

**STANDING RULES
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. 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.
- e. 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 divided between the Convention Fund and Reserve Fund, with a minimum of \$500 transferred to the Convention Fund and the balance transferred to the Reserve Fund. (Updated 3/4/17)
- 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.
- f. Payment of additional dues shall be waived for a transferring member whose annual dues have been paid to another Branch or comparable AAUW-affiliated entity.

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 Fund 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 Fund Treasurer handles all AAUW Fund monies collected and deposits into the AAUW Fund. AAUW Fund 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. Pre-paid meeting meals that become available due to the absence of a member or guest may be re-sold for the same cost. (Adopted 06/2015)
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.
 - b. Except as provided by law, no member of the Branch is personally liable for all or any part of the debts, liabilities, or obligations of AAUW Long Beach.
 - c. Those Branch members who have paid the required dues and assessments and who are not in violation of any bylaws, rule, or policy of the Branch, AAUW CA, or AAUW shall be considered members in good standing.
6. **Branch Events**
- a. Non-AAUW materials shall not be distributed or displayed.
 - b. All members attending Branch program meetings pay a fee. There will be two fee options; one fee includes a meal and one includes program only. (Adopted 6/4/2016)
7. **Dues for Enrolled College or University Students**
- a. Branch dues for undergraduate students enrolled in an accredited school or college will be set at ½ of the yearly Branch dues for a regular dues paying Branch member. (Adopted 4/5/2012)
 - b. Branch dues for graduate students enrolled in a regionally accredited college or university will be set at ½ of the yearly Branch dues for a regular dues paying Branch member. (Adopted 11/2/2013)

Amendments approved by Board action: July 22, 2017