

## Standing Rules

### I. Management of Branch and Board Information

#### A. Permanent Records

The permanent records of the branch shall be deposited in the Georgia Department of Archives and History at 5800 Jonesboro Road in Morrow and are accessible to any person wishing to research the material. The Atlanta Branch AAUW category shall be the responsibility of the historian. The original copy of the minutes in the Archives will be the official record of the Atlanta Branch AAUW. The most recent biennium records shall be placed in the Archives a minimum of every four years. The president will maintain a copy of the minutes of the immediate previous biennium.

#### B. Board Voting by E-mail

The president may designate that an issue be voted on by e-mail when time does not permit waiting until the next board meeting. The president will set a time deadline for voting to be completed and so state this when presenting the proposal. For this voting to be official all participating must "Reply to All" when making comment or casting vote. The proposal and the outcome of the voting must be recorded in the next minutes of the board.

#### C. Public Policy

Any public policy action must be reported to the board of directors. If there is not time to present the proposal to the full board, the executive committee may act on it. Any action taken by the executive committee must be reported to the full board for ratification.

#### D. Branch Publicity

All branch publicity involving communications media must be channeled through public relations and the president.

#### E. Handbooks

Handbooks will be distributed by the membership vice president to all members attending the September meeting and mailed to all other members. New members and late renewals will receive handbooks from the membership chair as dues are paid.

#### F. Membership Roster

In accordance with the Association's policy, the branch membership list may not be released to individuals, organizations, or agencies with whom the branch is not affiliated. Those individuals, organizations, or agencies with whom we are affiliated may not use the membership list without the express permission of our board of directors.

#### G. Recording of Minutes

No recording, manual or mechanical, may be made of any branch, board, study/interest group or committee meeting without the permission of all members present.

### II. Fundraising and Philanthropies

#### A. Bookfair

Bookfair is a yearly used book sale to raise funds for philanthropic purposes. There is a Bookfair Steering Committee composed of the Bookfair chair or co-chairs, the past Bookfair chair or co-chairs, the Bookfair finance officer, and two representatives each from the Atlanta Branch, the Cobb County Branch, and the North Fulton Branch. Branch presidents may also serve as members of the Committee. The term of the Bookfair Steering Committee is January 1 through December 31.

The Atlanta Branch has fiduciary responsibility for Bookfair. Therefore, the Atlanta Branch finance officer will serve as the Bookfair finance officer. The president of the Atlanta Branch will appoint the remaining Atlanta Branch Steering Committee members to serve staggered two-year terms.

Only Committee members have a vote. Bookfair co-chairs each have a vote; other co-officers share a vote. The members of the committee will elect a Chair and a Secretary for the Bookfair Steering Committee.

B. Silent Auction

With board approval, there may be a silent auction to raise funds for a chosen philanthropy. A silent auction may occur at any time, but traditionally has been held at the Holiday Party. The intent is to provide a social opportunity for members in addition to raising money.

C. AAUW Funds

The branch supports the work of AAUW at the national level through contributions to AAUW Funds. A variety of Funds are available that promote equity for women and girls through legal advocacy, educational support, research, leadership development, and public policy.

D. Scholarships

The branch awards local scholarships to students attending metro- Atlanta area colleges and universities that are partners of AAUW .

E. Signature Project

The branch, on recommendation from the board, may designate a Signature Project to focus the work of the branch for a period of time. To qualify, the project must reflect the mission of AAUW , provide opportunity for member involvement, and provide opportunity to raise awareness of branch presence in the community.

III. Officers and Duties

A. Elected Officers

1. President will preside at meetings of the branch, board, and executive committee and coordinate all branch activities with respective committees. The president will sign all contracts and must submit the document to the board of directors or the branch for review and/or approval. An exception will be contracts involving Bookfair, and the Bookfair Steering Committee will have approved before signing. The president shall be responsible for developing the vision of the branch for the two-year term of office. The president shall serve as ex-officio on all committees except the Nominating Committee. The president shall be the spokesperson for the Atlanta Branch. The president will solicit non-appointed officers with the respective chair and the approval of the executive committee.
2. Program Vice President will be the Chair of the Program Development Committee and be responsible for developing the programs that serve the mission of AAUW and arrangements for the branch meetings. The program vice president will preside at meetings in the absence of the president.
3. Membership Vice President will be the Chair of the Membership Committee. The membership vice president shall be responsible for the collection of dues, depositing of funds, submitting financial information regarding dues to the finance officer, and preparing the dues report for AAUW and the State. The membership vice president will initiate the collection of dues for the next fiscal year in April in order to finalize dues to AAUW by July 1. The membership vice president will work closely with the handbook editor in the preparation of the handbook and will be responsible for distributing the handbook at the fall meeting and for sending to all renewals or new members.
4. Finance Officer has the responsibility for convening the Finance Committee for the preparation of the General Fund Budget during the summer and the Community Fund budget following the allocations from Bookfair. The finance officer shall maintain the books for the General Fund and Community Fund and present monthly statements to the board and branch. The Atlanta Branch has fiduciary responsibility for Bookfair, and the finance officer handles the financial duties and prepares the monthly reports for Bookfair. The finance officer serves on the Bookfair Steering Committee and has responsibility for the calculation of funds to the respective branches at the conclusion of the fundraiser. The finance officer shall make a compilation of the financial records of the branch annually. A qualified accountant, who is not serving as finance officer for the fiscal year under review, shall perform a sampling of receipts and disbursements for the period of the compilation. Unless there is an indication of the need, a review or audit will not be deemed necessary. The finance officer is responsible for the filing of Form 990 by November 15th each year. The finance officer shall be responsible for convening the Finance Committee when branch expenses exceed a line item budget by \$25.
5. Secretaries for the board meetings and the branch meetings are responsible for presenting copies of the minutes to the president within seven days following the respective meetings. Each secretary shall be

responsible for maintaining copies of the respective meeting for the branch's minutes book.

6. President-Elect will be available to assist the president in the management of the branch and shall be given responsibilities to ensure a smooth transition into the presidency.

B. Appointed Officers

1. The Philanthropy Chair has the responsibility for convening the Philanthropy Committee to determine distribution of funding to the AAUW Funds, Scholarship Fund, and the Signature Project for presentation to the board and the branch for approval. The respective chairs shall be invited to board meetings when the distributions of branch funds are discussed. The philanthropy chair will meet with the above during the year to keep them advised of board activities, and one may be invited to represent the committee at board meetings in the absence of the Chair.

2. The Communications Chair has the responsibility for the oversight of all branch publicity with public relations, the website coordinator, the newsletter publisher, the handbook coordinator, and the historian. The appointed persons for the above positions will be invited to board meetings when the board has a need to discuss these activities. One may be invited to represent the committee at board meetings in the absence of the Chair. The communications chair will meet with the above during the year to keep them advised of board activities.

3. The Public Policy Chair has the responsibility for developing and promoting AAUW policies and programs through study, action, and public policy advocacy. During the Georgia General Assembly the public policy chair will monitor the bills that involve AAUW issues and be in email contact with members to encourage their advocacy.

4. The Bookfair Representative to the board shall attend all Bookfair Steering Committee meetings, keep the board and branch informed of all activities, and prepare articles for the newsletter.

5. The College/University Representative has the responsibility for making contacts to area local colleges and universities to invite the educational institutions to be active members of AAUW. The representative will seek to establish student chapters on the campuses of the local colleges and universities and encourage students to be involved in AAUW at all levels.

6. The Bylaws Chair shall have responsibility for maintaining the bylaws of the branch in accordance with AAUW policy, branch activities, and Roberts Rules of Order. The chair will also be responsible for the updating of the Standing Rules and will serve as parliamentarian for branch and board meetings.

IV. Committees

A. Membership

1. Composition – The membership committee shall be composed of the membership vice president and:

a. The Diversity Chair, appointed by the membership vice president in consultation with the president, shall be responsible for increasing the diversity of branch membership and for raising awareness of diverse populations.

b. Two additional members appointed by the membership vice president in consultation with the president.

2. Duties - The membership committee shall be responsible for assisting the membership vice-president in performing her duties as listed above under Officers and Duties. The membership committee shall be responsible for retaining and increasing branch membership and for integrating new members into branch activities. In addition, the committee shall ensure that name tags are available at all branch meetings.

B. Program Development

1. Composition – The program development committee shall be composed of the program vice president and:

a. The Hospitality Chair, appointed by the program vice president, will have the responsibility for selecting locations and making arrangements, including those for refreshments, for all branch meetings. The hospitality chair shall bill members and their guests who make reservations for meals of the branch meeting and do not cancel by the deadline or honor them. The hospitality chair shall send copies of such bills to the finance officer.

b. The Study/Interest Group Coordinators shall engage branch members in small group programs. Each group will select its coordinator, inform the program vice president of the selection, and provide updates if a change occurs. Individuals eligible for membership in AAUW may attend no more than three meetings of a study/interest group without becoming a member of the branch.

c. Two additional members, chosen by the program vice president in consultation with the president.

2. Duties - The program development committee shall be responsible for assisting the program vice-president in performing her duties as listed above under Officers and Duties. The program development committee shall meet several times a year to develop branch programs and assess their effectiveness in following the mission of AAUW. In the absence of the program vice president from a board meeting, another member of the committee may be invited to attend for the officer.

#### C. Finance

1. Composition – The finance committee shall be composed of the finance officer, the president, the philanthropy chair, and the Bookfair representative to the board.

2. Duties - The finance committee shall be responsible for assisting the finance officer in performing her duties as listed above under Officers and Duties.

#### D. Philanthropy

1. Composition – The philanthropy committee shall be composed of the philanthropy chair, the AAUW funds chair, the scholarship chair, and the signature project chair(s).

2. Duties - The philanthropy committee shall be responsible for assisting the philanthropy officer in performing her duties as listed above under Officers and Duties. The committee will recommend the allocation of Bookfair proceeds for presentation to the board and branch membership for action by the branch. The philanthropy committee will oversee the progress of the AAUW funds committee, the scholarship committee, and the signature project committee(s). The philanthropy committee will also develop recommendations for new signature projects, as needed. In the absence of the philanthropy chair from a board meeting, another committee member may be invited to attend for the officer.

#### E. AAUW Funds

1. Composition – The AAUW funds committee shall be composed of an AAUW funds chair and three additional branch members, each selected by the philanthropy chair in consultation with the president.

2. Duties - The AAUW funds committee shall be responsible for recommending the allocation of monies approved for AAUW Funds in the Community Fund budget to individual AAUW Funds. The recommendation shall be presented to the board and branch membership for action by the branch. The AAUW funds committee shall also be responsible for selecting those branch members to be recognized as named grant honorees.

#### F. Scholarship

1. Composition – The scholarship committee shall be composed of a scholarship chair and three additional branch members. The philanthropy chair in consultation with the president shall select the scholarship chair. The scholarship chair in consultation with the philanthropy chair shall select other committee members.

2. Duties - The scholarship committee shall be responsible for recommending the allocation of scholarship monies approved in the Community Fund budget. The committee shall coordinate the local scholarship program, including establishing guidelines, sending and receiving applications, recommending recipients to the board for approval, and disseminating information to the branch. All changes in the application and guidelines shall be reviewed and approved by the board prior to publication.

#### G. Signature Project

1. Composition – Any branch signature project shall have a committee composed of a signature project chair and at least two additional branch members. The philanthropy chair in consultation with the president shall select the signature project chair. The signature project chair in consultation with the philanthropy chair shall select other committee members.

2. Duties - The signature project committee shall be responsible for planning and executing the signature project. The committee shall recruit branch members to participate in the project. The signature project chair

shall ensure the effective management of project funds, as approved in the Community Fund budget, and shall bring future funding recommendations, as needed. The chair shall provide regular updates to the board on the progress, impact, and financial status of the signature project.

#### H. Communications

1. Composition – The communications committee shall be composed of the communications chair and:

a. The Public Relations Chair, appointed by the president, shall have responsibility for all branch publicity involving the media and must approve all press releases along with the president.

b. The Website Coordinator, appointed by the communications chair, shall have the responsibility for maintaining the branch website and reporting all changes to the board.

c. The Newsletter Editor, appointed by the president, may be an intern and shall be responsible for compiling, editing, and sending the branch newsletter either by email or by USPS ten days before each branch meeting and during the summer in support of Bookfair. The newsletter editor shall be responsible for forwarding the newsletter for publication on the website.

d. The Handbook Editor, appointed by the communications chair, may be an intern and shall be responsible for compiling, editing, and printing the branch handbook.

e. The Historian, appointed by the communications chair, shall maintain all archival material in the proper manner for storing with the Georgia Department of Archives and History. Only the latest four years of material are to be maintained in the branch.

2. Duties - The communications committee shall be responsible for developing and executing a communications plan that raises community awareness of the branch and its activities, and supports the efforts of the branch's other committees.

#### I. Bylaws

1. Composition – The bylaws committee shall be composed of a bylaws chair and two past presidents, each appointed by the president.

2. Duties - The committee shall be responsible for reviewing the bylaws and standing rules on an annual basis and recommending amendments when needed. Amendments that are mandatory per AAUW must be presented to the board and the branch, but do not require approval. All other changes require board and branch approval.

#### J. Public Policy

1. Composition – The public policy committee shall be composed of the public policy chair and two additional members appointed by the public policy chair in consultation with the president.

2. Duties - The committee will assist the public policy chair in carrying out the responsibilities as listed above under Officers and Duties.

#### K. Nominating

1. Composition – The nominating committee is composed of five members elected by the branch as described in the Bylaws. After they are installed, the nominating committee shall meet and select a nominating committee chair.

2. Duties - The committee is responsible for preparing a list of nominees for elected positions as described in the Bylaws.

#### V. Conventions and Meetings

##### A. Association Conventions

The concept of "One Member, One Vote" was adopted by the delegates at the 2009 AAUW National Convention. It provides every member the opportunity to have both a personal voice in the process of directing the future of AAUW and the right to vote for candidates as well as proposed bylaws amendments, resolutions, and the proposed Public Policy Program. All national members, including life members, whose dues are current, are eligible to vote online or by paper ballot. The One Member, One Vote site features an extensive list of frequently asked questions (FAQs) that provide more information about the election. Members can access

One Member, One Vote from the home page of the AAUW website ([www.aauw.org](http://www.aauw.org)) and then log in to the Member Center. The One Member, One Vote web page is the gateway to the entire elections and voting process. A FAQ section is readily available for those who want more information.

B. State Conventions

Delegates and alternates shall be elected by the branch and certified by the branch president. The bylaws of the state shall govern the number of delegates to which the branch is entitled. If the delegation is incomplete after the branch vote, prior to convention the president shall have the right to complete the certification of convention delegates; at convention the chair of the delegation shall have this right. No state officer, serving as a state delegate, may also serve as a branch delegate.

C. Funding

The president in consultation with the finance officer will determine allocations of the General Fund budgeted amount for conventions.

VI. Recognition of Members

A. Outgoing President

The branch gift to the outgoing president will be selected by the program vice president at a cost not to exceed fifty dollars. Should there be co-presidents, the cost should not exceed one hundred dollars.

B. Deceased Members

A twenty-five dollar donation to the AAUW Funds will be given in memory of a deceased member of the branch. With Board approval, a similar gift may be given in memory of others who have given generous support to the branch. The AAUW Funds Chair will send notice to survivors.

VII. Legal Matters

A. Contracts

It is the responsibility of the president to sign all contracts that are binding on the Atlanta Branch. Before signing any contracts, the president must submit the document to the board of directors of the branch for review and/or approval. For Bookfair contracts see Standing Rule III. A.1.

B. Indemnification

In response to Bylaws Article XV: Indemnification, the Atlanta Branch shall refer to the Volunteer Protection Act of 1997, and the finance officer shall maintain a copy. The branch will carry general liability and bonding insurance through carriers identified by AAUW.

C. Bylaws

A copy of the current Atlanta Branch Bylaws, approved May 19,2012, is available for examination upon request from the secretary or chair of the Bylaws Committee. These Standing Rules may be amended at any branch meeting after recommendation by the board.

Adopted May 19, 2012