via telephone. All FORECAST submissions should be furnished via email. There shall be no FORECAST in July or August unless directed by the Board. The December and January FORECAST may be combined. The editor shall not print articles concerning non-AAUW sponsored activities, except by decision of the president in consultation with the FORECAST editor, or by action of the board.
4. ADVERTISING. Business card advertisements may be accepted for publication in the FORECAST. The Board of Directors will determine the cost of such advertising.
5. FORECAST INFORMATION REQUIRED:
 - President: All news which would be of general interest to members
 - Program Chair: Program information for the month, including title of program, date, time, and actions taken by the board at the most recent board meeting. A brief report shall be furnished early in the fall concerning subject areas and plans for the coming year.
 - Special Activity Chair: List all section chairs, their phone numbers and emails annually.
 - Finance officer: Annual proposed budget report
 - Membership Chair: New members, changes of address, and resignations.
 - Secretary to provide any actions taken by the board at the most recent Board meeting.
 - Parliamentarian: Present proposed changes to By-laws and Standing Rules as necessary.

DUTIES OF OFFICERS:

(see bylaws and job descriptions for additional information)

1. PRESIDENT:

- Requests the parliamentarian to bring the branch bylaws into conformity with the state bylaws after a state convention.
- Presides at all meetings of the branch, the Board of Directors, and the executive committee.
- Serves as an ex-officio member of all task forces and committees except the nominating committee.
- Calls special meetings of the branch in accordance with provisions of the branch bylaws.
- Appoints, with the approval of the executive committee, the chairs of all committees and those provided for by election and any additional officers authorized by the branch bylaws.

2. PRESIDENT-ELECT:

- Is a member of the board of directors, the executive committee, the budget committee and nominating committee as chair.
- Shall hold office for one year and succeed to the presidency the following year.
- Shall assume various duties and responsibilities in agreement with the president and preside at meetings in the absence of the president.

3. FIRST VICE PRESIDENT-PROGRAM:

Serves as chair of the committee on program development and shall perform other duties as are requested by the president and/or Board of Directors.

4. SECOND VICE PRESIDENT-MEMBERSHIP:

Serves as chair of membership committee.
Keeps all membership applications on file.

5. THIRD VICE PRESIDENT-EDUCATIONAL FOUNDATION:

- Serves as chair of committee that will educate the membership about the AAUW Educational Foundation.
- Maintains records, collects and forwards contributions to the California Educational Foundation Chair.
- With the committee, selects the branch Named Gift Honoree(s), and presents them to the membership at the EF Meeting.
- The Association recommends each branch contribute a minimum of \$25/member/year to EF. Our branch will attempt to meet this goal.

6. FOURTH VICE PRESIDENT-LEGAL ADVOCACY FUND:

- Serves as chair of committee and informs the membership about LAF.
- Maintains records, collects and directs the Finance officer to forward contributions to the California Legal Advocacy Fund Chair.

7. SECRETARY:

Shall have available for reference at all meetings a copy of the branch bylaws, standing rules (policies and procedures) and a list of branch officers and chairs.

8. FINANCE OFFICER:

- Receives all monies due the branch.
- Pays all bills provided for in the budget or verified by the president. The Branch will neither raise funds for nor donate funds to any unauthorized organization outside of AAUW. (January 2009)
- Keeps an accurate and current set of books.
- Presents the proposed budget in the September newsletter, updated in the February issue.
- Forwards all Association dues to the Association and all state dues to the state office.
- Presents a financial report at the branch annual meeting and other times as is requested by the Board of Directors.
- Chairs the budget committee.
- Provides the books for an annual financial review.

ADDITIONAL BRANCH DUTIES AND FUNCTIONS

1. BOARD OF DIRECTORS:

Submits to the membership a slate of 5-7 names of candidates for the nominating committee; the president-elect will automatically be one of those.

2. EDUCATIONAL FOUNDATION COMMITTEE:

- Is chaired by the EF Chair
- Implements the programs on fellowships, research and projects, and others as may be established by the Foundation and/or Association.

3. PUBLIC POLICY COMMITTEE:

Is responsible for communicating Public Policy issues to the branch.

4. MEMBERSHIP COMMITTEE:

Is chaired by the Membership VP and is responsible for membership recruitment, retention and orientation to the purpose and program of the Association.

5. PROGRAM COMMITTEE:

Is chaired by the Program VP and shall include the elected chairs and other members as deemed necessary. It shall consider the program issues of the Association and shall recommend to the branch the selection of issues to be implemented. It shall provide policy guidance for the continuing program concerns of the branch and consider future Association program issues.

6. LEGAL ADVOCACY FUND COMMITTEE:

Is chaired by the LAF VP and implements the programs on LAF as established by the Association.

7. PUBLIC INFORMATION COMMITTEE:

Is responsible for notices to the press and other media

8. BUDGET COMMITTEE:

- Is chaired by the Finance Officer
- Includes the Finance Officer, Membership VP, Ways and Means, Program VP's, President and President-elect or a representative designated by the President.
- Compiles the tentative budget for the year and submits it to the Board of Directors for approval.

9. EDUCATION

The following committees are chaired by their appointed chair and will submit their proposed budget during the budget process:

- Tech Trek
- Career Day
- Women in History
- Community College Liaison
- Rolling Readers

10. LOCAL SCHOLARSHIP COMMITTEE:

Communicates with Community Colleges and San Diego State University, encourages and collects donations, and selects scholarship recipients.

11. NEWSLETTER EDITOR:

Is responsible for preparing and printing the newsletters.

12. SPECIAL ACTIVITIES:

Members may group themselves into sections for special activities. A minimum of eight (8) members must signify their interest before that section can be formed. Responsibility for all special activities sections is placed with the special activity chair.

13. PROSPECTIVE MEMBERS:

They may be permitted to attend no more than three branch functions before deciding to become members and paying their dues.

14. WAYS AND MEANS COMMITTEE:

Is responsible for organizing the fundraisers which fund Tech Trek and Local Scholarships. Additionally a portion of the proceeds are allocated to LAF and EF. Fundraisers may include: the Fall and Spring Yard Sales and the Author's Luncheon.

--Disposition of proceeds: 5% of all W & M fundraisers will be given to the AAUW East County Legacy Foundation, the remainder will be put in an undesignated fund. Because of the various due dates and timeframes of the fundraisers, the undesignated fund shall be carried over from year to year.

Tech Trek-Jan

Local Scholarships-February

LAF-November

EF-November

--The Board of Directors will allocate the available funds to the various philanthropies.

--Additionally the Ways & Means committee may organize fundraisers for branch needs.

GUIDELINES FOR ALLOCATING CONVENTION FUNDS

Funds will be allocated each year to ensure the President-elect can attend the State and Association Conventions. These funds can be appropriated from the budget, the reserve fund and/or any other source available to the branch. All convention delegates will be reimbursed their registration fees and other expenses, as funds are available. Branch members are encouraged to attend conventions.

EF CRITERIA FOR NAMED GIFT HONOREES

1. Must have continuous membership for at least 5 years.
2. Must have served as chair - elected or appointed- officer at least one year.
3. Must have a record of outside community service.
4. Must have initiated activities with leadership role.

Amendments proposed by the 2008 By-laws committee chaired by the Parliamentian, Myrra Lee. Committee included: Belle Ann Baker, Randa Blanding, Diane Green, Flora Hogins, Jeanne Kintzele, Nancy Shepherd, Vicki Spilkin

Amended January 2009