



Branch Policies v1.0

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1.0 INTRODUCTION

Policies in this document assist the branch's board of directors in decision-making. At times, it may be necessary for the board to modify or deviate from a policy as needs of the organization or time constraints dictate. This document is reviewed and approved by the AAUW Georgetown Branch Board of Directors. The policies supplement the branch's bylaws.

AAUW Georgetown's bylaws define the branch's operating structure, officers, and executive board. The bylaws can be found on the branch website (georgetown-tx.aauw.net) under the menu item *About AAUW Georgetown*.

2.0 POLICIES

2.1 Branch Board and Committee Positions

Policy last updated: February 25, 2025

Branch bylaws define the elected board positions, the appointed board positions and off-board positions. Also see the most recent branch handbook for the list. Branch members interested in serving in an elected or appointed position are encouraged to contact the current president and/or the nominating committee.

- *For elected positions:* a nominating committee composed of three to five members is appointed by the board of directors by January of each year with at least one committee member being a past president. (Branch bylaws require at least three nominating committee members.) The committee solicits members who might be interested in serving and prepares the elected officer slate. The slate *must* be provided to members via email and/or the newsletter at least 14 days before the meeting where the election will be held.
- *For appointed board and off-board positions:* the president contacts current position-holders to determine their interest in continuing in their appointed positions in the next fiscal year, and/or solicits the names of other members who might be interested in taking on a role.
- If for any reason, a current board member, off-board position member, or committee member cannot serve in the expected capacity that goes along with her role, she should immediately inform the president or committee chair, as appropriate, so alternatives can be found or help obtained.

2.2 Financial Policies

Policy last updated: March 8, 2022

- No member of a committee will exceed the amount she has been apportioned by the committee chair without the approval of the committee chair. No committee chair or other

member with a budget due to her role will exceed that budget without permission from the finance committee chair (the treasurer).

- Unless approved otherwise by the treasurer, any expenditure for the branch that exceeds \$500 must have three (3) bids. The best value bid shall be selected.
- At the time of approval of the branch budget by the board of directors, it will be determined how the disbursement of funds will occur to members attending conferences and conventions that fiscal year. It will be also determined which conferences and conventions will be eligible for fund distribution.

2.3 Branch Networking with Other Organizations and the Public

Policy last updated: February 25, 2025

- Depending on the branch event and with approval of the board, chairs of branch events may solicit co-sponsors with other organizations. However, it should be determined by the board that those other organizations' goals and policies do not contradict AAUW's goals and policies.
- When the branch is requested to either co-sponsor or support activities of other organizations, it should be determined by the board that those other organizations' goals and policies align with AAUW's goals and policies.
- Use of Facebook, Twitter, Instagram, and other social media may be used by the publicity chair, social media chair, and others, as permitted by the board.

2.4 Branch Communications to Members

Policy last updated: February 25, 2025

- AAUW news (newsletters or any type of announcement) may be distributed to members via an email blast from a co-president, from the branch email account, or from an authorized member's email account.
- Any non-AAUW announcements/information must be approved by the president before distribution will occur.
- The branch does not share member contact information outside the organization (e.g., email addresses, street addresses, phone numbers). (For completeness, please note that the information is, however, published in the annual branch handbook and in newsletter articles that are distributed to members.)

2.5 Branch Email Address Policy

Policy last updated: February 25, 2025

The branch maintains a set of dedicated email addresses used to conduct branch business for times when it is necessary or very desirable to avoid using a personal email address, especially for use with the public.

- Our business address platform is usually gmail.
- In the list below, addresses may have been added or retired since the approval date shown for this section. Where the address says “public” it may be shown on our website's Contact Us page, or used in flyers or publicity.
 - georgetown.aauw@gmail.com (public) – General address for contacting the branch. Shown on the website’s Contact Us page. The person who monitors this address forwards email to the current president if the email is not spam.
 - georgetown.aauw.duck.race@gmail.com (public) – Used by the duck race chair(s) to help deal with the public.
- Treasurer email address (address not shown since it is not made public) – Used by the treasurer to help manage branch finances and bank accounts.
- Digital Archive email address (address not shown since it is not made public) – Used by the person delegated by the board as the admin for managing Dropbox.

2.6 Wording Standards for AAUW Georgetown Fundraising Events

Policy last updated: February 25, 2025

- Branch fundraising supports both local and wider community programs related to AAUW’s mission. Sources for branch priorities include the branch strategic plan, past fundraising experience, and information about new AAUW initiatives via news from the president, public policy or district reps. Examples of supported programs include (but are not limited to):
 - We run our local scholarship program.
 - We may contribute to AAUW national’s Fellowships & Grants or other AAUW needs, programs and public policy initiatives (e.g., Greatest Needs, Start Smart sessions; a student seat at the National Conference for College Women Student Leaders (NCCWSL) or other AAUW initiatives).
- At the time the board approves proceeding with a given fundraiser, the board should decide the purpose so the information is clear before advertising copy is created.
 - **Some fundraisers are purposely dedicated to a specific program**, for example, given decisions on the best way to secure local sponsors for that fundraiser; funds raised in response to a matching/challenge donation which specified a specific purpose; or other reasons.

- When it is time to advertise, the fundraiser's chairs and publicity chair write the advertisements and flyers with wording to be reviewed by the co-presidents as a cross-check.
 - If a fundraiser explicitly supports some particular issue raised by the public policy chair or district rep, that person should also review the wording.

Ads and flyers should state our non-profit status.

Examples include:

- 1) AAUW Georgetown Branch is a 501(c)(3) non-profit organization.
- 2) AAUW Georgetown Branch operates as a 501(c)(3) non-profit organization. Contributions are tax deductible to the extent allowable by law. Please consult your legal or tax advisor regarding deductibility.

Ads and flyers should address the purpose of the fundraiser.

Suggestions include:

- 1) AAUW has a long history of administering fellowships at the national level and scholarships at the state and branch level.
- 2) AAUW Georgetown Branch fundraisers benefit AAUW Educational Programs and leaders of tomorrow.
- 3) We appreciate your support of the AAUW Scholarship Fundraiser, and we thank you for helping promote scholarship in our future leaders.
- 4) We ask for your support by being a sponsor for this event. Profits from our fundraising efforts support AAUW educational programs to develop leaders of the future.
- 5) We ask for your support by being a sponsor for this event. AAUW has a long history of administering fellowships at the national level and scholarships at the state and branch level.
- 6) Thank you for your support of AAUW Educational Programs.
- 7) Proceeds benefit AAUW Georgetown Branch support for the National Association's Fellowships and Grants
- 8) All purchases will benefit our National AAUW organization.

For fundraising events where there is a cost to attend* (e.g., like the Style Show), part of the cost may be tax deductible. If the board *wishes* to provide the information to attendees, include a statement on the flyer (and/or ticket, if there is an actual ticket).

Examples include:

- \$XX of the ticket price is a contribution above fair market value. (Fill in correct amount, i.e., the amount that is above fair market value.)
- Of the total ticket price, \$XX is the gift amount. \$YY is the fair market value of food and services for the event.

AAUW Georgetown Branch does not provide tax counsel and we urge you to seek the advice of your professional counsel when considering the tax deductibility of any contribution.

*Do not print claims about tax deductibility on Duck Race tickets (since the ticket makes one eligible to win a prize, as in a raffle, lottery, or game of chance).

2.7 Local Scholarship Policy

Policy last updated: February 25, 2025

- Through a competitive process, the branch awards local scholarships to female students graduating from public high schools operated by the Georgetown Independent School District (GISD). Female students from any of GISD's three public high schools may apply (Georgetown HS, East View HS, and Richarte HS.)
- The branch raises funds for local scholarships from fundraising events and donations.
- Scholarships are awarded through the Scholarship Committee's application and selection process. The committee member agreement form is in the Appendix.
- The Finance Committee (chaired by the current treasurer) reviews income for scholarships and recommends to the board of directors the amount available for disbursement. The board of directors approves the total amount budgeted for scholarships. The scholarship committee determines actual disbursements.

2.8 Photo Policy & Media Waiver/Release

Policy last updated: February 25, 2025

The branch photo policy/media release form is located on the branch website under the menu item *Branch Forms* listed as *AAUW Georgetown Media Waiver and Guidelines*.

The media release form is required for all scholarship recipients for clarity in our records, whether the student is below age 18 or has already reached 18.

- With this policy, if we find that a release form is missing, the branch does not have to wonder whether it is due to the student's age at the time vs. whether it was not requested or retained.
- The signed scholarship recipient media release forms are stored in the branch digital archive.

Branch positions which might use a photo or a minor's name should be familiar with the policy (e.g., the webmaster, social media, newsletter editor, publicity).

2.9 Nita Fund AAUW Georgetown Policy

Policy last updated: February 25, 2025

The board of directors may approve fundraising support by the branch for this scholarship fund that is managed by the Austin Community College (ACC) Foundation. The branch does not own or administer the assets of the fund.

A generous donation from branch member Nancy Danley and her spouse established the "Nita Hornbeck Endowed Scholarship - Georgetown Branch of AAUW" fund at the ACC Foundation to

honor Nita (1929-2024) -- a longtime and highly active member at the branch (multiple branches), state and national levels.

Donations to the Nita fund are made to the ACC Foundation. They are not donations to AAUW or to the AAUW Georgetown Branch.

2.10 Branch Digital Archive Policy

Policy last updated: February 25, 2025

Electronic records for selected branch documents are stored in the branch's Dropbox account. Limited types of records are stored in order to remain within the storage permitted by a free Dropbox account.

At present, documents stored include (but are not necessarily limited to): incorporation and governance documents; board minutes; the treasurer's master membership list; student photo releases; templates for branch stationery.

Dropbox is administered by members of the Technology Committee. At all times, 2 people should have the repository master password so there is always a backup who can manage the folders in case of an emergency.

Board members who wish to edit or view the branch's Dropbox must have a personal Dropbox account associated with their own email address in order to access the branch Dropbox archive.

- For editors (people who wish to upload or modify documents), this is a Dropbox requirement.
- For document viewers, it is branch policy so we can rely on Dropbox to validate that only permitted viewers (as identified by their email address) have access to a given folder.
- At times, the Dropbox admin team may create a view-only link that does not require a Dropbox login.

The branch does not reimburse members for personal Dropbox accounts. If shared access to the branch's Dropbox forces any board member's personal Dropbox account to exceed her own account's storage allowance (whether her personal account is a free account or a paid account), and if she still desires access to the branch's Dropbox, that user is responsible for the cost of upgrading her personal Dropbox plan to allow for more storage.

2.11 Above & Beyond Recognition Policy

Policy last updated: February 25, 2025

The board may authorize an ad-hoc committee to manage a process that recognizes AAUW Georgetown members who have gone above and beyond their usual involvement during the past

year either in their roles as officers and/or committee chairs, or in their individual involvement in branch, state, or national activities. The number of certificates awarded per year will normally be 3 but there may be exceptions. Eligibility to receive a certificate is open to any AAUW Georgetown member in good standing who has not received the recognition within the past 2 years.

3.0 APPENDICES

3.1 Typical Calendar

July 1	Fiscal year starts. New board installed.
August event	Typically, a membership coffee/tea
September branch meeting	Branch members vote on annual budget. (The board-approved proposed budget must have been sent to members at least 14 days before the meeting, via email and/or in the newsletter.)
Fall event	Typically, the Duck Race in September or October
October branch meeting	
November branch meeting	
December event	Typically, a holiday gathering
January branch meeting	
February branch meeting	
March event	Style Show
April branch meeting	Annual meeting. Branch members elect officers. (The officer slate must have been sent to members at least 14 days before the meeting, via email and/or in the newsletter.)
May event	Typically, a “meet & greet” with scholarship recipients
June joint board meeting	Typically, a joint board meeting of the outgoing board and the incoming board (non-voting at this meeting)
June 30	Fiscal year ends

3.2 Scholarship Committee Member Agreement

The form is displayed on the next page.

AAUW Scholarship Committee Member Agreement

As a member of the AAUW-Georgetown Branch, I am fully committed to the mission as well as the responsibilities of the Scholarship Committee. I understand that my duties and responsibilities include the following:

1. I will act in the best interest of AAUW-Georgetown.
2. I will contribute my insights, skills, knowledge and experience and will regularly attend committee meetings.
3. I will listen respectfully to differing points of view and participate in decision-making.
4. I understand that my Scholarship Committee work will expose me to prospective and actual candidate's personal and confidential information. [CI].
5. I agree to treat all CI as strictly confidential and will not directly or indirectly disclose or allow CI to be disclosed in any way to anyone not authorized by AAUW-Georgetown's Scholarship Committee Chair.
6. This obligation begins immediately upon my access to CI and continues during and after my membership on the Committee and in AAUW until the CI becomes public knowledge in a manner other than through disclosure by me.
7. Upon my awareness, I will immediately notify the Committee Chair, followed up in writing, of any conflict of interest I have with AAUW or its potential or actual applicants and recuse myself from discussions and evaluations where I have a conflict of interest.

By signing this document, I acknowledge that I understand and accept my role, responsibilities and obligations as a member of this Committee and agree to take all aspects of my membership seriously and agree to fulfill my duty to the best of my ability. I further acknowledge that any failure to uphold such responsibilities under this agreement may result in my dismissal from service on the Committee as recommended by the Committee Chair.

Committee member name

Signature

Date

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