

AMERICAN ASSOCIATION OF UNIVERSITY WOMEN
Fort Atkinson Wisconsin Branch
2018 Policy Sheet (approved April 2, 2018)

Branch Meetings

1. Branch meetings shall be held the first Monday of each month (September through May). Holiday schedule adjustments may be made when needed.
2. Guests are welcome. A guest may attend two meetings during the year (September through May) and is then encouraged to become a member if eligible.

Board of Directors

Each officer, committee, and project chair shall create a job analysis of the position to be handed to the successor with any files and records. This shall include any handbooks, publicity clippings, committee guidelines, suggestions for improvements, or deletions.

Special Interest, Study, and Social Groups

1. Special interest, study, and social groups are approved by the Board.
2. The chair of a special interest, study, or social group must be an AAUW member except in special cases as approved by the Board.
3. As a community service, the Branch may wish to open its special interest, study, or social groups to individuals who are not members. All participants shall share equally in group expenses.

Fundraising

1. Fundraising occurs annually to raise money for AAUW Funds including: the Educational Opportunities Funds (national graduate-level scholarships), Legal Advocacy Fund, Eleanor Roosevelt Fund, and Leadership Fund.
2. Fundraising also occurs annually for local scholarships including: Jane Shaw Knox Scholarships (Adopt-A-Student Scholarships and Graduate Scholarships), Second Chance Grant Scholarships, and local philanthropic sponsorships.
3. Additional funds will be raised for member attendance at state and national AAUW conventions.
4. Fundraising projects shall be approved by the Board and membership.
5. New projects may be undertaken with Branch approval.
6. A Fundraising Committee shall be formed to develop and coordinate fundraising projects.

Convention Delegates

1. A set amount of money for the biennial Association Convention shall be budgeted yearly. The Board will determine the yearly amount.
2. The president and eligible voting delegates shall be the official branch delegates to all conventions (State and Association). Their registration shall be paid by the Branch, if money is available. (Association registration shall be budgeted; see #1). Additional money to attend conventions beyond the registration fee may be allotted if funds are available. If a member is unable to attend a convention for which her/his registration has been paid (may include additional allotted funds), the member shall find a member to take her/his place or shall reimburse the Branch.
3. The Board may make recommendations each year concerning non-voting delegates to convention and payment of their registrations/additional expenses shall be at the discretion of the Board.
4. Money shall be budgeted for registration expenses for workshops (ex. District Meetings, Legislative Day, Regional Conference). If a member is unable to attend a workshop for which her/his registration has been paid, the member shall find a member to take her/his place or shall reimburse the Branch.

Finances

1. The treasurer shall remind members at the March meeting that dues are payable before June 1.

2. Speakers invited by the Branch for dinner may have their meals paid by the Branch.
3. Since AAUW has its own sponsorships which are in themselves contributions to community betterment, and since members contribute to worthy causes as individuals, no financial contributions shall be made to annual community drives and projects.
4. The Branch does not contribute to individual's requests for funds.
5. Money will be budgeted for program expenses each year, but should be kept to a minimum. Budgeted money may be used for speaker fees, honorariums or mileage.
6. \$300.00 shall be kept in reserve.
7. Branch will always contribute a portion of funds raised each year to National AAUW Funds, percentage to be determined by the Branch Board. Allocation percentages and amounts will be proposed by the Executive Board, voted by the full Board to recommend to the membership, and voted upon by the membership, annually.
8. Branch local scholarships and grants will be determined by the Branch Board, based upon current available funds and current needs. Scholarships and grants will include but are not limited to:
Local scholarships to colleges, universities and technical colleges; NCCWSL; and Grants for Gals.

Branch Publications

1. Eight editions of the ***Branch Beat*** shall be published and disseminated to each member of the Branch.
2. A yearbook-directory shall be published each year. It shall list each member's name, address, telephone number, email, degree/s, and alma mater/s. This information shall be carefully verified and made available by the September meeting.

General

This policy sheet shall be revised biennially or whenever a need for revision arises.