

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 three (3) branch events before paying dues. The secretary shall be responsible to send guests:
 - a. the AAUW member application brochure
 - b. branch materials describing the requirement to pay dues before the 4th visit, the dues assistance fund, and related policies
 - c. news of upcoming branch activities
2. A guest is not added to the branch email list until dues are paid.
3. 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.
4. 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 email 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: \$72.00

State dues: \$10.00

Branch dues: \$18.00

Total: \$100.00

BUDGET

1. The annual budget committee shall consist of the finance vice president and two members of the branch.

INTERBRANCH COUNCIL

1. Hudson's Bay Branch shall be a participating member of Portland Metro Interbranch Council.
2. The president/administrator 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 (or per vendor requirement) 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. Nominations must be presented at a general meeting, stating name and reasons for the nomination
 - b. Members shall vote electronically by a quorum Of Membership.

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/administrator and shall be directly responsible to the board.
2. The chair shall choose the other committee members, with suggestions from the board.
3. The committee members shall be responsible to the chair rather than to the board.

SPECIAL BUDGET CATEGORIES

1. The branch shall have special budget categories for:
 - a) AAUW Funds
 - b) Hope 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 and 50% to the Hope Outreach Fund
3. The branch may decide to fundraise for purposes other than special budget categories.

HOPE OUTREACH FUND

1. Money in the Hope Outreach Fund shall be used for two different purposes: supporting members who need financial assistance in paying AAUW dues and women deserving of recommendation 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/administrator 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 if she is the amount to be given to her. Notice of the vote shall be given to all members one month in advance of the vote.

ELECTED OFFICER JOB DESCRIPTIONS

The branch president/administrator shall:

1. be the official representative of the branch in the activities of the organization at all levels (local, state and national)
2. update the Community Hub to provide the names of all applicable branch officers and chairs and ensure that contact information is correct and other branch related information as requested by AAUW and to the state president by June 30th.
3. ensure that the branch bylaws are brought into conformity with any AAUW mandated bylaw changes and are not in conflict with state bylaws. Provide a copy of updated bylaws to the state bylaws chair for review, and upload approved branch bylaws to the Community Hub.
4. ensure that the branch finance vice president is processing dues and donations in accordance with AAUW systems and policies. In most cases, such transactions will be processed through the Community Hub, and state dues auto deposited by AAUW on a monthly basis. For transactions outside of the Community Hub, state dues shall be sent directly to the state finance vice president as soon as possible after receipt.

The branch finance vice president 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 submit branch information to local media
8. perform such other duties as requested by the president/administrator

The branch secretary shall:

1. take minutes of all branch meetings and send them via email 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
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/administrator
6. Send membership packets to prospective members with:
 - a. AAUW membership application brochure
 - b. Branch materials describing the requirement to pay dues before the 4th visit, dues assistance fund, and related policies
 - c. Information of upcoming branch activities
7. perform such other duties as requested by the president/administrator

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

Revised by branch vote, July 14, 2021

Revised by branch vote, June 12, 2024