

Policy Manual
AAUW Prescott, Arizona Branch
Updated May 2023

APPOINTED OFFICER TERMS

(Revised and approved 6/6/13)

All appointed officers shall serve two-year terms with 2012-14 being a year of transition.

ATTENDANCE AT PRESCOTT AAUW FUNCTIONS

(Revised and approved 10/16/08)

A person has to be a member of the Prescott Branch, Arizona State organization, and Association, in order to participate in local AAUW functions: General Meetings and Interest Groups. Invited guests and prospective members may attend a maximum of two General Meetings. They may also attend up to three different Interest Groups once. It will be the responsibility of the Interest Group leader to notify the President-Elect of the guest's attendance, so there can be follow up. Because we have some Interest Groups that are couple groups, one person must be a member, as defined above, for both to attend such functions.

AWARDS

(Amended 10/10/19)

“Annual Mover and Shaker,” “Rookie of the Year,” and “Ongoing Stamina” awards will be made according to the procedures in the addendum and sample form attached to these policies.

CHANGE OF ADMINISTRATION

(Approved 5/17/07)

Outgoing officers are expected to provide incoming officers with training and with current, accurate records and materials any time after the Installation of Officers and before the end of the fiscal year, June 30. The officers involved shall notify the past-president and the incoming president when this exchange occurs. The outgoing treasurer, however, shall maintain records and prepare a final Financial Report for the closing fiscal year prior to turning over responsibilities and materials to the incoming treasurer. It is also the responsibility of both treasurers to be sure that banking requirements are met in a timely manner. Each officer need only keep 5 years of records relevant to that position.

COMMUNICATIONS

ADVERTISING IN THE THUMB SKETCH

(Approved 4/19/07)

The Thumb Sketch will not include paid advertising.

ANNOUNCEMENTS FOR COMMUNITY ORGANIZATIONS IN BRANCH COMMUNICATIONS OR AT BRANCH MEETINGS

(Approved 6/6/13 & 4/7/22)

Announcements for community organizations in any branch communications or at branch meetings must conform to the mission of AAUW **to advance equity for women and girls through advocacy, education, philanthropy and research.** AAUW Prescott will maintain a Community Information table at the general meeting where information may be displayed about organizations and/or causes that benefit women and girls where we have member involvement. *If a general meeting is not held in-person, a Community Information Table may be published in the Thumb Sketch and on the website with an item being listed for a maximum of one month. The activity must relate to the AAUW mission and publication needs to be approved by the branch president. The item will be limited to: title and description of activity, name and description of sponsoring organization, date, time and place of activity, and contact information. It was suggested that the number of activity announcements be limited to 3 events.* To gain effectiveness as a community leader it is important that we support those organizations that are appropriate so that we may gain their support of our events and programs. Requests for announcements which pertain to a business or would result in personal gain are not allowed without board approval. For example, a speaker might be allowed to have her/his book available for sale at the meeting where she/he speaks.

PICTURES

(Approved 1/11/18)

All persons who attend AAUW events may be included in both posed and candid photographs. Those photographs may be published in the Thumb Sketch, on the website, on Facebook, or in newspaper articles. No names will be attached to candid photos. Any person who does not want her/his picture to appear in a public place should let photographer know.

COMMUNICATION CONTENTS

(Approved 5/10/18)

New information and/or articles issued or published by AAUW Prescott via the branch website, newsletter, Facebook, or any other mass communication media must be approved by the president or her designee(s). Links from the AAUW Prescott website must have content pertinent to AAUW's programs and mission and to BOD-approved branch or interest group activities.

ELECTRONIC VOTING

ELECTRONIC VOTING REQUIREMENTS

(Approved 4/19/12)

In the interim between meetings of the board of directors, an electronic vote of the board of directors is permitted if: (a) an urgent matter must be resolved before the next board of directors meeting; (b) all board members are polled; (c) the vote is identified by the voter; (d) the vote is documented and specifically shared among all members of the board; and (e) a record of each vote is kept and reported to the board at its next meeting. Per the bylaws, a majority of the board members must vote to have the vote count.

NOTE: Bylaws ARTICLE XII. Section 1.d. . . .In the interim between meetings of the board of directors, . . . (an) electronic vote may be taken, at the request of the president or upon written or electronic request of two members of the board or five members of the branch. If the majority of the board members vote on any question so submitted, the vote shall be counted and shall have the same effect as if cast at a meeting of the board. Any such action shall be reported to the board at its next meeting.

OFFICERS AND APPOINTED DIRECTOR'S RESPONSIBILITY FOR COMMUNICATIONS

(Approved 11/8/12)

An officer or appointed director of the board is responsible to reply promptly to a request for an electronic vote or other urgent email from the president or board of directors. Each member of the board of directors is responsible for informing the **corresponding secretary when she will be out of town or unavailable and whether she will be unable to access email because of extended travel or other circumstances. The corresponding secretary will maintain a calendar containing this information and make it available to board members.**

APPOINTED OFFICERS

(Approved 4/19/12)

After the annual election of officers in April, the president will request approval of the appointed officers of the branch by an electronic vote of the newly constituted, incoming executive committee. A majority of the members of the executive committee shall constitute a quorum.

NOTE: Bylaws ARTICLE XII Section 2.b. . . . The incoming president may call a meeting of the executive committee prior to July 1 for the purpose of approving appointments.

CONTRIBUTIONS

(Approved 9/16/10)

It is the branch's policy not to contribute to other non-profit organizations. Exceptions may be made, by vote of the Board, when an organization has a direct and strong relationship to the mission of AAUW or when that organization supports the activities of AAUW.

DIRECTOR AND OFFICER (D & O) INSURANCE

(Approved 5/12/05)

Director and Officer and Liability insurance policies will be purchased annually for the period of July 1 – June 30.

FINANCES

AUTHORIZED SIGNATURES FOR THE BRANCH BANK ACCOUNTS

(Approved 7/6/09)

The President and Treasurer are to be the authorized signers on any bank accounts. Only one signature is to be required. At the beginning of the President's and the Treasurer's terms, they will sign signature documents at the Branch's financial institutions.

EXPENSE CLAIM FORM

(Approved 2/16/12)

The Chair of any Board designated committee that is charged with a budget shall see all expenses incurred by that committee and sign-off on these expenses before submitting the expenses for reimbursement.

MEMORIAL GIFTS AND HOLIDAY BRUNCH EXCESS FUNDS

(Amended 9/8/16)

The branch will make a memorial donation of \$20 to the AAUW Centennial Scholarship in memory of the branch member who has died. The excess funds remaining after covering the expenses of the holiday brunch will be contributed to the fund(s) featured at the brunch.

REIMBURSEMENT FOR AAUW BUSINESS

(Approved 10/13/05)

The President and/or her designee(s) are eligible to receive partial reimbursement of travel costs when on AAUW business mandated by the Association or state AAUW. Costs that may be reimbursed include meeting and workshop fees and mileage, if the event is held outside of Yavapai County. In the event that the budgeted dollars are expended prior to the end of the fiscal year, no further travel reimbursements will be allowed. Mileage costs will be reimbursed at ½ of the rate set by the Internal Revenue Service.

RESERVE AND EXCESS FUNDS

(Approved 3/15/07)

AAUW Prescott Branch should maintain a cash reserve (in addition to the current year's funds) equal to the branch's annual budgeted expenses for the current year. Each fall, the board is encouraged to use funds remaining from the prior fiscal year over the required cash reserve to support mission-related projects of the branch.

RETENTION OF FINANCIAL RECORDS

(Approved 10/16/08)

Financial records are to be kept for as long as they may be needed for the administration of any provision of the Internal Revenue Service Code and other legal purposes. Records that support income and expenditures are to be kept for three years from the due date of an IRS return or when it was filed, whichever is later. This includes financial records for years before IRS returns were required to be filed. Any records, which verify ownership and the branch's basis in property, are to be retained for as long as they are needed to figure the basis of the original or replacement property and while the branch still has ownership. Copies of contracts, leases, bank statements and any tax returns as filed or email receipts for electronic filings must be retained for at least seven years, if not permanently.

LOGO

Any use of the National Logo must be in accordance with the standards published on the National website. The AAUW Branding *“Tool Kit helps member leaders, branches, states, and corporate partners present a consistent brand identity for AAUW. Maintaining professionalism and consistency will ensure that your audience recognizes AAUW as a reliable and committed organization for women's equity and empowerment. Correct branding should be visible in all marketing materials (including photos, print, and social media) and at all AAUW-affiliated events.”*

MEMORIAL

(Approved Sept. 2022)

There will be a recognition at the May general meeting of AAUW-Prescott members who have died during the current year. This is to include current members, past presidents, and long-term members. A slide show with a picture and short tribute for each honoree is to be presented as part of the program.

POLITICAL CANDIDATES

(Approved 2/16/12)

We as an organization do not endorse candidates for elected or appointed offices. If we invite a person who is running for office to speak as a candidate at a general meeting or special meeting we must also invite all candidates for that office.

PRIVACY POLICY

(Approved 11/19/09)

Personal information of members, other than first and last names, should not be listed on our website or in any other venue with public access, except with the express consent of the member. Examples include, but are not limited to, social websites like Twitter, Facebook and blogs; radio, television, and print media.

For personal information, members are referred to their Membership Directory, which will be issued annually and updated as needed.

AAUW will maintain a website or other public access venues through which our elected officers may be contacted by the public.

(Approved 1/19/12)

The AAUW Prescott Directory is a private list of members, and the member names in the Directory may not be used for marketing purposes or as distribution list for commercial purpose or private gain.

PUBLIC POLICY

Board Policies Relating to the Public Policy Committee

(Approved 3/19/09)

If the results of a study of the Public Policy Committee warrant action beyond the membership of the committee, the Board needs to approve a policy statement and action plan.

External communication/letters to decision-makers and/or the broader public from the public policy committee in support of Association, AAUW-Arizona and the Prescott branch positions need the approval of a plurality of the Public Policy Committee members voting. The branch president needs to be informed of the intent to take action prior to its being taken and may stop such communication from proceeding if it is felt that Board action is needed.

The decision to work in a coalition with other organizations needs the approval of the Board.

ADDENDUM 1

INTEREST GROUP PROCESS

(Approved 2/15/07)

The President-Elect will coordinate the interest groups and keep the master calendar of meetings.

- When a new member joins and indicates the interest groups that she would like to participate in the Membership Vice President(s) should immediately contact the interest group leader who should immediately invite the new member to attend the next meeting of the interest group. This ensures quickly involving the new member.
- Expenses for the interest group will be the responsibility of the members of the group.
- Preferably the meeting date should not overlap with any existing meetings as scheduled on the master calendar though there will be situations where it will be necessary.
- Generic e-mail addresses for the website will be assigned to all officers and interest group leaders for privacy protection of our members. These should be used in the Thumb Sketch calendar and articles announcing activities. The generic e-mail address will automatically forward e-mail messages to the member's normal e-mail address.
- Any changes in meeting dates or leaders as well as the formation of new groups should be communicated to the President-Elect. Notify her if the group disbands.
- Interest groups are formed based on the interest of enough members to maintain the group (usually 5 or more). The interest group leader is determined by the group and may serve as long as the group chooses.
- When a new group is being formed, the leader of the proposed group should contact the President-Elect. Essential information will be completed by the President-Elect for board approval. The President-Elect should present the proposed interest group information before the board and, if approved immediately notify the leader and schedule the meeting on the master calendar. She will provide the leader with the Interest Group policy.

INTEREST GROUP GUIDELINES

(Approved 9/16/10)

Because interest groups are such an important and vital component of AAUW Prescott, and because of our rapid growth in membership, the Board recognizes the need to create guidelines to be sure that the process to become a member of an Interest Group is clear and fair for all concerned; new members and current members alike, need to feel welcome and included. For those reasons, the Committee is proposing the adoption of the following Guidelines for Interest Groups.

1. It is recommended that each summer the Interest Group Leaders (IGL) contact each member of their Interest Groups (IG) and ask her to "recommit" to the group by September 1st. This will enable each IG to maintain a current and active membership list.

2. The preferred minimum size for an interest group before membership can be limited is 10-12 members. Each group can determine its own maximum # of participants and notify the President-Elect (PE) of that number. A group may remain active, but is encouraged to accept new members until it reaches its maximum. For each event, a hostess can determine the number of members she can comfortably host. As a courtesy to the hostess, participating IG members are strongly requested to RSVP.
3. Any paid member may call an IGL and ask to join an IG. If the group is full, the member will be waitlisted in chronological order with all other persons on the list. No priority or preference is to be given anyone except chronological order. If an IGL is notified by membership that a new member is interested in joining the group, it is the responsibility of the IGL to call the new member with either an invitation to join or, if the group is full, advise the new member of the waitlist based on chronological order.
4. Each quarter, the PE will ask each IGL for the number of people waitlisted for their IG. The PE will share this information with the Membership Chair. If any groups of similar interest have enough people waitlisted, those members on the waitlist plus current members of the at-capacity groups will be invited to create a new IG. When a new IG is formed, the PE or her appointees will serve as mentors for the new IG for 1-3 months to insure a successful launch of the new group. That group may meet at the same time as the existing group or members can select a new time.
5. Each fall the Treasurer will notify the PE (cc Membership) with the names of members who have NOT renewed their membership. The PE will notify all IGL that "the following people have elected NOT to re-join AAUW Prescott this calendar year. Please remove them from your distribution list." It is the responsibility of the IGL to inform any non-renewing member attending an IG that she is ineligible to participate in the IG until her membership is paid. If the IGL is unwilling to do so, she may ask the PE to contact the unpaid member regarding this matter. Because the Great Decisions (GD) Interest Group discussion calendar starts in or about February and continues until the book is completed, non-renewing members should be allowed to participate in the GD discussions for that term. They still may not participate in any other IG or attend the general meetings. They also may not continue in GD (i.e. buy the books for the up coming year) unless they pay their dues before the new books are ordered. The GD Interest Group chair must confirm those dues have been paid before ordering the new books.
6. With IGs that are open to couples/partners/significant others, the right to participate stays with the paid member. If the paid member decides to leave the interest group, the other person must either join AAUW (if eligible) or drop out of the group.

ADDENDUM 2

RECORD RETENTION SCHEDULE

(Approved 3/25/12)

This retention schedule is based on AAUW’s “Records Management Guidelines for States and Branches” (November 2011). Please refer to additional information regarding retention of documents at the end of this document.

Permanent records should be transferred to the Archivist by June 30 of each year. The committee will prepare the records for transfer to the Sharlot Hall Museum Archives for permanent retention in the archives. The Archives Committee will be responsible for maintaining an accurate and complete file of documentation of the transfer of records. Committee, Task Force, and program chairs are responsible for transfer of their group’s records.

PERMANENT RECORDS

Records Description	Responsible for Transfer
Founding documents: correspondence regarding founding, charter, articles of incorporation, bylaws and any revisions, any records regarding 501(c)(3) or 501(c)(4) status and 990N filings, and signed affiliate agreements	Parliamentarian Treasurer
Board, committee and task force meeting minutes and/or summaries, materials that are handed out at meetings	Recording Secretary Task Force & Committee
Publications: newsletters & brochures generated by AAUW- Prescott	Newsletter Committee Committee or Task Force that produce brochures
Membership directories, rosters or yearbooks	Membership Vice Presidents
Branch history publications or presentations	Committee or Task Force

Records Description	Responsible for Transfer
Grants that you received, including grant information, correspondence, application, report and supporting documentation	Officer responsible for the program receiving funding
Significant correspondence: documenting your mission, programs, services, projects, or events or correspondence with significant individuals or offices regarding these subjects, including submitted letters to the editor.	Creating program, task force, committee or board member
Convention records and planning documents.	Convention Planning Committee
Presidents' records, including biographies, speeches, photographs, correspondence, general membership meeting agendas, and awards, including certificates, that are given or received by the branch	President
Press releases issued by the branch	Public Relations Officer
Audio-visual materials: tapes of meetings, events, interviews: Print out all significant correspondence and photographs and retain them in the archives. CDs and DVDs of photographs and significant presentations may be transferred with hard copy.	Committee, Task Force, or Program Vice-Presidents
Final reports, studies, end-of-year reports and project summaries: supporting documentation of projects, community events and fundraising events sponsored by the branch. Studies and reports may need to be maintained with the task force or committee until no longer needed for reference.	Committee or Task Force
Photographs and news clippings of events, programs, and members	Archives Committee

Records Description	Responsible for Transfer
Biographical records of officers or prominent members. We may wish to proactively collect biographical information on our Presidents and prominent members.	Archives Committee
All Scholarship winners should be identified in the newsletter.	Scholarship Officer
Scholarship or fellowship fundraising records	Scholarship Officer
Financial review reports, financial reports	Treasurer
Budgets are included in the newsletter	Newsletter Committee

TEMPORARY RECORDS

Records Description	Retention
Routine correspondence: administrative matters, requests, or notes of thanks:	Discard when no longer needed for reference.
Bank statements and cancelled checks	Retain for 7 years, then discard.
Tax returns	Retain for 7 years, then discard.
Receipts for vendors for supplies or services	Retain for 7 years, then discard.
Reference material temporarily needed to support your work— often produced externally— such as guidebooks, directories, catalogs, or journals	Discard when no longer needed for reference.

Records Description	Retention
Duplicate copies of correspondence, memos, and reports that are produced for convenience purposes	Discard when no longer needed for reference.
Drafts or working papers	Discard when no longer needed for reference.

In all cases, if there is a question about what should be transferred, please consult with the Historian or forward the materials to the Archives Committee and they will make a determination.

Additional Information on AAUW Records

“Caring for your state or branch records may seem like a daunting task. Whether you are faced with sorting through years of untouched records or a well-organized collection, this manual will assist you with the process.

There are many reasons why getting a good handle on your records is essential. Of course, there are the obvious concerns such as overflowing file cabinets, records stored in too many locations, and a lack of decision making about what to save and what to throw away. Not only will a records management process solve these problems, but it will also provide many intangible benefits to your organization, such as

- Improving access, efficiently and accurately, to your records and the information they contain

- Ensuring that your state or branch is complying with financial and legal requirements

- Providing continuity of information through membership and leadership changes

- Ensuring that there is a solid rationale for what is kept and what is discarded

- Freeing up physical storage and computer space

- Safeguarding vital information contained in the records

- Documenting the contributions of your state or branch throughout history to ensure that your legacy is preserved

A record is any document or material produced or received in the course of the work of your state or branch. If you need assistance determining what constitutes a record, ask yourself the following questions with regard to what your state or branch does. If your answer to any of these questions is yes, then you have a record.

- Does the information reflect the activities, purpose, or mission of your AAUW state or branch?

- Do you need it to prove something did or did not occur?

- Are you required to save it for legal, audit, or regulatory purposes?

- Does it document activities regarding an important program, issue, or event?

- Does it have intrinsic historical value?

- Might it have historical value in the future? Does it reflect a program, issue, or event that could become historically significant and that a historian would want to know about in the future?

Here are some examples of materials that are not records:

Personal information

Reference material temporarily needed to support your work—often produced externally—such as guidebooks, directories, catalogs, or journals

Duplicate copies of correspondence, memos, and reports that are produced for convenience purposes

Drafts or working papers

Unsolicited e-mail, spam, or Listserv announcements

How to Handle Electronic Records Saved on Your Computer

Applying the same records management principles for paper and electronic records makes this task more manageable. You should ask yourself the same questions about your electronic records that you would for a paper document. There should be no distinction between the two except for where that record will be saved or retained. If an electronic record, regardless of format, reflects a significant activity, program, or event, you should print out a copy to save in paper format. For example, if your newsletter is produced solely in electronic format, print out a copy and include it in the archives. This is best practice for electronic records, recommended by the National Archives and Records Administration.”

ADDENDUM 3 (Amended 10/10/19)

Annual Membership Recognition Awards

AAUW Mission Statement: To advance gender equity for women and girls through research, education, and advocacy.

Policy: Each year AAUW Prescott will honor three members who have made exemplary efforts in support and advancement of the AAUW Mission. The recognition awards shall be known as the **Rookie Award** (for a member for less than 3 years), the **Mover and Shaker Award** (for a member for longer than 3 years), and the **Ongoing Stamina Award** (for a member for longer than 10 years).

Criteria for Selection of Candidates: Candidates for these recognition awards include those whose actions have revealed:

- Personal integrity
- Leadership and initiative
- Sustained dedication to the Mission of AAUW
- Personal growth opportunities within the membership

The five-person committee to select the current year's recipient of these awards shall be composed of the Past-President, the second-year Membership Co-Chair, and three Members-at-Large.

- The current President shall appoint the three Members-at-Large from the total active membership.
- All members will have an opportunity to suggest nominees for the award via submission of a form available online or in paper form. (see attached)
- The nomination form will include the criteria for the award as well as instructions for submission, including the deadline for submission.
- The nomination form contains space to identify the activity for which the member is recognized, and the period it covers, recognizing it could have occurred over a period of years or in the past year.

Although intended to honor just one recipient a year in each category, under unusual circumstances, two members could be recognized with each award. Also, there may be a year when one or none of the awards are not awarded.

Sample Nomination Form for Annual Member Awards.

This award honors a Prescott AAUW member for dedicated service and exemplary contributions in advancing our Mission: “To advance gender equity for women and girls through research, education, and advocacy.”

Criteria for Selection of Candidates: Candidates for these recognition awards include those whose actions have revealed

- • Personal integrity
- • Leadership and initiative
- • Sustained dedication to the Mission of AAUW
- • Personal growth opportunities within the membership

Nominated Person: _____

For Rookie / Mover and Shaker / Ongoing Stamina

Please describe specific details about your nominee. Give examples of the candidate’s sustained dedication and contributions in promoting the advancement of the AAUW Mission. Include the time period over which these activities have occurred.

Nominator: (person submitting the nomination)

Full name: _____

Email: _____

Date: _____

Return to : _____ by deadline _____