

AAUW/BOWLING GREEN BRANCH POLICY SHEET

Officers

- 1. The president
  - A. Should be selected from those who have had recent Board experience.
  - B. Should ascertain that each elected officer has a copy of the branch policy sheet and the branch bylaws for that office’s files.
  - C. Shall be one of the official delegates for Sate conventions.
- 2. The treasurer
  - A. Shall notify the corresponding secretary, membership vice president, and president about (1) new members and (2) withdrawals.
  - B. Shall remind members in advance of the deadline date for payment of dues.
  - C. Shall submit monthly reports to the Board or to the membership through bulletins or at branch meetings.

Executive Board

- 1. Branch members who are also members of the AAUW or State Boards or committees shall be invited to attend Branch Board meetings without power to vote.
- 2. The immediate past president shall be an ex-officio member of the Branch Board.
- 3. There shall be a combined Board meeting of out-going and in-coming members in June.
- 4. Officers and chairs of interest groups shall maintain permanent files of appropriate materials to be passed on to their successors at the combined June Board meeting.
- 5. Endorsements of worthy community projects and Branch participation in them shall be approved by the Board.
- 6. The publicity chair shall serve as Branch historian. The historical records of the Branch shall be stored at the Center for Archival Collections at Bowling Green State University.

Finances

- 1. The fiscal year shall be July 1 to June 30.
  - A. First notice of dues shall be sent in May.
  - B. Second notice of dues shall be sent in June.
  - C. Dues shall be sent by the treasurer as specified in the bylaws.
  - D. Amount of Dues
    - (1) AAUW Members Dues for AAUW members shall include those for AAUW, state, and branch and include a subscription to the publication distributed to all members. The branch annual dues shall be fixed by a two- thirds (2/3) vote of the members at the branch annual meeting upon recommendation of the branch board of directors. Dues are as follows:

AAUW dues	\$49.00
State dues	\$11.00
Branch dues	\$ 9.00
Fund raising	<u>\$ 1.00</u>
Total of above	\$70.00

- (2) Student Affiliates. Fees for student affiliates shall be established by the AAUW Board of Directors and shall include a subscription to the AAUW publication distributed to all members. An additional fee maybe set by the state and by the branch board of directors. Fees shall be as follows:

AAUW fee	\$17.00
Branch fee	<u>\$3.00</u>
Total of above	\$20.00

2. The finance committee composed of the president, the treasurer, the program vice president, and such others as the president deems necessary shall plan the annual budget and make recommendations for financial policy.
3. Assessment of \$1.00 per member for AAUW fund raising shall be paid annually with the dues.
4. With the authorization of the Board, some expenses of delegates to State and AAUW conventions shall be paid as well as the president's expenses to state sponsored meetings.
5. Within the limit of the Branch budget, meals for the president and program vice president shall be paid when entertaining as AAUW representatives, exclusive of a regularly scheduled Branch luncheon or dinner.
6. All fund raising projects shall be approved by the Board.

#### Program

1. Payment for those serving on programs shall be left to the discretion of the Board (or in emergency situations to the Executive Committee).
2. Bowling Green Branch members shall not be paid for taking part in programs.
3. The program committee shall be composed of the program-vice president, the president (ex-officio), and others as desired.

Interest Groups The interest groups shall be operated with the approval of the Board. All expenses shall be approved by the Board.

#### Publications

1. The yearbook-directory, to be distributed in September, shall contain all member's addresses, telephone numbers and degrees; which shall be carefully verified.
2. A copy of the yearbook-directory shall be given by the membership committee to each new member at the time that person joins the Branch.
3. Copies of the Branch yearbook-directory shall be sent to the State officers as required by State bylaws.

#### Guests

1. Branch meetings shall be open to prospective members. A prospective member may attend two meetings per year.
2. There may be meetings open to the public or sponsored with another organization, this is to be determined by the Board.

Remembrance At the death of an active member a sum of money shall be taken from the Branch treasury for the purchase of a memorial book or books to be given to a suitable library. This memorial shall also be given in memory of a past president, whether or not that person is an active member of the Branch at the time of death.

Recognition AAUW Honorary Life members (50 year members) shall be recognized with an appropriate gift, as determined by the Branch Board.

Required changes made August 28, 2009