

**POLICIES AND PROCEDURES OF THE  
AMERICAN ASSOCIATION OF UNIVERSITY WOMEN  
LONG BEACH BRANCH**

The Policies and Procedures can be amended or revised by a majority vote of the board when a quorum is present, with the exception of those Policies and Procedures that require branch action.

**1. AAUW Candidate Policy**

- a. AAUW never supports candidates for partisan office, directly or indirectly.
- b. The Branch may:
  - i. Have a program to which all candidates for an office are invited. If one or more candidates decline to attend, the program may be held, providing an effort has been made to assure attendance.
  - ii. Take a poll of all candidates for an office on issues relating to AAUW program and publish the results of the poll.
  - iii. Publish in the Branch newsletter, the name of all candidates running for public office. Special mention may be given to Branch members in the list with the statement that such an announcement does not constitute an endorsement of Branch members.
  - iv. Invite an elected representative to speak at a Branch meeting on a subject other than his/her candidacy for future public office.
  - v. Have as a meeting speaker, a candidate for public office who announced his/her candidacy after confirmation of the speaking date, provided that other candidates for the same office are notified and invited to attend. The speaker must speak on the issue rather than on his/her candidacy.
- c. The Branch may NOT:
  - i. Invite fewer than all of the candidates running for an office to speak at a meeting.
  - ii. Take a poll of its membership for the purpose of endorsing a candidate.
  - iii. Publish paid political announcements in the Branch newsletter.
  - iv. Invite elected representatives to speak on their candidacy for office.

**2. Public Policy**

- a. The Public Policy officer may bring AAUW issues to the attention of Branch members and initiate letter writing or phone campaigns to legislators or others.
- b. The Branch may join in coalition with other community groups with the approval of the Executive Committee or the Board of Directors.

**3. Branch Program**

- a. The Program development committee shall plan programs for the Branch which enhance and further the goals of the AAUW.
- b. Program includes the total program of activities that implement the AAUW purpose and mission.
- c. Branch meeting times and program activities shall be published in the newsletter, AAUW Long Beach *Vantage*.

**4. Branch Records**

- a. Officers and chairs shall keep and pass on experience notebooks to their successors. Materials should be sorted and copies of updated job descriptions should be distributed to the President.

## 5. Budget

- a. The incoming Budget Chair shall call a meeting of the budget committee (President, Vice President (President-Elect), Membership Vice President, Program Vice President, Communications Director and Treasurer) prior to the joint Board of Directors meeting for the purpose of establishing a budget for the following year to be adopted by the Branch at the June meeting. The adopted budget shall be monitored by the Budget Chair throughout the year in consultation with the treasurer.
- b. The Convention Fund may pay for travel, registration, lodging and a food stipend for the incoming President when attending state and National conventions. The same may be paid for the current President when attending the state convention.

## 6. AAUW Funds-Educational Opportunities

- a. Branch Named Honorees
  - i. Anna Stofflet Townsend International Fellowship Endowment was initiated in 1953 and completed in 1968.
  - ii. Louise Arbogast American Fellowship Endowment was initiated and completed in 1986.
  - iii. Joyce E Clark / Long Beach Branch Research and Projects Endowment was initiated in 1988 and completed in 1989.
  - iv. Connie Wright Inskeep/ Long Beach Branch Research and Projects Endowment was initiated in 1995 and completed in 1995.
  - v. Ethel P Black /Long Beach Branch Research and Projects Endowment was initiated in 1998 and completed in 2001.
  - vi. The Long Beach Branch Research and Projects Endowment was initiated in 2004 and completed in 2008.

## 7. Long Beach Branch Investment Policy

This policy was approved at the Branch meeting of June 6, 2009.

- a. Statement of Purpose
  - i. The purpose of this Statement is to establish a clear understanding of the intentions of the Board of Directors of the Long Beach Branch, Inc. of AAUW (American Association of University Women) concerning the investment policies and objectives of the investment portfolio, of which the operating funds of the Branch are excluded. This Policy Statement outlines an overall philosophy that is specific enough to create an investment strategy and sufficiently flexible to allow for changes in the economy and the securities markets. This Statement sets forth risk and return guidelines to construct and monitor a portfolio designed to meet the Branch's goals.
- b. Statement of Investment Objectives
  - i. The primary investment objectives of the funds of the Branch are safety, liquidity, and high yield. The primary objective of the investment policy of the Branch is safety. Most investments will be highly liquid. Maturities will be selected to anticipate cash needs, thereby avoiding the need for forced liquidation. Within the constraints of safety and liquidity the highest and best yield will be sought.
  - ii. The Branch has adopted a policy that will require \$150,000 to be invested in FDIC insured accounts, with varying maturities. Assets exceeding these amounts may be invested in one or more of the vehicles listed in appendix "A" attached.
  - iii. Funds that exceed \$150,000 should be diversified at all times to provide reasonable assurance that investment in a single security or class of securities will not have a significant impact on assets. Specifically, the portfolio shall have

diversified investment options with materially different risk and return characteristics.

c. The Prudent Investor Rule

- i. When investing, reinvesting, purchasing, acquiring, exchanging, selling, and managing Branch funds, the Board of Directors shall act with care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic condition and the anticipated needs of the Branch that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the agency.
  1. Diversification of the portfolio by investment type,
  2. Quality standards for securities issuers,
  3. Limits on the maximum maturity of investments,
  4. Passive investment strategy of purchasing investments with the intent to hold them until maturity.
- ii. The Treasurer shall serve as liaison between the Board of Directors of the Branch and the Investment Advisor. The Finance Committee of the Board of Directors will monitor quarterly investment reports prepared by the Investment Advisor.

d. Definition of Responsibilities

- i. The Investment Advisor shall recognize that the Branch Board of Directors' stewardship responsibilities include the need to maintain safety of principal.
- ii. Investment of assets will be segregated into a third-party custodial account, unless specific funds require a separate account be maintained. Approved investment vehicles and corresponding limits are designated in appendix "A".
- iii. The Investment Advisor shall work with the Finance Committee to determine the appropriate asset allocation models to be implemented for each account. The Finance Committee will make recommendations to the Executive Committee of the Board of Directors for approval of the management of assets in the individual securities and funds, within asset allocation guidelines established by the Board of Directors and this document.
- iv. The Investment Advisor must have written approval from the Branch Treasurer prior to the execution of any transaction.
- v. The Investment Advisor shall provide the Branch Finance Committee with performance reports no less frequently than on a quarterly basis.
- vi. The Investment Advisor shall meet with the Branch Board of Directors annually in January or February to review the investment policy and performance. Additional meetings may be called at the discretion of the Board of Directors.

e. Asset Allocation and Re-Balancing

- i. Asset allocation guidelines shall be consistent with its investment objectives and risk tolerance. These guidelines are designed to provide the highest probability of meeting or exceeding return objectives with the lowest possible risk.
- ii. Investments in each of the asset classes shall be adhered to in the following ranges unless modified by the Board of Directors:
  1. Equities (20-30%);
  2. Fixed Income (70-80%);
  3. Cash & Equivalents (first \$150,000 of Branch assets)
- iii. Should a segment violate the minimum or maximum guidelines because of market fluctuations, a review will be initiated. Unless a major shift occurs it is anticipated that, if necessary, re-balancing of the portfolio will be done on an annual basis.

f. Performance Monitoring

i. The Finance Committee shall work with the Branch Treasurer as the Board of Directors' liaison to the Investment Advisor to monitor the overall performance of each asset class of securities or funds to insure that objectives are being met.

Monitoring will include the following:

1. Maintaining a short-term and a long-term perspective;
2. Determining whether each asset class and fund has:
  - a. Performed satisfactorily when compared with the specific objectives for its portfolio;
  - b. Produced results that compare favorably to other investment managers or funds with similar portfolios;
  - c. Been invested in funds that uphold the values of AAUW (in alignment with the positive economic and educational development of women and girls).

ii. The Finance Committee will closely examine:

1. Poor performance relative to objectives. A calendar year in which performance is below the 50<sup>th</sup> percentile of other similar investments or funds, and/or performance is below the relevant benchmark(s) will be evaluated. An asset class or fund that fails to meet the above hurdles for two consecutive calendar years will be evaluated for replacement;
2. The departure of one or more key investment professionals;
3. Any change in ownership or control of any of the fiduciary organizations involved in the management of the investments;
4. Growth of assets.

g. Investment Advisor

i. The Finance Committee shall recommend for approval to the Board of Directors the services of a fee-only Investment Advisor for a period not to exceed 2 years, to provide assistance in setting policies, goals and guidelines; asset allocation and investment strategy; securities and fund selection; and performance reporting and monitoring. It is recommended that the Investment Advisor have no personal or professional relationship with any of the Board of Directors or Treasurer.

h. Approval

- i. This investment policy shall be reviewed periodically by the Board of Directors or their designee to determine if any revisions are warranted by changing circumstances – including, but not limited to, changes in financial status, risk tolerance, or changes involving the investment managers.
- ii. The provisions, objectives, and guidelines of this document are applicable and accepted as the active investment policy statement of the Long Beach Branch, Inc. of AAUW (American Association of University Women).

i. APPENDIX A

	MINIMUM		BOND/	
	CREDIT	PORTFOLIO	FUND	MATURITY
INVESTMENT TYPE	RATING	MAXIMUM	LIMIT	LIMIT
U.S. Treasury*	N/A	None	None	5 years
Federal Agency*	N/A	None	None	5 years
Commercial Paper*	A1 or P1	25%	10%	270 days

Certificate of Deposit	N/A	30%	10%	2 year
Passbook Savings Account	N/A	None	10%	N/A
Money Market Account	N/A	None	10%	N/A
Mutual Funds*(1)	N/A	N/A	25%	N/A
Corporate Bonds*	A/A1	30%	10%	5 years

\*Portfolio Maximum Limitations refer to portion of the portfolio excluding the first \$150,000 in reserves

#### j. MATURITY LIMITS

Greater than 2 years - Maximum of 50% of portfolio that exceeds \$150,000

(1) Mutual Fund categories that are excluded from investment include:

- Any funds investing 10% or more in small or mid cap stocks
- Any funds that invest exclusively in one sector or in the securities of one country
- Any funds investing 30% or more in below investment grade bonds
- Any funds that invest 10% or more in the securities of emerging market countries

#### 8. Finance

- a. Financial policies shall be set by the Executive Committee or Board of Directors in consultation with the Finance Officers (Treasurer, Financial Secretary, AAUW Funds VP and Membership Treasurer).
- b. The Branch financial records shall be reviewed annually by the Branch Audit committee.
- c. All fundraising activities must have the approval of the Executive Committee or Board of Directors. All fundraising publicity must state clearly for what purpose the money is being raised and what percentage or amount, if any, is tax exempt.
- d. The branch will neither raise funds for nor donate funds to any outside organization. No outside organization shall be allowed to promote its fund raising activities or sell tickets at branch meetings.
- e. The Treasurer shall pay for and keep records of all insurance held by the Branch.
- f. New donations and/or bequests left to the Branch with no fund designations shall be added to the AAUW Long Beach Branch Endowment Fund.

#### 9. Building Fund

- a. There shall be a building fund. Any funds raised through the efforts of the building fund committee shall be deposited into the building fund.
- b. Interest and/or principal from the building fund may be used as needed to pay rental costs, maintenance and furnishing for branch headquarters, and any housing expenses for branch activities. The Building Fund will be managed as outlined in the Branch Investment Policy.
- c. No money may be transferred from the building fund to another fund except by a two-thirds vote at any branch meeting, notice having been given at a previous regular branch meeting and published in the Vantage.

10. AAUW Long Beach Branch Endowment Fund Administrative Procedures
  - a. There shall be a Long Beach Branch Endowment Fund.
  - b. The Ethel P. Black Fund was established in 1998 with a bequest of \$25,000 and in 2000, a bequest of \$3000 by Irene Holmes was added to the fund. In 2009, a bequest of \$5000 by Neva Blust was added to the fund.
  - c. The AAUW Long Beach Branch Endowment Fund shall be listed as a separate fund in the budget and on the Treasurer's report for income and expenditure. The AAUW Long Beach Branch Endowment Fund will be managed as outlined in the Branch Investment Policy.
  - d. Interest from the AAUW Long Beach Branch Endowment Fund shall be used for a project (or projects) which supports the AAUW mission statement.
  - e. No money may be transferred from the AAUW Long Beach Branch Endowment Fund principal to another fund except by a two thirds vote at a branch meeting, notice having been given at a previous branch meeting and published in the *Vantage*.
  - f. Suggestions for use of interest income from the AAUW Long Beach Branch Endowment fund may be made by any member or members of the AAUW Long Beach Branch.
  - g. The Budget Committee chair will collect suggestions for use of the interest, including funding required, by May 1 and provide a list to the joint Board of Directors at the May Board meeting.
  - h. The Board of Directors will recommend use of the money to the Branch for approval at the June meeting. A general notice of the vote on the use of the AAUW Long Beach Endowment fund money shall be given in the June *Vantage*.
  - i. The Treasurer is to transfer interest money from the AAUW Long Beach Branch Endowment Fund after Branch approval and no later than July 31st of the next fiscal year.
  - j. No money may be transferred from the AAUW Long Beach Branch Endowment fund principal account to another fund except by two thirds vote at a Branch meeting.
  - k. These procedures may be amended with the approval of the Board of Directors and Branch membership.
  - l. The money for the Connie Inskeep Award shall be paid from the interest monies of the AAUW Long Beach Branch Endowment Fund.
  
11. Connie Inskeep AAUW Leadership Award (Established 1998)
  - a. Criteria for selection
    - i. Any of the criteria listed below solely or in combination may be used.
    - ii. Demonstrated leadership for the Branch that is consistent with the mission of AAUW, i.e. promotes equity for women and girls, lifelong education and positive societal change; and/or
    - iii. Demonstrated leadership at the Los Angeles County Interbranch Council or Los Angeles District level; and/or
    - iv. Demonstrated leadership at the AAUW California or National level.
  - b. Selection Committee
    - i. Will be appointed by the Executive Committee and shall consist of three members, one of whom shall be from the general membership.
    - ii. Will review nominations submitted by the membership each year for appropriateness of selection based on the criteria for selection and demonstrated leadership.
  - c. Selection Process
    - i. Nomination forms to be distributed each year to all AAUW Branch members in

the April *Vantage*.

- ii. Announcements concerning the Connie Inskeep Leadership Award shall be made at the March and April Branch meetings.
- iii. Nomination forms may be returned at the Branch meeting or submitted to the chair of the Selection Committee by April 15.
- iv. Nominations to be reviewed, a decision made and the president notified by May 15.
- v. Award presented at the June installation meeting by the outgoing President and the previous year's awardee of the Connie Inskeep AAUW Leadership Award.

## 12. Executive Committee/ Board of Directors

- a. Elected officers should attend monthly meetings (with the exception of June and July) of the Executive Committee.
- b. Elected and appointed officers should attend the quarterly Board of Directors meetings.
- c. The May meeting of the Board of Directors shall be a joint board meeting of the outgoing and incoming officers.
- d. The purpose of the joint Board meeting shall be to conduct regular Branch business and to provide an opportunity for the incoming President to recommend approval of the new budget. There shall also be time provided for outgoing and incoming counterparts to exchange materials.
- e. All meetings of the Executive Committee and Board of Directors shall be announced in the AAUW *Vantage* and shall be open to any Branch member wishing to observe.
- f. 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 be included.

## 13. Other Duties of Officers

- a. President. The President of the Branch shall:
  - i. Perform the following duties:
    1. Perform duties usually pertaining to the office;
    2. Appoint, with approval of the Executive Committee, the appointed officers and the chairs of administrative committees;
    3. Sign all checks together with the Treasurer, or in an emergency, with the Secretary;
    4. Call special meetings of the Branch in accordance with the bylaws;
    5. Serve as ex-officio member of all committees except the nominating committee.
- b. Vice-President (President-Elect) The Vice President (President elect) shall:
  - i. Be an ex-officio member of all AAUW standing committees;
  - ii. Be chair of the Long-Range Planning committee;
  - iv. Preside at meetings in the absence of the President;
  - v. Succeed to the presidency following the term as President-Elect;
  - vi. Succeed to the presidency for the unexpired term should there be a vacancy in the office of President.

- c. Additional Vice Presidents. There shall be three additional Vice Presidents, one for Program, one for Membership, and one for AAUW Funds. The vice presidents would perform such duties as the President and Board shall direct.
  - i. Program Vice President. The Program Vice President shall:
    1. Serve as chair of the committee on program development;
    2. Preside at meetings in the absence of the President and Vice President (President-Elect);
    3. Serve as member of the bylaws, membership, public policy, and budget Committees.
  - ii. Membership Vice President. The membership vice president shall:
    1. Serve as chair of the committee on membership;
    2. Serve as a member of the program development, budget, and hospitality committees.
  - iii. AAUW Funds Vice President. AAUW Funds vice president shall:
    1. Serve as chair of the committee on AAUW Funds;
    2. Be responsible for stimulating interest in and support of AAUW Funds;
    3. Serve as a member of the committees on finance and program development.
- d. Secretary. The Secretary shall:
  - i. Have available for reference at all meetings a copy of the Branch bylaws, standing rules and the yearbook;
  - ii. Perform such other duties as are requested by the President;
  - iii. Be responsible for a list of all motions passed at Executive Committee meetings, Board of Directors meetings, and Branch meetings;
  - iv. Maintain copies of all minutes.
  - v. Copies of the motions for the current year are to be given to the President, President-Elect, and the Parliamentarian at the end of the fiscal year.
- e. Treasurer. The Treasurer shall:
  - i. Be responsible for accounting all funds of the Branch;
  - ii. Properly remit all dues collected to the National and State by the specified deadline;
  - iii. Report monies collected for the AAUW Funds;
  - iv. Submit to National all forms, with dues, made to the Branch;
  - v. Maintain the current seven years of financial records;
  - vi. Perform the following duties:
    1. Pay all bills provided for in the budget or verified by the President;
    2. Present a written report at regular meetings of the Executive Committee and the Board of Directors;
    3. Render a financial report at the June meeting of the Branch and at such other times as is requested by the Board of Directors;
    4. Serve as chair of the finance committee and as a member of the budget and building fund committees;
    5. Maintain a list of donors for tax-deductible donations;
    6. Serve as liaison between the Board of Directors of the Branch and the Investment Advisor as outlined in the Branch Investment Policy.

#### 14. Duties of Appointed Officers

- a. Administrative Assistant shall:
  - i. Have charge of such correspondence of the Branch as delegated by the President or by the Executive Committee or Board of Directors;

- ii. Perform such other duties as assigned by the President.
- b. Audit Chair shall:
  - i. Review the Branch bylaws and minutes for the Branch and Board meetings to ensure financial officers have performed in accordance with requirements and that all major transactions were properly approved;
  - ii. Review all bank reconciliations, vouchers, monthly reports, and other financial supporting documentation and obtain input from all financial officers and the President on any comments or concerns they may have on specific transactions;
  - iii. Reconcile all balances on the Treasurer's reports from month to month;
  - iv. Vouch all transactions that comprise the changes in each month's balances to bank reconciliations, deposit slips, vouchers, invoices, and other supporting documents and ensure all transactions are properly approved;
  - v. Review all financial officer written procedures, Branch bylaws, and the process as a whole to determine if any efficiencies can be made.
- c. Budget Chair shall:
  - i. Call a meeting of the Budget Committee (incoming Budget Chair, outgoing Budget Chair, outgoing President, incoming President, incoming Program vice president, Membership vice president, Communications Director, current Treasurer, and incoming Treasurer) in May, before the May joint board meeting;
  - ii. Develop a budget that reflects estimated income and expenditures for the upcoming fiscal year (July 1 to June 30) for both the Operations Fund and the Building Fund;
  - iii. Present the proposed budget for the fiscal year at the joint Board of Directors meeting in May for approval;
  - iv. Coordinate monthly with the Treasurer to monitor the budget;
  - v. Convene the Budget Committee in January to review the budget and plan adjustments and propose any needed adjustments to the Board of Directors at the January meeting;
  - vi. Attend any Finance Committee meetings and attend the Budget Committee in May;
  - vii. Collect suggestions by May 1 for use of the interest from the Endowment Fund and present the list to the joint Board of Directors at the May board meeting.
- d. Communications Director shall:
  - i. Be responsible for the internal and external communication of the Branch;
  - ii. Insure that the impact and visibility image of the Branch promotes the purposes and programs of National;
  - iii. Serve as chair of the communications committee and as a member of the committees for membership, program, and public policy.
- e. Financial Secretary shall:
  - i. Receive all monies, except dues, AAUW Funds donations, and issue receipts therefore;
  - ii. Deposit all monies received to the account of the Branch with the notation of the proper fund to which the receipt should be credited;
  - iii. Transmit records to the Treasurer;
  - iv. Serve as a member of the finance committee and the building fund committee.
- f. Membership Treasurer shall:
  - i. Receive all dues payments and deposit to the account of the Branch;
  - ii. Transmit to the Treasurer the records and a proper list of names to accompany payment of all National and State dues;
  - iii. May present a written report at regular meetings of the Board of Directors;
  - iv. Be custodian of the membership file, archived card file and computer records and

- shall send notices that dues will become delinquent on July 1st;
    - v. Serve as a member of the finance committee and the membership committee;
    - vi. Maintain a permanent record of those members ever belonging to the Branch.
  - g. Parliamentarian shall:
    - i. Perform those duties which usually devolve upon the holder of the office;
    - ii. Serve as chair of the bylaws committee;
    - iii. Be a non-voting member of the Executive Committee.
  - h. Public Policy Director shall:
    - i. Be responsible for the branch public policy program under the guidance of the State public policy committee and within the limitations of the National public policy program;
    - ii. Be responsible for the implementation by the Branch of the public policy program of the Los Angeles County Interbranch Council;
    - iii. Be chair of the public policy committee and a member of the program development committee.
  - i. International Relations Representative shall:
    - i. Promote awareness of the International Federation of University Women;
    - ii. Organize a study discussion section on international relations;
    - iii. Be a member of the program development and public policy committees.
  - j. Meetings Coordinator shall:
    - i. Arrange suitable housing and physical arrangements for all Branch affairs;
    - ii. Coordinate all services for members attending Branch affairs;
    - iii. Serve as a member of the program development committee.
15. Newsletter Editor shall:
- a. Set the deadline and format for information.
  - b. Reserve the right to edit articles.
  - c. Newsletters shall, under the direction of the Mailing Chair, be sent to all Branch members and State officers as requested.
  - d. Newsletters not mailed shall be distributed by the Membership Vice President for the purpose of recruitment.
  - e. The "Identification Statement" required by the U.S. Postal Regulations shall be followed for publishing the *Vantage*.
16. Duties and composition of standing committees shall be:
- a. Program Committee shall implement the program issues of National. It shall provide policy guidance for the continuing program concerns of the Branch. The committee shall be composed of the Program Vice President, as chair, International Relations Representative, AAUW Funds Director, Public Policy Director, Membership Vice President, Communications Director and Meetings Coordinator.
  - b. Membership Committee shall be responsible for the Branch membership recruitment, orientation to the purposes and programs of National, and to the retention of members. The committee shall be composed of the Membership Vice President, as chair, Program Vice President, Membership Treasurer, Communications Director, Door, Orientation, Courtesy, Hospitality chairs, Reservations and as many members-at-large as deemed necessary.
  - c. Public Policy Committee shall be responsible for the public policy program in the Branch under the guidance of the National, State and in cooperation with the LACIC. The

- committee shall be composed of the Public Policy Director, as chair, the Program Vice President, Communications Director, International Relations Representative, and as many members-at-large as deemed necessary.
- d. Finance Committee shall be responsible for Branch financial matters and make recommendations regarding all financial and investment policies. The committee shall be composed of the Treasurer, as chair, the AAUW Funds Vice President, Financial Secretary, Membership Treasurer, and Budget Chair.
  - e. AAUW Funds Committee shall be responsible for implementing the Foundation programs. The committee shall be composed of the AAUW Funds Vice President, as chair, and as many members-at-large as deemed necessary.
  - f. Bylaws Committee shall assure conformity with the current AAUW Charter and Bylaws and the State Bylaws and shall make recommendations for bylaw changes when necessary. The committee shall be composed of the Parliamentarian, as chair, the President, immediate Past-President, Program Vice President and one member-at-large appointed by the President.
  - g. Communications Committee shall be responsible for the internal and external communication of the Branch to insure the impact and visibility to promote the purposes and programs of National. The committee shall have the Communications Director as its chair and may be composed of, although not limited to, positions for Historian, Newsletter Editor, Publicity Chair, Yearbook/Data Base Chair, Mailing Chair and Web Master.

## STANDING RULES OF THE AMERICAN ASSOCIATION OF UNIVERSITY WOMEN LONG BEACH BRANCH

### 1. Branch Records and Archives

- a. Branch files shall include all minutes, seven years of financial records, yearbooks, all membership records and any records not donated to the Historical Society of Long Beach, and shall be stored at a location determined by the Board. History albums and *Vantages* shall be donated to the Historical Society of Long Beach.
- b. The permanent Branch address shall be that of the post office box selected by the Board of Directors.
- c. The Articles of Incorporation, Mailing Permit, Rental Agreement, and Insurance policies shall be filed with the President in the permanent record box.
- d. Minutes and financial records shall be kept for seven years.
- e. The Branch Bylaws, Branch Policies and Procedures, and the Branch Standing Rules shall be published biannually or as needed as part of the Branch Yearbook and distributed to all Branch members.
- f. The AAUW Yearbook is for the use of AAUW members only and is not for commercial use or distribution.

### 2. Budget

- a. Balances which exist in general fund accounts at the end of the fiscal year shall be transferred to the Convention Fund.
- b. Reimbursement for Branch budgeted or approved expenses shall be made upon presentation of a voucher accompanied by a bill or receipt in a timely manner. All vouchers must be submitted prior to June 30 for expenses incurred during the fiscal year unless previously approved by the Board of Directors.
- c. Dues for regular Branch membership shall be determined by National and State conventions and at an annual meeting of the Branch with previous notice.
- d. Any Branch member may become a life member of National upon a one-time payment of twenty years' dues, based on the amount of National dues the year that member elects to become a life member.
- e. Student Affiliate dues shall be set by the Board of Directors annually.
- f. The AAUW Long Beach Branch Endowment Fund Administrative Procedures may be amended with the approval of the Board of Directors and Branch membership.

### 3. Finance

- a. All Branch fundraising activities must be approved in advance by the Executive Committee or the Board of Directors. The Financial Secretary shall receive all non AAUW Funds monies collected, deposit in the appropriate account and provide the Treasurer with the report. The Treasurer shall receive the report, record and disburse funds as instructed. The AAUW Funds Treasurer handles all AAUW Funds, monies collected and deposits into the AAUW Funds Fund. AAUW Funds Treasurer provides a summary report to the Branch Treasurer.
- b. Those members making a reservation for a Branch function have made a financial commitment and refunds shall not be made.

c. The Branch Investment Policy may be amended with the approval of the Board of Directors and the Branch membership.

4. Public Policy

- a. The Public Policy officer and her committee implement the Branch's Candidate Endorsement Policy.
- b. No current candidate for partisan office may campaign at Branch functions.

5. Membership

- a. A person eligible for membership may attend three meetings of Branch activities as a guest. Thereafter, anyone who participates in Branch interest groups, committees, and activities is expected to become a member of the Branch.

Revised March 2011