

**AAUW – EAU CLAIRE BRANCH
Procedures and Policies**

- I. Projects or Positions involving Community Action External to be undertaken in the name of AAUW.
 - A. The Board will determine if:
 - 1. The project or position reflects AAUW’s policy and/or position. (See Bylaws Article III. Use of Name)
 - 2. The subject is compatible with AAUW’s mission – “Advancing equity for women and girls through advocacy, education, pilanthropy, and research”.
 - B. Projects requiring more than \$100 or a significant investment of branch resources require approval of the membership. Projects involving \$100 or less can be approved by the Board.
 - C. Approval by membership:
 - 1. Branch members will be notified prior to the next regular meeting.
 - 2. A quorum (20% of membership) shall be present at this regular meeting and shall be an affirmative vote of three-fourths of those present.

- II. Finances
 - A. Finance Committee
 - 1. The president shall appoint the finance committee according to the procedure outlined in ARTICLE XIII of the bylaws.
 - 2. This group shall prepare a proposed budget for approval by the board at their February or March meeting. If a redraft is necessary, it can be presented at the next Board meeting. The budget must be made available at least 14 days prior to the Annual meeting. The budget will be approved by the branch at the Annual Meeting.
 - B. Budget Items
 - 1. Travel expenses for the AAUW convention are budgeted each year even though travel occurs bi-annually. The budget dollars from the year in which travel does not occur are carried over to the next year. This ensures that the line item is not overlooked and also allows for more consistency in budgeting from year to year.
 - 2. Profits from fund-raisers in excess of the net amount budgeted will be transferred to the various funds based on the following percentages:
 - 20% - Book Sale Reserve*
 - 20% - Branch Operations*
 - 30% - UW-EC Foundation – Local Scholarships*
 - 30% - AAUW Funds*

3. The branch may choose to designate a portion of the carry forward dollars for another purpose, such as the AAUW endowment fund at UWEC, at the discretion of the board.

C. Expenses

1. Participation in AAUW Conventions and Workshops.
 - a. The president or president-elect is encouraged to attend the AAUW Convention. If money is available, the registration fee will be paid for additional members to attend the AAUW Convention and other association and state level meetings and workshops by decision of the Board.
 - b. Expense accounts must be submitted to the treasurer in detail.
 - c. The Board decides on reimbursement (meals, lodging, registration, travel).
 - d. Transportation: Current IRS rate per mile if travel is by car or reimbursement for the least expensive mode of public transportation.
2. Payment of Speakers
 - a. Local speakers and branch members are to be offered remuneration.
 - b. Out-of-town speakers are to be paid as arranged by the program chair and as allowed by the program budget.
3. Special Interest Groups may request up to \$100 per year for materials, speakers, or rentals.

- D. Audit of Treasurer's Books. At the end of the fiscal year the president shall appoint a branch member(s) to audit the treasurer's accounts. The member(s) reviewing the accounts shall date and sign the accounts to indicate the review has been performed.

III. Branch Directories

- A. Branch directories should not be used by individuals or given to individuals, agencies, or organizations outside of AAUW unless the work of the Branch will be promoted by so doing.
- B. Such directories should be used or given only with the approval of the branch president, who will consult with the board members if the president feels this is necessary.

Procedures and Policies of AAUW Eau Claire Branch
Accepted by board 02/25/2013