

## **POLICIES FOR THE AAUW AUSTIN BRANCH**

### **COMMITTEES**

1. Committee members are expected to perform the tasks assigned to them. If for any reason, a committee member cannot serve in the expected capacity, she should inform the committee chair immediately. Either a reassignment to different duties or replacement of the committee member may occur.
2. Interested members should contact the nominating committee about executive board positions. Those names should be included in the list of potential candidates. The nominating committee should also give careful first consideration to those members that have served in an appointed position and attended board meetings when determining the list of potential executive board positions.

### **FINANCIAL**

1. No member with a budget will exceed that budget without permission from the finance committee. And no member of a committee will exceed the amount she has been apportioned for a given project without first conferring and receiving approval from the committee chair. (Restatement of Bylaws, Article VI., Section 7)
2. Any expenditure for the branch that exceeds \$250, must have three (3) bids. The best value bid shall be selected.
3. At the time of approval of the branch budget by the board of directors, it will be determined how the disbursement of funds will occur to members attending conferences and conventions that fiscal year. It will be also determined which conferences and conventions will be eligible for fund distribution.
4. The Austin Branch of AAUW will assess a \$5.00 seat fee/service charge to members who attend a branch meeting without staying for the meal. (Feb., 2015)

### **NETWORKING**

1. It is encouraged that chairs of branch events solicit co-sponsors with other organizations. However, it should be determined that those other organizations goals and policies do not contradict AAUW's goals and policies.
2. When the branch is requested to either co-sponsor or support activities of other organizations, it should be determined that those other organizations goals and policies do not contradict AAUW's goals and policies.
3. AAUW business, including newsletter distribution, emergency information such as cancellation of a meeting, and death notices, may be distributed via the branch e-mail tree.
4. No member may use membership emails for any purpose other than AAUW BRANCH business.
5. The newsletter will be the main channel of communication, but very occasionally the President with the chair of the relevant committee may approve the sending of timely notices\_of benefit to individual members and/or the Branch as a whole. Members have the option to OPT-out\_of this email information.

### **STUDY GROUPS**

1. New study groups must abide by AAUW policies and principles. The Study Group Coordinator should coordinate the creation of new groups.
2. Attendees of Austin study groups are expected to be members of the branch. It is acceptable to invite non-members as part of recruitment, but the AAUW eligible non-members should attend no more than two (2) meetings of the same study group per fiscal year. One group, PEARS, is exempt from this policy since it is a longstanding group for which the grandfather clause is applicable.