

POLICIES AND PROCEDURES
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 names 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; the approval shall be based on a detailed written request describing the proposed coalition. (revised 3/21/2016)
- c. The branch may collaborate with outside organizations to sponsor an event or create a partnership as long as the mission statement and goals of the outside organization adhere to the following requirements: (1) aligns with AAUW's mission and goals; (2) works to advance equality for women and girls; (3) is not political; and (4) is not religious. No monetary exchange is permitted. Approved partner organizations may use the branch name and logo to publicize sponsored events and partnerships in various media forums, including but not limited to the following: organization's website, event announcements, and press releases. All

communications to the public must be approved by the executive committee.
(Adopted 3/21/2016)

- d. AAUW Long Beach, groups of its members, and/or other AAUW-affiliated entities may collaborate with one another for common AAUW purposes. AAUW Long Beach is authorized to be a member of the Los Angeles County InterBranch Council (LACIC). In this capacity, the Branch may join with other council member branches to speak with one voice on issues of interest in the Los Angeles area, in accordance with the rules established for taking such united action.

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.
- b. Original branch records, such as financials and meeting minutes, which are the property of the branch, must remain in the possession of the responsible officers or in branch storage at all times. Members may request duplicate copies of specific items, reimbursing said officer for the cost of duplication. (Adopted 1/18/2016)

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, 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. There shall be a Reserve Fund.
 - i. The Reserve Fund shall include
 1. The funds as described in Standing Rule 2.a.,
 2. All Endowment Fund interest, dividends, and realized capital gains transferred out of the AAUW Long Beach Endowment Fund,
 3. And the balance in the Endowment Holding Fund, the Convention Fund and any other funds as approved by the board of directors.
 - ii. The Reserve Fund monies will be used to fund the Connie Inskeep Leadership Award Pin and the Past President's Pin(s) presented to the outgoing President/co-Presidents at the end of her term.
 - iii. The Reserve Fund monies may be used for Branch activities and operations, sending outgoing and incoming Presidents to any State or

National convention, and to fund a project or projects which support the AAUW mission statement. Requests for use of the Reserve Fund monies may come from any officer, committee, or member(s) of the branch. The Executive Committee or the Board of Directors may approve expenditure of the fund without seeking branch member approval for requests of \$500 or less, but are limited to \$1000 per fiscal year. Requests greater than \$500 should be submitted to the Board of Directors for its approval, with these approved requests submitted to the Branch for its approval at a Branch Meeting. Notification of the vote will be included in the Vantage, or by a branch member email. (amended 6/1/24)

- c. The AAUW CA Fund assessment shall be paid out of Branch dues each year.

6. AAUW Fund-Educational Opportunities

Honored Long Beach Members Branch Named Honorees, as listed on page 11 of the 2020-2021 AAUW Beach Branch Yearbook and any future additional named honored members, shall be listed in all Yearbooks subsequent to the current edition.

7. Finances

- a. Financial policies shall be set by the executive committee or board of directors in consultation with the Finance Officers (Vice-President for Investments, Treasurer, Financial Secretary, AAUW Fund 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 fundraising activities, except for activities pursuant to Standing Rule 6.a.
- 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.
- g. Signatory authority for the AAUW Long Beach bank and investment accounts shall be as follows:
 - i. Checking Account: President, Treasurer, Secretary
 - ii. Building Fund Certificate of Deposit: President, Vice President of Investments, Treasurer
 - iii. Endowment Fund Investment Account: President, Vice President of Investments, Treasurer
 - iv. Other Accounts: President, Treasurer, Secretary

8. AAUW Long Beach Branch Endowment Fund(s) 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. In 2012, a bequest of

\$166,666.67 by Frances Magarian was added to the fund. In 2017, a bequest of \$50,105 by Frances Magarian 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, dividends and/or capital gains 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. At the summer Board of Directors Meeting, the Investment Vice President will recommend (after consultation with the Treasurer) whether the branch Endowment Fund earnings should be transferred to the Branch Reserve Fund. If the transfer is recommended and approved by the Board, the Investment Vice President will transfer AAUW Long Beach Branch Endowment Fund fiscal year earnings defined as interest, dividends, and realized capital gains to the Reserve Fund no later than August 31st. (amended 11/4/23)
- g. These procedures may be amended with the approval of the board of directors and branch membership.

9. Building Fund

- a. There shall be a 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. Long Beach Branch Investment Policy

- a. Statement of Purpose

The purpose of this Statement is to establish a clear understanding of the intentions of the board of directors of the AAUW Long Beach branch 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 \$100,000 to be invested in FDIC insured accounts, with varying maturities. (Revised 6/2018)
 - iii. Funds that exceed \$100,000 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 Vice-President for Investments 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.
 - 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 shall provide the branch Vice President for Investments and Treasurer with performance reports no less frequently than on a quarterly basis.
 - v. 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 (30-50%); (Revised 05/2015)
 - 2. Fixed Income (50-70%); (Revised 05/2015)
 - 3. Cash & Equivalents (first \$100,000 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 Vice-President for Investments as the board of directors' liaison to the Investment Advisor to monitor the overall performance of each asset class of securities or funds to ensure 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;
 - ii. The finance committee will closely examine:
 - 1. Poor performance relative to objectives. A calendar year in which performance is below the 50th 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

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 AAUW Long Beach branch.
- iii. The branch Investment Policy may be amended with the approval of the board of directors and the branch membership. (Adopted 06/2015)

i. Maturity Limits

- i. Greater than 2 years - Maximum of 50% of portfolio that exceeds \$100,000 (1) Mutual Fund categories that are excluded from investment include:
 1. Any funds investing 10% or more in small or mid cap stocks;
 2. Any funds that invest exclusively in one sector or in the securities of one country;
 3. Any funds investing 30% or more in below investment grade bonds;
 4. Any funds that invest 10% or more in the securities of emerging market countries.

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. advances equity for women and girls through research, education, and advocacy; 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. In February, the Membership VP will appoint a past award recipient as the Chair, who will recruit two other past award recipients to complete a three-member committee.

- 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.
 - ii. Announcements concerning the Connie Inskeep Leadership Award shall be made at the March and April branch meetings.
 - iii. Nomination forms shall be submitted to the Selection Committee by April 30.
 - 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 Chair of the Selection Committee.
 - vi. The award, procured by the Committee Chair, is a silver cartouche inscribed with the hieroglyphics of C-I-L-A (for Connie Innskeep Leadership Award).

12. AAUW Fund Named Gift Honoree Award

- a. Criteria for Selection
 - i. Up to two AAUW branch members annually who demonstrate outstanding work in support of branch or state activities that in turn support the goals of the AAUW Fund and/or AAUW California and do not necessarily fall under the criteria of the Connie Inskeep Award.
 - ii. Honorees may be honored more than once.
- b. Selection Committee
 - i. The branch President will request three volunteers to be on the committee by the end of December. The volunteers will be active members who are past Named Gift Honorees.
 - ii. The committee will select a Chair. They will solicit outside recommendations and will decide among themselves who the recipient(s) will be for that fiscal year.
- c. Selection Process
 - i. The branch may select one Honoree for every \$750 that the branch donates to the AAUW Fund. The branch AAUW Fund Vice-President will provide confirmation to the selection committee in early January that the required donation to the AAUW Fund has been met.
 - ii. The selection will take place by mid-March. The names of the honorees will be kept secret until presentation.
 - iii. A committee member will fill out the online AAUW application at the AAUW CA website, prior to March 31.
 - iv. The president is notified of the selection completion.
 - v. The Certificate(s) will be presented at the branch June installation by the Chair of the selection committee.

13. Nominations Committee

- a. The president shall appoint the Nominations Committee chair by no later than August 1. The first Committee meeting shall occur no later than October 1 each year.
- b. The immediate past Membership vice-president shall be one of the members of the at least five-member Nominations Committee with the immediate past president as advisor. The remaining members (at least four) will be recruited by the Committee chair.
- c. The president may not serve on the Nominations Committee, per Robert's Rules of Order.
- d. No branch member shall serve consecutive terms on the committee.
- e. The Committee shall report a slate of nominees for branch elections at the regular meeting immediately prior to the annual meeting. The names of these nominees shall be published in the Vantage newsletter announcing the annual meeting.

14. Executive Committee/Board of Directors

- a. Elected officers should attend monthly meetings (except for 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. The purpose shall be to conduct regular branch business and to provide an opportunity for the incoming president to recommend approval of the new budget.
- d. All outgoing members of the board will meet to exchange materials and to provide training to their incoming counterparts by no later than June 15.
- 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.
- g. Any elected officer, appointed officer or administrative chair may resign by giving written notice to the president or the secretary of the board. The resignation shall be effective when the notice is given unless the notice of resignation specifies a later effective date.
- h. Any elected officer, appointed officer or administrative chair may be removed at any time by a two-thirds (2/3) vote of the board at any duly called meeting where a quorum is present.
- i. In the event an appointed officer or administrative chair is incapacitated/unable to perform the assigned duties, the successor will be appointed by the president with approval of the board of directors.

15. Other Duties of Officers

- a. President. The President of the branch shall:
 - i. Perform duties usually pertaining to the office;
 - ii. Appoint, with approval of the executive committee, the appointed officers and the chairs of administrative committees;
 - iii. Be an authorized sole signer on the bank accounts, as are the Treasurer and the Secretary.
 - iv. Call special meetings of the branch in accordance with the bylaws;
 - v. Serve as ex-officio member of all committees.
 - vi. Annually provide AAUW with a designated contact for administration and finance;
 - vii. Designate a member other than the contacts for administration and finance to record and make available upon request the minutes of each meeting and board meeting.
 - viii. Ensure that any required Annual Corporate Report for the prior fiscal year is compiled and distributed to the Branch members by October 31.
 - ix. Shall appoint the Chair of the Nominations Committee.
 - x. Serve as an advisor to the nominating committee in the year immediately following her term's completion.
 - xi. Annually work with the Yearbook Chair to complete yearbook updates.
- b. Vice-President (President-Elect) shall:
 - vi. Be an ex-officio member of all AAUW standing committees;
 - vii. Be chair of the long-range planning committee;
 - viii. Preside at meetings in the absence of the President;
 - ix. Succeed to the presidency following the term as Vice President (President-Elect);
 - x. Succeed to the presidency for the unexpired term should there be a vacancy in the office of President.
 - xi. Be able, as incoming president, to call a meeting of the newly elected executive committee prior to July 01 for the purpose of approving appointments and for planning for the coming year, if desired.
- c. Additional Vice Presidents.

There shall be four additional Vice Presidents, one for Program, one for Membership, one for AAUW Fund, and one for Investments. The Vice Presidents 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.

3. Serve on the nominating committee as an appointee of the President, in the year immediately following her term's completion.
- iii. AAUW Fund Vice President. AAUW Fund Vice President shall:
 1. Be responsible for stimulating interest in and support of AAUW Fund.
 2. Report monies collected for the AAUW Fund.
 3. Plan and implement branch fundraising activities for the AAUW Fund.
- iv. Vice President for Investments. Vice President for Investments shall:
 1. Serve as liaison between the board of directors and the Investment Advisor.
 2. Serve as chair of the finance committee.
 3. Have signatory authority on AAUW Long Beach Branch Investment Account as well as signatory authority on the Branch Building Fund, currently held as a Certificate of Deposit.
- 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 for three years; prior years are to be put into the branch storage files.
 - 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.
 - vi. Submit board brief article to the Vantage.
 - vii. Be an authorized sole signer on the bank accounts, as are the Treasurer and the President, excluding the Building Fund Account and Endowment Fund Investment Account.
- e. Treasurer. The Treasurer shall:
 - i. Be responsible for accounting all funds of the branch;
 - ii. Maintain the current seven years of records; prior years of financial reports to be put into branch storage files;
 - iii. 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 a member of the budget and finance committees;
 5. Prepare and file required tax and financial reports.

16. Duties of Appointed Officers

- a. Communications Director shall:
 - i. Be responsible for external communications 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.
- b. Financial Secretary shall:
 - i. Receive all monies, except AAUW Fund donations, and issue reports to the Treasurer;
 - 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. Serve as a member of the finance committee.
- c. Membership Treasurer shall:
 - i. Record all membership dues payments in AAUW National Community Hub (e.g., credit cards, online payments services; in addition, track checks and send them to the Financial Secretary for deposit to the branch account);
 - ii. Present oral or written reports at regular meetings of the board of directors as requested by the President;
 - iii. Be custodian of the membership physical records to maintain permanent membership records (e.g., card files, binders);
 - iv. Manage the branch membership roster in the national membership database accessible through AAUW National Community Hub.
 - v. Utilizing the AAUW National Community Hub for membership dues renewal dates, send reminders to members [note: starting in 2023, dues were aligned to membership start date instead of fiscal year July 1st-June 30th, creating a year-round monitoring of dues];
 - vi. Serve as a member of the finance committee and the membership committee.
- d. 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.
- e. 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 (LACIC);
 - iii. Be chair of the public policy committee and a member of the program development committee.

17. Duties of Administrative Chairs

- 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. Determine if the Branch's financial records and reports were materially misstated due to error or malfeasance and recommended corrective action as necessary.
- ii. Perform these actions:
 - a. Review branch policies and procedures to ensure that the treasurer duties were performed in accordance with requirement;
 - b. Review minutes of executive committee, board of directors, and Branch meetings to ensure that direction provided to the Treasurer was performed as directed;
 - c. Verify that all Branch accounts were reconciled at least annually and the year-end balance in the accounts match that of the bank statement(s) and that reports provided at year end match those accounts;
 - d. Verify that all transactions of \$2,000 or more were recorded accurately and processed in compliance with Branch policies and procedures;
 - e. Select ten (10) percent of the transactions under \$2,000 to verify that they were recorded accurately and processed in compliance with Branch policies and procedures;
 - f. Take additional measures deemed necessary;
 - g. Initiate the review after the treasurer has compiled the needed records for review, but no later than three months after the fiscal year end. If circumstances warrant, reviews may be performed during the fiscal year;
 - h. Issue a report to the outgoing President, incoming President, and Treasurer. If there are findings that require corrective action, a draft report will be provided to the treasurer for review, comment, and action. If corrections are agreed upon and made, the Audit Chair will verify that the corrections were made, and new fiscal year end were prepared and distributed. If the corrections were not made, a final report will state the needed corrections and the reasons they were not made. If no material misstatements or malfeasance were found in the review, the report will be issued without providing a draft report.
- c. Budget Chair shall:
 - i. Call a meeting of the budget committee (Incoming/Outgoing Budget Chair, Incoming/Outgoing President, Incoming/Outgoing Program Vice President, Incoming/Outgoing Membership Vice President, Incoming/Outgoing Communications Director, Incoming/Outgoing Treasurer), 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 based upon recommendations from current board members with budgeted items;
 - 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 board meeting;
- vi. Attend any finance committee meetings and attend the budget committee meeting in May;
- d. 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 committee.
- e. Newsletter Editor shall:
 - i. Set the deadline and format for information;
 - ii. Reserve the right to edit articles;
 - iii. Newsletters shall, under the direction of the Mailing Chair, be sent to all branch members and state officers as requested;
 - iv. Newsletters not mailed shall be distributed by the Membership Vice President for the purpose of recruitment;
 - v. The “Identification Statement” required by the U.S. Postal Regulations shall be followed for publishing the *Vantage*.
- f. Diversity and Inclusion Chair shall:
 - i. Provide leadership for the branch in the areas of diversity and inclusion;
 - ii. Chair the Diversity and Inclusion Committee;
 - iii. Work with branch President, Board, and Diversity and Inclusion Committee to create and implement a Diversity and Inclusion Plan;
 - iv. Lead efforts to monitor the diversity in membership and recruitment;
 - v. Work with Public Policy and Program Committee to align branch activities with state and national AAUW priorities.
- g. Web Manager shall:
 - i. Keep and maintain the branch website.
 - ii. Ensure the website adheres to AAUW's mission, values, bylaws, policies and style guides.
 - iii. Clearly convey accurate and consistent information about AAUW Long Beach including, but not limited to its mission, focus, officers, meetings, programs, projects, and events.
 - iv. Consistently communicate with the Board of Director members that articles and content under their purview, including monthly *Vantage* articles, are submitted to the Web Manager with minimal editing required.
 - v. Archive past *Vantage* newsletters and post the most recent edition.

18. Duties and Composition of Standing Committees

- a. *Program committee* shall implement the program issues of AAUW. 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, Public Policy Director, Membership Vice President, Communications Director, Hospitality Chair and Meetings Coordinator.

- b. *Membership committee* shall be responsible for the branch membership recruitment, orientation to the purposes and programs of AAUW, 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, and the Door, Orientation, Courtesy and Reservations chairs 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, 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 Vice-President for Investments as Chair, Treasurer, Financial Secretary, Membership Treasurer, and Budget Chair.
- e. *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. In addition, the Bylaws committee shall make recommendations for changes to Branch Policies and Procedures and Standing Rules 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.
- f. *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 AAUW. The committee shall have the Communications Director as its chair and may be composed of, although not limited to, positions for Historian, Newsletter Editor, Database Chair, Mailing Chair, Facebook Administrator (and other social media positions) and Web Manager.
- g. *Budget committee* shall be responsible for preparing an initial budget for review at the May board of directors meeting and final adoption at the June branch meeting. Members of the budget committee shall be composed of the Budget Chair as committee chair, President, President-Elect, Membership Vice President, Program Vice President, Investments Vice President, Communications Director, and Treasurer. The adopted budget shall be monitored by the Budget Chair throughout the year in consultation with the Treasurer. Changes, if any, should be presented to the board of directors at the January board of directors meeting.
- h. *Diversity and Inclusion committee* shall work to create an open, inclusive, and welcoming branch environment. The committee shall examine branch progress in the areas of recruitment, retention, and programing as it relates to diversity. The committee shall develop and implement a Diversity and Inclusion Plan. The Committee will be led by a Diversity and Inclusion Chair and will be open to interested branch members who will be recruited at the beginning of the fiscal year.

19. Branch Projects

- a. AAUW Tech Trek
 - i. Since 1998, the Branch, in coordination with AAUW CA, has sent girls to a week-long overnight STEM (Science, Technology, Engineering & Math) camp at a local college/university in the summer between their 7th and 8th-grade year.
 - ii. The Committee selects the girls from LBUSD middle schools and solicits donations for camperships from branch members and local organizations.
 - iii. An outcome report is provided annually to the branch no later than the Fall after the Tech Trek camp is held. Branch financial reports chart income and expense.
- b. STEM Career Conference
 - i. An annual half-day conference for LBUSD 7th and 8th grade girls, usually conducted in February and initiated by Daphne Ching Jackson and Joan Gustafson in 2003.
 - ii. The Committee solicits sponsorships from local companies and has an account with AAUW CA Special Projects Fund (SPF). In 2011, a local nonprofit closed its doors and donated \$25,400 to the branch for its STEM Career Conference, which was deposited into the AAUW CA SPF.
 - iii. An outcome report is provided annually to the branch immediately following the conference. Branch financial reports chart income and expense
 - iv. The Committee conducted a research study entitled: “Energizing Potential: The Effectiveness of the AAUW-STEM Career Conference on LBUSD Middle School Girls”, completed in 2021.
- c. AAUW LB Frances Magarian Scholarship Program
 - i. Annually two scholarships of \$2500 each given to CSULB students and two scholarships of \$500 each given to LBCC students. Initiated as a 3-year pilot with the first scholarships given in 2014 (\$6000 annual total), the program was extended for 5 years in 2017 and then extended indefinitely in 2022.
 - ii. An outcome report is provided annually to the branch by the Committee soon after the scholarships are given. Branch financial reports chart income and expense.
 - iii. October 2, 2021, the branch membership approved the following for the Scholarship Program: Authorize the use of 100% of the net income from any Author’s Day Event, and if not sufficient, from the reserve fund, and if still not sufficient, the third funding from personal solicitation and as a last resort, from the principal of the Endowment Fund, not to exceed \$30,000 over a period of five years, ending July 2026.

20. Special Corporate Policies

a. Branch Incorporation

The Branch is a Nonprofit Public Benefit Corporation since May 31, 1940, and is not organized for the private gain of any person. It is organized under the Nonprofit Public Benefit Corporation Law of the State of California for public purposes.

b. Powers of the Board of Directors

- i. Bonds. Require officers and agents charged by the corporation with responsibility for the custody of any of its funds or negotiable instruments to give adequate bond to cover any risk to the Branch.
- ii. Indebtedness. The AAUW Long Beach Board of Directors shall not incur indebtedness on behalf of the corporation and cause to be executed and delivered for the corporation's benefit, in the corporation name, promissory notes, bonds, debentures, deeds of trust, mortgages, pledges, liens, and other evidences of debt and securities.
- iii. Gifts. Receive and accept gifts, devises, bequests, donations, annuities, and endorsements of real and personal property, and use, hold and enjoy the same, both as to principal and income, and to invest and re-invest the same or any part thereof in accordance with the AAUW Long Beach Investment Policy.
- iv. Contracts. Enter into contracts and agreements with individuals and with public and private entities for the advancement of the purposes for which the corporation is organized.
- v. Property. Acquire, construct, and possess real and personal property for the benefit of the corporation.
- vi. Bank Accounts and Special Funds. Establish one or more bank accounts and/or special funds in order to accomplish and further the purposes of the corporation.

c. Conflicts of Interest

- i. Board members and committee members must actively seek to avoid situations and activities that create an actual or potential conflict between the individual's personal interests and the interests of AAUW Long Beach. If a Board member or committee member believes that a conflict exists relative to a particular issue being considered by the Board or any committee, the member shall disclose the conflict to the Board or committee, as appropriate, and abstain from discussion or voting on the issue.
- ii. For purposes of this section and these Policies, a "conflict of interest" means a situation in which a Board or committee member is part of a discussion or decision by the Board or a committee that has the potential to financially benefit that Board or committee member or a member of that Board or committee member's immediate family. "Immediate family" means, spouse or partner, children, parents, siblings, parents-in-law, or siblings-in-law.
- iii. Both the fact and the appearance of a conflict of interest should be avoided. Board members or committee members who are unsure as to

whether a certain transaction, activity, or relationship constitutes a conflict of interest should discuss it with the president, who will determine whether disclosure to the Board or the assistance of legal counsel is required.

d. **Inspection of Records**

The members and directors of the corporation shall have the right to inspect the records of the corporation to the extent and under the circumstances provided by the California Nonprofit Public Benefit Corporation Law.

e. **Annual Report**

An annual report shall be prepared not later than 120 days after the close of the corporation's fiscal year, in the years when gross revenues exceed \$25,000, and be distributed to the members. The report shall contain in appropriate detail the following:

- 1) A balance sheet as of the end of such fiscal year and an income statement and statement of changes in financial position for such fiscal year.
- 2) A statement of the place where the names and addresses of the current members is located.
- 3) A statement of any indemnification payment of \$10,000 or greater by the corporation to or on behalf of any officer or director.
- 4) The annual report shall be accompanied by any report thereon of independent accountants, or if there is no such report, the certificate of an authorized officer of the corporation that such statements were prepared from the books and records of the corporation and have not been audited.

f. **Intellectual Property**

All intellectual property prepared or purchased by or on behalf of the corporation, including by not limited to, the use of the AAUW name, educational, promotional, and training materials, newsletters, contracts, logos, service marks, membership lists, contributor lists, and research results, shall be the exclusive property of the corporation, unless specifically owned by AAUW and restricted by affiliation bylaws, and Board members agree to deal with it as such. Board members agree that they will not sell, transfer, publish, modify, distribute, or use for their own purposes, the intellectual property belonging to the corporation without prior approval of the Board memorialized in a writing signed by the president.

21. Dissolution of the Branch

The Branch may be voluntarily dissolved at any time by a 2/3 vote of the voting members of the Branch voting at a properly called and noticed membership meeting where a quorum is present. Steps must be taken to properly dissolve the corporation through the guidelines of the California Department of Justice, Attorney General's Office, and to properly inform AAUW and AAUW CA.