

Policy Sheet

AAUW Westchester, NY Branch

Revision: May 2020

The policy sheet is revised annually at a spring meeting of the Board.
It reflects Board and Branch decisions not specifically covered by the Branch bylaws.

BOARD

1. Board meetings are open to all members. If Branch members who are not Board members wish to attend a Board meeting, they are welcome, and should notify the co-presidents. Board members who are not able to attend the Board meeting should notify the co-presidents of their absence. Chairs or representatives of Action Groups, Branch Projects, and Interest Groups are encouraged to attend Board meetings.
2. The president has the privilege of inviting non-members as guests to Board meetings.
3. It is the duty of the program vice-president in consultation with the president to decide if a Branch meeting should be cancelled because of weather. In the event of inclement weather, listen for news of any meeting cancellation or delay on radio stations WHUD (100.7 FM) or WFAS (103.9 FM). A similar note will be put in the NEWSLETTER. The program vice-president also cancels meeting room arrangements.
4. A retiring Board member will be encouraged to be the nominating chair for the following year.
5. The minutes of Board meetings will be prepared by a recording secretary, e-mailed to the co-presidents who will then e-mail them to Board members for approval. After approval by the Board, the minutes will go to the AAUW webmaster.
6. Each Board member is responsible for carrying out her duties as indicated in her specific job description.

NEWSLETTER

7. The deadline for submitting information to be included in the NEWSLETTER is the tenth of the preceding month. August 10th is the first deadline (for September NEWSLETTER).
8. Copies of the NEWSLETTER are sent by email to all New York State AAUW Board Members. Copies of the NEWSLETTER are also mailed to prospective members at the discretion of the Branch membership VP.

BRANCH

9. The Branch sends representatives to State and National Conventions whenever possible, thereby giving us a voice in the State and National organization.
10. It is the policy of the Branch to make monetary contributions to an outside group only if we are co-sponsoring a program with it or its activity is supporting our mission.

11. To further the advancement of women, we raise money each year for the AAUW Funds, the Local Scholarship Fund, and branch outreach projects such as EYO and \$tart \$mart.
12. All dues should be paid by July 1st in order to have the member's information listed in the Yearbook.
13. Physical accessibility shall be considered when we plan any meetings and activities.

FINANCE

14. The annual dues of Branch members, which includes a subscription to the Association publication distributed to all members, shall be as follows: (passed by the Branch Members 4/15)

Association dues	\$59.00	Life Members dues	\$36.00 (State + Branch dues)
State dues	\$13.00		
Branch dues	\$23.00		
Total of above	\$95.00		

With our 501(c)(3) tax exempt status at all levels, \$92 out of the \$95 dues is tax deductible.

New members' dues are \$85 (discounted by \$10). New members who join on or after March 15 will have their membership extended through June 30 of the following year.

Branch dues for student affiliates and full-time graduate students and new graduates for the first year after graduation shall be waived. Association and State dues vary for the different categories, and are available on their respective websites.

15. It is our policy to have Branch meetings open to the public and free of charge.
16. All chairs with a budget line are expected to give the treasurer a balanced account of all receipts and expenses, even if the treasurer handles only the final total for payment or deposit.

ACTION GROUPS AND INTEREST GROUPS

17. Each Action Group shall inform the membership of its activities at least once a year; publication of activities in the NEWSLETTER will satisfy this duty.
18. All participants in any group must register with the chair of the specific group.
19. July 1st to June 30th is the AAUW Branch fiscal and member year. A new member joining between January 1st to March 15th, has the option of attending all AAUW functions and to become an official AAUW member for 15 months as of March 16th.

MISCELLANEOUS

20. A notice is placed in the NEWSLETTER each month reminding Branch members that Board minutes are available on the website.

21. At Branch meetings, fund raising for outside organizations is permitted only when the fund-raising activity is in conjunction with the meeting program; invited speakers are permitted to sell their own books at events at which they are the program speaker.
22. All Board Members must be able to communicate through email in a timely fashion. If the Member does not have an email address, she must find an email “buddy” through whose email she can communicate.
23. Copies of all critical documents are to be stored on the AAUW Westchester google drive.