

**AMERICAN ASSOCIATION OF UNIVERSITY WOMEN
FIVE CITIES PISMO BEACH BRANCH
POLICY AND PROCEDURE MANUAL**

A. PURPOSE

The purpose of the policy and procedure manual is to outline a general course of action for the Branch; to improve administrative efficiency; to detail duties & responsibilities of officers, coordinators and committees; and to clarify the practices of the Branch.

B. POLICY AND PROCEDURES AND BYLAWS REVIEW

1. Policy and Procedures shall be reviewed at the beginning of each fiscal odd-numbered year by a Board committee appointed by the President and chaired by the Parliamentarian or the Bylaws Chair.
2. The Policies and Procedures can be amended or revised by a majority vote of the Board when a quorum is present. No policy may be adopted that conflicts with Branch bylaws or standing rules, which have priority and may only be amended/revised as specified in those documents by a Branch membership vote.
3. Any new or revised policy or procedure, bylaws, or standing rules approved by the Board must be added to the official Branch copy of the policy and procedures manual within 30 days and e-mailed by the Parliamentarian to all Board members within 30 days.
4. When new versions of the Policies and Procedures Manual are published and distributed, they must contain the date of publication, preferably in the lower left-hand corner of each page. In order to save publication expenses, changes to the master copy of the manual may be maintained by the Parliamentarian or the Bylaws Chair and published as needed.
5. The Bylaws shall be reviewed at the beginning of each fiscal even-numbered year by a Board committee appointed by the President, and chaired by the Parliamentarian or the Bylaws Chair. All non-mandated proposed amendments to Branch bylaws shall be approved by the Board and sent to compliance@aauw.org for inclusion in the Member Services Database (MSD) for approval before the call for a Branch vote.

C. BRANCH MEETINGS, PROGRAMS AND INTEREST SECTIONS

1. General meetings are usually the third Monday of each month, September through May. Board meetings are usually the first Monday of the month.
2. Program length at general meetings is recommended to be 30-40 minutes.
3. No general or special meeting will be held on days of the following major religious observances: Maundy Thursday through Easter, Rosh Hashanah (two days), Yom Kippur, the evening preceding the first day of Passover, Christmas or major holidays of other significant religious or ethnic groups. All Jewish holidays begin at sundown the previous day.

4. In principle and in practice, AAUW values and seeks an inclusive membership, workforce, leadership team, and Board of Directors. There shall be no barriers to full participation in this organization on the basis of age, disability, ethnicity, gender, gender identity, geographical location, national origin, race, religious beliefs, sexual orientation, or socioeconomic status.
5. All Branch general meetings, special meetings, and events will be accessible to all persons with disabilities. AAUW is firmly committed to providing equal access for its membership, workforce, or applicants with disabilities.
6. Prospective members may attend three member-only functions (e.g., interest sections) before being asked to join. An exception is made for partners in couples' interest sections such as gourmet or serving as a substitute for bridge. On occasion, those not eligible may attend when invited by a member or when the meeting is open to the public.
7. Dates of all meetings, including interest section meetings, are published in the monthly Branch newsletter.
8. No Branch meeting or event, nor interest section meeting, shall be scheduled on the dates/times of Inter-Branch Council (IBC) meetings, the district leadership training meeting, or the state or national AAUW conventions or annual meetings.
9. No interest section activity will be scheduled on the date of the Branch general meeting or Branch special event or fundraiser. The Branch general meeting takes precedence over any scheduled Branch section or interest sections.
10. Announcements of interest section meetings are to be posted in the newsletter and/or given verbally when necessary.
11. With the approval of the Board, any member may form a new interest section providing that it is open to all members and providing that its meetings will not conflict with other scheduled general and interest section meetings, or state or national conventions.
12. The interest section leaders shall be chosen by the members of the section and the President is to be informed by July 1.

D. BOARD OF DIRECTORS' RESPONSIBILITIES

1. Per the bylaws, the Board has the general power to administer the affairs of the Branch and to carry out its programs and its policies, and shall accept responsibilities delegated by AAUW and the state. The Board's priorities shall be to:
 - 1.1 Contribute to the growth and advancement of AAUW and AAUW Funds.
 - 1.2 Participate in the development and promotion of AAUW mission through Branch programs, projects, and public policy advocacy.

- 1.3 Support Branch needs and promote positive change towards equity for women and girls in the community.
 - 1.4 Cooperate in AAUW work at the district, state, and national level.
2. Act for the Branch between membership meetings and have fiscal responsibility as outlined in the Bylaws and Budget and Finance section of this manual.
- 2.1. Establish committees as needed to conduct the programs and projects of the Branch. See Appendix C of this manual for committee job descriptions.
 - 2.2. Plan for the annual meeting and Branch elections.
 - 2.2.1. Set the date of the annual meeting in accordance with Branch bylaws.
 - 2.2.2. Appoint the Nominating Committee at least three months before the annual meeting. See Branch Bylaws and the Nominations and Elections Section of these Policies and Procedures for more information on the Nominating Committee.
 - 2.2.3 Ensure nominations and any other voting measures are sent to all members at least 14 days prior to the annual meeting, in accordance with the bylaws requirements.
 - 2.2.4. Election vote must be a majority of those members present at the annual meeting, provided a quorum is present.
3. Read and be familiar with the bylaws and these policies and procedures, including job descriptions for elected officers (Appendix A) and appointed officers/coordinators. (Appendix B).
4. Attend all Board meetings and general meetings. Notify the President if unable to attend and arrange a substitute, if necessary. Send a report, if necessary.
5. Attend as many AAUW conventions, conferences, IBC meetings, workshops, etc. as possible.
6. Report to the Board on the activities and concerns of the officer/coordinator's position.
7. Spend only monies that have been included in the budget and clear any additional expenses beforehand with the Board and the treasurer.
8. Consult with the President on all Branch activities, procedures and policies.
9. Submit promptly all reports and other information required by AAUW or AAUW CA officers. Provide a copy of all reports to the President and put a copy in the position procedures binder.
10. Keep a current position procedures binder or file that includes: resource material, AAUW and AAUW CA mailings, notes, ideas, and recommendations for a successor. At end of the term of office, add updated position description to a binder and give copies to the president and president-elect. Pass the binder to successor at one-on-one meeting, if

possible. Assist in updating job descriptions in these Policies and Procedures, when appropriate.

11. Give important papers to be kept in the Branch permanent file to the President.
12. Set advertising rates for the newsletter and the directory.
13. Submit newsletter material to the editor by the deadline.
14. Submit materials to the web manager as needed to keep the website current.

E. BOARD OF DIRECTORS' MEETINGS

1. The Board of Directors shall consist of elected and all appointed officers/coordinators, each of whom is a voting member, as defined in the Bylaws. All voting officers and coordinators, as defined in the bylaws, are expected to attend all Board meetings.
2. Installation of officers shall be at a general meeting and take place by June 30. The installing officer shall be a member selected by the incoming President. Preferably, the installing officer shall be the outgoing President.
3. Motions shall pass if receiving a simple majority of the vote, when a quorum of the Board is present.
4. The quorum of a meeting shall be a majority of its voting members.
5. All elected and appointed Board members and the Parliamentarian shall have current copies of the Branch bylaws, policy and procedure manual. These guidelines and other appropriate materials are to be preserved in a binder and passed on to the respective incoming officers or coordinators at a meeting to be determined by the President. Scholarship Bylaws and scholarship criteria for selection shall be maintained by the Scholarship Board of Directors.
6. Branch members are welcome to attend Board meetings. Dates and locations of Board meetings shall be published in the Branch newsletter and on the Branch website.
7. To secure the location for the Branch meetings, the President seeks the approval of Board of Directors for the rental agreement.
8. The Secretary shall provide a copy of all Board meeting minutes to the President who shall submit them to all Board members along with the agenda for the subsequent Board of Directors meeting. A summary of Board action highlights at regularly scheduled or special Board meetings shall be written by a Board member and published in the Branch newsletter.
9. The Parliamentarian shall advise the Board and members regarding procedure according to Robert's Rules of Order, Newly Revised and the Branch Bylaws. These should be on hand for reference at Board meetings.

10. Any Branch member may bring a proposal to the Board for discussion and action at its next regular meeting by requesting the President to include the proposal as an agenda item at least seven days before the agenda is published. If the member wishes to appear at the Board meeting to speak to the proposal, that request should also be included.

11. Voting by email between Board meetings is authorized in accordance with the Bylaws. It may only be used if all members of the Board have an active email account. It shall not be used to replace in-person discussion and voting at regular Board meetings, but rather is to be used only to expedite decisions that have already been discussed at previous meetings or to handle emergency, time-sensitive business. Email voting shall use the following procedure:

- 11.1 The President's email message calling for a vote must present the motion and allow at least 24 hours for discussion after a motion is made and seconded.
- 11.2 During that discussion period, standard parliamentary procedure will apply, including the ability to amend the motion. Should there be an amendment to the original motion, the President must allow a minimum of 24 hours from that time to allow the amendment to be seconded and discussed, before a vote is called.
- 11.3 All email discussion must include all Board members, not just email replies sent only to the president.
- 11.4 Should a vote of the Board be required, the votes (YES, NO, ABSTAIN) must be emailed to the entire Board.
- 11.5 In the event that immediate action on a program or policy question is necessary, if it has not been discussed at a regularly scheduled Board meeting within the previous two months, a three-fourths vote of the Board members shall constitute approval.

12. A Board-to-Board planning meeting shall be held after the Branch elections, at which time outgoing Board members will turn over their files to their successors. The date and location of this meeting shall be determined by the incoming President, and advertised to the entire Branch membership.

F. NOMINATIONS AND ELECTIONS

1. The Nominating Committee shall consist of at least three members, two of whom shall be the Membership Coordinator and a past President, who is a current Branch member, appointed as Chair. All are to be appointed by the Board at least three months prior to the annual meeting.
2. The Nominating Committee members actively search for appropriate candidates for the Board offices and serve for one year. All Presidential nominees should have previous Board experience.
3. The Committee will relate to the prospective officer candidates the requirements of the office.
4. The proposed slate of candidates for elected office shall be sent to the membership at least 14 days prior to the Branch annual meeting.

5. Elections shall be held at the Branch annual meeting.

6. Elections shall be by ballot unless there is only one nominee for a given office, in which case the election may be by a voice vote. Election results shall be by a majority vote of those members present and voting, provided those present constitute a quorum.

7. Election results shall be announced at the annual meeting and published on the Branch website and sent to all Branch members through the Branch newsletter.

G. ADMINISTRATIVE CALENDAR

The Branch year begins July 1, but Board members may begin planning as soon as they are elected.

1. Summer (June-August):

1.1 Board sets annual goals and objectives.

1.2 Treasurer submits year-end finance report (July 1-June 30).

1.3 Incoming Branch President appoints a financial reviewer, who will report to the Board by the end of August.

1.4 Board approves budget no later than the September Board meeting.

1.5 Standing committees are appointed, if appropriate.

1.6 Treasurer files intent to hold a raffle and report on previous year's raffle with the Office of the Attorney General of California by September 1 deadline.

2. Autumn (September-November)

2.1 Bylaws Committee, guided by the Parliamentarian, reviews documents.

2.2 Treasurer sends AAUW state insurance.

2.3 AAUW Funds Coordinator sends assessment commitment to state officer for the number of Named Gift Honorees.

2.3 Treasurer submits required IRS and Franchise Tax Board filing, and renews registration with the Office of the Attorney General of California to be eligible to raise funds.

3. Winter (December-February)

3.1 Nominating Committee is appointed.

3.2 Board conducts mid-year budget review.

3.3 Board sets dates for annual meeting and Branch elections.

4. Spring (March-June)

- 4.1 Officer elections and Board reports are presented to Branch membership at the annual meeting.
- 4.2 Membership Committee sends renewal information to members.
- 4.3 Outgoing President submits Board officer reports to national and state AAUW, if requested.

H. BUDGET AND FINANCE

1. The names of the Branch's bank accounts shall be AAUW Five Cities Pismo Beach Branch and AAUW Five Cities Pismo Beach AAUW FUND(S).

2. A Budget Committee shall be established, constituted of the current President(s), Treasurer and three additional Branch members appointed by the president(s). This Committee shall meet in January for a semi-annual review of the current budget and present the results at the next scheduled Board meeting. This Committee shall meet again in July to propose a budget for the new fiscal year.

3. The budget will be presented at the next scheduled annual planning meeting or Board meeting. The annual budget shall be approved by the Board no later than September 30 of each fiscal year. Upon approval of the annual budget, the Treasurer shall make payment of the Branch's current proportioned donations to:

- 3.1 Five Cities Pismo Beach AAUW FUND(S) account
- 3.2 Five Cities Pismo Beach AAUW Scholarship account.
- 3.3 Reading is Fundamental
- 3.4 Tech Trek

4. The Branch President, Secretary, and Treasurer shall be the signators on the AAUW Five Cities Pismo Beach Branch account.

5. The Branch President, Secretary, and AAUW FUND(S) Coordinator shall be the signators on the Branch AAUW FUND(S) account.

6. A Financial Review Committee shall be established, constituted of three to five Branch members appointed by the President(s) in concurrence with the Treasurer. This Committee may call on a non-member financial expert to assist in the review. The Committee shall meet after July 10 after the fiscal books have been closed by the Treasurer to conduct an annual review of the financial records for the past fiscal year and submit a report of its conclusions to the Board at its annual planning meeting, no later than the September Board meeting.

7. A sum of money, to be determined by the Budget Committee, may be budgeted annually to encourage attendance at the AAUW and state conventions. The funds for each biennial convention shall be set aside annually to spread the cost over two years. Attendance at AAUW or state annual meetings in years with no convention shall be at the expense of the attendee, without Branch

reimbursement. The Branch will reimburse expenses up to the budgeted amount for the President or Board-approved designees to attend State Convention. This includes registration, room, and per diem for meals, mileage, and parking fees.

Any recipient of Branch funds to assist attendance at AAUW or state conventions or annual meetings is expected to report the event's highlights in the Branch newsletter, and to share pertinent information with the appropriate officer, coordinator and/or committee.

8. Officers and Coordinators, elected or appointed, having budget funds, shall be responsible for approval of the bills and vouchers for their committee and for keeping a current account of funds remaining in their budget.

9. The restricted reserve(s), to be determined by the Budget Committee annually, will be used only in the event the Branch expenditures exceed Branch receipts for the fiscal year.

10. Speaker/performance honoraria for general meetings may vary at the option of the Program Committee, as long as the committee's expenses remain within the annual budget. Honoraria and speaker's fees are set by the Program Coordinators and financed from the Program budget, except in the case of fellowship/grant recipients or LAF litigants, which are financed from the AAUW Funds budget.

11. Requests for reimbursement should be submitted to the Treasurer within 30 days of the date the expense was incurred, with the exception of telephone expenses. Receipts for ALL expenses must accompany the voucher to be eligible for reimbursement.

11.1 The Treasurer shall issue checks only after approval of request and bills by the appropriate officer in charge of that budget category.

11.2 Any single expenditure over \$50 not previously budgeted shall require the approval of the Board of Directors prior to purchase.

11.3 All AAUW Five Cities Pismo Beach Branch checks exceeding the amount of \$500, drawing upon AAUW Five Cities Pismo Beach accounts, shall require two authorizing signatures.

11.4 In the event of a budget override, a detailed breakdown of future expenses shall be submitted to the Board of Directors at the time of the request for the override.

11.5 Funds being transferred by the Treasurer to or from savings accounts need not be approved. All transfers and payments must be made by check.

12. Any member who chairs any fundraising activity shall submit appropriate financial accountings to the Branch President and Treasurer.

12.1 All monies received shall be submitted with an accounting of itemized expenses with receipts. These expenses will be reimbursed by the Treasurer after appropriate reimbursement forms are approved.

12.2 A copy of such financial report is to be retained in the officer or committee chair's position procedures binder and passed on to the successor.

12.3. The Treasurer shall disburse funds only when in receipt of a reimbursement form. All receipts for expenses shall be presented to the chair of the project, and the chair will submit the reimbursement form, with attached receipts, to the Treasurer.

13. When a Branch activity requires prior reservations and payment, the payment amount will not be refunded to any person who fails to cancel a reservation in time for the Branch to recover the cost.

14. Money allocated for a specific purpose may be carried over to the next fiscal year for anticipated expenses directly related to an approved funded project and shall be so designated in the treasurer's report.

15. The Branch may request a "certificate of insurance" from the agency insuring AAUW CA for any organization that requires a "certificate of insurance" when the Branch uses the organization's property for an AAUW activity.

I. BRANCH DONATIONS/CONTRIBUTIONS

1. The Branch will neither raise funds for nor contribute to any organization outside of AAUW. See also Article N for additional policies concerning outside organizations.

2. The Branch may contribute neither money nor anything of material value to candidates for elective office, partisan or non-partisan, nor accept their paid political announcements for inclusion in AAUW publications.

3. Upon the death of a member, her/his participation in AAUW may be honored with a memorial gift from the Branch to the name of an AAUW fund. Funds for the gift shall be taken from the general fund and the amount decided upon by the Board.

J. MEMBERSHIP DUES

1. Changes in dues occur as written in the bylaws.

2. Dues are payable beginning March 15 and delinquent July 1. The current annual Branch dues of AAUW members are:

AAUW dues	\$59.00 (\$56 of which are tax deductible)
CA AAUW dues	20.00
Branch dues	<u>21.00</u>
Total	\$100.00

New members may be eligible for national special fee of \$50 to make their dues \$70.50

3. Membership is in effect from July 1 through June 30. Members who pay dues before July 1 are included in the yearly Branch directory.

4. Any new members joining the Branch between January 1 and March 15 shall pay full AAUW CA dues, one-half of AAUW dues and one-half of Branch dues. Any new members joining after March 15 shall pay the full amount of dues, which will cover their dues for the following fiscal year.
5. Lifetime Membership dues are defined in Bylaws, Article IV, Membership and Dues, Basis of Membership, point (4) Life Membership.
6. College/university representatives of a partner member institution may join the Branch by paying Branch dues.
7. E-student affiliates from an AAUW college/university partner member institution may participate in all Branch activities without paying any fees, but are not eligible to vote or run for Branch office, and may only receive Branch publications electronically, rather than print.

K. FUNDRAISING

1. The primary purpose of AAUW fundraising is to finance AAUW programs and projects.
2. All fundraisers and their purpose shall be submitted to and approved by the Board, preferably when planning the year's programs and activities.
 - 2.1 All fundraising publicity must state clearly for what purpose the money is being raised and what percentage or amount, if any, is tax exempt.
 - 2.2 Expenses incurred as a direct result of conducting a fundraiser will be deducted and paid by check from the proceeds of the fundraiser.
 - 2.3 Proceeds of all fundraisers, unless specifically designated by the donor, will go into the Branch account and be allocated by the Board.
 - 2.4 A temporary seller's permit shall be obtained from the Board of Equalization whenever the project is subject to sales tax. A raffle permit shall be obtained when necessary.
3. To retain tax-exempt status, AAUW must prevent fundraising from becoming its primary focus. Further information can be found in IRS publication 598, "Tax on Unrelated Business Income of Exempt Organizations."
 - 3.1. In order to raise funds legally in California, the Branch must register with the state attorney general's office, filing a CT1 form once and then annually renewing by filing the RRF1 form by the November 15 deadline: <http://ag.ca.gov/charities/>.
 - 3.2. All fundraising publicity must state clearly for what purpose the money is being raised and what percentage or amount, if any, is tax exempt.

3.3 If an event is raising funds for multiple purposes (e.g., Branch operating budget, AAUW Funds, Tech Trek), the Board must decide in advance how the proceeds will be allocated, and this must be disclosed in all fundraising publicity.

4. To ensure compliance with state and federal laws and to protect AAUW and its volunteers against loss, theft and mismanagement of funds, the following procedures must be followed:

4.1. The fundraising project must meet the standards established by the Board.

4.2. The Branch may not borrow start-up money to finance an AAUW project, nor lend money to other groups (including student body groups) needing money to begin or carry-out projects.

4.3. Read all contracts carefully. Ensure that any contract is signed by two elected officers of the AAUW, one of whom must be the President, after the membership has voted to approve the project.

4.4. Ensure that all money is always counted in a secure location by at least two adults who are not related by blood, marriage, or place of residence.

4.5. Use a cash verification form (signed by the counters) when counting money in order to have an accurate, written record of all money. Provide Treasurer with a report.

4.6. Deposit receipts promptly. In the event that a bank deposit is not possible the money will be kept in a secure location until a deposit is possible. Avoid keeping money at a member's home.

4.7. Use an Authorization for Payment form when paying bills. All bills must be paid by check.

4.8. Fundraising projects must not violate the noncommercial policy. Continuing or repetitive projects in cooperation with a commercial business may be perceived as AAUW endorsement of that business, as may the use of the name of AAUW along with the business name in promotions.

4.9. The Branch may accept donations from businesses or public officials (e.g., elected officials or candidates) as long as the donor does not publicly oppose AAUW positions and as long as the donor does not receive more prominent acknowledgement than others who donate at comparable levels.

5. Tax Deductibility. Funds intended for 501(c)(3) entities (e.g., AAUW Funds and Tech Trek) must be handled in accordance with IRS and state laws to protect the donors, the Branch, and the tax-exempt status of national AAUW.

5.1. When tickets are sold to a fundraising event for AAUW Funds there are only two acceptable methods to send the monies to AAUW Funds that meet IRS requirements. (For full details see <http://www.aauw.org/files/2013/06/Events-with-Ticket-Sales.pdf>) In brief, they are:

A. Branch Donation - All income is recorded (gross amount), all expenses are deducted, and the remaining amount (net amount) is sent to national. No individual members are credited with donations. This is one entry for the entire Branch as a Special Event.

B. Individual Donations - The fair market value (FMV) of the event must be determined and the Event Fair Market Value Worksheet filled out and submitted with the monies to national. Individual donations should be listed minus the FMV, showing only the donation amount allowable for each attendee. (Note: It is difficult to retain funds to cover event costs when using this method.)

5.2. Branch or individual contributions to Tech Trek shall be handled through the AAUW CA Special Projects Fund (SPF). Donor checks must be made out to AAUW CA SPF, not to the Branch, in order to meet IRS requirements for tax deductibility. Checks must be forwarded promptly to the Tech Trek Camp Treasurer, with the required transmittal form; or, if the donation is intended to the entire Tech Trek project, rather than toward camper fees, directly to SPF with a transmittal form explaining its intent.

5.3. Donation checks for the local scholarship fund shall be made out to “Five Cities’ Pismo Beach Scholarship Corporation” and delivered to that entity in accordance to its requirements, not deposited in the Branch bank account.

6. Raffles and Opportunity Drawings. The forms and information on how to conduct a raffle or opportunity drawing legally must be consulted on the California Attorney General’s website: www.ag.ca.gov/charities/raffle.htm.

6.1. A completed registration form and registration fee must be submitted by September 1 of each year (September 1 through August 31) during which a raffle is expected to be conducted. A separate Nonprofit Raffle Report must be completed for each raffle conducted during a reporting year (September 1 through August 31). Reports are due on or before September 1.

7. AAUW Funds. In addition to Branch fundraising events supporting AAUW Funds, direct donations may be solicited, either via the national AAUW website’s donor platform, or by checks. All such donations are tax deductible.

7.1. Checks must be made out to “AAUW Funds.” If the donor wishes, the designated fund may be written in the memo line. The Board shall decide which funds(s) shall receive undesignated donations, with priority given to incomplete California endowment funds closest to completion.

7.2. Checks intended for AAUW Funds may NOT be deposited in the Branch bank account. Checks must be deposited promptly to the Branch AAUW Funds account. Failure to follow this procedure puts the donor at risk for audit and endangers AAUW’s tax-exempt status.

7. 3. If a donor mails a check directly to national AAUW rather than the Branch, the Branch name must be noted in the memo line for the Branch to receive credit for the donation.

L. AAUW CA BRANCH NAMED GIFT HONOREE

1. The AAUW FUND(S) Coordinator will chair a committee of previous honorees to consider the selection and inform AAUW CA by the required deadline.
2. The AAUW CA Branch Named Gift Honoree shall be awarded when funding and appropriate candidates are available.

M. PUBLICATIONS AND COMMUNICATIONS

1. All publications of the Branch shall be in accord with the AAUW "Use of Name" bylaws article, which provides that any such publication shall not be in conflict with the policies and programs of AAUW and AAUW California.
2. The Branch shall use a post office box as its address: P. O. Box 1604, Pismo Beach, CA 93448-1604.
3. The Branch will maintain a current website and will only include links to other AAUW entities or to coalition organizations approved by the CA AAUW Board.
4. The Branch directory, newsletter, and website shall be used exclusively for communication on AAUW matters among the Branch members. They shall not be used for solicitation of any kind.
5. The newsletter and directory may carry advertisements to defray costs.
6. The approved minutes and other pertinent business from the Board meeting will be made available to any member upon request.
7. All external communications must be dated include the AAUW logo.
8. Any printed material disseminated at Branch meetings must be dated and the source identified.
9. Petitions to be circulated for signatures at any AAUW meeting should have prior Board approval.
10. Deadline for newsletter articles will be determined by the Newsletter Editor.
11. The membership directory is for use only by the membership and may not be used for recruiting or solicitation by outside organizations. This admonition is to appear in the directory.

12. Personal contact information of any member (mailing addresses, phone numbers, and email) shall not be posted on the Branch website, unless on a password protected page for members only, without the permission of that member. It is the responsibility of those who submit updates to the website, including newsletter articles when the newsletter is subsequently posted on the website, to obtain permission for personal contact information to be included from any member so identified.

N. INTER-BRANCH COUNCIL

The Branch will participate as a member of the San Luis Obispo Inter-Branch Council and pay the required dues. The representative is the President, or other designee.

O. CANDIDATE ENDORSEMENT

The Branch's involvement in candidate endorsements shall be governed by the current version of AAUW Policy 301.

1. Candidates for public office may only speak at candidate forums or Branch events in accordance with AAUW Policy 301.
2. Branch endorsements of candidates for non-partisan public office or public agencies within South County San Luis Obispo area may be made using the procedures outlined in AAUW Policy 301.
3. An individual member may endorse, as a private citizen, candidates for appointive or elective office, partisan or non-partisan, but such endorsement shall not use the name of AAUW. The individual member endorsement shall not include any mention of her/his AAUW membership.
4. As candidates for any office, members may declare membership in AAUW as long as they are not opposing any AAUW program or policy. Declaring one's AAUW membership opposing an AAUW position violates the AAUW Use of Name policy.

P. OUTSIDE ORGANIZATIONS

1. The Branch will neither raise funds for nor donate funds to any outside organization. The Board shall adhere to AAUW national policies related to donation requests.
2. No outside organization shall be allowed to promote its fundraising activities or sell tickets at Branch meetings. Members shall neither sell tickets to non-AAUW events nor advertise them during Branch programs or events.
3. The Branch directory shall not be made available to outside organizations for recruiting or solicitation.
4. Information concerning any organization other than AAUW shall not be published in the monthly newsletter or sent via the Branch email network without Board approval.

5. When joining with other organizations in a coalition, the Branch must retain control of the use of the name AAUW. The objectives of the coalition must not be in conflict with the AAUW Mission Statement. Financial support can include dues or a commitment to participate in the on-going financial support of the common objective. The decision to join the coalition and the amount of financial support must be approved by the Board.

Q. PROCEDURE FOR SUSPENDING, AMENDING, OR RESCINDING POLICIES OR PROCEDURES

After notice of any proposed action is given at a previous Board meeting or in the call for a Board meeting, Policies and Procedures may be suspended, amended or rescinded by a majority of Board members.

Policies and Procedures approved 2010, 2012, January 7, 2013, February 6, 2017

Draft developed January 17, 2020 by Judy Leonard, Patti Melsheimer, Kathi Pettersen and Jean Burns Slater, Parliamentarian.

Board approval

April 7, 2020