

## **POLICIES AND PROCEDURES of the Los Alamos, New Mexico, Branch of the American Association of University Women, Inc.**

These policies and procedures are at all times in accordance with and subordinate to the Association Charter and Bylaws and the State and Branch Bylaws.

### **PROGRAM**

1. A minimum of five general meetings shall be held each year at the discretion of the Coordinating Council with the date and location announced in the Bulletin/Newsletter.
2. Any general meeting may be open to the public if the Coordinating Council decides the program is of general interest. Guests of members are welcome at any time.
3. Ordinarily, the Branch does not pay speaker's fees; however, food, lodging, and transportation costs may be offered.

### **COORDINATING COUNCIL**

1. Council members and Study Group Chairs shall submit a copy of all official correspondence to the Facilitator.
2. Council terms are for two (2) years. No person shall serve on the Council for more than six (6) consecutive years including any appointment to an unexpired term.
3. Each Coordinating Council member shall keep a notebook of information and materials appropriate to the position and pass it on to the successor.
4. Members of the State and Association Boards of Directors shall be consulting, non-voting members of the Coordination Council. This does not affect the local vote of any member of the Coordinating Council who also holds a State or Association office.
5. Meetings of the Coordinating Council are open to any member of the Branch who notifies the Facilitator or other Council member of a wish to attend.
6. The Coordinating Council with a three-fourths (3/4) majority vote of the entire council may ask for the resignation of any Council member if that member's work is deemed unsatisfactory.

### **MEMBERSHIP**

1. Membership Categories:

**REGULAR MEMBERS:** anyone eligible for membership in the American Association of University Women is eligible for membership as a Branch member.

**STUDENT AFFILIATE MEMBERS:** an undergraduate enrolled as a full-time student in a regionally accredited educational institution. They may attend Branch, State, and Association meetings and receive publications distributed to Association members upon payment of appropriate dues. They may not vote or hold elected office.

2. All Branch members shall have access to the current Branch Bylaws, Branch Policies and Procedures, a yearly calendar, Council and Membership roster, Branch History, and other information pertinent to the Branch.
3. No membership information shall be given or sold to any business or organization for solicitation or advertising purposes.
4. Both the Treasurer and the Membership Chair shall keep an active membership file.
5. No member or branch may use the name of the Association to oppose Association approved policies and program. Established channels may be used to change a policy or program.

### **FISCAL**

1. Dues are required by the Association by July 1 and must be paid by September 30 to assure the member's name be included in the Membership Roster.
2. The Coordinating Council usually shall not donate money to any cause or project, except those organized or sponsored by AAUW or IFUW.
3. The Branch shall always maintain a cash reserve of at least \$500.00. Any money in excess of that amount may be used to supplement the general budget.
4. Funds shall be allocated to help defray the expenses of members who attend State Workshops, and delegates who attend State and Association Conventions. The Coordinating Council should budget a minimum of \$100.00 each year for these expenses. The Facilitator shall chair the local delegation or, if she is unable to attend, an official alternate shall be designated by the Facilitator.
5. Branch fund raising projects are usually for the benefit of the Educational Foundation/Legal Advocacy Fund.
6. There shall be no unbudgeted expenditures (including EF/LA Fund and other fund raisers) by any member exceeding \$25.00 of Branch funds without the knowledge and consent of the Coordinating Council.

### **LEGISLATIVE**

The Branch Coordinating Council in no way supports partisan or non-partisan political candidates. The Branch shall continue to work for issues, as distinct from candidates, and to work for legislation. Branch positions shall not contradict Association or State position or policies. Any community matter, upon which the Association or State has no policy, can be taken up by the Coordinating Council and be presented to the Branch at large for vote.

### **HOSPITALITY**

Members are encouraged to assist the Hospitality Chair for general meetings, at least once every two years.

### **PUBLICITY**

All Branch news releases shall go through the Publicity Chair, who shall work closely with the Coordinating Council.

## MISCELLANEOUS

1. The Bulletin/Newsletter shall be distributed to members at least five times per year.
2. A supply of letterhead stationery shall be kept by a designated member of the Coordinating Council for use upon request.
3. The Coordinating Council cannot accept requests to intervene in employment situations of members or non-members.
4. Bylaws shall be reviewed every even-numbered year.
5. Policies and Procedures shall be reviewed every odd-numbered year. Changes may be made at any Coordinating Council meeting by a majority vote.
6. Any major revisions to the Bylaws or Policies and Procedures shall be made available to all Branch members as complete documents. Any minor revisions will be available in the Bulletin/Newsletter.

## STUDY GROUPS

1. **Membership.** Persons qualified for membership in AAUW may attend no more than two study group meetings before being required to join the local Branch. Student affiliate members are welcome. A study group is open to non-members (persons not holding a four-year, approved college degree) if there is room in the group, and the total number of non-members does not exceed 25% of the group. Non-members may serve on committees of study groups but may not be chair.
2. **Finance.** Any funds which are acquired by a study group shall be used as it decides. Study group chairs shall turn over excess funds left at the end of their program to the Branch Treasurer for inclusion in the general fund.
3. **Duties of the Chair.**
  - a. Hold an annual organizational meeting.
  - b. Implement those sections of the Policies and Procedures pertaining to study groups.
  - c. Give the Facilitator a list of study group participants, including addresses and phone numbers, after the organizational meeting. Keep the Facilitator advised of changes.
  - d. Give Bulletin/Newsletter Editor complete information on study group activities for the next Bulletin/Newsletter deadline.
  - e. Distribute all publicity releases through the Publicity Chair in accordance with her deadlines.
  - f. Take care of all correspondence connected with the business of the group and submit a copy of said correspondence to the Facilitator.
  - g. When possible consult the Branch calendar before scheduling any meetings. To ensure compliance with Bylaws and Policies and Procedures contact the Facilitator before scheduling any public meetings.
  - h. Give appropriate information and materials to successor.
4. **Guidelines for AAUW Study Groups.** The purposes of the Los Alamos study groups are to enable women to continue their own intellectual growth, to further the advancement of women, and to discharge to society the special responsibilities of those who have enjoyed the advantage of higher education.
  - a. There may be two kinds of study/action groups.

**The Association Issue Group** which studies an academic subject identified as an Association issue or focus. The study should lead to conclusions and possible action.  
**The Enrichment or Interest Group** which involves the member in a creative and instructive activity.

b. All study groups should:

- Give priority and be related to the program of AAUW.
- Be of high standard and quality for college-educated women.
- Meet the needs of the members and/or the community,
- Not duplicate the services and efforts of other groups in the community. However,
- they may enter into joint projects with other community organizations.

**Revision Committee** – Angela Coop, Natalie Markin, Marilyn Minshall, Alahna Weller  
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