

POLICIES, PROCEDURES AND OPERATIONS AAUW BUFFALO BRANCH INC.

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AAUW VISION and MISSION



AMERICAN
ASSOCIATION OF
UNIVERSITY
WOMEN

National Vision

AAUW will be a powerful advocate and visible leader in equity and education through research, philanthropy, and measurable change in critical areas impacting the lives of women and girls.

National Mission

AAUW advances equity for all women and girls through advocacy, education and research.

Branch Vision

In the 21st century, the Buffalo Branch of the AAUW envisions making a significant impact on education and equity for all women and girls, removing barriers and developing opportunities that will enable women and girls to reach their full potential. The branch is the acknowledged leader in articulating the educational aspirations of the women and girls in our community.

Branch Mission

The Buffalo Branch of the AAUW is a financially stable membership organization that serves women and girls in the Buffalo area. It helps them reach their self-described goals and potential through programs and projects. AAUW takes full advantage of appropriate collaborative partnerships in the community.

ASSOCIATION BYLAWS ARTICLE III. USE OF NAME

Section 1. The policies and program of the Association shall be binding on all members, branches, and states, and no member, branch, or state shall use the name of the Association to oppose such policies or program. Established channels may be used to change a policy or program.

Section 2. The freedom of speech of the individual member to speak a personal opinion in the member's own name is not abridged.

Section 3. Reference to membership in the Association by an individual shall be interpreted as use of name in application of Section 1

Section 4. On any national matter on which the Association has no policy, the only action that may be taken by a member, branch, or state in the name of the Association is to use the established channels to effect the formulation of a policy.

Section 5. Violation of the use of the Association's name shall result in

- a. a member's suspension for one year or expulsion from membership (see Article IV, Section 6)
or
- b. loss of recognition of a branch or state.

ASSOCIATION POLICY ON CANDIDATES FOR PUBLIC OFFICE

Adopted by the AAUW Board of Directors, June 1988 (rescinds Policy 607 adopted February 1984 and revised February 1987); revised October 1988, February 1990; October 1992; June 1996; February 1998.

I. Candidate Endorsement

A. AAUW/Branches/States may endorse or oppose candidates for appointive office, including submitting names for appointive offices.

B. AAUW/Branches/States may endorse candidates for non-partisan elective office, including recruiting such candidates. In non-partisan elections in which a candidate is unopposed, AAUW/Branches/States may endorse or oppose such candidate(s).

C. AAUW/Branches/States may not endorse or oppose candidates for partisan elective office.

D. Before endorsing candidates for non-partisan elective office, AAUW/Branches/States must carefully investigate state and local election laws. Where state or local election law considers endorsement itself a contribution, AAUW/Branches/States may not endorse candidates for any elective office, partisan or non-partisan.

E. Before endorsing candidates for non-partisan elective office, AAUW/Branches/States must adopt clear procedures for making endorsements. Where there are multiple branches in a single electoral district, clear procedures for making endorsements must be agreed to by a majority of those branches and those procedures then become binding on all branches in the district. In a multi-branch electoral district, any branch(s) choosing not to participate in endorsement will notify all other branches in the electoral district, and the remaining branch(s) may proceed.

F. Branches/States that have independently incorporated themselves as 501(c)(3) entities are subject to different regulations than the Association [501(c)(4)] and may not endorse candidates for any elective office.

II. Contributions

A. AAUW/Branches/States may not contribute money, mailing lists, nor anything of material value to candidates for any elective office, partisan or non-partisan.

B. AAUW/Branches/States may not publish paid political announcements in AAUW publications.

III. AAUW/Branches/States Activities for Candidates

A. Candidates For Partisan Elective Office

1. Before a partisan election, AAUW/Branches/States may have candidate forums to which all candidates in that election are invited. If three or more political parties have nominees for any office, AAUW/ Branches/States may limit invitations to the two political parties receiving the highest number of votes in the last preceding general election. Candidates for a specific office may

participate in the forum providing at least two candidates have accepted the invitation. (This applies to federal elections. Check state election code for other races.)

2. AAUW/Branches/States may invite a declared candidate in a partisan election to speak at a meeting on a subject of particular expertise, but not on her/his candidacy for future public office.

B. Candidates For Non-Partisan Elective Office

1. Before a non-partisan election in which AAUW has not endorsed a candidate(s), AAUW/Branches/States may have candidate forums to which all candidates in that election are invited. Before a non-partisan election in which AAUW has endorsed a candidate(s), AAUW/Branches/States may invite the endorsed candidate(s) to speak at a meeting on her/his/their candidacy with or without inviting non-endorsed candidates.

2. Whether or not a declared candidate in a non-partisan election has been endorsed by AAUW/Branches/States, s/he may be invited to speak at a meeting on a subject of particular expertise.

C. Candidate Questionnaires

All candidates running for the office(s) to be covered in a candidate questionnaire must have the opportunity to participate. All responses received must be printed in their entirety up to the specified word limit in any publication of responses to the questionnaire. The publication of responses should include the names of all candidates to whom the questionnaire was sent, but publication may proceed even if all candidates do not respond.

IV. Election Activities of Individual AAUW Members

A. An individual member may endorse, as a private citizen, candidates for partisan elective office, contribute her/his own money or anything of value to such candidate(s), and organize for the purpose of supporting such candidate(s), but such endorsement, contribution or organization cannot utilize the name of AAUW.

B. Any AAUW leader who is actively involved in a candidate's campaign should avoid involvement in branch/state electoral activities that may give the appearance of AAUW endorsement of the candidate.

C. As a candidate for any office, an individual member may state her/his AAUW membership as long as s/he is not opposing AAUW program or policy. Stating one's AAUW membership while opposing AAUW positions violates the AAUW Use of Name Policy (see AAUW Bylaws, Article III, Section 3). In the absence of official endorsement (for appointive or non-partisan elective office), such a statement of AAUW membership should not be construed to imply endorsement.

D. To avoid any appearance of conflict of interest or implied AAUW endorsement, any member who has declared candidacy for, or is holding, a partisan public office shall not hold an AAUW elected or appointed position in which she/he may be a spokesperson for AAUW public policy issues.

Note: See also Policy 109 "[Use of Name](#)."

AAUW BUFFALO BRANCH, INC. BOARD POLICIES

The Board shall act in accordance with the Branch by-laws at all times.

1. Checks drawn on the branch accounts shall require two signatures. Power to sign checks for the various Branch accounts shall be given as follows:
 - a. The Branch Treasurer, Branch President and Branch President-Elect shall be given power to sign checks for the branch and Velma Cobb accounts.
 - b. The Loan Funds Treasurer, Branch President and Branch President-Elect shall be given power to sign checks for the loan and scholarship fund accounts.
 - c. The Educational Foundation Vice-President, Branch President and Branch President-Elect shall be given power to sign checks for the Educational Fund account.
 - d. In the case of absence or incapacity of any two of the signatories, the board may authorize the Branch secretary to sign in their place.
 - e. The various treasurers shall initiate updating of the bank signature cards immediately after the annual election.
2. The Treasurer maintaining a checking account that receives funds from a 501c(3) program or fund raiser is directly responsible to the Vice President of the Educational Foundation and has the following responsibilities.
 - a. Maintains accurate records of all spending.
 - b. Maintains accurate records of all receipts.
 - c. Reconciles records on a monthly basis.
 - d. Presents monthly to the board directly or through the EF VP a report that balances to the monthly statements indicating how funds were spent.
 - e. Keeps a record of all donations and who donated them and presents them to the chair of the program or fund raiser they are working for.
 - f. Insures a voucher is filled out for each payment received and kept as a backup record.
 - g. At the end of the program or fund raiser all accounts must be balanced and appropriate records turned to the VP of the Educational Foundation in a format appropriate for submission to the Board Selected Tax accountant.
 - h. It is noted that all checking accounts must be set up with two signatures. The treasurer of the account must insure the co-signers must include the president, EF VP, and the chair of the program or fund raiser. In particular:
 - The Book Sale Treasurer must insure separate categories of payments and receipts are kept. These shall be at least but not limited to:
 - General expenses
 - Receipts for Aprons, Tees
 - Receipts for Table Donations (names of donors to be shared with the chairperson who will insure they get the proper recognition).
 - Receipts for Pre Sales
 - Receipts for Admissions: 1st day am and pm. Half the first days sales must be calculated and total given to both the EF Chair and Chamberlin Treasurer.
 - Receipts for Sales on a day by day basis.

- General Donations (names of donors to be shared with the chairperson, who will insure they get the proper recognition).
 - For any other program or fund raiser with a separate checking account, agreement with the chair and the EF VP as to necessary categories must be made prior to opening such accounts.
3. Board meetings shall be held monthly September through June.
 4. Board members shall attend all Board Meetings unless excused by the President.
 5. Any board member who misses three consecutive meetings without notification will be dropped after proper warning.
 6. Board members are expected to attend Branch meetings and all important Branch functions.
 7. Chairs of Standing Committees shall submit plans of work and budgets to the Board, and no work shall be undertaken without approval of the Board. They shall also produce a year-end report of activities.
 8. Requests for donations to various organizations must be brought to the board and, if approved, members shall be notified by means of an announcement in the newsletter.
 9. Branch investments shall be overseen by the Treasurer, Finance Chair, President and President-Elect, plus one branch member who is not on the board.
 10. The Policies should be reviewed every five years by a committee appointed by the Board of Directors.
 11. There shall be a board orientation seminar held annually.
 12. All board members shall attend Board and Branch meetings and conferences and conventions as appropriate.
 13. All board members shall transmit their materials in good order to the incoming successor, provide appropriate training to that person and assure that historical records are given to the historian for the branch archives.
 14. All board members shall expect to correspond regularly with their state and/or Association counterparts, sharing successful programs and fund-raisers.
 15. All board members shall submit estimates of expenses to the Budget/Finance Chair when requested to do so and submit vouchers for expenses to the appropriate treasurer for reimbursement.
 16. Appointed positions on the board will be filled by the president, with the approval of the elected officers.

AAUW BUFFALO BRANCH INC. POLICIES

1. The date of the regular program meetings of the branch shall be announced in the preceding month's newsletter.
2. Some Branch meetings will be open to the public.
3. Communications to branch members, including e-mail, should be used only for Buffalo Branch issues of a timely nature.
4. A fixed amount shall be allocated for each branch delegate to the NYS AAUW convention. As of May 2004, the amount is \$100 per delegate. The budget shall be based on the number of branch delegates who attended the previous year's convention.
5. Funds shall be budgeted annually and accrued for the branch president, branch president-elect, or other designated delegate to attend the biennial Association convention.
6. Contributions to activities of other organizations shall be at least partially based on the exposure in the community that the activity gives the Buffalo branch. A contract shall be in place covering each contribution.
7. A budget shall be developed by the budget/finance chair along with the branch president, the branch president-elect and all the treasurers of the branch and 501c(3) organizations before the June joint board meeting. It shall be based on requests received prior to that point from all committee chairs. The budget shall be presented for approval at the September board meeting.
8. Eligibility for local AAUW scholarships and grants:
 - a. Members of the Buffalo Branch board are not eligible to apply for local scholarships, loans and grants.
 - b. Organizations which are led by a Buffalo AAUW Branch board member must certify that there will be no personal benefit to that person if the organization applies for a scholarship, loan or grant.
 - c. Board members associated with an organization applying for a grant from AAUW may not vote on the proposal.

501c(3) Treasurer Procedures and Policies

The Treasurer maintaining checking account that receives funds from a 501 3c program or fund raiser is directly responsible to the Vice President of the Educational Foundation and has the following responsibilities.

- ✚ Maintains accurate records of all spending.
- ✚ Maintains accurate records of all receipts.
- ✚ Reconciles records on monthly bases.
- ✚ Presents monthly to the board directly or through the EF VP a report that balances to the monthly statements indicating how funds were spent.
- ✚ Keeps a record of all donations and who donated them and presents them to the chair of the program or fund raiser they are working for.
- ✚ Insures a voucher is filled out for each payment received and kept as a backup record.
- ✚ At the end of the program or fund raiser, all accounts must be balanced and appropriate records turned to the VP of the Educational Foundation in a format appropriate for submission to the Board Selected Tax accountant.

It is noted that all checking accounts must be set up with two signatures. The treasurer of the account must insure the co-signers must include the president, EF VP, and the chair of the program or fund raiser.

In particular:

The **Book Sale Treasurer** must insure separate categories of payments and receipts are kept. These shall be at least but not limited to:

- ✚ General expenses
- ✚ Receipts for Aprons, Tees
- ✚ Receipts for Table Donations (names of donors to be shared with the chairperson who will insure they get the proper recognition).
- ✚ Receipts for Pre Sales
- ✚ Receipts for Admissions: 1st day am and pm. Half the first days sales must be calculated and total given to both the EF Chair and Chamberlin Treasurer.
- ✚ Receipts for Sales on a day by day basis.
- ✚ General Donations (names of donors to be shared with the chairperson, who will insure they get the proper recognition).

For any other program or fund raiser with a separate checking account, agreement with the chair and the EF VP as to necessary categories must be made, prior to opening such accounts.

MEMBERSHIP CRITERIA

In principle and practice, AAUW values and seeks a diverse membership. There shall be no barriers to full participation in this organization on the basis of gender, race, creed, age, sexual orientation, national origin, disability or class.

All members and affiliates shall receive the monthly newsletter and the roster. Branch and “friend” dues shall be determined by the board no later than the January board meeting for the following year.

The following categories require at least an associate’s or equivalent degree from an accredited college:

Standard Member: pays branch plus state and national dues

- Dues may be pro-rated as follows:
 - July 1 - June 30 full amount
 - January 1 – March 15 half the standard amount
 - After April 1 full amount (results in a 15-month membership).

Association Paid Life Member: pays branch plus state dues

- Life member dues have been paid to the Association.

Dual Member, Buffalo Primary: pays branch plus state and national dues

- Dues may be pro-rated as above.

Dual Member, Buffalo Secondary (Primary Branch in NYS): pays branch dues

- The primary AAUW membership is in another NYS-AAUW branch
- Dues may be pro-rated as above.

Dual Member, Buffalo Secondary (Primary Branch not in NYS): pays branch plus (optional) state dues

- The primary AAUW membership is in another AAUW branch outside NYS
- Dues may be pro-rated as above

Graduate Student: pays half the branch dues plus state and national dues for this category

- Dues may be pro-rated as above.

Honorary life Member: \$0.

- The member has paid dues in the National AAUW for 50 years.

The following categories have other requirements:

Student Affiliate: half the branch dues plus state and national dues for this category

- Criteria: full-time enrollment in an associate’s or bachelor’s degree program.
- Dues may be pro-rated as above.

Friend of the Branch:

- Criteria: no associate’s or bachelor’s degree and does not have full-time student status
- All dues are kept locally

CHAMBERLIN LOAN PROCEDURES

June 1 st Deadline	December 1 st Deadline
<p>Early April</p> <ul style="list-style-type: none"> • Create Cover Letters for mailings and on line • Have Web Master update download cover letter and change deadline information • Make Copies of forms for mailings • Buy Stamps for mailings • Send out requests received between December 1st and now • Write up Publicity Notification for Publicity Chair and Send out to be posted no later than May 1st. • Send out application packets previously requested (in notebook) 	<p>Early October</p> <ul style="list-style-type: none"> • Create Cover Letters for mailings and on line • Have Web Master update download cover letter and change deadline information • Make Copies of forms for mailings • Buy Stamps for mailings • Send out requests received between June 1st and now • Write up Publicity Notification for Publicity Chair and Send out to be posted no later than November 1st • Send out application packets previously requested (in notebook)
<p>As soon as publicity out expect calls on voice mail 559-3037 and some on your home phone and some on e-mail currently chamberlinfund@yahoo.com</p> <ul style="list-style-type: none"> • Verify basic qualifications • Make sure they understand it is a package of interest free loans with a few grants • Get name address and phone number place in note book 	<p>As soon as publicity out expect calls on voice mail 559-3037 and some on your home phone and some on e-mail currently chamberlinfund@yahoo.com</p> <ul style="list-style-type: none"> • Verify basic qualifications • Make sure they understand it is a package of interest free loans with a few grants • Get name address and phone number place in note book
<p>Start sending out application packets as soon as possible to give candidates enough time to fill out.</p>	<p>Start sending out application packets as soon as possible to give candidates enough time to fill out.</p>
<p>A week after first mailings start checking mailbox 397 in post office on North Bailey in Amherst</p>	<p>A week after first mailings start checking mailbox 397 in post office on North Bailey in Amherst</p>
<p>Set up folder for a candidate as soon as you get information.</p>	<p>Set up folder for a candidate as soon as you get information.</p>
<p>Start biographies of candidates for interviewers</p>	<p>Start biographies of candidates for interviewers</p>

<p>On or about the 25th of May tell candidates they may not have time to make deadline, but offer to take name and phone for December 1st deadline</p>	<p>On or about the 25th of November tell candidates they may not have time to make deadline, but offer to take name and phone for June 1st deadline</p>
<p>After June 1st</p> <ul style="list-style-type: none"> • Review all folders for completeness • Call or mail Candidates to ask for needed info • Remind Web Master to Change Deadline to December 1st 	<p>After December 1st</p> <ul style="list-style-type: none"> • Review all folders for completeness • Call or mail Candidates to ask for needed info • Remind Web Master to Change Deadline to June 1st
<p>Set up appointments based on availability of candidates in January at a library. Write letter and include publicity release.</p>	<p>Set up appointments based on availability of candidates in July and or August at a library. Write letter and include publicity release.</p>
<p>Approximately two weeks prior line up an interview committee -all but you and loan treasurer do not need to attend all interviews:</p> <ul style="list-style-type: none"> • Loan Treasurer - must be there • President – Past or present or President elect • Members of AAUW – include seasoned interviewers and newer members who have good people skills 	<p>Approximately two weeks prior line up an interview committee -all but you and loan treasurer do not need to attend all interviews:</p> <ul style="list-style-type: none"> • Loan Treasurer - must be there • President – Past or present or President elect • Members of AAUW – include seasoned interviewers and newer members who have good people skills
<p>Send out confirmation letter.</p>	<p>Send out confirmation letter.</p>
<p>After all interviews write up a brief report of the decisions committee made and present to board for acceptance in September.</p>	<p>After all interviews write up a brief report of the decisions committee made and present to board for acceptance in February.</p>
<p>Write letters ASAP:</p> <ul style="list-style-type: none"> • Congratulations – with three promissory notes • Congratulations with contingency – detailing what needs to be completed before funds can be released • Denial 	<p>Write letters ASAP:</p> <ul style="list-style-type: none"> • Congratulations – with three promissory notes • Congratulations with contingency – detailing what needs to be completed before funds can be released • Denial

- Around same time send out publicity regarding the loan recipients to the Publicity Chair for distribution to appropriate news groups, primarily Buffalo News a few local news papers.
- Send out a brief notice for the AAUW, Buffalo Branch Newsletter

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- Send out a brief notice for the AAUW, Buffalo Branch Newsletter

As soon as you send out the final congratulatory letter give the file over to the Loans Fund Treasure.

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You will be expected to get calls from interested parties all year round. Place names in notebook and send out at the appropriate next deadline. You may also direct them to our Website
<http://AAUW.Buffalo.edu\grant>

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