

**AMERICAN ASSOCIATION OF UNIVERSITY WOMEN
STANDING RULES AND POLICIES
OF THE GREATER WHITTIER AREA BRANCH (GWA-AAUW)**

I. FINANCE

- A. The finance committee shall be composed of, but not limited to, the following directors: the treasurer who shall serve as the chair of the committee, the membership vice president, the immediate past president, the outgoing treasurer, the program vice president, the hospitality vice president, and the president, ex officio.
- B. After approval by the elected board of directors by the September meeting, the budget shall be presented to the general membership for approval at the September branch meeting and the approved budget shall be published for information in the October newsletter.
- C. An amount shall be budgeted annually for the president to defray branch administrative expenses.
 - (1) Post Office box access card shall be signed by a minimum of two of the following: the president, president-elect, branch treasurer, Myra Long Scholarship Fund treasurer, and membership vice president.
 - (2) Two of the designees shall have keys.
- D. Monies shall be budgeted for convention, leadership, and legislative meetings as follows:
 - (1) California state convention: president-elect or her designee's expenses for transportation, registration, and lodging plus an additional board member's expenses for transportation and registration (if the budget allows).
 - (2) National AAUW biennial convention: president-elect or her designee's expenses for transportation, registration, and lodging.
 - (3) Leadership training and legislative sessions: board members' expenses as the budget allows.
- E. The treasurer shall write a check for the National AAUW Fund assessment (\$2.00 per member) to the AAUW Fund account by the March meeting.
- F. Bank transactions shall be processed as follows:
 - (1) General branch bank accounts will be signed by the treasurer, the president, or the recording secretary.
 - (2) Myra Long Scholarship Fund (MLSF) bank accounts will be signed by the MLSF treasurer, chairperson, or secretary.
- G. Funds raised for the Myra Long Scholarship Fund (MLSF) will be earmarked and held in an account in a separate bank to cover the annual awards and expenses of the standing committee.
- H. Any fundraising for branch projects not included in the budget will need the approval of the elected board.
- I. No donations to money-raising drives outside AAUW shall be made from branch funds.

II. Amount of Dues

The annual dues of branch members shall be as follows:

- A. AAUW member dues as set by AAUW ⁽¹⁾
- B. AAUW California dues as set by AAUW California ⁽¹⁾
- C. AAUW Branch Dues
 - AAUW Branch Member ⁽²⁾ \$24.00
 - AAUW Student affiliate fees \$10.00
 - Life member ⁽³⁾ \$24.00
 - Honorary Life member ⁽⁴⁾ \$ 0.00
 - Dual Member ⁽⁵⁾ \$24.00

(1) Details of total current dues are included in the Current GWA-AAUW Membership Application Form

(2) Includes a \$2.00 AAUW Branch Fund assessment

(3) A one-time life membership purchase of 20 times the national dues covers National AAUW dues for life. The members are still required to pay yearly state and local fees.

(4) Honorary members with 50 years in AAUW are not required to pay local, state, or national dues.

(5) Dual Member (of two branches) must pay dues to each branch, however, AAUW and AAUW California dues are paid only once, to the primary branch.

III. Bylaws and Standing Rules

- A. The president in consultation with the parliamentarian shall appoint a committee with a minimum of four members for revision of bylaws and standing rules at such times as revision is necessary.
- B. The bylaws and standing rules shall be made available to all members of the branch via the branch website. Printed copies are available upon request.
- C. Provisions of these standing rules may be amended by a majority vote of those present and voting at any meeting of the elected board of directors, subject to approval by a majority of the general membership attending a subsequent branch meeting. Such amendments shall be published in the next newsletter. Members may propose written amendments to the board.

IV. President's Duties shall be:

- A. to ensure the branch has representation at the California State and National AAUW conventions or annual meetings.
- B. to represent (or designate a representative) in order to exercise the branch vote at meetings of the Los Angeles County Interbranch Council (LACIC),
- C. to choose her own installing officer,
- D. to submit a list of the incoming and continuing branch elected officers and chairs to the President of the state and the Executive Director of National AAUW no later than June 1,
- E. to submit an annual report of the branch to people designated on forms provided by the National AAUW when required,
- F. to be responsible for bringing the branch bylaws into conformity with the National AAUW bylaws whenever new bylaws are enacted by National AAUW

- G. to appoint three members to read and approve branch minutes,
- H. to serve as ex officio member of all branch task forces and committees and
- I. to appoint all committee chairs with the approval of the elected board.

V. Board of Directors

- A. The board shall adopt policies, rules, and procedures for the management and operation of the corporation.
- B. In May or June, there shall be a joint meeting of the outgoing and incoming boards of directors.
- C. A procedure book or description of duties shall be presented by each member of the board of directors to her successor at the joint meeting in May or June.
- D. Following the joint board meeting, there shall be an organizational meeting of the incoming board for the purpose of planning the year. Calendar requirements of the bylaws, standing rules, and annual events shall be considered in the planning.
- E. The board shall review yearly the current AAUW Strategic Plan and incorporate into branch plans as the board deems appropriate and/or necessary.

VI. Nominations

- A. A past president shall be appointed as chair of the nominating committee.
- B. The nominating committee will solicit nominees from membership (e.g., by announcements at branch/board meetings, articles in newsletters) by February of each year.

VII. Elected and Appointed Officers/Terms of Office/Duties

- A. Elected officers of the branch/corporation shall be installed at the June branch meeting.
- B. All officers, except MLSF Directors, shall hold a specific office for one year. They may hold office for subsequent terms if duly nominated and elected.
- C. The treasurer, vice presidents, secretaries, and directors will pass the procedure books and records to their successors upon completion of the financial year and annual report before August 1.
- D. The incoming treasurer shall set a budget committee meeting with the outgoing treasurer.
- E. Treasurer shall:
 - a. collect all annual dues, fees, proceeds from events, and donations (other than those specified for the Myra Long Scholarship Fund),
 - b. prepare and transmit all tax and corporate administrative documents to the California Secretary of State, California Franchise Tax Board, and the U.S. Internal Revenue Service, including the financial operations of the MLSF,
 - c. advise the Membership Vice-Presidents of all branch members in good standing,
 - d. transmit to National and California AAUW all required documents with paid dues made to the branch by new members,
 - e. audit the National AAUW roster to determine accuracy when requested by National
 - f. reconcile all bank accounts,
 - g. acknowledge donations as requested for tax purposes
 - h. review the MLSF accounting on a quarterly basis.

F. Vice presidents. There shall be four (4) vice presidents, as follows:

- (1) Program Vice President shall:
 - a. be in charge of the branch programs,
 - b. act for the president in the absence of the president and president-elect and
 - c. chair the program development committee.
- (2) Membership Vice President(s) shall:
 - a. chair the membership committee,
 - b. receive applications for membership,
 - c. contact members each year to renew membership on a timely basis
 - d. recruit new members,
 - e. preside at meetings in the absence of the president, president-elect, and program vice president,
 - f. keep an up-to-date list of all members in good standing that includes email addresses and advise members of changes during the year,
 - g. forward an accurate list of the members to the yearbook editor no later than August 1.
- (3) AAUW Fund Vice President shall:
 - a. chair the AAUW Fund committee, inform the membership of the history, purpose and operations of the National AAUW Fund,
 - b. chair the AAUW Fund Named Gift Committee and
 - c. be responsible for any National AAUW Fund fundraising, management, accounting, and reporting.
- (4) Hospitality Vice President shall:
 - a. serve as chair of the hospitality committee,
 - b. arrange the location of the branch meetings,
 - c. arrange catering for branch activities,
 - d. be responsible for reservations,
 - e. coordinate with section chair for needed decorations and the Triple P (Positive Past Presidents) chairperson for greeters at the branch meetings and
 - f. be responsible for storing the Branch projector and microphone.

G. Secretaries. There shall be two secretaries:

- (1) Recording Secretary shall record accurate minutes of both the branch and board meetings and file the minutes for reference.
- (2) Corresponding Secretary shall:
 - a. receive and answer communication for the branch and
 - b. send written communications as indicated by the president.

H. Public Policy Chair shall:

- (1) Select the public policy committee with board approval and serve as chair.
- (2) Serve on the branch program committee.
- (3) Coordinate branch forums and endorsement meetings, following AAUW policy to ensure fairness and adherence to AAUW's Use of Name requirements.
- (4) Educate members of the branch about public policy concerns, focusing on national and state public policy priorities.
- (5) Coordinate branch public policy studies and activities, including voter education campaigns.
- (6) Encourage members' participation in AAUW CA and AAUW Action Alert
- (7) Attend public policy events. Arrange interviews of local legislators.
- (8) Maintain branch public policy files and a procedure notebook.
- (9) Perform other duties as requested by the president or the board.

- I. At least five directors will serve on the Myra Long Scholarship Fund Committee (MLSF), a standing committee of GWA-AAUW. The MLSF Committee's purpose is to receive, invest and distribute funds from corporations and individuals in order to provide local educational scholarships, educational programs, conferences and seminars consistent with the branch/corporation goals and objectives.
 - (1) The chairperson of the MLSF shall be responsible for coordinating the writing of grant proposals, presiding at quarterly meetings, following the annual timeline, keeping the membership informed, ensuring that the investments are safe and promoting a positive image of MLSF.
 - (2) The secretary shall take the minutes of the quarterly meetings.
 - (3) The treasurer shall report the income and expenses to the appropriate agencies, pay the bills, make the deposits and write thank you notes (receipts) to all donors.
 - (4) All directors shall have a fiduciary responsibility to manage MLSF monies and to inform the branch of the Fund's financial health, well-being and the Committee's grant and fundraising activities.
- J. Two GWA-AAUW directors (who may or may not also be Directors of the MLSF committee, depending on the needs of the MLSF Committee and the GWA-AAUW Board) will serve as chairpersons of the following MLSF project committees: College Scholarship, and Math/Science Conference.
 - (1) The College Scholarship chair convenes a committee of GWA-AAUW members to select and administer awards within the GWA-AAUW guidelines and follows up with recipients throughout the year to ensure funds are expended.
 - (2) The Math/Science Conference chair annually plans and manages a half-day event on a college campus for eighth grade girls. The chair oversees the recruiting of volunteers to assist with planning and "day of event" activities
- K. Appointed Officers (Voting) shall be appointed by the president with consent of the board. They shall include, but not be limited to;
 - (1) Math/science chair
 - (2) Local scholarship chair
 - (3) Branch Tech Trek Coordinator shall be appointed from the membership by the President. They will be responsible to communicate with AAUW California Tech Trek to receive all requirements and online communications. The Branch Tech Trek Coordinator will transmit the requirements to the Tech Trek Committee whose work includes, but is not limited to, deciding on which of the many middle schools in the GWA-AAUW service area with which to work in any given year, contacting school administrators, managing the interviews and selection process; following up with families to ensure the attendance of selected candidates at camp; and coordinating GWA-AAUW Branch assistance to the local Whittier Camp.
 - (4) Sections coordinator
 - (5) Newsletter editor; shall publish and distribute a newsletter each month from September through June to each member of the branch.
 - (6) Financial reviewer; shall render a report to the president upon completion of the review of the treasurers' records by the September board meeting.
 - (7) DEI Officer –shall coordinate with AAUW state and national and implement Diversity, Equity and Inclusion initiatives and activities as reviewed/approved by the board.
 - (8) Board Member at Large – shall attend board meetings, participate in board discussions, learn the rules of branch governance, and assist as committee head or liaison as determined by the president. One member-at-large shall be appointed in the first year (2023-2024) and, thereafter, no more than two members-at-large shall serve at any one time.
- L. As stated in the Bylaws both elected Officers and appointed Officers shall be considered voting members of the board.

VIII. Appointed Positions (Non-voting)

- A. Appointed Positions shall be appointed by the president with consent of the board. They shall not be considered voting members of the board. The positions listed below may be changed by the board, removing and/or adding positions as needed.
 - (1) The parliamentarian shall serve as chair of the committee on the revision of the bylaws and attend board meetings.
 - (2) The historian shall keep a record of events of major interest in the branch.
 - (3) The web administrator shall keep the internet website current each month September through June and inform members of changes in the format or address.
 - (4) The newsletter mailer
 - (5) The e-mail chair
 - (6) Hodge Foundation Liaison
 - (7) Yearbook Editor(s)
 - (8) First Friday
 - (9) Las Distinguidas Chairs (Biennial award, selected every other year)

IX. Branch Sections

- A. Non-members of the branch may attend no more than three section meetings in one year.
- B. Sections are an integral part of the Greater Whittier Area Branch (GWA-AAUW) and may be formed or dissolved by members at any time. The section coordinator should be informed of the intent to organize or dissolve a section and report the plans to the elected board of directors.

X. Los Angeles County Interbranch Council (LACIC)

- A. The president or her designated representative shall exercise the branch vote at meetings of the Los Angeles County Interbranch Council.
- B. The elected board shall cast a vote on any written mail ballot submitted to the branch by the Los Angeles County Interbranch Council.

XI. Political Candidate Endorsement Policy

The Greater Whittier Area Branch/Corporation (GWA-AAUW) does not endorse, oppose or take a position on any political candidate for appointive office, nonpartisan elective office, or partisan elective office.

XII. AAUW Candidates Endorsement Policy

Each member is responsible for her/his own vote.

XIII. Miscellaneous Branch Policies

- A. A donation to the Whittier Public Library's Hodge Foundation or the public library in the member's city of residence shall be made in the name of each deceased member with current paid membership or for a deceased member with at least 25 years of paid membership but who is not a paid member at the time of death.
- B. With the approval of the president, announcements at general meetings shall be made only by members of the branch.

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