

**American Association of University Women  
Longmont Affiliate, CO8018  
Operating Documents**

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Amended September 2017

# BYLAWS OF THE AMERICAN ASSOCIATION OF UNIVERSITY WOMEN OF LONGMONT, COLORADO

## ARTICLE I. NAME AND GOVERNANCE

**Section 1.** Name. The name of the organization shall be the American Association of University Women (AAUW) Longmont, Colorado, hereinafter known as the “Affiliate.”

**Section 2.** Affiliate. AAUW Longmont, Colorado, is an Affiliate of AAUW as defined in Article V.

**Section 3.** Legal Compliance. The Affiliate shall comply with the requirements of AAUW and federal, state, and local law. The bylaws of the Affiliate shall in no way conflict with the AAUW Bylaws and/or policies.

## ARTICLE II. PURPOSE

**Section 1.** Purpose. The purpose of AAUW is to advance equity for women and girls through advocacy, education, philanthropy, and research. The purpose of the Affiliate is to further AAUW purposes and policies.

**Section 2.** Policies and Programs. In keeping with this purpose, the Affiliate shall promote equity, education, and development of opportunities for women and girls that enable them to realize their full potential.

## ARTICLE III. USE OF NAME

**Section 1.** Policies and Programs. The policies and programs of AAUW shall be binding on all members engaged in AAUW activities, and no member shall use the name of AAUW to oppose such policies or programs.

**Section 2.** Proper Use of Name and Logo. The name and logo of AAUW may be used only by members (as defined below at Article IV, Section 2) and Affiliates (as defined below at Article V, Section 1) only according to policies and procedures established by the AAUW Board of Directors; others may do so only according to written licenses.

**Section 3.** Individual Freedom of Speech. These bylaws shall not abridge the freedom of speech of any AAUW member to speak an opinion in the member’s own name.

## ARTICLE IV. MEMBERSHIP AND DUES

**Section 1.** Composition. The members of AAUW at present consist of members (“Individual Members”) and college/university members (“College/University Members”).

**Section 2.** Basis of Membership.

a. Individual Members.

(1) Eligibility. An individual holding an associate’s (or equivalent, e.g., RN), bachelor’s, or higher degree from a higher education institution accredited by a regional accrediting agency recognized by the U.S Department of Education (an “Accredited Higher Education Institution”) or other qualified educational institution located outside of the United States, as determined by the AAUW Board of Directors, shall be eligible to receive admission to AAUW membership; such membership shall be granted upon payment of AAUW dues. The provisions set forth in this section are the sole requirement for eligibility and admissibility to AAUW membership except that the AAUW Board of Directors may establish a process to assess credentials that are submitted based on degree equivalence.

(2) Appeals of Refusals of Admission to Membership. Any potential Individual Member or College/University Member who claims qualification for membership in AAUW and who has been refused admission to membership may present credentials to the AAUW Board of Directors for review. The decision of the AAUW

Board of Directors shall be final.

(3) Saving Clause. No Individual Member shall lose membership due to any change in the status of the higher education institution upon which original qualification for membership was based.

(4) Life Membership.

(a) Paid. An Individual Member may become a life member (a "Life Member") upon a one-time payment of twenty years' annual AAUW dues, based on the amount of annual AAUW dues the year the Member elects to become a Life Member. Thereafter, the Life Member shall be exempt from the payment of AAUW national dues.

(b) Fifty-Year Honorary. An Individual Member who has paid AAUW dues for fifty years shall become a Life Member and shall thereafter be exempt from the payment of AAUW national dues.

b. College/University Members. Any Accredited Higher Education Institution or other qualified higher education institution located outside the United States, as determined by the AAUW Board of Directors, that pays annual dues to AAUW shall be eligible to be a College/University Member. Each College/University Member shall appoint one or two representatives who are eligible to be Individual Members and who shall each have the membership benefits of an Individual Member and any other benefits that accrue to representatives of College/University Members, as determined by the AAUW Board of Directors.

**Section 3. Student Associates.** The AAUW Board of Directors may permit undergraduate students enrolled in Accredited Higher Education Institutions or in other qualified educational institutions located outside the United States, as determined by the AAUW Board of Directors, to associate with AAUW, with fees (if any) and benefits as determined by the AAUW Board of Directors.

**Section 4. Dues.**

a. The annual dues and member benefits for any category of member shall be established by a two-thirds vote of the AAUW Board of Directors. Members shall be notified of the intent to consider a change in the dues, the proposed amount, and the rationale for the change at least 60 days prior to the vote.

b. Payment. Member dues shall be payable in accordance with procedures established by the AAUW Board of Directors.

**Section 5. Severance of Membership.** Any Member may be suspended or removed from membership for any conduct that tends to injure AAUW or to adversely affect its reputation or that is contrary to or destructive of its mission according to these bylaws, with action taken following policies and procedures adopted by the AAUW Board of Directors. In addition, a College/University Member that is no longer eligible for membership shall be removed from membership as soon as practicable after it loses its eligibility.

**Article V. AAUW AFFILIATES**

**Section 1. AAUW Affiliate Defined.** An AAUW Affiliate ("Affiliate") is an organization affiliated with AAUW for the purpose of supporting AAUW's mission through Affiliate programs, fundraising, networking, and/or other activities. Affiliates are typically nonprofit membership organizations under state law and may also have been recognized as tax-exempt 501(c)(3) or 501(c)(4) organizations under the Internal Revenue Code. An Affiliate may use AAUW's name and/or logo only if approved by the AAUW Board of Directors.

**Section 2. Organization.**

a. Purpose. Affiliates shall promote the purposes, programs, and policies of AAUW.

b. Bylaws. Affiliates shall develop bylaws as meet their needs. However, any such bylaws shall not conflict with AAUW Bylaws or with applicable law.

c. Structure. Affiliates may create such leadership structures as meet their needs. Each Affiliate shall provide AAUW with designated contacts for administration and finance.

**Section 3. Loss of Recognition of an Affiliate.**

a. The AAUW affiliation status of an Affiliate may be revoked for cause through affiliation review procedures specified by the AAUW Board of Directors.

b. The Affiliate shall have the right to appeal to the AAUW Board of Directors within a designated period.

**Section 4. Property and Assets.** The title to all property, funds, and assets of an Affiliate is vested in the Affiliate. An Affiliate shall have complete control of its property and assets, except that such property and assets shall not be used for any purpose contrary to AAUW's purposes. In the event of the dissolution of an Affiliate or the termination of an Affiliate's affiliation with AAUW, all assets of the Affiliate shall be transferred and delivered to AAUW or to another Affiliate designated by AAUW. AAUW may solicit and consider recommendations from local leaders before making a designation.

**ARTICLE VI. PARLIAMENTARY AUTHORITY**

The rules contained in the most current edition of *Robert's Rules of Order Newly Revised* shall govern the Affiliate in all instances in which they are applicable and in which they are not inconsistent with the AAUW Bylaws or with the requirements of AAUW or applicable laws.

**ARTICLE VII. AAUW-MANDATED AMENDMENTS TO THE BYLAWS**

AAUW-mandated amendments shall be implemented by the Affiliate Board of Directors without a vote of the Affiliate's membership and as prescribed by the AAUW Board of Directors.

**ARTICLE VIII. AFFILIATE DUES**

a. Annual Affiliate dues shall be established by a two-thirds vote of the Affiliate Board of Directors. If changes in Affiliate annual dues are proposed by the Board of Directors, members shall be notified of the intent to consider a change in the dues, the proposed amount, and the rationale for the change in the newsletter, at least 30 days prior to the vote of the Board. Members shall be encouraged to contact any member of the Board of Directors with comments or questions regarding the proposed change.

The Board of Directors may waive Affiliate dues for some members, such as those under a certain age, to encourage membership.

b. Paid life members of AAUW, as defined in the AAUW Bylaws, are required to pay Affiliate dues to become members of the Affiliate.

c. Fifty-Year Honorary Members of AAUW are exempt from paying Colorado AAUW and Longmont Affiliate dues.

d. New members may join at any time. Dues are payable upon joining. The national AAUW and Colorado AAUW portion of the dues paid by new members for less than a full year is determined by national AAUW and Colorado AAUW policy. The Affiliate Board of Directors may set a reduction in Affiliate dues.

e. Payment of additional dues shall be waived for a transferring member whose current dues have been paid to another Affiliate.

## **ARTICLE IX. NOMINATIONS AND ELECTIONS**

### **Section 1. Nominations**

A Nominating Committee of at least three and not more than six members, selected by the Board of Directors in February, shall prepare a list of nominees to be published in the April newsletter prior to the annual business meeting in May. Nominations may be made from the floor at the time of election, provided written consent of the nominee has been obtained.

### **Section 2. Elections**

a. Voting shall be by ballot and a majority of the votes cast shall be necessary for election. When there is but one nominee for office, the vote may be taken by voice. Elections shall be held at the annual meeting of the Affiliate in May. All members in good standing one day before the notice of election are eligible to vote.

b. When possible, the President, Program Vice President and Finance Officer shall be elected in odd-numbered years. The Membership Vice President and Secretary shall be elected in even-numbered years.

## **ARTICLE X. OFFICERS**

### **Section 1. Officers**

a. Elected Officers. There shall be a President (required by AAUW), Program Vice President, Membership Vice President, Secretary and Finance Officer (required by AAUW) of the Affiliate. Only Affiliate members shall hold any of these offices. The Affiliate may choose to elect a 1st year Co-President and 2nd year Co-President instead of a President. These elected officers shall also be members of the Executive Committee.

b. Appointed Officers. The appointed officers of the Affiliate shall be a an AAUW Fund Chair, Communications Manager, Courtesy Chair, Historian, Newsletter Editor, Public Policy Chair, Yearbook Editor, and such other officers as shall be deemed necessary to carry on the work of the Affiliate. These officers shall be appointed by the President with the approval of the Executive Committee.

### **Section 2. Duties**

Detailed position descriptions for all elected and appointed officers can be found in the Policies section of this document.

### **Section 3. Vacancies**

a. A vacancy in office, except that of the President, shall be filled for the unexpired term by the Board of Directors.

b. A vacancy in the office of President shall be filled by the following procedure:

(1) If there are Co-Presidents, the remaining Co-President shall assume the duties of the individual who is not able to complete the unexpired term.

(2) If a vacancy occurs in the year there is no Co-President, the Program Vice President shall succeed thereto.

### **Section 4. Terms and Term Limits**

a. All officers shall take office on July 1, following the election of officers at the annual meeting in May.

b. All elected officers shall serve a term of two-years or until their successors are elected and assume office. Officers shall be limited to 2 consecutive terms. After 1 year off a board member may be permitted to return.

### **Section 5. Organization Contacts**

Annually, the Affiliate President or designee shall provide AAUW with contact information for all elected officers as well as the AAUW Fund Chair, Communications Manager, Newsletter Editor and Public Policy Chair.

#### **ARTICLE XI. BOARD OF DIRECTORS**

**Section 1.** Membership. The Board of Directors shall be composed of elected officers, immediate past President(s), AAUW Fund Chair, Communications Manager, Newsletter Editor, Public Policy Chair, Yearbook Editor and such others as deemed necessary.

**Section 2.** Duties. The Board of Directors shall:

- a. carry on business of the Affiliate in compliance with the bylaws, policies and programs of AAUW;
- b. be subject to the orders of the Affiliate and insure none of its actions conflict with action taken by the Affiliate;
- c. have the general power to administer the affairs of the Affiliate between meetings and shall report its actions to the Affiliate:
- d. submit the annual budget to the Affiliate;
- e. recommend to the Affiliate establishment of additional standing committees and issues task forces;
- f. establish ad hoc committees.

**Section 3.** Meetings. Meetings of the Board of Directors shall be held at least seven times a year. Special meetings may be called at any time by the President or upon the written request of three members of the Board of Directors or five members of the Affiliate.

**Section 4.** Quorum. A majority of the members of the Board of Directors shall constitute a quorum. A majority vote is required for a measure to pass.

#### **ARTICLE XII. EXECUTIVE COMMITTEE**

**Section 1.** Membership. The Executive Committee shall be composed of the elected officers of the Affiliate. The Immediate Past President shall serve on the Executive Committee for a period of one year following the completion of the term of office.

**Section 2.** Duties. The Executive Committee shall:

- a. have emergency power to act for the Board of Directors between Board meetings;
- b. provide for such audit and control of funds as are necessary to assure their safekeeping and complete accounting;
- c. perform such other duties as the Board of Directors may deem necessary.

**Section 3.** Meetings. Meetings of the Executive Committee shall be held on the call of the President or two members of the Executive Committee.

**Section 4.** Quorum. A majority of the members of the Executive Committee shall constitute a quorum. A majority vote is required for a measure to pass.

#### **ARTICLE XIII. COMMITTEES**

### **Section 1. Standing Committees**

a. All standing committees shall have a chair and possibly a committee. The need for a committee shall be determined by the chair depending on the magnitude of the activities/work required each year. There shall be Affiliate standing committees on or at least chairs concerned with AAUW and/or Affiliate priorities listed below. In this document, the terms chair and committee shall be used interchangeably based on the above definition.

- AAUW Fund
- Communications
- Community Action Grant
- Courtesy
- Historian
- Local Scholarship (Appointed to the Longmont Community Foundation Scholarship Selection Committee)
- Membership
- Newsletter
- Program Development
- Public Policy
- Yearbook

b. Composition and Function: Detailed descriptions for all committee chairs and the associated committee can be found in the Policy section of this document.

### **Section 2. Special Ad Hoc Committees**

a. There shall be such special ad hoc committees as deemed necessary by the Board of Directors. On an annual basis, these shall include, at a minimum, the following:

- Audit
- Budget
- Nominating

b. Composition and Function: Detailed descriptions for these ad hoc committee chairs and the associated committee can be found in the Policy section of this document.

### **Section 3. Chairs**

The chairs of all committees, except the Nominating Committee and those provided for by election, shall be appointed by the President with the approval of the Executive Committee. Chairs shall select members for their committees in consultation with the President and be responsible for recruiting members to fill vacant positions on their committee as they occur. Chairs shall serve as channels of communication in their respective fields with Colorado AAUW, regional and national AAUW chairs, and shall make such reports as they request. Chairs shall insure that the Affiliate President is routinely updated on committee activities, membership changes and reports submitted to Colorado AAUW, regional or national AAUW.

## **ARTICLE XIV. FINANCIAL ADMINISTRATION**

**Section 1.** Fiscal Year. The fiscal year shall correspond with that of AAUW and shall begin on July 1.

**Section 2.** Financial Policies. The Board of Directors shall set and maintain policies and procedures to control financial records consistent with generally accepted accounting principles and federal, state and local laws including an annual financial review.

**Section 3.** Budget. The Board of Directors shall adopt an annual budget for presentation to the Affiliate.

## **ARTICLE XV. MEETINGS**

### **Section 1.**

a. Affiliate Meetings. The goal of the Board of Directors shall be to provide opportunities for Affiliate members to meet as a group on a monthly basis. At a minimum, the Affiliate shall hold two formal business meetings a year, one in September and one in May. The May meeting shall be considered the annual meeting and shall be for the purpose of electing officers; receiving reports of officers and committees; awarding scholarships and grants; and for such other business as may properly arise.

b. Special Meetings. Special meetings to address a specific topic may be called by the President, five members of the Board of Directors, or by the written request of ten members of the Affiliate. Notice of the date, time, place and business to be brought before the meeting shall be sent to the members electronically at least seven days in advance. Only business for which notice was given shall be transacted.

**Section 2.** Quorum. A quorum shall be considered by those members present at the Board of Directors or Affiliate meeting. A majority vote is required for a valid vote at either a Board or Affiliate meeting. If the quorum is small (low numbers of members attending), an email/mail vote of the appropriate body may be utilized for deciding questions. Passage of a measure requires a majority vote from members responding by email/mail.

## **ARTICLE XVI. PROPERTY**

Property and Assets. The title to all property, funds, and assets is vested in the AAUW Longmont Affiliate for the joint use of the members, and no member or group of members shall have any severable right to all or any part of such property. Property and assets shall not be used for any purpose contrary to AAUW. In the event of dissolution of AAUW Longmont Affiliate or the termination of its affiliation with AAUW, all assets of the Affiliate shall be transferred and delivered to AAUW or to an AAUW-affiliated entity designated by AAUW.

## **ARTICLE XVII. PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Affiliate in all instances in which they are applicable and in which they are not inconsistent with these bylaws or those of national AAUW or Colorado AAUW.

## **ARTICLE XVIII. INDEMNIFICATION**

Every Board of Directors or committee member may be indemnified by the Affiliate against all expenses and liabilities, including counsel fees, reasonably incurred or imposed upon such Board or committee members in connection with any threatened, pending or completed action, suit, or proceeding to which the Board or committee member may become involved by reason of being or having been a member of the Board or committee, or any settlement thereof, unless adjudged therein to be liable for negligence or misconduct in the performance of duties. In the event of a settlement the indemnification herein shall apply only when the Affiliate Board approves such settlement and reimbursement as being in the best interest of the Affiliate. The foregoing right of indemnification shall be in addition to and not exclusive of all other rights to which a member of the Board or committee is entitled.

## **ARTICLE XIX. AMENDMENTS TO THE BYLAWS**

**Section 1.** AAUW Mandated Amendments. Amendments required by AAUW to bring Affiliate bylaws into conformity shall not require a vote of the Affiliate members, except that an incorporated Affiliate shall take the necessary steps required by state law or its articles of incorporation.

**Section 2.** Prior Approval. All other proposed amendments to the Affiliate bylaws shall be sent to the Colorado AAUW bylaws committee for approval before the call for the Affiliate vote. If there is no state structure,



approval of amendments to Affiliate bylaws in those states shall be according to procedures established by the AAUW Governance Committee.

**Section 3.** Affiliate Vote. Provisions of these bylaws not governed by the AAUW Bylaws may be amended at an Affiliate meeting by a two-thirds vote of those present and voting provided written notice shall have been sent to the members at least 30 days prior to the meeting. All members in good standing the day before the official notice date are eligible to vote.

**Section 4.** Distribution of Affiliate Bylaws to National AAUW and Colorado AAUW. Approved, revised bylaws shall be submitted electronically through the national AAUW Member Services Database at <http://aauw.org/resources/member-services-database> and to the Colorado bylaws committee.

Amended September 2017

**The Longmont, Colorado Affiliate  
of the American Association of University Women  
Bylaws**

**Adopted** November 17, 1947

**Amended**

April 1950  
November 1952  
October 1953  
May 1956  
March 1970  
January 1971  
November 1975  
January 1980  
April 1980  
May 1980  
November 1981  
November 1984  
March 1985  
September 1987  
September 1989  
September 1992  
August 1996  
May 1998  
February 2001  
March 2006  
May 2012  
September 2017

**Updated**

October 2009  
January 2017

**Definitions:**

**Amended:** Major, substantive revisions made; Affiliate approval required

**Updated:** Brought into conformance with current practices; no Affiliate approval required

## **POLICIES OF THE AAUW LONGMONT, COLORADO AFFILIATE**

Updated September 2017

### **PURPOSE**

The purpose of this policy document is to clarify more specifically the aims, services and organization of the Longmont Affiliate of AAUW (hereinafter to be known as Affiliate) as a supplement to its bylaws. For example, it provides position descriptions for all officers and committee chairs/committees outlining roles and responsibilities and explanations for how certain processes, such as budget development, are to be handled. The intent is that these policies be interpreted as being in accordance with and subordinate to the national AAUW, Colorado AAUW, and Affiliate bylaws.

### **POLICY DOCUMENT APPROVAL**

The Affiliate Board of Directors shall approve any revisions to the policy document with a two-thirds (2/3) majority vote.

### **REVIEW TIMING**

The Longmont Affiliate policy document shall be reviewed and updated as necessary at least every two (2) years by a committee composed of the President, a Past President and two members of the Affiliate appointed by the President.

### **DUAL MEMBERS**

Dual members are welcome to join the Affiliate and become active members. Dual members whose primary Affiliate is not Longmont may not serve as officers or standing committee chairs in this Affiliate.

### **CHANGE OF ADDRESS AND NAME CHANGES**

Affiliate members shall notify the Affiliate Membership Vice President of change of email or physical addresses and/or name changes. The Membership Vice President shall provide this information to the National AAUW office, Finance Officer, President, Newsletter Editor, Vice President and Yearbook Editor.

### **RESIGNATIONS**

If a current member does not plan to renew their membership, that member's resignation should be submitted in writing to the Affiliate Membership Vice President.

### **OFFICERS**

#### **1. PRESIDENT / CO-PRESIDENT**

##### **(a) President (Co-President) Position Description**

###### **General Roles and Responsibilities**

- Preside at all meetings of the Affiliate, Board of Directors, and Executive Committee.
- Serve as an ex-officio member of all committees, except the Nominating Committee.
- Know and adhere to the Affiliate bylaws, policies, and procedures; insure that these Affiliate operating documents are in place and updated as appropriate.

- Appoint, with the approval of the Executive Committee, the chairs of all standing committees and taskforces as needed and any additional officers authorized by the bylaws.
- Convene the Board of Directors, and interested members, to plan and implement activities that advance AAUW priorities and issues while engaging members, supporters, and community friends.
- Facilitate collegial Board and Affiliate decision-making regarding goals, expectations, and use of resources.
- Develop a strategic plan with measurable goals and objectives that might include membership recruitment and retention, program activity, public policy, diversity, leadership development, and AAUW Fund initiatives.
- Encourage collaboration and teamwork; incorporate membership development, public policy advocacy, and fundraising into Affiliate programs.
- Commit to diversity in all that you do; seek opportunities for inclusion of individuals and groups.
- Be the official representative of the Affiliate in the activities of AAUW at the national and state levels and actively participate in community collaborations that advance AAUW's mission.
- Seek and maintain collaborative relationships with local colleges/universities and students.
- Review and monitor fiscal health and sign off on expenditures as appropriate.
- Encourage participation in AAUW's leadership training and resources.
- Submit pertinent documents to the Historian, at least on an annual basis, for permanent retention.

#### Responsibilities to Colorado AAUW

- Maintain regular contact with the state president and keep them informed of Affiliate activities.
- Know and adhere to Colorado AAUW bylaws, policies, and procedures.
- Submit information required by Colorado AAUW including officers and chairs, annual report, updated bylaws and policies.

#### Responsibilities to National AAUW Office

- Encourage members to support national initiatives and programs.
- Adhere to all AAUW policies and procedures through compliance with the AAUW Bylaws, affiliate agreement, and fundraising guidelines (AAUW Policy 501).
- Support AAUW's leadership development efforts by nominating Affiliate members for national and state leadership positions.

(b) **Co-President Philosophy.** To make the position of Affiliate President more attractive and even possible for many members to consider, the Affiliate may have co-Presidents. The Affiliate may have a 1st year co-President and a 2nd year co-President. This approach shall allow for a sharing of responsibilities and provide a training opportunity for the 2nd year co-President who shall eventually assume the primary leadership role. When 1st and 2nd year co-President positions are filled, together these two positions shall assume all the responsibilities identified for the President in both the policy and bylaws document. Together these two shall decide how the responsibilities will be divided.

(c) **2<sup>nd</sup> Year Co-President.** During the year as 2nd year co-President, the individual should become acquainted with Colorado AAUW by attending its meetings; with the bylaws and policies of the Affiliate, Colorado and AAUW; and with the work of the AAUW and Affiliate standing committees.

(d) **Immediate Past President.** The immediate Past President shall serve for one year as a voting member of the Affiliate Executive Committee and Board of Directors. This individual shall serve in an advisory capacity to the Affiliate Board and shall assume other responsibilities at the discretion of the President. The immediate Past

President shall insure that retiring Affiliate officers and committee chairs pass on their materials to their successors.

## **2. PROGRAM VICE PRESIDENT**

### **Program Vice President Position Description**

#### General Roles and Responsibilities

- Recruit an Affiliate program committee to help plan and implement mission-based programs given on a regular basis including AAUW programs, social interaction opportunities or other projects.
- With the committee, evaluate previous Affiliate program efforts and determine Affiliate and community program needs.
- To maximize program effectiveness, develop a program action plan with specific and measurable goals; adapt programs as needed to fit Affiliate and community needs, strengths, and resources.
- Provide program information to the Yearbook Chair for the yearbook, the Newsletter Editor and the Communications Manager.
- Ensure that AAUW mission-based program priorities are included in the Affiliate annual plan, developed annually in June.
- Become familiar with resources on the AAUW and Colorado websites.
- Ensure that the Affiliate budget reflects Affiliate program priorities.
- Work with other Affiliate officers and committees to integrate programs with other Affiliate priorities, including public policy, membership retention, and recruitment.
- Recruit volunteers and delegate clearly defined responsibilities to volunteers within the Affiliate to spearhead the various components of the Affiliate programs and projects.
- Ensure that all arrangements are in place for each scheduled program.
- Collaborate with other groups and coalitions that shall promote AAUW's mission.
- Preside at meetings in the absence of the President; act in the absence or disability of the President.
- Perform such other duties as are requested by the President or by the Board of Directors.
- Submit pertinent documents to the Historian, at least on an annual basis, for permanent retention.

#### Responsibilities to Colorado AAUW

- Maintain regular contact with the Colorado AAUW program vice president or officer to receive and share information about AAUW programs.
- Disseminate AAUW program information received from the Colorado AAUW program vice president or officer and the national office to the Affiliate Board of Directors, members, and community.

## **3. MEMBERSHIP VICE PRESIDENT**

### **Membership Vice President Position Description**

#### General Roles and Responsibilities

- Recruit an Affiliate membership committee to help plan and implement strategies for identifying, recruiting, and retaining Affiliate members.
- With the committee, evaluate previous membership development efforts, assess current membership and community demographics, and identify underrepresented groups you would like to recruit.

- Provide membership information to the Yearbook Chair for the yearbook, the Newsletter Editor and the Communications Manager.
- Develop a membership action plan with specific and measurable goals, including a new member orientation process.
- Ensure that membership development priorities are included in the Affiliate annual action plan.
- Work with other Affiliate officers and teams to integrate membership with other Affiliate priorities.
- Seek out opportunities to promote AAUW membership at Affiliate and community events.
- Encourage usage of social media to recruit and retain members.
- Attend and participate in membership and leadership trainings via webinars, workshops, and other opportunities provided by the national office and other outlets.
- Manage current member information including membership forms, biographies of new member to be published in the newsletter and contact information updates.
- With input from officers and committee chairs, manage the membership recruitment and retention process, including membership renewal form updates and renewal reminders.
- Work with the Finance Officer to ensure proper collection and processing of membership forms, dues, donations and fees payments and analyzing data on Affiliate membership renewals, recruitment rates, and reasons for nonrenewal. Note: This section will be modified / updated to reflect migration to the use of the online Membership Payment Program in June 2018.
- Ensure that the Affiliate has a comprehensive orientation program that provides opportunities for new members to become involved.
- Ensure that the Affiliate budget reflects membership priorities.
- Submit pertinent documents to the Historian, at least on an annual basis, for permanent retention.

#### Responsibilities to Colorado AAUW

- Maintain regular contact with the Colorado AAUW membership vice president and report on member interest surveys and other activities as requested.
- Adhere to all Colorado AAUW membership policies.
- Share successful membership recruitment strategies with the Colorado AAUW membership vice president and other Affiliates.

#### Responsibilities to National AAUW

- Maintain membership roster at the national level
- Work with Affiliate Finance Officer to ensure that all dues, fees, and contribution reports, including the Branch Dues Report (BDR) and the Additional Dues Remittance (ADR) Form, are submitted and filed with the national office according to established procedures and time lines.
- In conjunction with the Finance Officer, review all dues, fees, contributions, and membership reports sent to the national office and alert staff of any discrepancies with Affiliate records.

## 4. FINANCE OFFICER

### (a) Finance Officer Position Description

#### General Roles and Responsibilities

- Open and maintain bank accounts for checking and/or savings and establish authorized check signers for Longmont Affiliate. Each Affiliate must use its own IRS-assigned Tax Identification Number (Tax ID # = 51-0188478) on all bank accounts.

- In accordance with accepted accounting principles, set up and maintain an appropriate financial management and bookkeeping process that allows for the receipt of monies, the payment of bills as provided in the budget and easy access for the Audit Committee.
- Work with Membership Vice President to secure membership renewals, and process annual dues and fees and donations, and distribute dues as appropriate along with the necessary forms to the Colorado AAUW and the AAUW national office by the specified deadlines. Note: this section will be modified / updated to reflect migration to the use of the online Membership Payment Program in June 2018
- Serve on the Budget Committee and with the Board of Directors to evaluate the financial health and stability of the Affiliate finances, develop a budget that supports the programs and activities of the Affiliate, and support a financial review process.
- Prepare financial statements for each Board of Directors meeting, or at the request of the President, including analysis of actual performance against budget and other pertinent financial information.
- Be aware of relevant federal and state charitable tax issues and legal liabilities.
- Process and submit AAUW membership dues and AAUW Action Fund contributions in compliance with proper financial accounting procedures, IRS regulations, and AAUW procedures.
- Monitor the performance and report to the Board of Directors the status of the Affiliate's two funds, the Scholarship Fund and the Community Action Grant Fund, that reside at the Longmont Community Foundation. The LCF provides online reports on a quarterly basis.
- File IRS Form 990-N (gross receipts \$50,000 or less), 990-EZ (gross receipts under \$200,000) or 990 based on gross annual receipts and total asset thresholds, utilizing AAUW procedures.
- Protect the assets of the group by securing adequate insurance coverage and implementing internal accounting controls and procedures.
- Retain in good order all financial statements, IRS forms and correspondence, sales and use tax certificates, tax determination letters, paid checks, deposits, contracts, and other financial supporting documents consistent with best practices and state laws.
- Adhere to all local, state, and federal tax laws and generally accepted accounting principles and practices.
- Submit financial statements and other pertinent documents to the Historian, at least on an annual basis, for permanent retention.

#### Responsibilities to Colorado AAUW

- Submit copies of all dues, fees, and contributions reports to the Colorado AAUW finance officer in accordance with established policies, procedures, and time lines.

#### Responsibilities to National AAUW Office

- Work with Affiliate Membership Vice President to ensure that all dues, fees, and contribution reports, including the Branch Dues Report (BDR) and the Additional Dues Remittance (ADR) Form, are submitted and filed with the national office according to established procedures and time lines.
- Review all dues, fees, contributions, and membership reports sent to the national office and alert staff of any discrepancies with Affiliate records.
- Ensure that all federal and state authorities and the AAUW national office have the correct contact information for the Affiliate.
- Reply promptly to requests for 990-N information.

(b) **Non Profit Status.** The Affiliate is considered as a 501(c)(4) organization, that is, an organization not organized for profit and operated exclusively to promote social welfare. This type of organization is allowed to engage in political lobbying.

(c) **Bonding.** The Affiliate shall bond the Finance Officer and the President, the two signees on the Affiliate's bank accounts and primary contacts on the Affiliate funds at the Longmont Community Foundation, in the amount of \$10,000. This shall be done after new officers are in place but no later than September 1 of each year. No later than October 15 of each year, the Finance Officer shall submit a Group Tax Exemption Survey & Authorization Form (GEN5649) on the AAUW website so that AAUW can file the required IRS Form 990 N on behalf of the Longmont Affiliate.

(d) **Signators.** Each Affiliate checking and savings account will have at least two (2) signators. One of these will be the Finance Officer and the other the immediate past Finance Officer or a member of the Executive Committee.

## 5. SECRETARY

### Secretary Position Description

#### General Roles and Responsibilities

- Record and keep in custody approved minutes of all Affiliate, Board of Directors and Executive Committee meetings.
  - The preparation, review and approval of all minutes shall be handled electronically.
  - Within 1 week of the meeting – a completed draft of the minutes shall be distributed to the participants for review and comment.
  - Within 2 weeks of the meeting – a final updated version of the minutes shall be distributed to the participants for approval. If no comments are received with further updates within one week of distribution, the minutes will be deemed approved. No vote is required.
  - Within 3 weeks of the meeting – a final approved version of the minutes shall be distributed to the Executive Committee and/or the Board of Directors, as appropriate.
- Be knowledgeable of and have a reference copy of the Longmont Affiliate Operating Documents, the annual action calendar, a list of current officers and committee chairs and members at each meeting
- Be knowledgeable of and have a reference copy of Roberts Rules of Order Revised Edition at each meeting
- Keep a file of all official Affiliate communications received and all letters sent.
- Update and revise the action calendar on an annual basis for the use of the President and the Board of Directors
- Submit pertinent documents to the Historian, at least on an annual basis, for permanent retention.
- Perform such other duties as requested by the President.

### BOARD OF DIRECTORS

In addition to stipulations in the bylaws:

1. The Board of Directors shall determine the exact date, time and place of its meetings. Written notice of the meetings be given to all Affiliate members in the Yearbook, at a minimum.
2. Any Affiliate member holding a Colorado AAUW or AAUW office or position shall be an *ex-officio* member of the Board.
3. Board meetings are open to all Affiliate members who wish to attend.



4. Each retiring officer and committee chair shall pass on to her successor materials and correspondence pertaining to her office or committee. Outgoing Board members are encouraged to attend the first Board meeting of the new fiscal year to offer the continuity that would provide.
6. Anyone wanting to be on the agenda for an Affiliate or Board meeting should notify the President at least three (3) days prior to said meeting.
7. The Board shall select a nominating committee chair and members in February of each year.
8. It is advised that where motions are complex or contentious, they be submitted in writing to the Secretary.

### **EXECUTIVE COMMITTEE**

In addition to the stipulations in the bylaws, the members of the Executive Committee shall make up the Budget Committee. The Executive Committee shall also be responsible for the development and implementation of a leadership development plan for the Affiliate.

### **STANDING COMMITTEES AND CHAIRS**

Several standing committees are required to support the work of the Longmont Affiliate each year. The President, with the approval of the Executive Committee, shall appoint the chairs of the following standing committees. Each chair will evaluate the magnitude of the activities / work required and determine if a committee is needed each year.

1. **AAUW Fund Chair / Committee** - responsible for providing local support for the AAUW Fund, including developing an Affiliate strategy to provide education on and fundraising to support such programs as Start Smart / work Smart, Legal Advocacy and research.
2. **Communications Manager / Committee** – responsible for the management of the Affiliate’s social media presence including both a website and Facebook page. The manager is responsible for publicizing Affiliate meetings, programs and other related activities around the local community, as directed by the Board of Directors, using various modes of communication.
3. **Community Action Grant Chair / Committee** – The chair of this committee is a volunteer member of the Affiliate. A committee of at least five (5) Affiliate members is established each year to review the applications and select the recipients each spring. The chair also works with Longmont Community Foundation (LCF) personnel to update the application and deadline in January of each year. The majority of the publicity for the grants is provided by the LCF. The chair shall provide information to the Communications Manager for use on social media. The chair shall invite grant recipients to attend and present information about the grant at the annual Spring Fling business meeting in May. The chair shall submit recipient(s) information and award amounts to the Historian, for permanent retention.
4. **Courtesy Chair / Committee** – responsible for keeping track of the well-being and needs of Affiliate members and reaching out to help as the opportunity arises. Sends cards as appropriate on behalf of the Affiliate. In the case of the death of an Affiliate member, process a book donation to the Longmont Library in the name of the deceased member for a book that reflects their interests, and notify appropriate family members about the AAUW donation.
5. **Historian** – responsible for the archives of the Affiliate. On an ongoing basis, but at least once a year, the Historian collects records to be archived from all officers and committee chairs and electronically adds them to

the archives for permanent retention. The Historian is also responsible for insuring that a photographic history of the activities of the Affiliate is made during the year and included for permanent retention. The archives will be made available to all Affiliate members electronically upon request.

**6. Local Scholarship Committee** (Appointed by the Longmont Community Foundation) – This committee is made up of at least three (3) members, one (1) of which is a member of the Affiliate. The committee reviews the scholarship applications and selects the recipients each spring. The majority of the publicity for the scholarships is provided by the LCF. The Affiliate representative shall provide information to the Communications Manager for use on social media. The Affiliate representative shall invite scholarship recipients to attend and present information about themselves at the annual Spring Fling business meeting in May of each year. The Affiliate representative shall submit recipient(s) information and award amounts to the Historian, for permanent retention.

**7. Membership Chair / Committee** - Membership Vice President is the chair and shall be responsible for Affiliate membership recruitment and orientation of new members to the purpose and program of the AAUW. It is highly recommended to have a committee for this function.

**8. Newsletter Editor / Committee** – responsible for publishing a monthly or bi-monthly newsletter to all Affiliate members as well as periodic updates in between, including reminders for programs one week before the event. Newsletters are generally published monthly from September through May, based on sufficient content, and reminders are sent about programs 1-2 weeks prior to the event. Input for the newsletter shall be provided primarily by elected and appointed officers, and committee chairs but is also welcomed from Affiliate members. When published newsletters will be distributed to all other the Colorado Affiliates, the Colorado state president, state bulletin editor and state archivist. The Newsletter Editor shall submit electronic versions of all newsletters to the Historian, for permanent retention.

The Newsletter Editor shall distribute the State Bulletin to Affiliate members electronically.

**9. Program Development Chair / Committee** - Program Vice President is the chair. This committee shall consider the issues of the AAUW and recommend to the Affiliate the selection of issues to be implemented. It shall provide policy guidance for the continuing program concerns of the Affiliate and shall also consider future AAUW program issues. It shall take short term direction for the upcoming year from the results of the Affiliate planning and organization session held annually in June. It is highly recommended to have a committee for this function.

**10. Public Policy Chair / Committee** - responsible for the public policy program of the Affiliate, including regular contact with the Colorado AAUW public policy chair; the development of successful advocacy strategies for Affiliate members; and recommendations for direct action on legislation within its scope and election issues.

**11. Yearbook Editor / Committee** – responsible for publishing the annual yearbook and directory each fall in hardcopy and providing the information to the Communications Manager for its publication on the website. Information for the yearbook shall come not only from the Membership Vice President but also the President, Program Vice President, interest group contacts, and the Community Action Grant chair and Scholarship committee representative. The Yearbook Editor shall submit and electronic version of the yearbook to the Historian, for permanent retention.

## **AD HOC COMMITTEES AND CHAIRS**

The President, with the approval of the Executive Committee, shall also establish temporary committees as required. The following committees are required, at a minimum, each year:

- 1. Audit Chair / Committee** – A committee of at least three (3) Affiliate members shall be selected by the President to review the Affiliates financial records at the end of each fiscal year. The Finance Officer shall provide all financial records requested by the committee but shall not be a member of the committee. The committee shall review the records and provide feedback to the Board of Directors on the financial health of the Affiliate.
- 2. Budget Chair / Committee** – The Finance Officer shall chair this committee which shall be made up of the members of the Executive Committee. The committee shall be responsible for the development and presentation of the proposed annual budget to the full Board of Directors.
- 3. Nominating Chair / Committee** – This committee shall be responsible for identifying the slate of candidates as required for the annual election of Board of Directors members in May. A committee of at least three (3) but not more than six (6) members shall be selected by the Board each year in February. The makeup of the committee is recommended to include one (1) current Board member and one (1) past president, in addition to the other members. The members of this committee shall self-select the chair. Nominees shall be determined by the committee in time for publication in the April newsletter.

## **INTEREST GROUPS AND ASSOCIATED GUEST POLICY**

1. A prospective AAUW member may attend three (3) meetings of the Affiliate and/or interest groups before applying for Affiliate membership and paying dues.
2. The interest group, Great Decisions, is open to the public. Fees are paid as established by the chairperson in charge. The chair must be an AAUW member.
3. The chair of each interest group is responsible for recruiting members to fill vacant positions on their committee as they occur. The Affiliate President should be notified as the membership of the committee changes.
4. The chair of each interest group is responsible for notifying/updating the Yearbook chair and the Communications Manager of their committee description for publication in the upcoming Yearbook and on social media.
5. Interest Group Chairs shall submit pertinent documents, which reflect the activities of the group, to the Historian, at least on an annual basis, for permanent retention.

## **AFFILIATE MEETINGS**

The goal of the Board of Directors shall be to provide opportunities for Affiliate members to meet as a group on a monthly basis. Such meetings may include regular business meetings, informal coffees, informational workshops, and interest group get-togethers. The Affiliate shall hold at least two formal business meetings a year, one in September and one in May, which will be considered the annual meeting. All of these meetings shall be published in the yearbook distributed in September, with additional announcements of the day, place,

and hour of each meeting in the Affiliate newsletters throughout the year. Meeting information and updates shall be posted on the Affiliate website.

### **AFFILIATE MEETING QUORUM AND VOTING**

A quorum shall be those members present at an Affiliate meeting. A majority vote is required for a measure to pass at an Affiliate meeting. If the quorum is small, i.e. a low number of members are in attendance, an email/mail vote of the appropriate body may be utilized for deciding questions. If using this method of voting, the passage of a measure requires a majority vote from members responding by email/mail.

### **PROJECTS**

1. **Ongoing Project Review.** All projects of the Affiliate shall be reviewed annually by the Board of Directors in early June. Participation, progress, viability and AAUW priorities shall be some of the considerations of the Board as well as the advice from the chair of the project.
2. **Special Projects:** All special projects shall be approved by the Affiliate after consideration by the Board of Directors. The Board shall consider specific requests for financial support considering the purposes and policies of AAUW. Proposals and guidelines for study/action shall be presented before being undertaken by the Affiliate. The Affiliate shall not grant a percentage of the funds raised to any local business concern related to projects sponsored by the Affiliate.
3. **Fund Raising Projects:** Any major, local AAUW fund raising project needs to be presented to the Board for recommendation, then presented to the Affiliate for approval. If the project is approved, the profits shall go into the Affiliate checking or savings account until final disbursement. The proposal shall be in written form and include such information as the purpose of the project; how the money shall be raised; when the project shall occur; and recommendation for the distribution of the profits.

### **LOCAL SCHOLARSHIPS AND COMMUNITY ACTION GRANTS**

Each year the Longmont Affiliate awards local scholarship and community action grants. The criteria for these awards and other details of each are summarized below:

#### **LOCAL SCHOLARSHIPS**

1. **Purpose of the Scholarship Program.** To provide scholarships to encourage women to pursue higher education in order to increase their ability to have a positive impact in their field and community, including women returning to school to update their knowledge/skills. This scholarship is intended to, first and foremost, support the AAUW mission.
2. **Candidate Criteria.** The Local Scholarship Applicants must be women who:
  - (a) Are currently working towards an undergraduate degree, graduate degree, or certificate at an accredited two-year or four-year college or university in the United States (full-time or part-time);
  - (b) Have completed at least 30 college credit hours at the time of application;

(c) Are pursuing a career that that promotes equity for women and girls, education, health, and/or positive societal change;

(d) Have a cumulative grade point average of at least 3.0; and

(e) Match at least one of the following:

- Attended and graduated from a St. Vrain Valley School District High School
- Are current residents of the St. Vrain Valley School District

**3. Members of the Scholarship Selection Committee** are selected by the Longmont Community Foundation (LCF). This committee is currently made up of three (3) members. The Affiliate representation on this committee must be in the minority to meet IRS rules regarding awards to individuals. The committee reviews the scholarship applications and selects the recipients each spring.

**4. Selection Criteria.** The LCF Scholarship Committee evaluates and selects scholarship awardees using the criteria established by the Affiliate. Applicants shall be selected based upon:

(a) Commitment to pursuing a career that that promotes equity for women and girls, education, health, and/or positive societal change (most important);

(b) Demonstrated community engagement, volunteer work, and/or community service hours;

(c) Academic achievement;

(d) Potential for success in achieving their stated goals and for having a positive impact on their community.

**5. Other Guidelines** for the Local Scholarship.

(a) Prior recipients of the AAUW Longmont Scholarship are eligible to re-apply.

(b) The program does not provide funding for CEUs, CLUs, or other similar courses required for state licensing renewal or salary advancement.

(c) Initially, \$2,500 shall be available to award annually. The committee shall select at least one student to receive a \$1,000 scholarship each year. The committee shall have the discretion to award the remaining amount to multiple students or not to award additional money based on the size and strength of the applicant pool. If there is a very strong candidate, that student may receive more than \$1,000.

(d) Scholarships may be used for tuition and fees only. Award amounts may be used toward one semester/term or split between semesters/terms.

**6.** The Local Scholarship funding is provided from the endowed fund: AAUW Longmont Scholarship Fund with the Longmont Community Foundation (LCF).

**7.** The Finance Officer of the Affiliate shall have the responsibility for monitoring performance and reporting on the status of the AAUW Longmont Scholarship Fund with the Longmont Community Foundation, based on reports received from LCF. The Finance Officer is responsible for making contributions of member donations and fundraising monies designated for this fund by the Board of Directors.

8. The Longmont Community Foundation shall actively solicit candidates for the scholarships, using the geographical area stated.

9. The Affiliate representative(s) on the Local Scholarship committee shall advise the Affiliate Board of Directors periodically as to the progress of the selection process. The Affiliate representative(s) shall also make an annual report to the Affiliate at the May meeting, including recipients and amounts awarded. This information shall be provided to the Newsletter Editor and the Historian, for permanent retention.

## COMMUNITY ACTION GRANTS

1. **Purpose of the Grant Program.** To provide grants to support projects that help break down barriers among people of all ages, ethnic origins, and genders.

2. **Candidate Criteria.** The grant(s) shall be awarded to nonprofit organizations for projects that are nonpartisan in nature and fall within the geographic boundary of the St. Vrain Valley School District.

3. **Grants to Affiliate Projects.** The Affiliate Board of Directors may apply for and be awarded a Community Action Grant (CAG) which supports an Affiliate project meeting the criteria set out for all other applications and being undertaken in support of a qualified 501(c)(3) organization. The Community Action Grant Committee would be asked to evaluate the request and make a recommendation on an award. Longmont Community Foundation rules governing the awarding of grants would apply, including the need for the award to go to qualifying organization rather than the Affiliate due to its IRS classification.

4. **Members of the Community Action Grant Selection Committee.** The Community Action Grant committee shall consist of at least five (5) members. The chair of the Community Action Grant committee is responsible for recruiting committee members as needed. Annually, the chair shall notify the Affiliate President and the Longmont Community Foundation of the members of the committee. Any change in the chair of the CAG Committee shall be reported to the Longmont Community Foundation by the President.

5. **Selection Criteria.** The Community Action Grant Committee evaluates and selects awardees using the criteria established by the Affiliate. Applicants shall be selected based upon:

(a) Demonstrated ability to further the AAUW mission of promoting education and equity for women and girls

(b) Benefit to the Public

(c) Response to a community need

(d) Special attention is given to projects that have not been funded before

6. **Other Guidelines.** Initially, \$2,500 shall be available to award annually. The committee shall have the discretion to award these monies, in any amount, to one or more projects based on the merits of the applications. Partial funding of a project is acceptable. Generally, three (3) projects receive awards annually.

7. The Community Action Grant funding is provided from the donor advised fund: AAUW Longmont Community Action Grant Fund with the LCF.

8. The Finance Officer of the Affiliate shall have the responsibility for monitoring performance and reporting on the status of the AAUW Longmont Community Action Grant Fund with the Longmont Community Foundation (LCF), based on reports received from LCF. The Finance Officer is responsible for making contributions of member donations and fundraising monies designated for this fund by the Board of Directors.

9. The Longmont Community Foundation shall actively solicit candidates for the award, using the geographical area stated. In addition, the CAG chair shall provide information to the Communications Manager for publication through social media channels.

10. The Community Action Grant committee shall advise the Affiliate Board of Directors periodically as to the progress of the selection process. The Community Action Grant committee shall submit a list of the grant award recipients to the Affiliate Board of Directors upon selection and shall inform the rest of the membership at the annual meeting in May, which includes the grant recipients.

11. Handling of Applications. Each application that has been awarded a grant shall be kept by the chair for at least two (2) years. One copy of all other submitted applications shall be kept by the committee for one year. At the discretion of the committee chair, a Board of Directors or Affiliate member may have access to an application for which an award has been given. All other grant applications shall remain confidential within the committee.

12. The money awarded must be used for the designated project as described in the grant application. If it is not used for the designated purpose, it must be returned to the Community Action Grant Fund immediately. The Community Action Grant committee shall then determine what is to be done with the money.

13. The grant recipient shall be required to submit a written evaluation / assessment to the Community Action Grant (CAG) committee within 30 days of completion of the project or by the CAG application deadline the following year, whichever comes first. These reports shall be shared with the Board of Directors annually.

## FINANCES

1. **Budget:** The Budget Committee, composed of the Executive Committee, shall prepare a budget and present it to the Board of Directors at the first Board meeting in the fall. With each budget review, the Finance Officer shall provide a three-year review of income and expenses for the Board (CY - current year, CY-1, CY-2). After Board review and any modifications required, the proposed budget shall be published in the September Affiliate newsletter and voted on at the first Affiliate meeting in the fall.

Approval of the budget by the Affiliate authorizes spending in any budget category up to the amount approved. Bills for non-budgeted items shall be presented to the Board of Directors for approval. Any expenditure for non-budgeted items in excess of \$100 must have Board approval.

2. **Budget Development Guidelines:** The annual budget shall be developed by the Budget Committee with consideration to the following opportunities to support the AAUW Mission Statement:

(a) **National AAUW Contributions:** The annual Affiliate budget could include a contribution to the national AAUW Fund. The amount would be at the discretion of the Affiliate Board of Directors and based on the proceeds of a fundraiser(s) specifically for this purpose and/or other considerations.

(b) **Colorado AAUW Contributions:** The annual Affiliate budget could include a contribution to one or more of the Colorado State grants or programs such as the Eugenia McClure Grant of the Sanderson Young Leader Award. The amount would be at the discretion of the Affiliate Board of Directors and based on the proceeds of a fundraiser(s) specifically for this purpose and/or other considerations.

(c) **Local Contributions—The AAUW Scholarship Fund and/or the Community Action Grant Fund held with the Longmont Community Foundation (LCF):** These two funds are currently funded at a level to allow scholarships and grants to be awarded annually at the level of \$2,500 in each category. As directed by Affiliate membership, these funds shall continue to maintain balances that are roughly equal, and that contributions shall be adjusted each year to attempt to maintain equal balances in both the AAUW Scholarship Fund and AAUW Community Action Grant Fund, to support equal financial awards from each fund. These two funds have equal priority. Additional funding in these two funds could result in an increase being possible in the amounts awarded on an annual basis. This contribution opportunities could be funded by an Affiliate fund raisers and/or individual donations from members.

(1) **Local Scholarships (LS):** support national AAUW goals as well as the purpose of the Longmont Affiliate, and are funded from the endowed AAUW Scholarship Fund at the LCF.

(2) **Community Action Grants (CAG):** support the purpose of the Longmont Affiliate by awarding monies to programs that primarily focus on women and girls in the community based on the criteria outlined in the Community Action Grants guidelines. Community Action Grants are funded from the endowed, donor-advised AAUW Community Action Grants Fund at the LCF.

(d) **Miscellaneous Contributions:** The Affiliate shall not contribute to any annual local community drives, but may suggest to the membership that as individuals they may contribute.

### 3. The AAUW Longmont Funds with Longmont Community Foundation (LCF):

To stabilize or possibly increase the amount of money available for local scholarships and community action grants, without dependence on the income from Affiliate fund raisers, the Affiliate participates in the LCF with designated endowment funds. Following are the key points supporting this direction and the basic tenets of this approach:

(1) The purpose of joining the LCF was to establish endowment funds that would generate earnings for distribution as local scholarships and community action grants, and to leverage the resources of LCF for publicizing the scholarships and grants.

(2) Becoming part of the LCF is a long-term commitment to growing our funds to support Local Scholarships and Community Action Grants.

(a) **Contact with the Longmont Community Foundation.** The Affiliate President or an Affiliate member designated by the Board of Directors shall be the primary contact with the Longmont Community Foundation on matters related to the two Affiliate Funds at the fund level. The Affiliate member designate(s) to participate on the Scholarship Selection Committee and the Chair of the Community Action Grant Committee are authorized to work with the LCF staff at the program level. The President should officially notify the LCF staff of authorized contact changes as they occur.

(a) **Awards from the AAUW Longmont Scholarship Fund:**



Because scholarship funds are granted to individuals, the IRS requires that an independent committee, the Scholarship Committee, be selected by the Longmont Community Foundation. Affiliate representation on this committee (currently made up of 3 people in total) must be in the minority to meet IRS rules, thus there is only one Affiliate member assigned to this committee. The Scholarship Committee determines scholarship grantees against the criteria established by the Longmont Affiliate.

The AAUW Longmont Scholarship Fund can support annual scholarships totaling \$2,500 or more. Scholarship awards are disbursed from this fund.

**(b) Awards from the AAUW Longmont Community Action Grant Fund (Donor Advised Fund):**

AAUW Community Action Grants are determined by a Longmont Affiliate committee, since funds are granted to qualified 501(c)(3) organizations, not individuals. LCF publicizes the grants and manages the collection of applications, which are then reviewed by the Affiliate committee. Grant decisions are made by the Affiliate committee.

The AAUW Longmont Community Action Grant Fund can support annual grants of \$2,500. Grant awards are disbursed from this fund.

**4. Memorials:** In honor of deceased members of the Longmont Affiliate a memorial shall be made. This memorial shall be a contribution of \$25 towards a book given to the Longmont Public Library. The Board of Directors shall determine that a memorial should be made and the Courtesy chair shall determine the type of book chosen and who should receive the honorary letter from the library, after consultation with the individual's family.

**5. Annual Audit:** An annual "in-house" audit of the finances of the Affiliate shall be conducted. A committee of three volunteers (including Board of Directors members and Affiliate members, but excluding the Finance Officer) shall review the books and report back to the Affiliate Board. The Finance Officer shall provide the books and bank statements to the audit committee, and answer questions. The audit should be conducted after the end of the fiscal year and before the approval of the new budget.

### **ACTION CALENDAR**

To help manage the numerous activities, responsibilities, deadlines, etc. of the Affiliate, an Action Calendar will be developed and updated annual. It shall include critical dates and events and be reviewed at each Board of Directors meeting. Each year in July it will be updated by the Secretary, with input from the Board to reflect the coming year's information.

### **POLITICAL ELECTIONS**

The Affiliate does not endorse political candidates. Affiliate members may be encouraged to support the candidates of their choice in all elections.

### **CONVENTIONS, LEGISLATIVE DAYS, AND WORKSHOPS**

#### **1. National AAUW**

The President should, if possible, attend the AAUW national convention with the expenses paid by the Affiliate. The total amount of expenses should not exceed the amount budgeted in the *Convention Attendance* line item in the Affiliate annual budget.

## **2. Colorado AAUW**

(a) The President or an Affiliate representative, appointed by the Executive Committee, shall attend all Colorado AAUW conventions.

(b) The President or representative should attend all other meetings, workshops or seminars of Colorado AAUW. Travel, if not paid by the Colorado AAUW, lodging and meals shall be paid by the Affiliate for the President or representative.

(c) The Affiliate shall pay the registration fee and associated meal costs for the Affiliate President and co-President attending the Colorado AAUW convention, legislative days, workshops and/or seminars.

### **MAILING LIST**

The Affiliate mailing list, both email and physical mailing addresses shall not be rented or exchanged. Members are not to release the list and members are prohibited from using the mailing list and/or the information in the Yearbook for solicitations. A blind cc should be used for broad email communications as appropriate, to retain privacy of email addresses.

### **AMENDMENTS**

Amendments to any of these policy statements shall be made by majority vote of the Longmont Affiliate Board of Directors after appropriate explanation and discussion prior to the vote.