**AMERICAN ASSOCIATION OF UNIVERSITY WOMEN**

**RIVER FALLS BRANCH POLICY STATEMENT**

Branch Meetings

1. The branch shall hold at least seven meetings per year. New member orientation meetings shall be held at the discretion of the membership Vice-President(s).
2. Guests may attend general meetings.

Officer and Board of Directors

1. Branch members who are board or committee members of National or AAUW-WI shall be non-voting members of the branch board.
2. The Nominating Committee, when reviewing candidates for office of President, shall seek individuals with prior board experience.
3. Chairs of standing committees shall serve on the board at the discretion of the President.
4. Each outgoing branch officer and committee chair shall pass along to her/his successor by July 1, if possible:
	1. Correspondence and materials (hard copy or electronic) important to the conduct of the office.
	2. A job description of the duties of the office.
	3. Copies of annual branch reports made to the state.
5. Endorsement of worthy community projects:
	1. Branch participation in projects shall be considered by the board and approved by a majority of the attending members.
	2. Coalitions may be formed with other community groups, as long as the goals of these coalitions comply with National AAUW guidelines.

Interest Groups

1. Establishment of interest groups shall be approved by the board.
2. Interest group membership:
3. All branch members are eligible for membership in interest groups.
4. Persons who are eligible for AAUW membership may be invited to join an interest group. However, each interest group must have at least 50 percent AAUW members.

Projects

1. The used book sale is to be held annually to raise money to send a UW-RF sophomore or junior student to the NCCWSL conference, River Falls/Hudson High School scholarships for a Community College and for the AAUW Funds. Additional funds may be designated at board discretion.
2. Special project(s) shall be undertaken each year to raise money for the National and state AAUW convention travel fund.
3. Other fund raising projects will have executive board approval.

Convention and Workshop Policies

1. Representatives to state conventions and workshops shall be designated in accordance with the by-laws.
2. State travel expenses: recommend expenditures for registration (excluding separately itemized meal costs), room (if needed), and gas. No more than one-half of state travel allowance may be spent prior to the state convention.
3. The National travel fund is to be used to help defray the expenses of the representative(s) to each National convention. First priority will go to the President and/or President-elect.

Finances

1. Dues shall be paid by July 1, preferably at the April or May meeting, as determined by the branch in accordance with the bylaws. Effective January 1 and through March 15, the dues shall be half price.
2. Expenses of branch guests, invited by the board, shall be paid by the branch.
3. Those joining at a Shape the Future event receiving half cost National and State dues will also receive half cost local dues.
4. Since AAUW has its own projects which are in themselves contributions to community betterment, and since members contribute to worthy community causes as individuals, no financial contribution shall be made to community drives and projects (such as United Way, YWCA, Cancer, Polio, etc.) by the branch.
5. A budget shall be adopted by the branch at the April meeting to set a guide for branch expenses. Any expenses exceeding $50, not designated by the budget, must be approved by the branch board before the expense is incurred.
6. Money remaining in restricted funds at the end of the fiscal year will be carried over. Money remaining in the state travel fund shall be transferred to the National Convention Travel Fund.
7. The branch AAUW-RF Philathropic Committee (formerly the branch AAUW Funds Committee) raises funds for uses that will educate and market AAUW's mission. The goal of the committee is to create a fund for local philanthropic activities that benefit women and girls consistent with the mission of AAUW.

Branch Publications

1. A newsletter shall be published at least five times a year (at times determined by the Executive Committee) and distributed to each branch member of the branch via e-mail and/or the U.S. mail. The newsletter may be sent to the State President, Badger Briefs Coordinator, State Program Vice-President and District 4 Coordinator.
2. A directory shall be published each year and shall be the responsibility of a member designated by the President. It shall list each member’s name, address, telephone number, etc. Distribution of the directories shall be no later than the November meeting. Copies shall not be given to non-members or other organizations. Extra copies shall be made available as determined on an annual basis. The branch directory may be sent to the State President, State Program Vice-President, State Membership Vice-President, State Public Policy Coordinator, State Historian and such other offices indicated in the committee guidelines including the District 4 Coordinator, and Badger Briefs Coordinator.
3. The maintenance and updating of the River Falls Branch website will be the responsibility of a branch member appointed by the President.

Revisions

This policy statement shall be revised biennially during the second year of the branch President’s term of office.

Adopted. . . . . . 1976 Revised . . . . . . 1992

Revised . . . . . . 1978 Revised . . . . . . 1994

Revised . . . . . . 1980 Revised . . . . . . 1996

Revised . . . . . . 1982 Revised . . . . . . 1998

Revised . . . . . . 1985 Revised . . . . . . 2006

Revised . . . . . . 1987 Revised . . . . . . 2013

Revised . . . . . . 1989 Revised ………. 2015