

## ADMINISTRATIVE GUIDELINES, POLICIES AND PROCEDURES

AMERICAN ASSOCIATION OF UNIVERSITY WOMEN OF GROSSE POINTE, MICHIGAN

JANUARY 30, 2017

### **ARTICLE I: DUES**

**Section 1:** The Affiliates dues shall include local, state and national dues. Affiliates dues payment shall be made by June 30 each year. A member whose dues remain unpaid after July 31 shall be dropped from membership. Branch dues are payable to National on-line or to the Branch vice president of membership.

**Section 2:** Reciprocity. A current paid member of a branch or comparable AAUW-affiliated entity may transfer membership to another branch or comparable AAUW-affiliated entity without payment of additional dues.

### **ARTICLE II: MEETINGS OF THE MEMBERSHIP**

**Section 1.** There shall be a **minimum of** four general membership meetings each year.

**Section 2.** A general membership meeting held in March, April or May shall be designated the annual meeting.

**Section 3.** The annual meeting shall be held to conduct business including, but not limited to, electing officers, establishing dues, amending bylaws and giving directions to the board.

**Section 4.** The quorum shall be the majority of branch members present and voting.

### **ARTICLE III: OFFICERS**

**Section 1. The elected officers together with the appointed officers shall be known as the Executive Board. The elected officers shall be known as the Executive Committee and shall include the following officers:**

- a. **President: Serves as liaison to state and national organization; appoints parliamentarian, by-laws and public policy officers; chairs membership committee.**
- b. **Vice President: Is president-elect; chairs program committee, which includes interest groups.**
- c. **Secretary: Is recording and corresponding secretary; chairs communications committee.**
- d. **Finance Officer: Chairs finance and fundraising committees; appoints the treasurer.**

**Section 2. The president and vice president shall each serve for a one-year term. The secretary and finance officer shall serve for two-year terms.** The term of each elected officer shall begin on July 1.

**Section 3.** The **non-elected Executive Board** officers shall be appointed by the incoming president to serve for a one-year term commencing July 1.

**Section 4.** No officer shall be eligible to serve more than 4 consecutive years in the same office. Any officer who serves more than half a term shall be considered as having served a full term.

**Section 5.** The incoming president shall call a meeting of the incoming officers prior to July 1.

**Section 6.** A vacancy in an elected office, excluding the president and president-elect, shall be filled for the unexpired term by the **Executive Board**. A vacancy in an appointed office shall be filled by presidential appointment. In the case of a vacancy of the president, the **vice president** shall assume that office. In the case of a vacancy in the office of the **vice president**, the nominating committee shall nominate a candidate for **vice president** and the election shall take place at the next general meeting.

**Section 7.** Other appointed positions shall be filled pursuant to branch policies.

#### **ARTICLE IV: EXECUTIVE COMMITTEE**

**Section 1.** The **Executive Committee** shall consist of the elected officers of the branch.

**Section 2.** The **Executive Committee** shall have emergency power to act for the **Executive Board** and shall have such power and duties as may be delegated to it by the board.

**Section 3.** The **Executive Committee** shall meet at the call of the president or at the request of two of its members.

**Section 4.** The quorum of the **Executive Committee** shall be a majority of its members.

#### **ARTICLE V: DUTIES OF EXECUTIVE OFFICERS**

**Section 1.** The Affiliate must have 3 officers and **Executive** officers shall perform the duties prescribed by these bylaws and branch policies.

**Section 2.** The **Executive Officers** shall have the general power to administer the affairs of the branch including, but not limited to, establishing policies and procedures to control financial records. It shall accept responsibility delegated by the AAUW and state.

**Section 3.** Meetings of the **Executive Board** shall be held at least **four** times per year.

**Meetings shall include an orientation meeting, a final reports/introduction to new officers meeting, and two other meetings to be determined by the Executive Board.**

Special meetings may be called by the president and shall be called upon the request of **two** members of the **Executive Board**.

**Section 4.** The quorum of the **Executive Board** shall be a majority of its members of which at least two must be elected officers.

**Section 5.** All officers shall submit an annual written or electronic report to the president by the end of the fiscal year.

**Section 6. PRESIDENT:** The president shall be the official spokesperson and representative for the branch and shall be responsible for submitting such reports and forms as required by the AAUW and state. **The president shall appoint the bylaws, public policy and parliamentary officers and chair the Membership Committee.** Delegates and alternates to the state convention shall be appointed by the president. Every member has a vote for the AAUW convention.

**Section 7. VICE PRESIDENT:** The **vice president** shall take office one year prior to automatic succession to the office of president and shall preside at meetings in the absence of the president and shall act in the absence or disability of the president. The vice president shall serve as chair of the Program Committee **which is responsible for overseeing the interest groups.**

**Section 8. FINANCE OFFICER** The **finance officer** shall serve as chair of the Finance Committee, **the Funds Committee, appoints and** oversees the treasurer, budget, fundraising **which includes the book sale and all other fundraising activities** prepares tax returns, and shall preside at meetings in the absence of the president or vice president.

The financial officer shall present a budget annually which shall be adopted by the **Executive Board** and published in the September newsletter.

**Section 9. SECRETARY:** The secretary shall record and keep minutes of all **Executive Board and Committee** meetings and business conducted at the general and annual meetings. If the secretary is not present, a substitute shall be appointed by the president to record the minutes. **The secretary shall chair the Communications Committee which is responsible for all promotions, communications, publication of the Branch newsletter, CURRENTS, website maintenance, and all electronic communications.**

**Section 10.** Elected and appointed officers shall perform duties as specified in the branch policies.

**Section 11.** Each member of the **Executive Board** is responsible to submit an end of the year annual report.

#### **ARTICLE VI: COMMITTEES**

**Section 1.** Standing committees shall be: a. **Finance, which includes all fundraising and AAUW funds; b. Program; c. membership; d. communications which includes promotions and publishing of the CURRENTS, website maintenance, and all electronic communications.**

**Section 2.** The chair of each standing committee shall be the elected officer to that position.

**Section 3.** Special committees may be appointed by the president with the consent of the board.

#### **ARTICLE VII: NOMINATING COMMITTEE**

**Section 1:** The President shall appoint a Nominating Committee chair and two to three additional members. At least one of the members shall have previously served on the Nominating Committee, one shall be a current or past board member and one shall be from the general membership.

**Section 2.** The chair shall not be an executive officer, but shall report to the Executive Board.

**Section 3.** The Committee shall compile a list of suitable candidates for the open elected **executive** positions. The chair shall present the recommended candidates to the Executive Board for approval prior to notice to the general membership.

#### **ARTICLE VIII: FUNDS COMMITTEE**

**Section 1:** The Funds Director shall appoint a funds distribution committee. The committee shall consist of the Financial Officer the current president, the president elect and one or two other members appointed by the Funds Director.

**Section 2:** The Funds Committee will determine, based on the amount of monies raised in fund raising, how much money will be disbursed, which organizations or individuals will receive the funds and how much will be allocated to each of the organizations or individuals.

**Section 3:** The Funds Committee will notify the Executive Board of their decisions prior to the annual meeting.

**Section 4:** The Funds Committee will invited the funds recipients to attend the annual meeting and will invite them to give a three to five minute message to the general membership at the annual meeting.