

HUDSON'S BAY BRANCH POLICIES

The following statements concern accepted policies and practices in force as voted by past action of the Hudson's Bay Branch AAUW, hereinafter called "the branch." These statements are not to be construed as bylaws. These statements should be a part of the permanent file of each branch officer and chair. They should be reviewed at least once a year, with changes made as necessary.

MEMBERSHIP

1. Guests who are eligible for membership in AAUW may attend up to five (5) branch events before paying dues. The membership vice president shall be responsible to send guests:
 - the AAUW member application brochure
 - branch materials describing the requirement to pay dues before the 6th visit, the dues assistance fund, and related policies
 - news of upcoming branch activities

A guest is not added to the branch email list until dues are paid.

2. Spouses of AAUW members shall not be required to join AAUW when they are invited to attend branch social or fund-raising functions or study/interest groups that have announced intent to include spouses.
3. Persons who are ineligible for AAUW membership may join the branch as "community affiliates." They shall pay local branch dues and are entitled to receive the branch directory and e-mail notices. Community affiliates may participate in all branch activities, but they may not vote and they are not eligible to serve in elected branch offices.

DUES

1. Dues are to be paid to the finance vice president by June 1.

2. The annual dues for branch members shall be distributed as follows:

National dues:	\$59.00
State dues:	\$10.00
Branch dues:	<u>\$21.00</u>
Total:	\$90.00

3. Any member who pays dues after June 1 shall be assessed a \$3.00 fee to be paid to the treasurer unless other arrangements have been made with the treasurer. Notice of the \$3.00 assessment will be placed in the April, May, and June meeting minutes. Money paid in the assessed fees shall be put in the general fund of the branch.

BUDGET

1. The annual budget committee shall consist of the finance vice president(s) (chair(s) of the committee) and three members of the branch.

INTERBRANCH COUNCIL

1. Hudson's Bay Branch shall be a participating member of Portland Metro Interbranch Council.
2. The president and/or appointed representative shall represent the branch at meetings.

CHANGING POLICIES

Issues not covered in the bylaws shall be decided by a simple majority vote of branch membership, provided notice of the vote has been given one month in advance to all members.

INDIVIDUAL ACTION

No member may act as a representative of the branch without prior branch approval to (a) make a public statement in the name of the branch or (b) incur unbudgeted expenses for the branch.

EVENT RESERVATIONS

1. Reservations made for functions at which catered food will be served must be canceled at least three (3) days ahead of the date of the function, unless an earlier deadline must be set for the event by the planning committee.
2. Members who cancel reservations later than the deadline will be charged the cost of the reservations.

STUDY/INTEREST GROUPS

1. A study or interest group may be formed by members who want to participate in the group.
2. Activities may not oppose AAUW principles and policies.

NAMED GRANT HONOREES

1. When national AAUW allows branches to name a grant to AAUW Funds in honor of a person, the following procedure shall be used to name the grant:
 - a. The Funds Chair(s) shall serve as ex-officio member(s) and chair(s) of the naming committee, which shall consist of up to five (5) branch members.
 - b. Nominations must be presented in writing, stating name and reasons for the nomination, to the Funds Chair(s).
 - c. The deadline for these nominations shall be sent to all members via email.

2. Announcement of the honoree shall be made at a branch meeting before the annual state AAUW meeting at which the person is honored.

GUIDELINES FOR WORKING WITH OTHER GROUPS

1. Any project or work with other groups that requires the use of the branch name shall first be presented to the branch for its approval.
2. If the branch does not approve, the branch name may not be used.

SPECIAL PROJECT COMMITTEES

1. The chair of any special project committee shall be appointed by the president and shall be directly responsible to the executive committee.
2. The chair shall choose the other committee members, with suggestions from the executive committee.
3. The committee members shall be responsible to the chair rather than to the executive committee.

SPECIAL BUDGET CATEGORIES

1. The branch shall have special budget categories for:
 - a) AAUW Funds
 - b) Outreach Fund
2. Money earned from fund-raising events shall be allocated by one of these methods:
 - a. Before the event, members designate the percentage of donations that go to each category.

- b. Donations made at undesignated events are allocated 50% to AAUW Funds and 50% to Outreach Fund.
3. The branch may decide to fundraise for purposes other than special budget categories.

OUTREACH FUND

1. Money in the Outreach Fund shall be used for two different purposes: supporting members who need financial assistance in paying AAUW dues and women deserving of commendation and a "pat on the back".
2. The money held in this fund shall not exceed \$200.00.
3. Dues assistance requests:
 - a. shall be administered by the president(s) and the finance vice president(s).
 - b. shall be kept confidential.
 - c. shall be limited to 5% of the membership in a given year.
4. Commendation grants:
 - a. Any member may nominate a woman to be honored, with a recommendation on the amount of the donation to her.
 - b. A vote of the members shall determine whether a nominee will be honored and the amount to be given to her, if she is. Notice of the vote shall be given to all members one month in advance of the vote.

ELECTED OFFICER JOB DESCRIPTIONS

The branch president(s) shall:

1. be the official representative of the branch in the activities of the organization at all levels (local, state and national),

2. prepare agendas for all branch, board and executive committee meetings or delegate this duty to the officer who will be presiding at the meeting,
3. preside at all branch and executive committee meetings unless another officer is designated to preside,
4. review the minutes taken by the secretary,
5. approve expense vouchers as appropriate,
6. prepare officer lists for state and national data bases by their deadlines,
7. complete report forms for state and national by their deadlines,
8. appoint members to chair Public Policy, Environment, AAUW Funds, "Hearts and Flowers" and other special committees as needed,
9. serve as ex-officio member of all branch committees and task forces except the nominating committee,
10. be responsible for bringing branch bylaws into conformity with state and national bylaws as necessary, and
11. attend state board meetings and conventions as the delegation chair, official representative of the branch, and member of the state board. The president may designate another member to perform these duties, if necessary.

The branch program vice president(s) shall:

1. plan branch programs and arrange for speakers as necessary,
2. preside at branch and executive committee meetings in the absence of the president,
3. serve as ex-officio chair of the nominating committee, and
4. perform such other duties as requested by the president(s) or the executive committee.

The branch membership vice president(s) shall:

1. preside at branch, board and executive committee meetings in the absence of both the president(s) and the program vice president(s),
2. contact members who have not renewed membership,
3. maintain a list of prospective members,
4. Send membership packets to all prospective members with:
 - the AAUW member application brochure
 - branch materials describing the requirement to pay dues before the 6th visit, the dues assistance fund, and related policies
 - news of upcoming branch activities
5. inform prospective members about activities which they may attend,
6. inform guests who attended because of publicity about our meeting or event that they may attend three times without paying dues, and
7. perform such other duties as requested by the president(s) or the executive committee.

The branch finance vice president(s) shall:

1. collect, deposit, process and disburse all funds received by the branch, including membership dues,
2. prepare and submit a proposed annual budget,
3. report the branch finances monthly at branch meetings,
4. arrange for an annual examination of all financial records,
5. Remind branch members in writing of the dues deadline in March, April, and May,
6. maintain a directory of branch members,
7. ensure that addresses and phone numbers of members are correct in the branch directory, and
8. perform such other duties as requested by the president(s) or the executive committee.

The branch secretary shall:

1. take minutes of all branch and executive committee meetings and send them via e-mail to all members,
2. maintain a file of all meeting minutes and correspondence sent and received,
3. keep a file of all written reports presented at branch, board or executive committee meetings,
4. have available at all meetings current copies of the branch bylaws and policies, and any state or AAUW bylaws or policies that directly affect branches,
5. be responsible for branch correspondence as directed by the president(s) and
6. perform such other duties as requested by the president(s) or the executive committee.

REVISION HISTORY

Adopted by branch vote, March 10, 2010

Required changes made September 11, 2012

Revised October 9, 2013

Revised June 8, 2016

Revised by branch vote, March 20, 2019