

GENERAL POLICIES AND PROCEDURES OF PORTLAND BRANCH AAUW
Adopted by vote of the Board on November 2,2019

Introduction: The following sections outline accepted policies and practices as demonstrated by past action or by vote of the board of directors. These statements are not bylaws, but they provide guidance to the branch officers. Policies and/or procedures may be revised by recommendation of the branch board of directors.

Definition: Any reference to an officer may also refer to a co-officer if the position is shared.

Section I: GOVERNANCE

A. Executive Committee

1. The Executive Committee consists of the elected officers and may act in the interim between board meetings.
2. When there are co-officers, both hold the rights and responsibilities of the position. They may decide between them which one will take the lead on any given activity.
3. In the case of co-officers, each person shall have one vote on both the Board and the Executive Committee.
4. In the absence of the President, the President-Elect or Immediate Past President conducts executive committee, board and branch meetings.

B. Board of Directors

1. The branch Board of Directors is composed of elected officers, chairs of standing committees and the immediate past president.
2. Meetings are generally held the first Wednesday of the month.
3. At least five (5) board meetings must be held each year.
4. All chairs of standing committees—AAUW Funds, Scholarship, Public Policy, Bylaws, Committee—are voting members of the board. In the case of co-chairs, each committee shall have only one vote.
5. Any branch member may attend a board meeting, but only board members may vote.

C. Duties of Elected Officers

1. Officers and committee chairs shall annually review sections of the Policies and Procedures relevant to their position and make recommendations for revision if needed.
2. Officer files are transferred to the successor in June, except for the Finance VP, who will transfer after closing the fiscal year.
3. President, in addition to the duties listed in the bylaws, shall:
 - a. Represent the branch with other organizations and at meetings and conferences (or shall appoint a designated representative).
 - b. Oversee implementation and follow-up as required for the branch strategic plan.
4. President-Elect, in addition to the duties listed in the bylaws, shall perform

duties that prepare her for assuming the presidency and any additional duties as agreed to between the President-Elect and the President.

5. Program Vice President in addition to the duties listed in the bylaws, shall:

- a. Plan four or more regular branch meetings that are held September through May.
- b. Plan programs that reflect members' interests, as well as mission-based programs.
- c. Book venues for regular branch meetings.
- d. Recruit speakers for regular branch meetings, including Honors Luncheon.
- e. For each regular branch meeting, write an article to introduce the speaker and provide details about time and location of the program; send to both newsletter editor and website manager in time for publication.
- f. Keep track of budgeted line item for programs at regular branch meetings
- g. Program line item may be used for facilities, refreshments, handouts, speaker honorarium and any other attendant regular meeting expense.
- h. Recruit members to provide food for potlucks and keep a record of providers.
- i. Arrange Annual Meeting, recruit members to provide food if it is a potluck and keep a record of attendees and their food contributions.
- j. Plan Honors Luncheon as part of the regular meetings.
- k. Keep record of attendees, food choices and collect funds for Honors Luncheon.
- l. Arrange summer picnic, if one is scheduled.
- m. Holiday Brunch is the responsibility of Funds and Holiday Luncheon Chairs, not Program VP.

6. Membership Vice President, in addition to the duties listed in the bylaws, shall:

- a. Serve on the Nominations Committee
- b. Coordinate with the Finance VP.
- c. Contact members who are late in renewing their membership.

7. Study Group VP, in addition to the duties listed in the bylaws, shall:

- a. Help establish new study groups when requested.
- b. Furnish accurate information to the newsletter and website on study group meetings, programs, locations and contacts.
- c. Communicate to study group leaders any board requests, such as presentation at branch meetings, criteria for auction baskets, and such other.
- d. Act as liaison between study groups, the board, and the general membership.

8. Recording Secretary, in addition to the duties listed in the bylaws, shall:

- a. File all written reports submitted by board members.
- b. At meetings have the bylaws, policies and procedures, and minutes of the previous year's meetings available for reference.

9. Finance VP, in addition to the duties listed in the bylaws, shall:

- a. Be custodian of all funds and financial papers.
- b. Process the dues.

- c. Send reminders to members who are late in renewing their membership.
 - d. Keep a proper set of books and present a detailed financial report at each board meeting.
 - e. Prepare an annual budget for review and adoption by the board.
 - f. Pay bills and disburse money per adopted budget or as approved by the president or board. Reimbursement requests must be accompanied by receipts.
 - g. Pick up mail from the post office box. The 2nd key should be held by a board member who can pick up the mail in place of the Finance VP, if necessary.
 - h. File tax returns.
 - i. Submit records for financial review at the close of the fiscal year.
10. Director at Large, in addition to the duties listed in the bylaws, shall perform additional duties as agreed to between the Director-at-Large, the President and the Board.

D. Duties of Chairs of Standing Committees and Designated Positions

1. AAUW Funds Chair shall:

- a. Chair the Fundraising Committee.
- b. Collect, remit and report on all contributions to AAUW Funds from branch members made by check or credit card.
- c. Coordinate with Finance VP to remit auction proceeds and other designated contributions to AAUW Funds to National.

2. Local Scholarship Chair shall:

- a. Serve as liaison/contact between the branch and PCC Foundation.
- b. With Board consent, appoint members to the scholarship selection committee.
- c. Oversee the scholarship recipient selection process.
- d. Serve on the Fundraising Committee.

3. Public Policy Chair shall:

- a. Be a member of the branch board of directors and other committees as assigned.
- b. Maintain regular contact with AAUW-OR public policy chair and report on efforts.
- c. Share successful advocacy strategies with the state public policy chair and with other branches.

4. Bylaws Chair shall:

- a. Keep branch bylaws in compliance with National mandatory changes.
- b. Develop branch bylaws revisions if requested by the branch board.
- c. Be familiar with the branch bylaws to assist officers if questions or deadlines arise.

5. College/University Relations Chair shall:

- a. Serve as contact between the branch and local colleges and universities, which include Portland State University (PSU) and other Portland area colleges and universities, to introduce AAUW to the school's administrators, faculty and students.
- b. Serve as liaison to PSU's Center for Women's Leadership and provide branch support to New Leadership Oregon, its summer leadership program for college women in Oregon.

- c. Work with Program VP on collaborative programming between the branch and PSU.
- 6. STEM Chair shall:
 - a. Select and recommend STEM activities, appropriate for the branch, to the board to support financially and/or with volunteers.
 - b. Guide and oversee AAUW's role in the project.
- 7. Communications Chair shall:
 - a. Coordinate frequency and content of all communication materials, including directory, newsletters, website, emails and social media.
 - b. Recommend to the board and implement any electronic media to meet the needs of the branch.
 - c. Serve as chair of the Communications Standing Committee and vote as a member of the Board.
- 8. Corresponding Secretary shall:
 - a. Send out get-well and sympathy cards, as requested.
 - b. Send out thank you notes to speakers and others, as needed.
- 9. Historian shall:
 - a. Assemble, inventory, arrange safekeeping for, and assist with retrieval of branch historical records.
 - b. Have a record of where and what branch materials have been archived.

E. Committees

The President is a member of all committees except the Nominating Committee.

1. Standing Committees

Per the bylaws, there are branch standing committees on, or persons concerned with, the work of AAUW Funds, local scholarship, public policy, and bylaws.

- 2. The Board may designate other standing committees as deemed necessary.
 - a. The Communications Committee is designated a standing committee.

3. Special Committees or Positions

Special branch committees or positions may be designated by the board to carry out the work of the branch or to support branch participation in state and national initiatives.

Duration will be determined at appointment.

4. Leadership Teams

- a. Program Development: Program VP
- b. Membership: Membership VP, Welcoming, Finance VP
- c. Communication: Newsletter, Website, Directory
- d. Fundraising: AAUW Funds, Local Scholarship, Finance VP

Section II: FINANCES

A. Banking and Reserves

1. All Portland Branch money is on deposit at U.S Bank.
 - a) If a donation check intended for AAUW Funds is made out to Portland AAUW, it is deposited into the branch checking account and credited to Funds. At least once per year, the accumulated Funds balance is issued as a check to AAUW Funds and given to the branch Funds chair for remittance to National.
 - b) If a donation check intended for the local scholarship is made out to Portland AAUW, it is deposited into the branch checking account and credited to Scholarship. The accumulated balance is issued as a check to PCC Foundation, as needed, upon request by the scholarship chair.
 - c) If the Finance VP receives a check made out to AAUW Funds or to PCC Foundation, that check is forwarded to the respective committee chair for remittance.
2. Signatories on the branch bank accounts are the president and the Finance VP; they shall have access to internet banking and hold debit cards.

B. Membership Dues

1. Except for honorary life members, the annual branch dues for each member is \$15. All branch members must also be members of state and national.
2. Renewal dues may be paid after March 16 and should be paid before June 30.
3. If renewal is by check, the Finance VP deposits the check as soon as possible, and remits state and national dues using MPP (Membership Payment Program), keeping the branch dues.
4. If a member renews online to national, branch dues are received monthly from national by electronic fund deposit. National informs branch Finance VP by email that a deposit has been made. Dues details and amounts can be found by accessing bank account and at MSD (Member Services Database).
5. New members joining between January 1st and March 15th pay half dues-good through June 30 of that year.
6. Membership must have lapsed at least two years before a former member qualifies as "new."
7. New members joining after March 15th pay full annual dues, good through June 30 of the next year.

Dues Rates/Codes and Descriptions				
CODE	DESCRIPTION	Branch	State	National
NEW / RENEW	NEW OR RENEW – PAY YEARLY DUES	\$15	\$16	\$59
NLIFE	PAID LIFE MEMBERSHIP - INDIVIDUALS WHO QUALIFY FOR NATL MEMBERSHIP MAY PAY TO BECOME EXEMPT FROM NATL DUES			\$1,180
MBL	EXISTING PAID (MBL) MEMBERS ALREADY EXEMPT FROM NATIONAL DUES	\$15	\$16	\$0
MBHL	HONORARY LIFE (MBHL) MEMBERS ALREADY EXEMPT FROM NATIONAL DUES	\$0	\$0	\$0
SAF / MOBG	UNDERGRAD (SAF) / DEGREE SEEKING GRADUATES (MOBG) OF <u>NON</u> -AAUW COLLEGE/UNIVERSITY MEMBER SCHOOLS	\$0	\$3	\$18.81

ESAF / MOBG	UNDERGRAD (ESAF) / DEGREE SEEKING GRADUATES (MOBG) OF AAUW COLLEGE/UNIVERSITY MEMBER SCHOOLS	\$0	\$0	\$0.00
STF	SHAPE THE FUTURE 50% OFF NATL DUES FOR NEW OR LAPSED MEMBERS TWO YRS WHO JOIN AAUW AT A PUBLIC EVENT	\$15	\$16	\$29.50
GGG	GIVE A GRAD A GIFT – A RECENT GRADUATE MAY BE GIFTED ONE YEAR OF FREE MEMBERSHIP; MUST BE A NEW MEMBER	\$15	\$16	\$0
TRANSFER	TRANSFER MEMBER - TRANSFER FROM ANOTHER BRANCH; MUST BE PAID	\$0	\$0	\$0
TRANSFER	TRANSFER MEMBER - NATL MEMBER STATUS; MUST BE PAID	\$15	\$16	
CU REP	COLLEGE/UNIVERSITY REPRESENTATIVE - NAT'L DUES WAIVED THRU COLLEGE/UNIV MEMBERSHIP	\$15	\$16	\$0
DUAL	DUAL MEMBER - MEMBER OF MULTIPLE BRANCHES-ID#. REQUIRED NAT'L DUES MUST BE PAID THRU PRIMARY BRANCH	\$15	Instate \$0 Out-of-state \$16	\$0

8. The Finance VP is responsible for informing the State and National AAUW of any change of address/contact information that occurs during the year. Changes at National are made through the MSD (Member Services Database); the state data manager is informed by email.
9. A member can change her own contact information at MSD but must inform the Membership VP of the change.

C. Budget Line Item Definitions:	
National/State Dues	Collected by check from member and passed through to national via MPP and debit card.
AAUW Funds	Collected as part of a dues check, or from the auction fundraiser; passthrough. Deposited in checking account, then a single check is issued annually to AAUW Funds and mailed to National.
PCC Local Scholarship	Collected as part of a dues check, or other remittance to the branch; pass-through. Deposited in checking account, then a check is issued PCC Foundation at request of Scholarship chair.
Branch Dues	Used for branch operations.
Dues Assistance	Disbursed upon member request per policy.
Program VPs	Used for speaker, food, venue, or such other; does not include Holiday Luncheon.
Program: Other	Primarily pass-through account for brunch/luncheon prepaid meals and expenses.
STEM Action Project	Funds collected/disbursed for STEM strategic plan activities.
Other Action Projects	Funds collected/disbursed for action on public policy, NCWSSL (National Conference for College Women Student Leaders), or other such.

Membership VP	Mailings, brochures, displays and like support membership activities.
Misc. Income/Donations	Used primarily for branch operations; includes income from raffle, wine pull, etc.
Internet	Expenses for host, URL and other related costs
Newsletter/Mailings	Cost of printing and mailing newsletters by USPS.
Directory	Cost of printing and distributing Directory; includes postage and envelopes.
President's Recognition	Gift to outgoing president.
Conferences	Generally divided equally among state convention delegates.
Miscellaneous Expenses	Incidental administrative expenses, i.e. software, printing, postage, etc. IBC dues.

Section III: MEMBERSHIP

A. Procedures Regarding Prospective New Members

1. The name of a prospective new member will be forwarded to the Membership VP by the person who receives it.
2. The Membership VP will write or call the prospective new member, welcoming her to join AAUW. At the same time, she will forward the most recent newsletter to this person.
3. The Membership VP will then notify the Newsletter Editor of this prospective new member, supply name, address, phone number and email address, as available, and ask the editor to forward the next two issues of the newsletter to the prospective member.

B. Procedures When a New Member Submits Her Membership Fee

1. Finance VP

- a. Deposit check submit dues to state and national using MPP (Membership Payment Program) and enter transactions into bookkeeping system.
- b. If any information is missing from the application form, contact the new member and obtain the necessary information.
- c. If membership directories have already been distributed for the year, mail a directory to new member at her address.

- d. Notify the Membership VP, Welcoming Committee Chairperson and Newsletter Editor with the new member's information as soon as the dues are received, for example:
Jane Doe
janedoe@gmail.com
1111 Willamette Blvd., Portland OR 92345
503-333-3333
- e. Tell Membership VP what volunteer positions are checked off, if any, on the new member's application form.

2. Membership VP

- a. Send welcoming letter to new member and request short biography for the newsletter. When the biography is received, forward it to the newsletter editor as a Word document.
- b. Inform appropriate person after Finance VP relays any volunteer interest as noted on the application form.
- c. Report any new or prospective new members to the Board at the monthly meeting.

3. Welcoming Committee Chairperson

- a. Assign contact person to the new member.

4. Newsletter Editor

- a. Put new member on newsletter mailing list.
- b. Publish new member biography and basic information when it is available.
- c. Advise membership of any change of address/contact information for new and existing members in the newsletter

D. Dues Assistance Policy and Procedures

1. With the increasing cost of national AAUW dues, the Board of the AAUW Portland Branch developed the following policy and procedures to assist prospective and existing members who would like to join and/or continue their memberships but do not have the resources.
2. A dues assistance budget item was included in the 2007-08 Branch budget. Income for the item comes from current member donations. Assistance is provided based on the availability of funds.
3. For the purpose of assistance, there are two categories of members: new members and existing members.
 - a. New members:
New graduates (within the first two years after graduation): Eligible for national membership for one year through Give a Grad a Gift; the branch will pay state and branch dues if requested.
Other new members: Eligible for branch payment of up to 50% of total dues. b.
 - Existing members: Eligible for branch payment of up to 50% of total dues.

4. Procedure for requesting assistance

- a. A new or existing member who needs assistance should contact the Branch Finance VP and indicate, if appropriate, what percentage of total dues they are requesting. Existing members must make a request at the time of membership renewal (no later than June 15 each year). New members' requests are to be made at the time they indicate they want to join. When the request is made, the Finance VP will send the individual the written policies and procedures related to dues assistance.
- b. Requests are handled in order of receipt. If there are enough funds to meet a request when it is received, the Finance VP can notify the individual immediately that her request has been approved. If the Finance VP cannot approve the request at the time it is made, individuals will be notified of the decision within 2 weeks.
- c. If the request(s) is greater than the total funds available, the Finance VP will bring the requests to the president(s) and membership chair for discussion and a decision.
- d. Once the individual has sent in the balance (her share) of the dues, the Finance VP will send the dues to State and National as usual, will adjust the records to reflect the assistance, and will inform the individual by phone or e-mail that her dues have been paid in full. (Note: adopted budgets are never changed, however approval may be given to overspend a category if necessary.)
- e. Information is confidential regarding who has requested/received dues assistance.

Section IV: NOMINATING COMMITTEE AND ELECTIONS

A. Nomination of Branch Officers

1. At its October meeting, the board elects a Nominating Committee of five (5) members.
2. The committee must include the Membership VP and at least one (1) person from a previous Nominating Committee. One of the committee members is selected as chair.
3. The nominating committee chair should announce the open positions in the Dec/Jan newsletter.
4. When the committee has determined its slate of nominees, they must be presented in writing to each branch member at least fourteen (14) days prior to the election. This is done by printing the slate in the March (deadline February 10) newsletter.
5. Nominations may be made from the floor at the time of the election, provided written consent of the nominee has been obtained.

B. Election of Branch Officers

1. Elections are held at the branch annual meeting in March.
2. If there is only one nominee (or agreed-upon co-nominees) for a given office, the election may be by a voice vote. Otherwise the election shall be by ballot. A majority vote of those members in attendance shall constitute an election.
3. The Director-at-Large term is for one (1) year and may be re-elected once consecutively.

4. Term of office for the President Elect, President, and Immediate Past President is for one (1) year in each of these offices in succession. The President Elect is elected annually. The President is elected only in those years when there is a vacancy in the office of President Elect at the time of the election, or when the person serving in that office was appointed.
5. Term of office for all the Vice-Presidents and the Recording Secretary is two (2) years, and they may be re-elected once consecutively.
6. The Immediate Past President and anyone who has served as President in the past may be elected to the office of President Elect or President one (1) year after the conclusion of her term as Immediate Past President.
7. If appointed to a vacant office and subsequently elected, re-election is permitted.
8. The Program VP, and the Finance VP are elected in even-numbered years.
9. The Membership VP, the Study Group VP, and the Recording Secretary are elected in odd numbered years.
10. All officers take office on July 1.
11. Vacancies shall be filled according to the bylaws.

C. Election of Delegates to State Convention

1. Delegates and alternates to the state convention are nominated by the Board and elected at the Annual Meeting.
2. Allocated funds in the budget for the convention are split equally among delegates who attend.

Section V. COMMUNICATION

1. The *Rose City Reporter* is published eight times per year and sent to all members via email and posted as a link on the website; printed copies are mailed if the member does not have email or under special circumstance. The newsletter will:
 - a. Inform each member of the time and place of meetings.
 - b. Include a message from the president.
 - c. Provide information on study/interest group meetings.
 - d. Provide articles related to National and Branch activities.
2. The *Portland Branch Directory* is printed every fall and a copy distributed to every branch member.
3. The branch website at www.aauwpx.com provides current information and archives photos and newsletters.
4. Policy Regarding E-mails to All Members (first adopted July 2013)
 - a. Only e-mails containing information related to the branch or to AAUW will be sent to branch members through the branch's master e-mail list. This includes reminders about upcoming programs, State or national AAUW communications and other AAUW-related information.

- b. Decisions concerning what constitutes acceptable information to be shared with all members are to be made by the president/co-presidents of the Portland branch.

A. Procedures for *Rose City Reporter*

1. Microsoft publisher is used to develop the newsletter.
2. Articles for the newsletter are due to the editor by the 10th of the month – August 10 for September newsletter, September 10 for October newsletter, October 10 for November newsletter, November 10 for December/January newsletter, January 10 for February newsletter, February 10 for March, March 10 for April, and April 10 for May/June.
3. Unless there is a reason otherwise, the newsletter should be distributed via e-mail on or about the 17th of the month. The person assigned to distribute the newsletter by U.S. postal mail will do so after receiving her copy by e-mail.
4. Articles are written by the president, members of the board and, for study/interest groups, by the Study/Interest Group VP. Anything written by someone else, excluding changes of member contact information, must be approved by the president before it is included.
5. The editor compiles the newsletter, placing articles in designated places or as she sees fit. When appropriate, pictures related to articles shall be inserted.
6. When the editor has completed the newsletter, it is sent to the president for her review and approval. Corrections are made by the editor as needed.
7. The newsletter is sent to all members who have e-mail addresses. The editor is responsible for the grouping under addresses on her computer.
8. The newsletter is sent to the editor, with the AAUW newsletter grouping under blind cc.
9. The September newsletter is the last one sent to members whose renewal dues have not been received.

B. Procedures for *Portland Branch Directory*

1. Updating the Booklet
 - a. The software for the directory is Microsoft Publisher
 - b. Review the prior year directory, update listing and contacts for leaders.
 - c. Get AAUW Funds information for the prior year from the branch funds chair.
 - d. Have Finance VP provide the new adopted budget.
 - e. Program VP provides program outline for the upcoming year.
 - f. Membership VP verifies that honorary life members are living and provides names of any new ones.
 - g. Review branch member roster, adding any new members and delete non-renewals.
 - h. Members must renew by August 15 to be included in the Directory.
 - i. Add name of any retiring branch presidents.
 - j. Check formatting and have a draft copy proofread.
 - k. Deliver to printer electronically.
 - l. Print current member count plus about 25%. Avoid giving out replacement copies.

m. Ask for a discount and use the National AAUW contracted printer.

2. Distribution:

- a. Update address labels and print one for every member.
- b. At the September meeting, for every attendee attach a label to a directory and hand it to them.
- c. After the meeting put remaining labels on mailing envelopes and mail directories to these members.
- d. Purchase envelopes and stamps as needed.
- e. Extra copies of the Directory are retained by the Finance VP who mails out a copy to new members after their dues are received.

C. Website Procedures

1. The Board approves the website host, level of service and URL on advice of the webmaster. 2. The Finance VP may provide a branch debit card number to the webmaster for payment of any costs associated with the host contract and the URL licensing.
3. President has content approval for the website.
4. Editing the website requires a password and only the webmaster, her designee, and the president are authorized to edit.

Section VI: FUNDRAISING

1. Portland Branch raises funds primarily for two 501(c)(3) organizations, AAUW Funds and student scholarships administered by the Portland Community College Foundation. The branch may also conduct fundraising for branch projects, operations and others determined by the Board.
2. The branch is a 501(c)(4) nonprofit, thus donations to the branch are not tax deductible.
3. Fundraising for other organizations at AAUW meetings and events or in AAUW publications is not allowed unless authorized by the State or National.
4. Fundraising among members and especially among non-members is encouraged.
5. The AAUW Funds Chair and the Fundraising Committee work with members of the Scholarship committee to develop a fundraising plan to award PCC scholarships. She also works with Chair(s) and committee members of all approved fundraising initiatives to develop a fundraising plan to support the program.
6. The AAUW Funds Chair works with the Holiday Luncheon Chair and the Finance VP to collect monetary donations for AAUW Funds and remit them to National.
7. At the close of the calendar year, the AAUW Funds Chair files a copy of the Funds report that she submitted to State and National with the Branch Finance VP.
8. At the close of the fiscal year, the Scholarship Chair prepares a detailed report of all PCC scholarship fundraising events and files it with the Branch Finance VP.

A. AAUW Funds

Primary fundraiser for AAUW Funds is the Holiday Luncheon, generally held on the first Saturday in December.

1. Holiday Luncheon Advance Preparation
2. Holiday Luncheon List of Duties
3. Holiday Luncheon Program Agenda

1. Holiday Luncheon Advance Preparation

June	Reserve Venue
September	Put notice in the October newsletter (due Sept. 10) to "save the date"
October	Ask Study Group VP to remind study groups to bring baskets (\$25 or less)
October	Arrange for entertainment
October/November	Put article and registration form in the November newsletter (due Oct. 10) Contact people to help the day of the events (see list of duties)
November	November 1st, confirm with venue the food selections, room, and table set up and estimated number of people Collect RSVPs and checks that come in the mail Buy raffle prize
Late November	Prepare bid forms, get name tags Make envelopes for contributions, print forms
Early December	Make final list of RSVPs and bring 2 copies to the event
Wed before	Confirm final number of meals; 3 days before event must give committed number, Friday before event, can increase the number, but can't decrease. Note number of vegetarian meals and meals for guests.

2. Holiday Luncheon List of Duties

- a. Emcee
- b. Greeters – sit at table outside of room; greet people as they arrive; check to see that people paid for lunch on the list of rsvp's; make sure they have name tag
- c. Copy contribution information and distribute envelopes
- d. Set up auction items – Direct people to where to set up auction items and fill out the bid form
- e. Sell raffle tickets – circulating the room
- f. Entertainment
- g. Bid Monitors – Quickly circle final bids at the close of auction; take bid forms to highest bidders; tell winners to take the form to the cashiers to pay
- h. Collect money for auction purchases – sit at the table outside the room at the end of the auction and collect money from individuals for their purchases
- i. Collect contributions made out to AAUW Funds and report

- j. Bring AAUW checkbook and write check to venue
- k. Decorations
- l. Onsite Manager
- m. Contact person for venue
- n. Misc. items – bid forms, bell, pens, and 2 copies of rsvp list of attendees

3. Holiday Luncheon Program Agenda

9:30	Volunteers arrive, set up auction area
10:00	Guests arrive—greet, sign in, name tags
10-10:45	Coffee and social time
10:50	Ask people to sit down – Welcome and introductions—new members, honorary life members, state officers
10:55	Introduction to branch fundraising and AAUW Funds- how bidding is conducted – raffle tickets sales – mention timing when all bids will end.
11:00	Introduce entertainment
11:20	Thank entertainment Announce that lunch is being served
11:45	Check bids and make periodic announcements about bidding – highlight special items
11:50	Special bidding event
12:00	Announce 20 minutes for final bidding
12:15 -12:25	Thank committee and volunteers. Announce next program.
12:20	Ring bell to end bidding; announcement that bid monitors will circle final bids and give sheet to the winner who will go to the front table to pay; winners should claim their item(s) before they leave
12:30 – 12:45	Collect envelopes and auction payments. Conclude event: thank attendees for coming.
12:45 – 1:00	Clean up and clear out

B. Local Scholarship, Portland Community College (PCC Foundation) 1.

The criteria (revised 2013) are as follows:

- a. 3.0 GPA or higher
- b. Female student
- c. Resident of the Portland Metro Area
- d. Enrolled in a STEM transfer program
- e. Completed at least 24 PCC credits by the end of Winter Term
- f. Age 25 or older
- g. Planning to transfer to a four-year college or university

2. The committee meets with a PCC foundation person in about May to review and rank scholarship applicants.
3. The scholarship will be in the range of \$1,000-\$1,500 per student.
4. The decision whether to give one or two scholarships will depend on fundraising success and donations received.

C. Fundraising Procedures

Month	Action	Responsibility
August/September	Develop fundraising plans for PCC scholarships and STEM (and any other approved branch fundraising initiative).	AAUW Funds Chair and Fundraising Committee, along with the Chairs of the Scholarship Committee and
		STEM Committee; President and Finance VP review
August/September	Announce fundraising plan and solicitation for event hosts through newsletter and presentation at fall meeting	AAUW Funds Chair, along with the Chairs of the Scholarship Committee and STEM Committee
On-going	Develop newsletter publicity to advertise events. Prepare special email reminders	AAUW Funds Chair, along with the Chairs of the Scholarship Committee and STEM Committee
December	Prepare the final record of auction, donation amounts, and designated funds received at the Holiday Luncheon.	AAUW Funds Chair and Branch Finance VP
December	Review donations to AAUW Funds, prepare required reports for State and National, and remit all Funds donations to National before end of calendar year. File a copy of the report with the Branch Finance VP.	AAUW Funds Chair and Branch Finance VP
On-going	Sign-up event attendees	Event host with reporting to AAUW Funds Chair on numbers

After event	Review donation checks written to PCC Foundation for PCC scholarships.	Scholarship Committee Chair and Fundraising Chair
After event	Send checks and donor list to the branch's designated contact at the PCC Foundation	Scholarship Committee Chair
After event	Review donations to AAUW Portland Branch for STEM and deposit in branch checking account. Finance VP records and reports.	Event organizer, STEM Chair and FINANCE VP
July	File with the Finance VP a final report of all scholarship fundraising events held, with a listing of the date, name(s) and amount donated.	Scholarship Committee Chair

Section VII: MEETINGS

A. Regular Branch Meetings

1. Four or more (4) regular branch meetings shall be held from September through May.
2. Program VP is responsible for arranging the regular meetings.
3. The budgeted line item for programs at regular branch meetings may be used for facilities, refreshments, handouts, speaker honorarium and any other attendant expenses.
4. The Honors Luncheon may be counted as a "regular branch meeting."

B. Annual Meeting

1. Program VP is responsible for arranging the annual meeting. This involves:
 - a. Securing a venue
 - b. Planning for food (traditionally food provided by members)
 - c. Collecting RSVPs
 - d. Coordinating with president on agenda
2. The branch annual meeting shall be held in March to elect officers; amend bylaws, if necessary; receive reports of officers, committees and task forces; and conduct any other necessary business.
3. The quorum shall be those members present and entitled to vote.

C. Honors Luncheon

1. Purpose of the event is to announce the branch named gift honorees, to install officers and to thank everyone for a successful year.
2. Luncheon is expected to be financially self-supporting but not a fundraiser.
3. Complementary meals are provided for the speaker, the local scholarship recipient, a representative from PCC and a representative from PSU.
4. Arranged by the Program VP, specific responsibilities include:
 - a. Secure and reserve venue
 - b. Select food options and coordinate with venue
 - c. Arrange for speaker
 - d. Collect RSVPs and payments
5. Sample Agenda for Honors Luncheon (2015)
 - 11:15 – Welcome
 - 11:20 – Lunch (including dessert and coffee)
 - 12:00 (or earlier if everyone seems finished) – Introduction of Speaker
 - 12:05 – Speaker Presentation and Q&A (20 minutes)
 - 12:25 – Thank you to outgoing officers
 - 12:35 – Installation of new officers (officiated by a State Board member if possible) 12:45 – AAUW of Oregon Awards to the Branch. Thank you to members and supporters for contributions to AAUW Funds and to the PCC Foundation.
 - 12:55 – Announce summer events; thank you—goodbye.

D. Study/Interest Groups

1. A person eligible to be a member of AAUW must belong to the branch in order to join branch study groups. (AAUW-OR Policies Section 500E)
2. Guests may attend at most three meetings of any one study group before joining the branch.
3. Any person ineligible for membership may attend study group meetings. (AAUW-OR Policies Section 500E)

E. Branch Visits by State Officers

In a state president's two-year term, each branch is entitled to a visit by the president and by one other state officer or chair, as invited, with the state president's approval. These visits will be funded by the state for the purpose of sharing current AAUW information and/or training with branch members. Although visitors are reimbursed by the state, branches are encouraged to host the visitors and are required to pay for any meals connected with meetings the visitor attends.

Section VIII: RELATIONSHIP WITH OTHER ORGANIZATIONS

1. With approval of the board, the branch may join as a member, sponsor, or cooperating participant, or send a representative to an organization that is working within the policy and scope of AAUW objectives. (AAUW-OR Policies Section 220A)
2. The branch may contribute financially to an organization's programs(s) related to AAUW's mission and goals if approved by the Board.
3. Fundraising for other organizations at AAUW or AAUW-affiliated entity meetings and events or in AAUW or AAUW-affiliated entity publications is not allowed.

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