

**AMERICAN ASSOCIATION OF UNIVERSITY WOMEN  
RIVER FALLS AFFILIATE POLICY STATEMENT**

Affiliate Meetings

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

Officer and Board of Directors

1. Affiliate members who are board or committee members of National or AAUW-WI shall be non-voting members of the Affiliate board.
2. The Nominating Committee, when reviewing candidates for office of President, shall seek individuals with prior board experience.
3. Chairs of designated committees shall serve on the board at the discretion of the President.
4. Chairs of Program and Membership Committees shall serve on the Executive Board.
5. Other committee chairs shall serve at the discretion of the President.
6. Each outgoing Affiliate officer and committee chair shall pass along to her/his successor by July 1, if possible:
  - a. Correspondence and materials (hard copy or electronic) important to the conduct of the office.
  - b. A job description of the duties of the office.
  - c. Copies of annual Affiliate reports made to the state.
7. Endorsement of worthy community projects:
  - a. Affiliate participation in projects shall be considered by the board and approved by a majority of the attending members.
  - b. Coalitions may be formed with other community groups, as long as the goals of these coalitions comply with National AAUW guidelines.
8. President shall use her/his discretion to determine if an Executive or Board of Directors meeting should be convened
9. The responsibility and duties of the committee chairs shall be to:
  - a. Promote programs/ideas that are consistent with AAUW goals
  - b. Select committee members and convene members
  - c. Bring action items to be considered by members so that they can be reviewed before meetings
  - d. Prepare and annual report for distribution before June 30 which includes Overview of activities including evaluation and suggestions, documentation, publicity, member lists, etc.
  - e. Prepare and submit budget request by March 15 for approval the April meeting
  - f. Share committee information of activities in Affiliate newsletter in a timely manner
  - g. Provide reports to State as required
  - h. Attend appropriate meetings
10. Standing Committee Tasks
  - a. Program (chaired by program vice president)
    - 1) consider programs relevant to AAUW policies and recommend issues of policy to be discussed
    - 2) provide guidance for continuing program concerns
    - 3) develop a yearly program schedule to be included in directory and provide monthly updates in the newsletter and other media
  - b. Membership (chaired by membership vice president)
    - 1) recruit and orient new members to the purpose and program of AAUW
    - 2) keep accurate lists of contacts
  - c. Public Policy

- 1) shall promote and advance the mission of AAUW within the affiliate and beyond
- 2) work with designated members to promote candidate forums
- 3) coordinate efforts or appropriate advocacy with other groups
- 4) encourage member connections to national AAUW Action Network
- d. Communications
  - 1) identify effective communication channels (e.g., social media, newsletters, newspapers, visual notices etc.) and individuals to lead those efforts for the affiliate
  - 2) gather relevant information and communicate it to the members and to leaders noted in #1 above. Share information with various media sources.
  - 3) expand affiliate's social media presence
  - 4) help other committees publicize AAUW activities
- e. Fundraising
  - 1) coordinate efforts with chairs of existing initiatives, e.g., book sale, Moose breakfast, etc.
  - 2) determine ways to increase income and provide leadership for those initiatives
  - 3) coordinate effort with and report revenue to affiliate's treasurer

#### Interest Groups

1. Establishment of interest groups shall be approved by the board.
2. Interest group membership:
  - a. All Affiliate members are eligible for membership in interest groups.
  - b. 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 freshman, sophomore or junior student to the NCCWSL conference, CVTC Scholarships for a continuing student from Pierce or St. Croix County enrolled at the River Falls campus 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 Affiliate in accordance with the bylaws. Effective January 1 and through March 15, the dues shall be half price.
2. Expenses of Affiliate guests, invited by the board, shall be paid by the Affiliate.
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 Affiliate.
5. A budget shall be adopted by the Affiliate at the April meeting to set a guide for Affiliate expenses. Any expenses exceeding \$50, not designated by the budget, must be approved by the Affiliate

- 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.

Affiliate Communication

1. A newsletter shall be published at least five times a year (at times determined by the Executive Committee) and distributed to each Affiliate member of the Affiliate 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 Affiliate 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 Affiliate website/social media will be the responsibility of Affiliate member(s) appointed by the President.
4. Emails related to branch business will be sent out in a timely manner. Time sensitive announcements consistent with our AAUW mission will be sent out as soon as possible. Those which are informational and consistent with our AAUW mission will be aggregated for inclusion in the newsletter or sent out on the Monday after which it has been received. If possible, emails will be limited to three per week.

Revisions

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

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| 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 |
|                   |      | Revised . . . . . | 2017 |