



AAUW

WHEATON-GLEN ELLYN BRANCH

**HANDBOOK OF
POLICIES AND PROCEDURES**

2010 Revision

**WHEATON-GLEN ELLYN BRANCH OF AAUW
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INTRODUCTION

Branch Policy supplements the Branch Bylaws by interpreting Branch procedures not covered in the Bylaws. Policy revisions or new policies must be approved by the Board of Directors. This Handbook of Branch Policies and Procedures (“the Handbook”) includes Branch policies, as well as guidelines, procedures, duties of officers and committee chairs, and the Branch calendar. For reference, the Branch Bylaws are included as Appendix C.

The Recording Secretary is responsible for adding new or revised policies to the Handbook upon Board approval. The entire Handbook will be reviewed every fifth year.

PART I – GENERAL POLICIES AND PROCEDURES

BOOK SALE POLICY

(Described in Part III, C. under Book Sale Chair.)

CONVENTION FUNDING POLICY

Because the Branch Bylaws state that the President shall be the official representative of the Branch in the activities of AAUW at all levels, it will be the policy of this Branch to fund to the fullest possible extent the President’s attendance at the biennial AAUW convention, the annual AAUW-Illinois convention and the annual District IV Fall Conference. Funding shall include convention registration fees, planned convention meals, lodging and transportation to out-of-state meetings or meetings where overnight stay is required due to distance or program.

When funds are available, the President’s out-of-pocket expenses (additional meals and transportation) may also be covered upon request (with receipts and other documentation) and Board approval.

1. If any additional funds are available, with Board approval, the Branch may subsidize other delegates or members for whom attendance is deemed by the Board to be beneficial.
2. When a choice in providing funds must be made between a President completing a term and an incoming President, the incoming President shall receive funds first.

DECEMBER POTLUCK/ANNUAL HOLIDAY DINNER GUIDELINES

(Described in Part III, B. under Program Vice-president.)

DUES ASSISTANCE POLICY

The Branch, recognizing that the combination of Association, AAUW-Illinois and Branch dues can at times be a significant expenditure for eligible individuals renewing membership or joining the Branch for the first time, adopts the following policies. The goal is for membership to be widely available to eligible individuals of all income levels.

As noted in the **Branch Fundraising Guidelines**, the Association Board recommends that membership dues be set at a level which will cover normal operating expenses of the Branch. For the same reasons, the number of Branch programs where a fee is charged should be limited and each case where a fee is charged for a Branch program must be approved by the Board.

The following policies apply to distributions from the Dues Assistance Reserve Fund.

1. Requests for Dues Assistance are confidential. No financial statements are required. A request for Dues Assistance may be made at any time during the fiscal year. The request can be made for partial or full Dues Assistance.
2. A renewing member may request Dues Assistance by contacting the Membership Vice-president.
3. A Branch member may nominate a member or former member for Dues Assistance by contacting the Membership Vice-president.
4. The Dues Assistance request will be considered by a Committee consisting of the Membership Vice-president and Treasurer.
5. A Dues Assistance award may not exceed the lesser of annual dues (including Branch, AAUW-Illinois and Association amounts) or the current balance of the Dues Assistance Reserve Fund.
6. Criteria for a Dues Assistance Award:
 - a. First consideration will be accorded renewing current Branch members who have not previously applied for Dues Assistance.
 - b. Second consideration will be accorded former members who wish to rejoin the Branch.
 - c. Third consideration will be accorded members transferring from another AAUW Branch
 - d. Fourth consideration will be accorded eligible individuals who wish to join the Branch for the first time.
 - e. Fifth consideration will be accorded renewing members who have previously received Dues Assistance.
7. Possibilities for funding the Dues Assistance Reserve Fund may include:
 - a. A checkbox on membership renewal forms for a \$1 contribution to the Dues Assistance Reserve Fund.
 - b. Diversion of the Directory Networking fee from general operations to Dues Assistance.
 - c. Specially designated fund-raisers.
 - d. Any other funding options approved by the Board.

FUND-RAISING GUIDELINES

(Described in Part III, C. under Educational Opportunities Fund Chair.)

HIGHER EDUCATION INCENTIVE AWARDS GUIDELINES

(Described in Part III, C. under Educational Opportunities Fund Chair.)

INITIATING BRANCH ACTION OR A BRANCH PROJECT

A proposal for Branch action or a Branch project may come to the President or the Board from any Branch member. Such a proposal should include the reason for the action or project, why it should be undertaken by the Branch, a timeline for implementation, a budget (which may be \$0) and an estimate of person-hours to complete the action or project.

The President may reject a proposal if it is outside the scope of AAUW's mission or contrary to AAUW policies or may allow the proposal to be presented to the Board. The Board will discuss the proposal and may agree to accept the proposal, accept with modifications, or reject. The originator of the proposal will be invited to attend the meeting at which the proposal will be considered. The Board's decision to accept the proposal could require approval by the membership, if appropriate, based on the scope and budget of the proposal.

Upon completion of a project, the steering committee of the project shall propose policy concerning use of the materials by others outside of the Branch. Projects which will involve original written material should, in the planning stages, consider the advisability of copyrighting the report's contents to protect the efforts of

the Branch. The final decision to copyright shall be made by the Board. If it is decided to copyright, the following wording should be used:

Copyright - Wheaton-Glen Ellyn Branch, AAUW, __ (YEAR) __. No portion of this report may be reproduced in any form whatsoever except with the express, written consent of the Wheaton-Glen Ellyn Branch, American Association of University Women.

In responding to requests for permission to reproduce copyrighted material, the following wording is recommended:

Permission is hereby granted to ___NAME_____ to reproduce ___DESCRIPTION OF MATERIAL_____ in whole or in part, provided that each such reproduction carries acknowledgement to Wheaton-Glen Ellyn Branch of AAUW.

Charges for use of copyrighted material will be a case by case decision by the Board.

INTEREST GROUP POLICIES

1. General policies:
 - a. Groups must be open to all members. Meeting dates and locations should be publicized in *Twigs*, the website or by e-mail invitations.
 - b. Expenses of Interest Groups are not funded by the Branch but are met by voluntary contributions of group members.
 - c. Visitors, i.e., prospective members or guest(s) of a member, may attend interest group meetings but may not host meetings or lead discussions.
 - i. Prospective members who attend meetings of any interest group should join the Branch in order to continue to participate. If space is limited, members have priority.
 - ii. Spouses of members who attend the Film Group interest group are welcome to join the Branch but are not required to join in order to continue to participate in Film Group.
2. Policy for forming a new interest group:
 - a. A Branch member may propose to the Board the formation of a new interest group. Such proposal should describe the focus of the group and how that focus relates to AAUW's mission and/or policies.
 - b. The Board may then approve a one-year trial period for the proposed new interest group.
 - c. After the one year trial, the interest group will be re-evaluated by a committee consisting of the President, the Interest Group Chair and a member-at-large of the interest group, appointed by the President. The committee will submit its evaluation of the interest group to the Board.
 - d. Among criteria for the committee's evaluation:
 - i. whether the group wishes to continue as a Branch interest group,
 - ii. whether the majority of interest group participants are Branch members, and
 - iii. whether the focus of the interest group at the end of the year relates to AAUW's mission and/or policies in the way it was proposed when established.
 - e. Board approval will then be required for continuation of the interest group. No further evaluations will be required unless major changes occur in focus or participation.

MAY BANQUET PROCEDURE

(Described in Part III, B. under Program Vice-president.)

INTER-BRANCH ACTION POLICY

Prior to seeking the support of another Branch for action on a Branch project, the Branch must consult with an appropriate AAUW-Illinois board member. This is to avoid misunderstanding or contradiction between Branches or between Branch and AAUW-Illinois policies.

OPEN BOARD MEETINGS POLICY

(Described in Part III, A. under Board of Directors.)

USE OF AAUW NAME POLICY

In keeping with AAUW's purpose as stated in Article II of the AAUW Bylaws, any AAUW member may speak in support of or in opposition to public proposals, potential actions or appointments.

Consistent with Article III of the AAUW Bylaws regarding use of the AAUW name, members are prohibited from using AAUW's name to oppose a position adopted by AAUW, AAUW-Illinois or the Branch. However, members are entirely free as individual citizens to advocate any position on any issue. A member's right to disagree, or to work on the other side of an issue, in the individual's own name is not abridged. In fact, it is strongly upheld, and AAUW urges its members to be involved in the public policy process.

USE OF BRANCH MEMBER RECORDS POLICY

Branch Member Records and the Directory are solely for the use of the Branch, AAUW-Illinois and AAUW membership activities and communications. No other use is acceptable, unless approved by Board action.

PART II – POLITICAL POLICIES

BRANCH ACTIVITIES RELATED TO NON-PARTISAN POLITICAL CANDIDATES

1. Candidate Forums. Before a non-partisan election in which the Branch has not endorsed a candidate(s), the Branch may have a candidate forum to which all candidates are invited. Before a non-partisan election in which the Branch has endorsed a candidate(s), the Branch may invite the endorsed candidate(s) to speak at a meeting on his/her (their) candidacy, with or without inviting non-endorsed candidates.
2. Branch Meetings. Whether or not a declared candidate in a non-partisan election has been endorsed by the Branch, he or she may be invited to speak at a meeting on a subject of his/her particular expertise.

BRANCH ACTIVITIES RELATED TO PARTISAN POLITICAL CANDIDATES

1. Candidate Forums. The Branch may host a candidate forum to which all political candidates in an election are invited. If three or more political parties have nominees for any office, the Branch may limit invitations to the two political parties receiving the highest number of votes in the last preceding general election. If one or more candidates decline to attend, the program may still be held. The same policy applies to polling candidates on issues related to AAUW policies and publishing the results of the poll in a Branch publication.
2. Branch Meetings. The Branch may invite a declared candidate in a partisan election to speak at a meeting on a subject of his/her particular expertise, but not on his/her candidacy for public office.

BRANCH COOPERATION WITH OTHER GROUPS

Before cooperating with another group on any project, the Branch must evaluate such project carefully to be sure that it is within the scope of AAUW's mission and policies and that the Branch can make a satisfactory contribution to it. Once cooperation on a project is in effect, the project should be reviewed periodically to determine it continues to be within the scope of AAUW's mission and policies.

BRANCH MEMBERS WHO ARE POLITICAL CANDIDATES

A Branch member, as a candidate for any office (partisan or non-partisan) may state his/her AAUW and Branch membership as long as his/her platform is not inconsistent with AAUW's mission or policies.

Such a statement of AAUW or Branch membership should not be construed to imply endorsement. (Refer to Policy on **Branch Endorsement of Political Candidates**.)

Note that stating one's AAUW membership while opposing one or more of AAUW policy positions violates AAUW's Use of Name Policy.

BRANCH POLITICAL CONTRIBUTIONS

The Branch may not contribute money or anything of material value to candidates for elective offices, partisan or non-partisan. The Branch may not publish paid political announcements in Branch publications.

BRANCH REPRESENTATION IN OTHER ORGANIZATIONS

The Branch may be represented in another organization (such as, a civic or community group) if such representation is consistent with AAUW's mission and policies. For example, a Branch member may act as liaison between the Branch and a community organization. The decision to send a representative to another

organization should be initiated in accordance with the policy on **Initiating Branch Action or a Branch Project**.

Such representation should be reviewed annually. In the event that the purposes and/or policies of the organization change so as to become inconsistent with AAUW's mission or policies, the Branch should withdraw AAUW representation.

BRANCH SUPPORT OF LOCAL ISSUES

The Branch may support local issues, even though controversial, provided that:

1. both sides of the issue have been thoroughly studied,
2. the stand which the Branch takes reflects the thinking of the majority of all Branch members, and
3. it is not inconsistent with AAUW's mission and policies.

BRANCH ENDORSEMENT OF CANDIDATES FOR APPOINTIVE LOCAL POSITIONS

The Branch may endorse* or oppose candidates for appointive local office, including submitting names to be considered for an appointive office.

* Use of the term "endorse" instead of the word "support" is a legal term used to comply with election laws.

BRANCH ENDORSEMENT OF CANDIDATES FOR NON-PARTISAN ELECTIVE OFFICES

Prior to endorsing or recruiting a candidate(s) for a non-partisan elective office, the Branch must carefully investigate state and local election law. Where state or local election law considers endorsement itself a contribution, the Branch may not endorse candidates for any elective office, partisan or non-partisan. Otherwise, the Branch may proceed to endorse or recruit a candidate(s) for non-partisan elective state or local offices.

Prior to endorsing candidates for non-partisan elective office, the Branch must adopt clear procedures for making such endorsement. Where there are multiple Branches in a single electoral district, clear procedures for making endorsements must be agreed to by a majority of those Branches and those procedures then become binding on all Branches in the district. In a multi- Branch electoral district, any Branch(s) choosing not to participate in such endorsement will notify all other Branches in the electoral district, and the remaining Branch(s) may proceed.

If, in the future, the Branch independently incorporates as a 501(c)(3) organization, it will be subject to different regulations than described above and may no longer endorse candidates for elective state or local offices.

BRANCH ENDORSEMENT OF CANDIDATES FOR PARTISAN ELECTIVE OFFICES

The Branch may not endorse or oppose candidates for partisan elective office, whether local or national.

ELECTION ACTIVITIES OF BRANCH MEMBERS

A Branch member, as a private citizen, may endorse a candidate or candidates for partisan elective office, make a contribution to such candidate(s), or may organize for the purpose of supporting such candidate(s). However, any such endorsement, contribution or organization cannot utilize the name of AAUW or the Branch.

PART III -- DUTIES OF THE BOARD, OFFICERS, CHAIRS AND COMMITTEES

A. BOARD OF DIRECTORS

1. Responsibilities of Officers and Board Chairs:
 - a. Regularly attend Board meetings in order to be fully acquainted with Branch activities. If a Committee Chair is unable to attend, a committee member may represent the Board member.
 - b. Maintain appropriate permanent files including a description of the year's activities which shall be given to the successor at the annual combined Board meeting.
 - c. Make a good faith effort to broadly participate in Branch activities.
2. Responsibilities of individual Board members:
 - a. Learn the function, purpose and goals of AAUW and read OUTLOOK, the Handbook, and all material received from AAUW and AAUW-Illinois chairs.
 - b. Participate in the planning and discussion of Board and Branch business.
 - i. Acceptance of a Board job entails responsibility for a share of the work and constructive criticism within the Board.
 - ii. Study and make appropriate plans within the area of responsibility appropriate to the Board position.
 - c. If two Branch members share a Board position, they must specifically divide the duties of that position. Both should attend as many Board meetings as possible.
 - d. Assist the Membership Vice-president at Branch meetings and new member functions with greeting Branch members and prospects.
 - e. Submit a *Twigs* article related to the Board position when appropriate or when requested by the President or Newsletter Editor.
3. **Open Board Meetings Policy:** All Board meetings are open to the membership, and copies of the minutes and the treasurer's report are available to the membership.

B. OFFICERS

PRESIDENT

1. Responsibilities of the President to the Branch:
 - a. Presides at all meetings of the Branch, Board, and Executive Committee.
 - b. Represents the Branch in work with other organizations (or appoints an appropriate representative to do so)
 - c. Attends AAUW and AAUW-Illinois conventions and District conferences and distributes applicable convention and conference materials to Board members.
 - d. Is responsible for updating Branch bylaws immediately after each AAUW convention (or appoints an appropriate committee to do so). Updated Branch Bylaws will be distributed to Board members for inclusion in their Handbooks. Branch members will be notified of all changes to the Bylaws by e-mail and in the Branch newsletter.
 - e. Is an ex officio member of all committees except the Nominating and Audit Committees.
 - f. In case of unexpected vacancies, the President appoints interim Officers or Committee Chairs with approval of the Board.
 - g. Submits the names of qualified members to the AAUW-Illinois nominating committee and suggests qualified members for AAUW-Illinois committee chairs or Association committees.
 - h. Helps Branch leaders fulfill their responsibilities.
 - i. The President should be familiar with Roberts' Rules of Order, Newly Revised. (Normally, one or two additional Board members will have some familiarity with Roberts Rules and can assist when necessary.)

- j. Writes a monthly newsletter article. Works closely with the Newsletter Editor and Website Chair to assure timely release of accurate and pertinent information to Branch members.
 - k. Maintains an adequate and up-to-date file of materials necessary to carry out the office of President. Passes this file on to her successor as soon as possible after the expiration of her own term of office.
 - l. Submits recommendations to the incoming President of members who may be interested and available for Board positions.
 - m. Works with Publicity Chair to inform local organizations, individuals, and government agencies of important Branch activities and policies.
 - n. At December Branch meeting, presents names of the Nominating Committee's Chair and members.
 - o. Prior to June 30, appoints three Branch members to form the Audit Committee.
2. Responsibilities of the President to AAUW-Illinois:
 - a. Serves as the official channel of communication between the AAUW-Illinois and the Branch.
 - b. May serve on the AAUW-Illinois Board of Directors.
 - c. Interprets AAUW-Illinois policies and procedures to Branch members.
 - d. May serve as Branch representative to AAUW-Illinois conventions, conferences, workshops or other meetings.
 3. Responsibilities of the President to the Association:
 - a. Serves as channel of communication between the Branch and the Association.
 - b. Requests explanations and interpretations of AAUW purposes, policies, and program when necessary.
 - c. Submits names and e-mail addresses of Branch officers to the AAUW Membership Records Office online by June 1 of each year.

PROGRAM VICE-PRESIDENT

1. Serves as a member of the Board of Directors and the Executive Committee.
2. Presides at Branch or Board Meetings in the absence of the President.
3. Honors the outgoing President with a token of appreciation from her Board (purchased with Board donations).
4. Writes a monthly newsletter article promoting each upcoming Branch meeting's program.
5. Attends Association, AAUW-Illinois and District conferences when possible.
6. Keeps all program file materials up to date and passes on to successor.
7. Chairs the annual **Program Planning Committee** meeting.
 - a. Schedules the Program Planning Meeting for the first convenient date in June.
 - b. Invites all Board members and all interested Branch members.
 - c. Prior to the meeting, the Program Vice-president:
 - i. Evaluates past Branch programs regarding attendance, costs, and member feedback, using files maintained by prior chairs.
 - ii. Provides policy guidance during the discussion of possible Branch programs.
 - iii. Prepares a discussion list of possible program topics and/or speakers. The list should include for each month, estimated speaker fees, meeting room costs and possible Branch member contacts.
 - iv. Keeps in mind that all Branch program sites should accommodate a quorum (25%) of Branch membership.
 - d. After the meeting, the Program Vice-president:
 - i. Summarizes proposed programs with details of dates, topics, speakers, locations, costs, and Branch member contact.
 - ii. Provides estimated Program budget information (speaker fees and location rentals) at the annual Budget Meeting.

- iii. Follows-up with Branch member contacts to ensure all programs and related details are confirmed prior to August Board meeting. In addition to contacting speakers and confirming dates, this includes reserving meeting rooms and arranging for payment of any required deposits.
 - iv. Provides the Treasurer with any changes in budget information prior to August Board meeting.
 - v. At the August Board meeting, presents the Board members with the yearly Branch calendar with dates of Branch and Board Meetings as well as regularly scheduled interest groups.
 - vi. By August 15, provides final program details to the Member Records Chair for the directory and to the Newsletter Editor for September *Twigs*.
8. The Program Vice-president is responsible for final details of each program although any or all may be delegated to a Branch member who is designated Program Chair for a particular program.

Monthly Branch Meeting Checklist:

- a. One month before the Branch meeting:
 - i. Phone or e-mail speaker to confirm details and provide directions to meeting site. Find out equipment needs of presenter and arrange for equipment. If speaker is unfamiliar with the Branch, mail her/him a Branch AAUW brochure and/or direct them to the Branch website.
 - ii. Submit article to Newsletter Editor by 15th of month prior to presentation.
 - iii. Provide speaker description and other meeting dates to Publicity Chair. Confer with Publicity Chair to determine how widely the meeting should be publicized. Determine if copying flyers/letters for publicity to neighbors may be appropriate. Assign responsibility for an “all-Branch” e-mail reminder to be sent two to three days prior to the meeting.
 - iv. If speaker has been arranged by another Branch member, determine whether Program Vice-president or Branch member contact will introduce speaker.
 - v. Confirm date, time and room set up with meeting site manager.
 - vi. Contact Hospitality Chair to discuss estimated attendance and room set-up for refreshments table.
 - vii. Provide Board with program update in month prior to the meeting.
 - viii. Complete the check request form for the Treasurer to provide her with the speaker’s name, the check amount and arrangements for delivery of the check to you or the speaker.
- b. The day of the Branch meeting:
 - i. Write introduction to speaker or contact Branch member contact to remind her/him of this responsibility.
 - ii. Contact the Hospitality Chair to make sure everything has been arranged.
 - iii. Contact Treasurer to confirm details of check delivery.
 - iv. Prepare a “program emergency kit”, consisting of extra electrical cords, pencil/paper, scotch tape, scissors, bandages, and if available, an extra lap-top.
 - v. Arrive in time to assure that room has been set-up as requested and to allow sufficient time to overcome any unexpected issues (chairs, equipment, temperature, lights). This may be delegated to another member if Program Vice-president is meeting speaker for dinner before the meeting.
 - vi. Greet speaker and help her/him/them with any needs. Act as hostess and offer water or coffee and snacks from Hospitality table.
 - vii. Count attendance for Program Vice-president’s evaluation file.
 - viii. Chair the question and answer session that follows the presentation. This involves:
 - 1. Recognizing members having questions for the speaker.
 - 2. Following the speaker’s response to any given question, the Chair will move on to another member’s question. One question is allowed per person until all have had a chance to speak. (Limited time precludes open discussion between speaker and questioner and might result in the omission of equally worthwhile inquiries from other

members. Courtesy requires the Branch to remember that speakers are our invited guests and should be treated as such at all times.)

- ix. Closing the presentation in a timely manner.
- c. After the Branch meeting:
 - i. Contact speaker(s) and thank her/him/them for the presentation (phone, e-mail, or mail).
 - ii. Thank Hospitality Chair and others who assisted with the program.
 - iii. Add notes to the program evaluation file.
9. **December Potluck/Annual Holiday Dinner Guidelines:** Program Vice-president works closely with Hospitality Chair and EOF Chair for this Branch meeting. Responsibilities include:
 - a. Program Vice-president selects date with Board approval and secures meeting location.
 - b. Hospitality Chair organizes food sign-ups, room set-up, decorations, *TWIGS* article and arranges for an “all-Branch” reminder e-mail to be sent a few days before the final RSVP deadline.
 - c. Traditionally the EOF Chair arranges for an AAUW fellowship or grant award recipient to be the speaker.
 - i. The speaker often will be a student who is unfamiliar with the Chicago suburbs, therefore arrangements may include a discussion of public transportation options and an offer to pick up the speaker at a local train station.
 - ii. If the speaker will be returning to Chicago late in the evening, the EOF Chair may offer cash for taxi fare from the Chicago train station to speaker’s home. EOF Chair can be reimbursed from EOF budget.
 - d. Program Vice-president consults with Board re: possible other entertainment during this event.
10. **May Banquet Procedures.** Program Vice-president works closely with Banquet Coordinators and EOF Chair for this Branch meeting. Responsibilities include:
 - a. Banquet Coordinators (appointed by the President) are responsible for making the following arrangements:
 - i. Location, menu, collection of money, table decorations, and check request to Treasurer for payment to facility.
 - ii. *Twigs* announcements and additional publicity, if appropriate.
 - iii. “All-Branch” reminder e-mail sent a few days before the final RSVP deadline.
 - b. In addition, the Banquet Coordinators may arrange to hold a “Basket Raffle” with the proceeds funding convention expenses for the Branch President.
 - c. The EOF Chair may invite local scholarship recipients to be our guests at the May Banquet and will introduce them to the membership. Their meals are paid for from EOF budget.
 - d. Incoming officers are installed at the May Banquet. The installing officer is the immediate past president.
 - e. The Program Vice-president pays tribute to the outgoing President (typically after the President has recognized the Board) and presents a token of appreciation from the Board.

MEMBERSHIP VICE-PRESIDENT

1. Serves as a member of the Board of Directors and the Executive Committee.
2. Serves as chair of the **Membership Committee** (with members chosen at her discretion) which assists her with membership recruitment and retention responsibilities.
3. The Membership Vice-president serves as chair of the **Neighborhood Committee** (with members chosen at her discretion), which assists her with integrating new members into Branch activities.
 - a. Appoints a neighborhood “greeter” for each neighborhood. Neighborhood greeter responsibilities are:
 - i. Contact any new member in her neighborhood and meet with her to get to know her so that she can write a *Twigs* paragraph to introduce the new member to the Branch. Possible topics for the *Twigs* item are the new member’s family, work, hobbies, and why she joined the Branch.

- ii. Encourage the new member to call her “greeter” whenever she has any questions about Branch activities.
 - b. Neighborhood assignments are published annually in the directory. The Member Records Chair assists the Membership Vice-president by assigning new members to appropriate neighborhoods. Neighborhood boundaries or the number of neighborhoods may be revised as needed.
4. Serves as chair of the **Nominating Committee** which consists of the Membership Vice-president and at least two additional Branch members appointed by the President.
 - a. The names of Nominating Committee members are typically presented to the Branch by the President at the December Branch meeting (*i.e.*, at least three months prior to the March Annual Meeting).
 - b. The committee meets in January and prepares a slate of nominees to be presented at the February Branch meeting. The Chair ensures that the slate is also published in the newsletter or e-mailed to each member at least 10 days before the March annual meeting.
 - c. Nominations for Branch offices may also be made from the floor, providing the written consent of the nominee has been obtained in advance.
 - d. Interim vacancies in office shall be filled in accordance with Branch Bylaws, Article VI, Section 1, item d. The Nominating Committee shall not be reconvened.
 - e. Elections shall be conducted in accordance with Branch Bylaws, Article V, Section 2.
 5. At Branch meetings, greets and introduces new and prospective members and is prepared to speak briefly about membership activities.
 6. Submits a monthly newsletter article about membership activities.
 7. Annually updates the Branch membership brochure with input of Board members.
 8. Actively recruits new members and maintains a current list of prospective members.
 9. Sends membership information to prospective members.
 10. Sends welcome letter and pertinent Branch information to new members.
 11. Forwards membership applications and checks to the Treasurer.
 12. Schedules and plans a prospective member information event, if appropriate.
 13. Sends invitations to the December potluck to new members who have joined since the prior December potluck and introduces attending members and guests at that event.
 14. Maintains a guest list and name tags for members and guests at Branch meetings.
 15. Coordinates spring membership retention with Treasurer and follows up on non-renewing members.
 16. Maintains a membership file and passes it on to her successor.

SECRETARY

1. Serves as a member of the Executive Committee and the Board of Directors.
2. Keep minutes for each Board meeting, Executive Committee meeting and for the business part of each Branch meeting.
3. Posts Branch minutes at the next Branch meeting and distributes Board and Executive Committee minutes to Board or Executive Committee members prior to the next Board or Executive Committee meeting.
4. Minutes are maintained by the Secretary as a part of the permanent file of the Branch in chronological order in a folder or notebook, with an index of contents listing dates of meetings recorded, location of policy decisions of continuing importance, etc.
5. Minutes should include:
 - a. The name of the Branch, Board or Executive Committee.
 - b. The date, hour and place of the meeting.
 - c. The name of the President and the Secretary or, in their absence, their substitutes’ name.
 - d. A statement that the minutes of the previous meeting were read and approved as read or corrected.

- e. The Treasurer's report and the Treasurer's name.
 - f. A record of committee reports given and by whom.
 - g. A record of any important correspondence which was read and the name of the reader.
 - h. An accurate wording of each motion and recommendation which came before the Branch or Board, the name of the mover, the name of the seconding member, and whether the motion was carried or lost. Discussion may be recorded. Vote is recorded. No mention is made of a motion which was withdrawn since it was not brought to vote.
 - i. Branch minutes should include a statement of the subject of the program and names of those participating but need not contain an account of what the speaker said unless it is necessary to explain some resulting action.
 - j. A statement of the adjournment of the meeting and time of the adjournment.
6. Assists with Branch correspondence when asked by the President.
 7. Keeps a file of all Branch communications received and copies of all letters sent.
 8. Assists the President, when asked, with organizing and maintaining records of Branch contact with AAUW, AAUW-Illinois and with the community.
 9. Assists with distribution of the Handbook to each Board member. Retains the electronic copy of the Handbook and passes it on to the incoming Secretary at the beginning of the term.
 10. The Secretary is responsible for materials given to each Board Member (e.g., Handbook, Bylaws and stationery.)

TREASURER

1. Tax deductible funds (Association dues and contributions to AAUW Funds) may be processed through the Branch checking accounts. The treasurer is responsible for forwarding such dues and contributions to AAUW in a timely manner although the transmittal of contributions to AAUW Funds may be delegated to the EOF Chair.
2. Reporting responsibilities:
 - a. Annually respond to the AAUW Finance Officer's request for information required for the Branch to participate in the Group Tax Exemption by March 15.
 - b. Annually electronically file Form 990-N with the Internal Revenue Service by November 15.
 - c. Provide a report of current balances and progress against budget for each Board meeting and a final report for the Budget meeting.
 - d. Provide a report of year-to-date income and expenses and current balances at each Branch meeting.
 - e. Prepare a final report of fiscal year-end income and expenses, including accruals, and ending balances.
 - f. Prepare a balance sheet of assets and liabilities for each budget account at the end of the fiscal year, June 30th.
 - g. Make available to the Audit Committee all records requested for the audit at the end of the fiscal year.
3. Recordkeeping responsibilities: (Based on guidelines from the AAUW Finance Officer Toolkit)
 - a. Records that support income and expenditures should be kept for three years from the due date of an IRS return or when it was filed, whichever is later. Even though most AAUW subunits haven't been required to file with the IRS in the past, this guideline should still be used as proof of not needing to file and Branches should keep records for three and a half years past the close of a fiscal year.
 - b. Keep records that verify ownership and the organization's basis in property for as long as they are needed to figure the basis of the original or replacement property and while the Branch still have ownership.
 - c. The organization should also keep copies of any tax returns it has filed, contracts, leases, and bank statements for at least seven years if not permanently. In the case of the Form 990-N, the

Branch won't be able to actually keep a copy of the electronic form; instead the Branch should keep a copy of the e-mail receipt.

4. Accounting responsibilities:
 - a. The treasurer will track as separate line items those funds which have been designated as Reserve Funds. Each Reserve Fund has been created by the Board with firm guidelines for its dispersal. These funds cannot be used except as directed by the Board.
 - b. All other funds are described as the General Reserve.
 - c. The status of each Operations Reserve Fund should be reviewed periodically by the Board. A Reserve Fund may be terminated after thorough review and discussion by the Board if, for example, the reserve has been depleted to a nominal sum or the need for the Reserve Fund no longer exists.
 - d. Operations Reserve Funds:
 - i. The *Community Action Projects Fund* exists to provide seed money for community projects undertaken by the Branch.
 - ii. The *Convention & Leadership Fund* exists to reimburse the President for expenses incurred for representing the Branch at Association, AAUW-Illinois and District Conventions and Conferences. Convention and conference expenses of other members of the Executive Committee may also be reimbursed in part or full if funds are available and the Board votes to do so.
 - iii. The *Dues Assistance Reserve Fund* exists to support the Dues Assistance Policy.
 - iv. The *Special Program Fund* exists to fund special Branch programs.
5. Dues collection responsibilities.
 - a. Notifies all unpaid members of dues payment deadlines.
 - b. Accepts new members' dues from the Membership Vice-president.
 - c. Each year by June 30, electronically transmits the Branch Dues Report (BDR) to AAUW and mails a paper copy to AAUW and AAUW-Illinois with checks for amounts due.
 - d. As needed, between July 1 and March 31, electronically transmits the Additional Dues Report (ADR) to the AAUW and mails a paper copy to AAUW and AAUW-Illinois with checks for amounts due.
 - e. Adheres to AAUW deadlines for full year and half year dues.
 - f. Any member whose dues remain unpaid after August 15 is dropped from the membership.
 - g. Any new member who joins after March 31 will be considered to have paid dues through the end of the following fiscal year.
6. Budgeting responsibilities:
 - a. Serves as chair of the **Budget Committee**, which is composed of the Treasurer and all Board members with Budget responsibilities.
 - b. Provides the committee members with a final "progress against budget" report for the Operations Account and the Educational Opportunities Fund Account as of June 30. The report will include any known accrued income and expense items for the fiscal year (to be received or paid after June 30).
 - c. Each committee member will bring an estimate of income and expenses for the upcoming year to the committee meeting.
 - d. Based on committee input, presents a proposed budget for Board approval at the August Board meeting (or the last Board meeting that occurs prior to the September Branch meeting).
 - e. Presents the Board-approved budget to the membership at the September Branch meeting. Branch members will vote to approve the budget at the October Branch meeting.
7. Book Sale.
 - a. Handles or delegates authority to handle all proceeds from the Book Sale, depositing money in the appropriate bank account when as needed during the sale week.
 - b. Pays all bills and fees incurred by the Book Sale from the appropriate account.

- c. Arranges to obtain money for change boxes during the Book Sale.
- 8. Educational Opportunities Fund responsibilities:
 - a. After the close of each fiscal year, works with the Educational Opportunities Fund Chair to determine the amount available for the current year's contribution to the Branch's named Research and Project Grant and the amount available for next spring's Higher Education Incentive Award based on the proceeds of the prior fiscal year's Book Sale.
 - b. When requested, provides the EOF Chair with a check for the Board-approved contribution to the current named Research and Project Grant to the Association by the applicable deadline.
 - c. Each December, provides the LAF Chair with the Board-approved contribution to the Legal Advocacy Fund.
 - d. When requested, provides the EOF Chair with checks for the Board-approved Higher Education Incentive Awards for presentation to the scholarship recipients.

C. BOARD CHAIRS

BOOK SALE CHAIR (Annual Appointment)

1. Serve as a member of the Board of Directors and the Budget committee.
2. Manages the Book Sale which includes the following responsibilities:
 - a. Prepares a budget for expenses and submits it to the treasurer prior to the Budget Committee meeting. Attends Budget Committee meeting.
 - b. Arranges for the donation of or rental of a storage space to hold at least one year's accumulation of books. Books will be collected from the end of one sale until the storage space is filled.
 - c. Arranges the rental and terms of rental of the Civic Center in Glen Ellyn for a period long enough to sort books and then run the sale.
 - d. Arranges for the professional movers who will move the books from storage to the sale site.
 - e. Chairs the sorting and pricing at the storage facility and the Civic Center (though the Curio Committee can arrange additional times as needed.) Solicits sorting and sale workers through meetings, calls, e-mails and *Twigs*. Encourages *every member* to participate.
 - f. Creates a pricing structure to assure minimal pricing of individual items, keeping in mind that the shoppers and workers must clearly understand it as well. Secures book collection points (usually real estate offices) in Wheaton and Glen Ellyn.
 - g. Works with the Publicity Chair to publicize the collection of books as well as the sale itself.
 - h. Appoints a properties chair to handle the set-up of the Civic Center for the sale.
 - i. Evaluates sale at end. Documents as much as is possible in "manual" form for the incoming Book Sale Chair.
3. Publicizes and enforces **Book Sale Policy**:
 - a. Book sale proceeds are deposited to the Branch's Educational Opportunities Fund (EOF) account. Distributions are made from Book Sale proceeds in accordance with **Branch Fund-raising Guidelines**.
 - b. ONLY Branch members and their families and student volunteers secured by a Branch member may work the Book Sale.
 - c. NO ONE (workers and sorters included) may purchase or borrow books prior to the opening of the sale.
 - d. AAUW members wishing to purchase books on Presale night have the following options:
 - i. Stand in line with other customers and present membership card at the door.
 - ii. Work at the sale, but select and purchase books after all customers have entered the sale and when all work stations and responsibilities are being covered.
 - e. All Wheaton-Glen Ellyn Branch AAUW members will be admitted to the Presale free upon presentation of membership card. Spouses and children of members must pay admission.
 - f. Children 18 and older will pay admission to the Presale.

- d. Only Presale workers will be permitted in the sale area before the opening on Presale night. (NO family members are permitted access unless they have been recruited to work.)
- e. Only books donated to the sale will be offered for appraisal.
- f. Tax receipts for book donations will be given upon request, with the following wording:

Proceeds from the Book Sale support the AAUW Educational Opportunities Fund which is part of AAUW, a tax-exempt organization under IRC 501(c)(3). The AAUW Educational Opportunities Fund provides scholarships and fellowships to women seeking higher education.

- g. Because of AAUW policy and AAUW income tax status, tax deductions may be authorized for monetary contributions to the Book Sale only if the member makes the check payable to an AAUW fund, such as the Branch's current named Research and Project Grant or if such contribution is handled as described in Treasurer's duties, item 1. If the check is not made directly payable to an AAUW Fund then only 80% is tax deductible.

CULTURAL ARTS CHAIR

1. Serves as a member of the Board of Directors.
2. Arranges periodic outings to events or locations of interest.

DIVERSITY CHAIR

1. Serves as a member of the Board of Directors.
2. AAUW supports affirmative action to improve racial, ethnic, and gender diversity. The Diversity Chair is responsible for helping the Branch support this part of AAUW's mission through our Branch activities.

EDUCATIONAL OPPORTUNITIES FUND (EOF) CHAIR

1. Serves as a member of the Board of Directors.
2. Is responsible for disbursing funds to the AAUW named Branch endowment, fellowship or grant and the **Wheaton/Glen Ellyn Branch Higher Education Incentive Award** in accordance with the following **Branch Fund-raising Guidelines**:
 - a. Considering that the Board of Directors of AAUW recommends that membership dues be set at a level which will cover normal operating expenses, the Branch's fund raising activities are usually limited to those undertaken in support of AAUW and the Branch's Educational Opportunities Fund's goals. Upon occasion, some fund-raising may occur for Branch-sponsored public and community service projects. The Association recommends a ratio of 80:20 for fundraising for Association Funds, such as, the Branch's current named Research and Project Grant. Local scholarships, such as, the Branch's Higher Education Incentive Award, are community projects. The Branch has traditionally followed this recommendation.
 - b. AAUW has cautioned Branches against raising funds to support projects of other organizations or those supported mainly by tax money. AAUW may be in sympathy with such projects and may support them in non-financial ways, but the resources of most branches (in terms of both money and energy) are not sufficient to accommodate all potential "worthy causes".
 - c. Any fund-raising undertaken by the Branch should be carefully reviewed in relation to tax laws, as follows:
 - i. Funds raised for any program of the Branch's Education Opportunities Fund are tax-deductible for the donors (except for the 20% designated for local scholarships), because the AAUW Research and Project Grant which is the end recipient of such fund-raising is part of AAUW, which is a charitable and educational foundation, tax-exempt under IRC 501(c)(3).

- ii. Unless the Branch itself is incorporated as a tax-exempt organization under IRC 501(c)(3), fund-raising activities for scholarships other than those supported by AAUW are not tax-deductible for the donors. Thus, contributions made directly for the Branch's local scholarships are not normally tax-deductible.
 - d. The purposes and proposed uses of proceeds from any fund-raising activity should be clearly stated when the project is undertaken. The commitment thus agreed to should be strictly adhered to. To change the purpose of the project after the funds have been raised or collected is unfair and may be illegal.
 - e. Since Branch members as individuals give to the support of local and national charitable organizations such as Community Fund, Red Cross, Cancer Society, etc., Branches are advised against using Branch funds for contributions to such organizations.
3. In November, the EOF Chair presents the amount of the proposed Branch EOF contribution for Board vote. If available Book Sale proceeds can not fully fund the Branch's current Grant obligation in any given year, funding may be augmented from other sources with Board approval.
 4. Sends Branch EOF contribution to the Association by December 15th with appropriate form. (Form can be found at www.aauw.org.) A copy of the contribution form is sent to AAUW-Illinois EOF Chair.
 5. At the December Potluck/Annual Holiday Dinner, is responsible for a Branch program highlighting AAUW's Educational Opportunities Funds' recipients. This is usually accomplished by arranging for a current or past AAUW fellowship recipient as guest speaker. A current list of recipients is available on line at www.aauw.org each September. Refer to **December Potluck/Annual Holiday Dinner Guidelines**, item 9.c., under Program Vice-president's responsibilities.
 6. Is responsible for informing local high schools of the **Wheaton/Glen Ellyn AAUW Higher Education Incentive Awards** and all details related to those awards. Details follow:
 - a. Name of Scholarship: Wheaton/Glen Ellyn AAUW Higher Education Incentive Award
 - b. Scope of Scholarship
 - i. To be given each spring to two (or more) graduating high school seniors who will be enrolling at the College of DuPage (COD) for the fall semester.
 - ii. The distribution of scholarships will be equitably balanced among the four Glen Ellyn and Wheaton high schools. For example, if two scholarships are awarded each year, one will be given to a Glen Ellyn student and one to a Wheaton student. Since there are four high schools, the scholarships will alternate. One will be given to a Glen Ellyn student graduating from either Glenbard West High School or Glenbard South High School and the other to a Wheaton student graduating from Wheaton North High School or Wheaton Warrenville South High School.
 - c. Award Amount
 - i. According to Branch bylaws, the award cannot exceed 20% of Book Sale net profits (including reserves from prior years' Book Sales).
 - ii. Once determined, the total amount to be awarded will be divided equally as described above.
 - d. Award Criteria
 - i. Student should have academic potential to achieve a Bachelor's Degree.
 - ii. Student should be of good character.
 - iii. Student might have been a work-based student while in high school and expected to continue to work while attending COD.
 - iv. Students might not meet the criteria of other scholarships and have received no other financial aid.
 - e. Additional Guidelines

- i. The high school counselor responsible for scholarships at each high school will determine student selection for the award.
 - ii. Notation of the award will appear in each high school's honors booklet along with a brief explanation of the mission of AAUW and the Branch's Educational Opportunities Fund.
 - iii. The Branch's EOF chair will write to recipients, congratulating them and inviting them to the Branch's May Banquet.
 - iv. A check from the Branch's EOF account will be given directly to the scholarship winner by each high school.
7. Is responsible for organizing the annual **Eleanor Roosevelt Fund** event or naming an event chair to do so. The nature of the event will be determined each year by the Board with input from the EOF Chair. In recent years, this has been an annual prairie path run/walk/ride to raise money for the Fund.
 - a. Plans the event and selects the date (usually a Saturday morning in early October) prior to the August 15 Directory deadline.
 - b. Publicizes the event by articles in *Twigs*, announcements at Branch meetings and an all-branch email.
 - c. Collects donations and records contributing members' names and addresses.
 - d. Forwards donations and details to EOF Chair for transmittal to the AAUW Eleanor Roosevelt Fund.
8. Updates Branch about AAUW Funds and fund-raising events by writing articles for *Twigs*.
9. Encourages Branch members to help the Branch fund its current named endowment with their own tax deductible contributions. (In 2007, the Branch established the Marjorie Robinson and Katherine Storm Research and Project Grant. To meet AAUW's criteria for a fully funded endowment, it must reach \$75,000 within ten years.)
10. Informs the membership about the possibility for employer matching contributions for any personal tax deductible gift made to AAUW Funds.
11. Upon the death of a Branch member, with Board approval, a contribution in her/his name may be made to one of the AAUW Funds. In any event, the EOF chair shall notify membership and deceased member's family how to make such AAUW memorial contributions.
12. Assists Branch members who are interested in naming a specific AAUW Fund in her/his will by referring them to the appropriate person at the AAUW Development Office.

HISTORIAN

1. Serves as a member of the Board of Directors.
2. Keeps records of all current Branch activities and maintains a newsletter file. Maintains a scrapbook (or electronic records) of the programs workshops, and special projects. Collects publicity articles from the local papers.
3. Keeps a current copy of bylaws and Handbook.
4. May be assisted by a photographer and conservator/archivist.

HOSPITALITY CHAIR

1. Serves as a member of the Board of Directors.
2. Is responsible for refreshments at Branch meetings and assists with December Potluck (Annual Holiday Dinner). (See guidelines under Program Vice-president's duties.)

INTERNATIONAL RELATIONS CHAIR

1. Serves as a member of the Board of Directors.
2. Responsible for leading a discussion group based on the Foreign Policy Association's *Great Decisions* topics.

LEGAL ADVOCACY FUND CHAIR

1. Serves as a member of the Board of Directors.
2. Responsible for:
 - a. Periodic *Twigs* articles informing the Branch of AAUW legal advocacy activities.
 - b. Determines proposed annual contribution to AAUW's Legal Advocacy Fund. Current guideline is \$5 per Branch member count as of December 1.
 - c. Presents recommendation to Board at November meeting.
 - d. Provides Treasurer with check request form for Board-approved amount. Mails check to the AAUW Legal Advocacy Fund documented by appropriate forms.

NEWSLETTER EDITOR

1. General Responsibilities:
 - a. Serves as member of the Board and the Budget Committee.
 - b. Handles publication of the Newsletter.
2. Duties:
 - a. Prepares the newsletter which should include the following information compiled from the responsible Branch member:
 - i. Calendar of events.
 - ii. Branch Program information.
 - iii. President's message.
 - iv. Directory update information.
 - v. All additional Branch news as space and timeliness dictates.
 - vi. News of interest to Branch members because of shared mission.
 - b. Distributes newsletter (generally once a month, September to June.)
 - i. Arranges for the copying, collating and mailing of newsletters to members who have requested *Twigs* delivery by US mail.
 - ii. E-mails an electronic copy of the newsletter to each member who has requested *Twigs* delivery by e-mail.
 - iii. E-mails advance copy to Website Chair for posting on Branch website.
 - iv. Provides extra copies for the Membership Vice-president, if requested, and two copies for the Historian.
 - v. E-mails copies to AAUW-Illinois officers who request copies.
 - vi. Schedules distribution (e-mail, US mail and website posting) so that newsletters reach Branch members before the first significant scheduled event each month.

PUBLICITY CHAIR

1. Serves as a member of the Board of Directors.
2. Responsibilities:
 - a. Acquaints the public with AAUW's purpose and activities.
 - b. With a committee, promotes the organization through oral contact and various media (e.g. newspapers, radio and television, public access TV, Branch website) both for Branch meetings and the Book Sale.
 - c. Writes press releases about Branch programs, activities, special projects, AAUW-Illinois and AAUW information and submits them to all local newspapers and media sources before the publication deadlines.
 - d. Keeps a current media contact list and preferred format of all local publications. Update when necessary.
 - e. When possible, retains a file copy of the printed account with date published and name of paper.
 - f. If appropriate, reclaims photographs submitted to newspapers.
 - g. Serves as a central source for all publicity released by the Branch.

PUBLIC POLICY CHAIR

1. Serves as a member of the Board of Directors and the Program Planning Committee.
2. Overall responsibility is to stimulate interest in the public policy area. Other responsibilities:
 - a. Acquaints Branch with AAUW and AAUW-Illinois public policy programs.
 - b. Makes members are aware of legislation or public policy where and when input is important.
 - c. Clarifies AAUW and AAUW-Illinois positions on specific legislation.
 - d. Organizes observers for community Boards in area of interest where needed.
 - e. Works with the President, if appropriate, to recommend Branch action on a public policy issue.
3. If needed, may form a **Public Policy Committee** (with members chosen at her discretion) to assist with responsibilities.

WEBSITE CHAIR

1. Serves as a member of the Board of Directors.
2. Pays semi-annual website hosting fee and submits a copy of the paid invoice to the Treasurer for reimbursement. Current host is 1&1 Internet, Inc., Customer ID: 19442671, Contract ID: 19863915. (For invoicing information, go to: <https://admin.1and1.com> Log in with domain name = wheaton-glenellynaauw.org and password = aauw2008. At the bottom of the page, click on “current invoice”.)
3. At least annually updates descriptions of current year’s scheduled Branch programs and book lists for AM Lit, PM Lit and Non-Fiction Lit interest groups.
4. Monthly or as needed, uploads e-version of *Twigs* to Website.
5. Maintains electronic record of past newsletters, beginning with September 2008.
6. Updates website calendar concurrent with *Twigs*’ publication.
7. Periodically updates on-line scrapbook with pictures of Branch activities.
8. As needed, updates hyperlinks for Branch contacts.
9. Protects privacy of member data by hiding e-mail addresses with hyperlinks and loading attachments in PDF format.

D. NON-BOARD CHAIRS

BRANCH BUDDY

The Branch Buddy is a member appointed by the President to send greeting cards to members in sympathy, sickness, surgery, celebration, or whatever encouragement seems appropriate.

INTEREST GROUP CHAIRS

Interest group chairs are volunteer positions. Responsibilities include organizing meeting dates, topics and meeting locations. Examples of Interest Groups are: Branch book discussion groups (AM Lit, PM Lit and Non-fiction Lit), Film Group and Bridge – Fun and Learning.

MEMBER RECORDS CHAIR

1. Overall responsibility is to collect and maintain member data needed for the Directory and provide regular directory updates to the Newsletter Editor throughout the year.
2. The Chair maintains a member database which is used to produce the Directory each year in time for the September kick-off meeting. Directories not distributed in person to members at September meetings will be mailed. The Chair may form a **Directory Committee** to assist.
3. Prior to the first newsletter of the year (usually by August 15), the Chair provides the Newsletter Editor with a database of the current year's member records. The database will include member name, mailing address, e-mail address and *Twigs* delivery preference.
4. Members will notify the Chair of any changes to their member data as they occur. The Chair updates the Branch database and notifies the Newsletter Editor of any changes affecting *Twigs* delivery. Either the member or the Chair updates the Branch Member Roster on www.aauw.org.
5. Prior to February 1, the Chair reviews the Branch Member Roster on www.aauw.org to make sure that AAUW's count of Branch members agrees with the Branch database.
6. Assists the President, the Book Sale Chair and, upon request, any other Board Member with sending "all member" e-mails.
7. Adds new members to the database as they join by obtaining a copy of the new member's information from the Treasurer or the Membership Vice-president.
8. Publishes Neighborhood assignments annually in the directory. Revises neighborhood boundaries or number of neighborhoods as needed.

REALITY STORE CHAIR

The Reality Store Chair is responsible for an annual mentoring project for middle school students that helps them understand the "reality" of education and career decisions.

E. COMMITTEES

AUDIT COMMITTEE

1. Each spring, the President appoints three Branch members to the Audit Committee. At least one committee member should have prior experience as Branch treasurer.
2. The Audit Committee will obtain the following materials from the treasurer in order to examine the accounts.
 - a. Balance sheet of assets and liabilities for each budget account (Operations and Educational Opportunities Fund) as of the end of the fiscal year.
 - b. Treasurer's report of income and expenses for the fiscal year.
 - c. Supporting documentation for each income and expense item.
 - d. Bank statements for each account, Operations and Educational Opportunities Fund.

- e. Accounting records of the assignment of income and expense items to budget categories.
 - f. Records of accrued fiscal year income and expense items as of June 30.
 - g. Checkbooks for each account.
3. The Audit Committee's examination will, as a minimum:
 - a. Compare bank balances with checkbook balances and accounting records.
 - b. Review that income and expense items have been allocated to appropriate budget accounts.
 - c. Spot check supporting documentation against recorded income and expense items.
 - d. Review the Treasurer's reconciliation of the Branch's fiscal year ending balances in each account with June 30 bank balances in each account.
 4. The Audit Committee will present an official report to the Board of Directors in time for the September Branch meeting. The report will state the date of the audit, the Audit Committee's statement of approval, and any recommendations for next year's accounting practices. It will also include the names of the Committee members.

BUDGET COMMITTEE

(Described in Part III, B. under Treasurer's Duties.)

DIRECTORY COMMITTEE

(Described in Part III, D. under Member Records Chair's Duties.)

MEMBERSHIP COMMITTEE

(Described in Part III, B. under Membership Vice-president's Duties.)

NEIGHBORHOOD COMMITTEE

(Described in Part III, B. under Membership Vice-president's Duties.)

NOMINATING COMMITTEE

(Described in Part III, B. under Membership Vice-president's Duties.)

PROGRAM PLANNING COMMITTEE

(Described in Part III, B. under Program Vice-president's Duties.)

PUBLIC POLICY COMMITTEE

(Described in Part III, C. under Public Policy Chair's Duties.)

APPENDIX A ANNUAL BRANCH CALENDAR

JULY

- * Budget Committee meets. (*Treasurer's responsibility.*)
- * Audit Committee meets.

AUGUST

- 15 Deadline for September *Twigs*.
- 15 Deadline for Directory information (Dues renewal data, Board member appointments, Book Sale details, Program details, etc.)
 - * Bring Bylaws up-to-date to conform to any new AAUW or AAUW-Illinois Bylaws adopted at Conventions. Present to the Branch in the newsletter or at the September or October Branch meeting. (*President's responsibility.*)
 - * Reports of Audit Committee and Budget Committee are presented to the Board.
 - * Directory must be produced in August so that it can be distributed at the September kick-off meeting. (*Member Records Chair's responsibility.*)
 - * Present proposed Budget to Board. (*Treasurer's responsibility.*)

SEPTEMBER

- 15 Deadline for October *Twigs*.
 - * Kick-off meeting for the year (typically first Saturday).
 - * Present the Board-approved budget at the Branch Meeting. (*Treasurer's responsibility.*)
 - * Present the Audit Committee report to the Branch. (*President's responsibility.*)

OCTOBER

- 15 Deadline for November *Twigs*.
 - * District Fall Conference (usually).
 - * Branch vote on the Budget.
 - * Distribute Bylaws revision (in convention years) to each member or post on website. (*Secretary's responsibility.*)
 - * Alert membership to call for AAUW-Illinois Bylaws revisions and nominations for AAUW-Illinois Board offices via newsletter or e-mail. (*President's responsibility.*)

NOVEMBER

- 15 File Form 990-N with IRS. (*Treasurer's responsibility.*)
- 15 Deadline for December *Twigs*.
 - * Board votes on the annual contribution to AAUW Funds. (*EOF Chair's responsibility.*)
 - * Board votes on annual contribution to Legal Advocacy Fund. (*LAF Chair's responsibility.*)

DECEMBER

- 15 Branch contributions to AAUW Funds and Legal Advocacy Fund are due. (*EOF and LAF Chairs' responsibility.*)
- 15 Deadline for January *Twigs*. (Usually an abbreviated issue focused on the January calendar.)
 - * Event to honor new members and the AAUW Funds programs. Typically potluck dinner on 1st Monday of December.
 - * Announce the members of the Nominating Committee. (*President's responsibility.*)

JANUARY

- 15 Deadline for February *Twigs*.

FEBRUARY

- 1 Membership count for AAUW. In convention years, this is used to determine delegates.
- 15 Deadline for March *Twigs*.
 - * Report of the Nominating Committee to the Branch.
 - * EOF Chair proposes contribution amounts and schools for the local scholarship awards. (*EOF Chair's responsibility.*)

MARCH

- 1 Membership count for State Convention delegates.
- 15 Deadline for April *Twigs*.
 - * Board votes on proposed local scholarship awards. (*EOF Chair's responsibility.*)
 - * The March Branch meeting is the Annual Meeting with election of officers.

APRIL

- 1 Dues collection begins for the next fiscal year. (*Treasurer's responsibility.*)
- 15 Deadline for May *Twigs*.
 - * Election of convention delegates at the Branch meeting.
 - * AAUW-Illinois Inc. Convention.

MAY

- 15 Deadline for June *Twigs*. (Usually an abbreviated issue focused on the June calendar.)
 - * BOOK SALE
 - * Local Scholarship Awards are distributed.
 - * Set date for Program Planning Meeting to meet by June 30. (*Program Vice-president's responsibility.*)
 - * Set date Budget Committee Meeting in July. (*Treasurer's responsibility.*)
 - * Branch Dues Letters are distributed. (*Treasurer's responsibility.*)
 - * Appoint Audit Committee. (*President's responsibility.*)
 - * Install officers at May Banquet. (*Immediate past president's responsibility.*)

JUNE

- 1 Update names and e-mail addresses of officers in the Member Records Center at www.aauw.org. (*President's responsibility.*)
- 5 All current fiscal year reimbursement requests must be submitted. (*Treasurer's responsibility.*)
- 15 Deadline for member dues renewals. (*Treasurer's responsibility.*)
- 15 Deadline for Summer *Twigs*.
- 30 Electronic Branch Dues Report (BDR) filed at www.aauw.org. (*Treasurer's responsibility.*)
 - * Hold Joint Board Meeting for transfer of files from old Board to new.
 - * Schedule Board and Branch Meetings for following year.
 - * Hold Program Planning meeting.
 - * Set Book Sale dates for next May.
 - * AAUW Convention (biennial)

APPENDIX B AAUW – FURTHER BACKGROUND

AAUW

The Branch is part of AAUW, also known as the American Association of University Women. It is referred to as AAUW (not A.A.U.W.). The AAUW website is www.aauw.org. AAUW's mailing address and contact information for AAUW's Executive Director, officers and administrative staff can be found on the website. To distinguish AAUW from the Wheaton-Glen Ellyn Branch or AAUW-Illinois, it is referred to as "the Association" not "national" or "national office".

The Illinois state organization is referred to as AAUW-IL, AAUW-Illinois or the American Association of University Women-Illinois, Inc. The AAUW-Illinois website is www.aauw-il.org. Contact information for AAUW-Illinois officers can be found on the website. AAUW-Illinois is divided into five districts. The Branch is in District IV which, in addition to our Branch, also includes branches in Chicago and the south and west suburbs. Information on the Branches in each district and District leaders can be found at www.aauw-il.org/Branches.htm.

Wheaton-Glen Ellyn is an Illinois Branch of AAUW (not a "chapter"). The Wheaton-Glen Ellyn Branch of AAUW has been a part of these two communities for over 50 years.

AAUW MEMBERS

AAUW has Members-at-Large, Members of Branch, Life Members, Student Affiliates, and Partner Members (Colleges or Universities). Refer to the American Association of University Women Bylaws (2009), Article IV, Membership and Dues, for further details.

AAUW ORGANIZATION

The American Association of University Women is composed of two entities: **AAUW**, a 501(c)(3) corporation, and the **AAUW Action Fund**, a 501(c)(4) corporation. Our Association dues support both entities.

1. **AAUW** is the primary organization. It includes membership support activities and **AAUW Funds**, which include:
 - a. *Legal Advocacy Fund (LAF)*. This fund supports activities that combat sex discrimination in higher education and the workplace.
 - b. *Leadership Programs Fund (LPF)*. This fund supports the National Conference for College Women Student Leaders, Campus Action Projects and Campaign College
 - c. *Eleanor Roosevelt Fund (ERF)*. This fund supports AAUW Research Reports about issues that are important to women and girls.
 - d. *Public Policy Funds (PPF)*. These funds support programs related to Government Relations, Civic Engagement and Field Organizing.
 - e. *Educational Opportunities Funds (EOF)*. These funds award grants and fellowships to scholars for advanced study. There are hundreds of numbered endowed funds, each for a specific fellowship, career development grant, community action grant, or selected professions award.
2. The activities of the **AAUW Action Fund** are limited to voter education, voter guides and similar programs not permitted to a 501(c)(3) charitable organization.

BRANCH BOARD OF DIRECTORS

The Branch Board of Directors is composed of the elected officers, those appointed committee chairs described in the Branch Bylaws and any additional position(s) deemed necessary by the President or the Board. The role of the Board is further described in the Branch Bylaws, Article VII. Additional responsibilities of the Board are described under Part III, A.

BRANCH EXECUTIVE COMMITTEE

The elected officers of the Branch are considered the Executive Committee of the Board. The Executive Committee has the power to act for the Board between regularly scheduled meetings and may perform other duties as the Board from time to time shall deem expedient.

BRANCH MEMBERS

The Branch has Individual Members and Life Members, both Paid Life Members and Honorary Life Members. The Branch may also have Dual Members and Student Affiliate Members. Refer to the Branch Bylaws, Article IV, Membership and Dues, for further details. An individual is not required to live in Wheaton or Glen Ellyn to join the Branch.

A member of one of the national associations or federations of IFUW, whose current dues have been paid and who is spending a period of a year or less in the U. S., may participate in Branch meetings (and other activities) as a non-voting member. Payment of Branch dues is waived for a transferring AAUW member whose current dues have been paid to another branch. An AAUW Member-at-Large may transfer to Branch membership by paying Branch and AAUW-Illinois dues.

BRANCH ORGANIZATION

The Branch is a 501(c)(4) membership organization and is a sub-unit of the AAUW Action Fund. However, the Branch is covered under the AAUW 501(c)(3) group tax exemption with respect to Association membership dues and our Book Sale fundraising activities

Branch Members pay Association dues to AAUW, a 501(c)(3) corporation. Most of a member's Association dues are tax deductible. For 2009-2010, 94% of Association dues are tax deductible. Contact the Branch Treasurer to find out how much of the current year's Association dues may be tax deductible. Branch and AAUW-Illinois dues are not tax deductible.

The Branch's tax identification number is 36-6132824. It is solely an identification number and gives us no special privileges such as an exemption from state sales tax. It is used for the annual 990-N filing with the Internal Revenue Service.