

**American Association of University Women**

**Longmont Affiliate, CO8018**

**Operating Documents**

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# 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 gender equity for women and girls through research, education, and advocacy. 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 or adjust Affiliate dues for some members, such as those under a certain age or students, 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. National program benefits, such as those from Shape the Future, may be awarded as the Affiliate Board of Directors deems appropriate, including as a way to recognize service to the branch, community involvement or longevity with the branch.

e. New members may join at any time. The Affiliate's treasurer shall advise potential members considering joining in the late spring as to the best time for doing so, based on the timing of annual membership renewal.

f. 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 no later than 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, provided the number voting meets the quorum standards in Article VX, Section 2. 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. Co-officers are allowed in any office. Every attempt should be made for co-officers to be elected to staggered terms for continuity. Only Affiliate members shall hold any of these offices. These elected officers shall also be members of the Executive Committee.

b. Appointed Officers. The appointed officers of the Affiliate shall be an AAUW Funds 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.

c. Affiliate Administrator. In case the Affiliate has no elected President, an Administrator shall be appointed by the Executive Committee. This individual and other members of the Board shall share the president's responsibilities until a President is elected.

### **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 using one of the following procedures:

- (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.

(3) If Options 1 and 2 are not viable alternatives, the Executive Committee shall appoint an Affiliate Administrator to complete the unexpired term.

**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 Funds 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 Funds 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 for a Board Meeting.** A majority of the members of the Board of Directors shall constitute a quorum. If a quorum is not present, an email vote may be utilized for deciding questions. 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 for an Executive Committee Meeting. A majority of the members of the Executive Committee shall constitute a quorum. If a quorum is not present, an email vote may be utilized for deciding questions. 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. Committee chairs / co-chairs shall be appointed by the president each June for the following year, with the approval of the Executive 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 Funds
- Communications
- Community Action Grant
- Courtesy
- Finance
- 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 beginning on Page 17.

#### **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
- 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 on Page 19.

#### **Section 3.** Chairs / Co-Chairs

The chairs and or co-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. AFFILIATE AND SPECIAL 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 September meeting shall be for the purpose of approving the budget. 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. All members shall be notified at least 10 days prior to upcoming meetings and programs through the monthly newsletter and/or reminders.

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 10 days in advance. Only business for which notice was given shall be transacted.

**Section 2.** Quorum for an Affiliate or Special Meeting. A quorum shall be considered to be those members present at the Affiliate or Special meeting. A majority vote is required for a valid vote at an Affiliate of Affiliate meeting. If the President determines that the number of members in attendance is too low for a representative vote, an email vote may be utilized for deciding questions. Passage of a measure requires a majority vote from members responding by email.

#### **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. STANDARDS OF CONDUCT, LIABILITY, AND INDEMNIFICATION**

Every Board of Director member or committee member shall undertake their duties in good faith; with the care of a prudent person; and in a manner that is reasonably believed to be in the best interest of the Affiliate. Assuming such conduct, no Board or committee member shall be held personally liable for the acts, debts, liabilities, or obligations of the Affiliate. Every Board and committee member may be indemnified by the Affiliate against all expenses and liabilities, including counsel fees, reasonably incurred or imposed 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. (See Colorado Revised Statutes, Title 7, Nonprofit Corporations, Sections 126 – 129 for more details)

## **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 March 2020

**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  
September 2019

**Updated**

October 2009  
January 2017  
  
March 2020  
June 2021  
June 2023

**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 June 2023

### **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.

These policies shall be considered operating guidelines and as such the specifics may be overridden by the Board if the current situation or needs of the members warrant a change. Such an override should be discussed by the Board and documented in Board minutes including the reason for the change. If the change appears to be long-term in nature, the appropriate policy section should be modified to reflect the way of operating in the future.

### **POLICY DOCUMENT APPROVAL**

The Affiliate Board of Directors shall approve any revisions to the policy document with a two-thirds (2/3) majority vote, after appropriate explanation and discussion prior to the 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.

### **ABBREVIATIONS**

The following abbreviations are used routinely in this policy document. They may be used interchangeably with the fully spelled out wording.

CAG – Community Action Grants  
LCF – Longmont Community Foundation

LS – Local Scholarships  
MPP – Membership Payment Program

### **NONPROFIT STATUS AND NAME**

Effective December 12, 2017, the Affiliate received a 501(c)(3) determination from the Internal Revenue Service. This means, among other things, that the Affiliate is considered a public charity and that donors can deduct contributions they make to our local organization. Corresponding to this nonprofit designation, our official corporate name is Longmont AAUW Inc. In addition, the Affiliate continues to hold the 501(c)(4) designation under the national organization umbrella.

### **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 can change their email or physical address and/or name online through the MPP system and are encouraged to do so. As an alternative, members may send the change to the Affiliate Membership Vice President who will be responsible for making the change. If this alternative is used, the Membership VP shall pass on the updated information on to the Affiliate President, Finance Office, Newsletter Editor, Communications Manager and Yearbook Editor.

## OFFICERS

### 1. PRESIDENT / CO-PRESIDENT

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

##### General Roles and Responsibilities

- Develop the agenda for monthly Board meetings, the twice annual Affiliate meetings and any specially called Executive Committee meetings. Agenda preparation shall be guided by the Branch calendar, input from members of the Board, and include such monthly reviews as financial health of the Affiliate.
- Preside over all meetings of the Affiliate, Board of Directors, and Executive Committee.
- Be the official representative of the Affiliate in the activities of AAUW at the national and state levels.
- 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 a strategic planning committee on the schedule outlined in the Branch calendar, to develop and/or update the components of the branch's plan. Such a plan should include measurable goals and objectives as well as timelines in areas such as membership recruitment and retention, program activity, public policy, diversity, leadership development and AAUW funds development and any others deemed appropriate by the strategic planning committee. The make-up of this committee will be determined with input from the Board of Directors.
- Contribute to the monthly newsletter at least once a year or more frequently, if desired.
- Submit pertinent documents to the Historian, at least on an annual basis, for permanent retention.

##### Leadership Qualities:

The most effective Affiliate President, or co-President team, will be one who can facilitate collegial Board and Affiliate interaction and decision-making; and encourage collaboration and teamwork.

##### Responsibilities to Colorado and National AAUW

- Submit information required to the state, including officers and chairs, branch bylaws and policies, the annual report and information for 3 state newsletters, as appropriate.
- Maintain regular contact with the state president and keep her informed of Affiliate activities.
- Pass on communications from national, state, and AAUW branches from throughout Colorado to appropriate individuals in the Affiliate.

Time Commitment: 8-10 hours average per month over a year.

(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

### (a) Program Vice President Position Description

#### General Roles and Responsibilities

- Recruit and chair an Affiliate Program Committee. This committee's purpose is to develop and implement mission-based programs given on a regular basis, including AAUW programs, social interaction opportunities, public education programs and other related projects.
- Develop and implement a program action plan with specific and measurable goals. Such a plan may include the evaluation of previous program efforts; and adaptation of programs as needed to fit Affiliate and community needs, strengths, and resources.
- Recruit volunteers, in addition to committee members, and delegate clearly defined responsibilities to assist in spearheading the various components of the Affiliate program planning and implementation processes.
- Work with other Affiliate officers and committees to integrate programs into all Affiliate priorities. This would include ensuring that program development and implementation are included in the Affiliate strategic plan, the annual action plan and annual budget.
- Collaborate with other community groups and coalitions on programs that are consistent with AAUW's mission.
- Provide updates to the Board of Directors on the status of programs, future initiatives, etc. on a regular basis.
- Provide program information to the Yearbook Chair for the yearbook, the Newsletter Editor, and the Communications Manager for the website and social media.
- 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 and National 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.
- Participate in programs and leadership training via webinar or workshops.

Time Commitment: 10-12 hours average per month over a year.

### **3. MEMBERSHIP VICE PRESIDENT**

#### **(a) Membership Vice President Position Description**

##### General Roles and Responsibilities

- Recruit and chair an Affiliate Membership Committee. This committee's purpose is to develop and implement strategies for identifying, recruiting, retaining, and developing Affiliate members.
- Develop and implement a membership action plan with specific and measurable goals. Such a plan may include new member orientation processes; ways to get new members involved; evaluation of previous membership development efforts; assessment of current membership and community demographics; identification of underrepresented groups to recruit; and ways to retain and develop current members.
- Work with other Affiliate officers and committees to integrate membership into all Affiliate priorities. This shall include ensuring that membership recruitment, retention and development priorities are included in the Affiliate strategic plan, annual action plan and annual budget.
- Seek out opportunities to promote AAUW membership at Affiliate and community events. This could include involvement with Front Range Community College and the Longmont Senior Center, among others.
- Work with the Finance Officer, as requested, to facilitate membership renewal through the online Membership Payment Program or local non-online processes. This could include follow-up on the renewal status of current members.
- Be familiar with the details of the national membership programs such as Shape the Future, Paid Life Membership, and Honorary Life Membership and manage these programs locally to assist new or current members to benefit from these programs.
- Be familiar with the workings of the Membership Services Database and be able to assist members update their contact information or handle such updates, as needed.
- Provide updates to the Board of Directors on membership statistics, priorities, successes, hurdles, etc. on a regular basis.
- Provide updates to the "Buddy List" as needed.
- Provide new member profile information to the Yearbook Chair for the yearbook, the Newsletter Editor, and the Communications Manager for the website and social media.
- Provide total membership profile information and commentary to the Newsletter Editor as outlined in the newsletter calendar.
- Submit pertinent documents to the Historian, at least on an annual basis, for permanent retention.

##### Responsibilities to Colorado and National AAUW

- Maintain regular contact with the Colorado AAUW membership vice president to share successful membership recruitment strategies and get support, as needed.
- Adhere to all Colorado AAUW membership policies.
- Participate in membership and leadership training via webinars or workshops.

Time Commitment: 8-10 hours average per month over a year.

### **4. FINANCE OFFICER / CO-FINANCE OFFICER**

#### **(a) Finance Officer (Co-Finance Officer) Position Description**

##### General Roles and Responsibilities

- Recruit and chair an Affiliate Finance Committee. This committee is charged with the evaluation of the financial health and stability of the Affiliate finances; the development of the annual budget supporting the programs and activities of the Affiliate; and providing support for a financial review process.
- Set up and manage an appropriate financial management system and bookkeeping procedures. This system and the associated procedures shall allow for the receipt of monies; the payment of bills as provided in the budget; appropriate document and information retention; and easy access for the Audit Committee. This shall be done in accordance with accepted accounting principles and regulations; best practices including internal controls and AAUW procedures; and awareness of federal and state charitable organization requirements, tax issues and legal liabilities.
- Open and manage bank accounts for checking and/or savings and establish authorized check signers for Longmont Affiliate.
- Open and manage a debit card for the Affiliate, associated with the bank accounts described in the previous point.
- Set up and manage fundraising programs. Such programs may include grocery cards and associated processes, etc.
- Set up and manage payment programs such as merchant services, to facilitate online and on-site payments.
- Prepare financial summaries and statements for each Board of Directors meeting, or at the request of the President. These summaries and statements shall include an analysis of actual performance against budget and other pertinent financial information. Make recommendations as appropriate.
- On an annual basis, provide the Audit Committee with an audit checklist and information necessary and requested to perform its duties.
- Monitor the performance and report to the Board of Directors, on a quarterly basis, the status of the Affiliate's two funds, the Scholarship Fund, and the Community Action Grant Fund. These funds reside at the Longmont Community Foundation. As necessary, work with the LCF on donations to either of the Affiliate's two funds.
- Purchase and maintain adequate insurance to protect the Affiliate. Insurance options shall be reviewed with the Board of Directors on an annual basis as part of the budget process.
- 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. Such filings shall be consistent with AAUW and IRS procedures.
- Serve as the Affiliate's Registered Agent, the primary contact for the State of Colorado. File all State of Colorado mandated reports and associated fees annually to keep the Affiliate in good standing.
- Upon request, provide W-9 or Certificate of Good Standing documents related to the Affiliate's 501(c)(3) status and employer number.
- Work with the national Membership Payment Program staff to facilitate member renewals. This shall include being knowledgeable of the details of the online renewal process. In addition, process non-online dues payments and donations; review the MPP database for accuracy and request corrections as needed; and process payments for other programs related to membership renewal such as the national Shape the Future , Paid Life Membership, and Honorary Life Membership programs.
- Enlist the help of the Membership Vice President, as appropriate, to follow-up on renewal status of current members and to provide profile information for new members. Share data received from national on new and renewing members with the Membership Vice President.
- Provide financial information and commentary to the Newsletter Editor as outlined in the newsletter calendar.
- Prepare tax receipts and thank you notes for donations received for the signature of the branch president or designee.
- When time allows, share processes and procedures being used by our branch and answer questions from other Colorado branches.

- Submit financial statements and other pertinent documents to the Historian, at least on an annual basis, for permanent retention.

Additional information on Affiliate finances can be found in this document beginning on Page 25-27.

#### Responsibilities to Colorado AAUW

- Respond to specific requests for reports and meetings, as there are no routine responsibilities here.

#### Responsibilities to National AAUW Office

- Ensure that all federal and state authorities and the AAUW national office have the correct contact and account information for the Affiliate, as needed.
- Reply promptly to requests for 990-N information.

Time Commitment: 12-14 hours average per month over a year.

**(b) Co-Finance Officer Philosophy.** The Affiliate may have Co-Finance Officers. This approach shall allow for a sharing of responsibilities and a timely execution of duties year-round, but especially during the critical membership renewal period. Together the two positions shall assume all the responsibilities identified for the Finance Officer in both the policy and bylaws document. Together these two shall decide how the responsibilities will be divided.

**(c) Nonprofit Status.** The Affiliate is both a 501(c)(3) and a 501(c)(4) organization. The Affiliate’s IRS-assigned Tax Identification Number related to our 501(c)(3) status the EIN/Tax ID # is 82-3677636. For our 501(c)(4) status the EIN/Tax ID # is 51-0188478. In either case the Affiliate is not organized for profit. In simplified terms, the 501(c)(4) arm of the organization is allowed to engage in political lobbying but donations toward these purposes are not tax deductible, while the 501(c)(3) are not allowed to lobby except in very limited capacities but donations for other mission-related purposes are deductible. More detailed information on the differences between these 2 types of designations can be found in IRS Publication 557.

**(d) Signatories.** Each Affiliate checking and savings account will have at least two (2) signatories. One of these will be the Finance Officer and the other another a member of the Executive Committee. If Co-Finance Officers are in place only one of these individuals may sign on the accounts to insure adequate checks and balances.

## 5. SECRETARY

### (a) 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.
  - Week 1 following the meeting – a completed draft of the minutes shall be distributed to the participants for review and comment.
  - Week 2 following the meeting – an updated version of the minutes, including comments received, shall be redistributed to the participants. This shall provide one additional opportunity to make modifications.



- Week 3 following the meeting – a final version of the minutes shall be distributed to the Executive Committee and/or the Board of Directors, as appropriate. These minutes shall be considered approved at this time.
- At the following month’s meeting, there is no need for a vote on the previous set of minutes. If a correction or addition is needed to the previous set of minutes, it shall be included in the current month’s minutes. The previous month’s minutes will not be amended.
- 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.
- 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.

Time Commitment: 4-6 hours average per month over a year.

### **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 shall be available to all Affiliate members on the Affiliate website.
2. Any Affiliate member holding a Colorado AAUW or National 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. Every effort should be made to help incoming officers and chairs understand their roles and provide opportunities for training to help them be successful. Outgoing Board members are encouraged to attend the first Board meeting of the new fiscal year to offer the continuity that would provide.
5. Anyone wanting to be on the agenda for an Affiliate or Board meeting should notify the President at least five (5) days prior to said meeting.
6. The Board shall select a Nominating Committee Chair and members no later than February each year.
7. It is advised that where motions are complex or contentious, they be submitted in writing to the Secretary.

## EXECUTIVE COMMITTEE

The Executive Committee shall also be responsible for the development and implementation of a leadership development plan for the Affiliate.

More information about the Executive Committee can be found in this document on Pages 6-7.

## 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 and co-chairs of the following standing committees in June, following the annual election of officers. Each chair will evaluate the magnitude of the activities and work required and determine if a committee is needed each year. Each chair shall develop internal working documents, guidelines, etc. to supplement these summaries that facilitate their responsibilities and that of any committee established. The following descriptions may be expanded to cover the basic responsibilities to the degree desired by the chair. More detailed information on these committees may be found in other sections of this document.

1. **AAUW Funds Chair / Committee** - responsible for providing local support for various AAUW funds, including developing an Affiliate strategy to provide education on and fundraising to support such donation options as the Greatest Needs Fund or individual funds supporting the strategic focus areas.

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 member of the Affiliate. A committee of Affiliate members is established each year to review grant applications and select the recipients. The chair manages the grant selection process each spring including required interactions with the Board and extending invitations to the recipients for the Spring Fling where the grants are awarded.

Detailed information about the CAG chair and committee and selection process can be found on Pages 23-25.

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. **Finance Chair / Committee** – Finance Officer is the chair, and the committee shall be responsible for the evaluation of the financial health and stability of the Affiliate; development the proposed annual budget; compliance with approved financial procedures used on a monthly basis; and support for an annual audit process.

6. **Historian** – responsible for the archives of the Affiliate. On an ongoing basis, but at least once a year, 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.

**7. Local Scholarship Committee** (Appointed by the Longmont Community Foundation) – This committee includes two (2) Affiliate member representatives. The committee reviews the scholarship applications and selects the recipients each spring.

Detailed information about the Scholarship committee, Affiliate representatives and selection process can be found on Pages 21-23.

**8. Membership Chair / Committee** - Membership Vice President is the chair and shall be responsible for Affiliate membership recruitment, orientation, retention, and development of members to support the purpose and program of AAUW in general, and the Longmont Affiliate in particular. It is highly recommended to have a committee for this function.

**9. 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 and events. Newsletters are generally published monthly from August through June, 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. Published newsletters will be distributed to all other the Colorado Affiliates, members-at-large, 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 manage the Affiliate’s email account and redirect messages as appropriate, including the distribution of newsletters from other Colorado Affiliates.

**10. Program Development Chair / Committee** - Program Vice President is the chair. This committee shall consider the issues facing AAUW and our community; and develop and implement programs supporting that focus during the coming year. It shall provide national strategic plan guidance for the both short- and long-term program direction of the Affiliate. It is highly recommended to have a committee for this function.

**11. Public Policy Chair / Committee** - responsible for the public policy program of the Affiliate. This includes identification and monitoring of local and state legislation that promotes AAUW goals, and development and implementation of advocacy strategies and programs for Affiliate members. The chair shall promote member participation in advocacy efforts and Affiliate participation in community coalitions as appropriate. In addition, the chair shall have regular contact with the Colorado AAUW public policy chair; and recommend direct action on state and national legislation and election issues within AAUW’s scope.

The chair shall submit pertinent public policy information and commentary to the Newsletter Editor as outlined in the newsletter calendar as well as to the Communications Manager for use on social media, and the Historian, for permanent retention.

**12. Yearbook Editor / Committee** – responsible for publishing the annual yearbook each August in hardcopy and providing similar information to the Communications Manager for its publication on the website. During the year, shall work with the Communications manager to ensure that the Affiliate membership roster on the website is up to date. Input for the annual yearbook and the ongoing processes and shall come from the Membership, Programs and Communications committees. The Yearbook Editor shall submit an 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 Audit and Nominating committees are required, at a minimum, each year. The Strategic Planning Committee is required on 3-year interval.

1. **Audit Chair / Committee** – A committee of at least two (2) 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 and be available to answer questions but shall not be a member of the committee. The committee shall review the records and financial reporting requirements, make recommendations as seen appropriate, and provide feedback to the Board of Directors on the financial health of the Affiliate.

2. **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, at the latest. 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.

3. **Strategic Planning Chair / Committee** – This committee shall be responsible for developing a 2-3 year strategic plan for the Affiliate and monitoring its progress. The make-up of the committee is recommended to include all Board members and any Affiliate members, particularly committee chairs, that are interested in participating. The members of this committee shall self-select the chair.

## INTEREST GROUPS AND ASSOCIATED GUEST POLICY

1. Generally, a prospective AAUW member may attend three (3) meetings of the Affiliate and/or interest groups before applying for Affiliate membership and paying dues. The Board of Directors shall decide which interest groups fall under this requirement.

2. The interest group, Great Decisions, is open to the public. Fees are paid as established by the chairperson in charge.

3. Other interest groups, such as Coffee and Conversation, are intended to generate interest in AAUW Longmont and do not require membership in the Affiliate to participate.

4. Each interest group shall have a chair who is an AAUW member. The chair 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 group changes.

5. The chair of each interest group is responsible for notifying/updating the Communications Manager of their group's description for publication on the website and social media, the Newsletter Editor, and the Yearbook editor for use in the next yearbook.

6. 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 August, 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.

In an effort to enhance branch visibility and expand interest in issues of importance, the Board may decide to open some of their meetings, programs, or events to the public. Every attempt shall be made to make such events free of charge to participants. Events open to the public shall be advertised extensively, including through postings on the Affiliate website and Facebook page; announcements on social media and in newspapers; and flyers distributed online and through members.

## USE OF BRANCH OWNED EQUIPMENT

To facilitate its meetings and events, the Branch owns equipment including tableware and an audio system. The tableware may be rented by members for use at personal, non-branch events in conjunction with the fee schedule posted on the Branch's website. The audio system shall not be lent to members for any non-Branch purpose without the approval of the Board.

## PARTICIPATION IN AND ADVERTISEMENT OF COMMUNITY EVENTS

National AAUW's Public Policy goal is to encourage members to be educated and take action on AAUW core issues. In addition to AAUW Longmont, numerous state and local community organizations offer educational and action-oriented opportunities that are consistent with this goal and core issues.

AAUW Longmont should consider participation in and/or advertisement of events sponsored by other such organizations / entities that:

- Educate or provide action opportunities on issues related to the National AAUW strategic plan and focus issues.
- Educate or provide action opportunities on issues related to the AAUW Longmont strategic plan and focus issues.
- Are hosted by local organizations AAUW Longmont collaborates with or whose goals AAUW would support.

The specific type of participation and advertising will be determined on a case-by-case basis by the Board.

## PROJECTS

1. **Ongoing Project Review.** All ongoing projects of the Affiliate shall be reviewed annually by the Board of Directors in May. 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. **Short-term Special Projects / Sponsorships:** All short-term special projects or sponsorships need to be presented to the Board for their recommendation, then presented to the Affiliate for approval. Detailed proposals and guidelines for study/action shall be required. The Board may consider specific requests for financial sponsorships depending on the project purposes and policies of AAUW. The Affiliate shall not grant a percentage of the funds raised to any local business concern related to projects sponsored by the Affiliate.

4. **Fund Raising Projects:** Any major, local AAUW fund raising proposal 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 or directly into one of the Longmont Community Foundation Funds, if appropriate. 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) At the time of application, have received a high school diploma, completed at least 30 college credit hours, and have a cumulative college grade point average of at least 3.0.
  - (b) 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);
  - (c) Are pursuing a career that promotes equity for women and girls, education, health, and/or in fields in which women are currently underrepresented;
  - (d) Are able to apply any funds awarded to their education within 12 months of the award date; and
  - (e) Match at least one of the following:
    - Graduated from a St. Vrain Valley School District High School
    - Currently reside within the St. Vrain Valley School District
3. **Members of the Scholarship Selection Committee** are selected by the Longmont Community Foundation. This committee is made up of five (5) members. The Affiliate representation on this committee must be in the minority to meet IRS rules regarding awards to individuals. As a result, two (2) Affiliate member representatives may sit on the committee each year. Each representative will have a 2-year term on the committee with one rotating off each year. New Affiliate representatives for this committee need to be identified in the early fall each year so they can be reviewed and trained by the LCF staff. The committee reviews the scholarship applications and selects the recipients each spring.

One Board member shall be designated to coordinate the Branch's interface with the LCF. This person is responsible to:

- recruit Affiliate members to become future representatives on the Scholarship Selection Committee, with focus on less involved and new Affiliate members. New Affiliate members recommended to the committee need to be identified by the end of September each year to allow time for training provided by LCF.
  - notify the LCF of the Affiliate members representatives on the committee;
  - meet with the Board annually, in February, to review the financial strength of the AAUW Scholarship Fund, confirm the amount available to be awarded that year, and review Affiliate membership on the committee;
  - invite recipients to the Spring Fling in May, and emcee the announcement of scholarships at that event;
  - advise the Board of the scholarship selections for the current year at the May board meeting, prior to the Spring Fling;
  - provide application highlights and deadline information (to supplement the publicity done by the LCF), recipient information and scholarship amounts to the Communications Manager for use on social media, the Newsletter Editor, and the Historian, for permanent retention.
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 promotes equity for women and girls, education, health, and/or fields in which women are currently underrepresented;
  - (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) At least one scholarship will be awarded for \$1,000 each year. Each February the AAUW Board will determine the total amount to be awarded that year. The selection committee will have the discretion to award scholarships up to that total amount based on the strength of the candidate pool.
  - (d) Scholarships may be used for tuition and fees only. Award amounts may be used toward one semester/term or split between semesters/terms.
  - (e) If, after a scholarship has been awarded, the recipient is unable to use the scholarship within 12 months of the award date due to some out-of-the-ordinary circumstance, possible deferral of the scholarship can be discussed with the Longmont Community Foundation. If deferral does not seem appropriate the scholarship will be re-allocated to a back-up candidate(s) identified during the selection process. Recipients not receiving a deferral in such circumstances will be encouraged to reapply for this scholarship in the future.
6. The Local Scholarship funding is provided from the endowed fund: AAUW Longmont Scholarship Fund with the Longmont Community Foundation. The long-term goal of this fund is for its balance to equal that of the Community Action Grant Fund.

7. On a quarterly basis, The Finance Officer/Finance Committee shall monitor the performance and report to the Board on the status of the AAUW Longmont Scholarship Fund, based on reports available from LCF. Annually, at its February meeting, the Board shall review the financial strength of the fund and determine the total amount to be awarded in May. The Board may decide to take various actions based on the data reviewed, including keeping the award amount the same as the previous year, or increasing or decreasing the amount. The Board's decision should take into account the overall long-term impact it will have on the Fund's balance.

8. The Longmont Community Foundation shall actively solicit candidates for the scholarships, using the geographical area stated. In addition, the Board designee shall provide information to the Communications Manager for promotion through social media channels.

9. One of the Affiliate representatives on the selection committee shall make a report on the scholarship awards at the May Board meeting and again to the Affiliate members at the May business meeting, this time introducing the recipients and announcing the 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/programs that have a particular focus on the AAUW mission of promoting education and equity for women and girls.

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.** As a 501(c)(3) organization, the Affiliate Board of Directors may apply for and be awarded a CAG to support an Affiliate project meeting the criteria set out for all other applications, at any time during the year. The CAG Committee would be asked to evaluate the request and make a recommendation regarding an award. If such an award is granted, the amount granted shall be deducted from that year's total dollar amount available for granting.

5. **Members of the Community Action Grant Selection Committee.** The CAG Committee shall consist of at least five (5), but no more than ten (10) members, including the chair (co-chairs). The chair shall be appointed by the president in June. The chair and the committee members shall be able to serve on this committee for a 5-year term. For the next five years beginning in 2020, terms shall gradually be staggered so new members can join as existing members retire. An individual interested in serving on the committee again, following an expired term, shall be eligible after a minimum of a 1-year hiatus, as openings are available. The term of the chair shall be limited to three years; the chair shall have been a member of the committee for at least two years.

The chair shall:

- recruit committee members for the CAG Committee as needed, and notify the LCF of the complete membership of the committee for the current year;
- work with LCF personnel to update the grant application and deadline, by the end of the calendar year;
- confirm the date for the annual grant evaluation meeting, with the target of setting it for the fourth Tuesday in April each year;
- work with the dollar amount the Board approved in February for distribution to grantees in the current year;
- provide committee members with a rubric for scoring each application;



- consolidate the scores from each committee member before the committee meeting in April;
- set up and lead the application review process which results in the selection of recipients;
- notify LCF of the selections and the amounts granted;
- invite recipients to the Spring Fling in May, emcee the announcement of grants at that event;
- provide a written report to the Board prior to its May board meeting, including the members of the grant review committee, the grant recipients, their grant applications, and the amounts awarded, for the current year ;
- provide application highlights and deadline information (to supplement the publicity done by the LCF), recipient information and grant amounts to the Communications Manager for use on social media, the Newsletter Editor, and the Historian, for permanent retention;
- share the previous year’s evaluations, which grantees are required to file with the LCF, with the Board, at the Spring Fling and in the May newsletter;
- explore the possibility of working to publicize volunteer opportunities that the committee sees while reviewing the proposals in the newsletter after the grants have been awarded. These opportunities are not necessarily limited to grant recipients.

**6. Selection Criteria.** The CAG Committee shall evaluate applications and select grantees using the criteria established by the Affiliate, such as an application’s:

- (a) particular focus on the AAUW mission of promoting education and equity primarily for women and girls;
- (b) response to a community need;
- (c) nonpartisan nature;
- (d) focus within the geographic boundary of the St. Vrain Valley School District.

**6. Other Guidelines for Community Action Grants.**

- (a) The amount granted shall be equal to the amount awarded for scholarships in any given year, barring no special circumstances. In general, \$2,500 or more 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.
- (b) The amount granted shall be equal to the amount awarded for scholarships in any given year, barring no special circumstances. This amount shall be identified by the Board at its February meeting.

7. The Community Action Grant funding is provided from the donor advised fund: AAUW Longmont Community Action Grant Fund with the LCF. The long-term goal of this fund is for its balance to equal that of the Local Scholarship Fund.

8. On a quarterly basis, the Finance Officer/Finance Committee shall monitor the performance and report to the Board on the status of the AAUW Longmont CAG Fund with the LCF, based on reports available from LCF. Annually, at its February meeting, the Board shall review the financial strength of the fund and determine the total amount to be awarded in April. The Board may decide to take various actions based on the data reviewed, including keeping the award amount the same as the previous year, or increasing or decreasing the amount. The Board’s decision should take into account the overall, long-term impact it will have on the Fund’s balance.

9. The LCF shall actively solicit candidates for these grants, using the geographical area stated. In addition, the CAG Chair shall provide information to the Communications Manager for promotion through social media channels.

10. **Handling of Applications.** In conjunction with the Longmont Community Foundation's online application process, each application that has been awarded a grant shall be retained for at least two (2) years. One copy of all other submitted applications shall be retained for one year. The Communications Manager shall have access to applications for which an award has been given for publicity purposes. All other grant applications shall remain confidential within the committee and LCF.

11. **Handling of Evaluations from Previous Year's Grantees.** Each spring the grantees from the previous year shall be required to submit a written evaluation/assessment to the Longmont Community Foundation within 30 days of completion of the project or by the CAG application deadline the following year, whichever comes first. These evaluations shall be made available to the CAG Committee Chair, who will then share them with the committee members, the Board, and the Communications Manager.

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.

## FINANCES

1. **Budget:** The Finance Officer, with the assistance of the Finance Committee, shall prepare an annual budget taking Affiliate priorities and programs into account and present it to the full 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 to the Board (CY - current year, CY-1, CY-2). After Board approval, 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 Finance Committee with consideration to the following opportunities to support the AAUW Mission Statement:

- (a) **National AAUW Contributions:** The annual Affiliate budget may include a contribution to support national AAUW fund(s). 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 may 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:** The annual Affiliate budget may include a contribution to one or both funds. As directed by Affiliate membership, these two funds have equal priority. Every effort shall be made to maintain fund balances that are roughly equal in each fund so that equivalent financial awards

can be made on an annual basis. Raising the balances in these two funds could result in an increase in the amounts awarded annually, if approved by the Board. Such increases could be funded by an Affiliate fundraiser for this purpose, the transfer of a portion of the annual net profit, and/or individual donations from members.

- **Local Scholarships:** 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.
  - **Community Action Grants:** 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 CAG 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. The Board may approve one-time donations to programs or projects that are consistent with the AAUW missions such as Expanding Your Horizons. In addition, the Board may approve donations to organizations that are recognizing one of our members for service to our community.

### 3. The AAUW Longmont Funds with Longmont Community Foundation:

To stabilize or possibly increase the amount of money available for local scholarships and community action grants, without dependence on the income from Affiliate fundraisers, 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:

- 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.
  - Becoming part of the LCF is a long-term commitment to growing our funds to support Local Scholarships and Community Action Grants.
- (a) **Agreements with the Longmont Community Foundation.** The AAUW Scholarship Fund and the AAUW Community Action Grant Fund were established at the LCF in 2010. The agreements with the LCF that govern these two funds are outlined in formal agreements between the Foundation and the Longmont Affiliate. These agreements are separate from these operating documents. The agreements should be reviewed and updated as needed at least once every 5 years.
- (b) **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 Lead Affiliate member designated to participate on the Scholarship Selection Committee and the Chair (co-Chairs) 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.
- (c) **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 (made up of five (5) people in total) must be in the minority to meet IRS rules, thus there are only two (2) Affiliate members assigned to this committee. The Scholarship Committee determines scholarship grantees against the criteria established by the Longmont Affiliate. Scholarships are disbursed from this fund.

- (d) **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. Grants 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, the Finance Officer shall provide the funds and instructions to the library, and the Courtesy Chair shall let the deceased's family know about the donation.

5. **Annual Audit:** An annual "in-house" audit of the finances of the Affiliate shall be conducted. A committee of at least two 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 audit committee a general overview of the audit process (including a general audit checklist), the books and bank statements, and be available to 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 annually. 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 regional 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.

#### **MEMBERSHIP LIST / MAILING LIST**

The Affiliate membership list and other mailing lists, both email and physical mailing addresses, shall not be rented or exchanged for any purpose. A blind cc should be used for broad email communications as appropriate, to retain privacy of email addresses.

#### **AFFILIATE CORPORATE RECORDS**

All official records for the Affiliate are stored electronically in the Affiliate archives in Google Docs, generally by fiscal year. Documents related to the Affiliate nonprofit designation, relationship to the national organization and corporate status are kept in a separate file in the Archives. These files are updated at least annually and backed up at the end of the fiscal year on a separate dedicated hard drive. These files are shared with elected officers and others requiring access. The Historian is responsible for the storage of the files and providing the access required.

#### **GUIDANCE ON ISSUES NOT COVERED IN THESE BYLAWS AND POLICIES**

For issues not covered in this document, in addition to guidance from National AAUW, Affiliate elected and appointed officials shall refer to Colorado Revised Statutes Title 7 which covers the operation of nonprofit corporations. Such issues may include Standards of Conduct, Limitation of Liabilities, and Conflict of Interest.