

WORKING RULES AND POLICIES FOR THE COLORADO SPRINGS BRANCH
AMERICAN ASSOCIATION OF UNIVERSITY WOMEN

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Adopted May, 1975 Revised July, 1980; January, 1982

AAUW Mission: To advance equity for women and girls through research, education and advocacy.

PURPOSE: The purpose of this document is to provide an overview of the working rules and policies of the Colorado Springs Branch of AAUW (known in this document as the Branch). Information is based on AAUW governance, including the AAUW, Inc. Bylaws (**BL**); AAUW Board of Directors Policy Book (**PB**); AAUW Colorado State Bylaws (**CB**); and AAUW Colorado Springs Branch Bylaws (**BB**).

NONPROFIT STATUS AND NAME: Effective December 20, 2019, the Branch filed Articles of Incorporation with the State of Colorado and received a 501(c)(3) determination from the Internal Revenue Service (IRS). This means, among other things, that the Branch is considered a public charity and that donors can deduct contributions that they make to the Branch. Corresponding to this nonprofit designation, the Branch corporation name is AAUW Colorado Springs Branch (CO). In addition, the Branch continues to hold the 501(c)(4) designation under the AAUW, Inc. organization umbrella. In simplified terms, the 501(c)(4) arm of the Branch can engage in political lobbying but donations toward these purposes are not tax deductible. The 501(c)(3) arm of the Branch is not allowed to lobby and donations are tax deductible. More detailed information on these two designations can be found in IRS Publication 557.

A. BRANCH WORKING RULES AND POLICIES:

1. The purpose of these working rules and policies is to clarify the operating policies of the Colorado Springs Branch of AAUW. This document is to be interpreted as in accord with, and subordinate to, AAUW, Inc. (hereafter to be known as AAUW National) and AAUW Colorado State Bylaws and IRS rules and regulations for 501(c)(3) and 501(c)(4) designations and Colorado Revised Statutes Title 7 for operation of nonprofit corporations.
2. The Branch Executive Committee shall review these policies annually to ensure they are in accordance with the AAUW National, Colorado State and Branch bylaws. The document in its entirety, including any necessary changes, shall be presented to the Branch Board of Directors for review and approval during the October Branch Board meeting. If AAUW National and Colorado State bylaw updates are unavailable in time for the October Branch Board meeting, the Branch Executive Committee shall present the document at the November Branch Board meeting. Mandated amendments required by IRS and/or Colorado statutes for nonprofit corporations shall also be addressed.

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B. MEMBERSHIP:

1. An individual member's eligibility is defined as a graduate holding an associate or higher degree from an accredited university. See [BL Membership and Dues](#) for full details.
2. The general membership is encouraged to submit names of prospective members to the Branch Membership Vice-President. The Branch Membership VP shall contact the prospective member and provide information about AAUW, explain terms of membership and extend an invitation to join.
3. A prospective member may attend two different Branch interest groups, one time each, before joining the Branch and paying dues.
4. Any member who brings a guest to a Branch interest group assumes responsibility for ensuring that the guest understands the guest attendance policy.
5. Each member is responsible for the financial obligation of any reservation that she/he makes.
6. Each member shall have access to a Branch Membership Directory. **Note:** The AAUW Branch directory and membership list are for the exclusive use of AAUW functions.
7. If the Branch Board of Directors determines that a member should be expelled, the situation will be escalated to AAUW National.
8. After receipt of the official letter and certificate from AAUW National, the Branch President shall present new 50 Year Honorary Life Members with their recognition gift at the December Branch meeting. Gifts are determined by the Branch Board.

C. DUES:

1. All Branch members must also be members of the AAUW National and Colorado State organizations.
2. AAUW National/ Colorado State dues are established by the AAUW National/Colorado State organizations with periodic special promotions for new members: Current special promotions for new members are: (a) New Member dues for AAUW National, Colorado State and Branch paid starting March 16 will cover the following year's annual dues; (b) Shape the Future: 50% off AAUW National dues (first year only) for new members who join at an AAUW public event.
3. AAUW Colorado State annual dues are \$10; Branch dues are \$25.
4. Paid Life Members are those who have paid a one-time fee to the AAUW National organization for life-time membership. Paid Life Members pay Branch and Colorado State dues.

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5. Honorary Life Members are those individuals who have been AAUW National members for 50 years (or more). They do not pay dues to any level of the AAUW organization.
6. Refer to Branch Bylaws for information on dues for College/University and student memberships.
7. Renewing members, no matter when their annual dues are paid during the fiscal year, must pay the full annual rate.
8. Former members whose membership has lapsed for a period of two years or more may rejoin under an AAUW new member policy.
9. An individual who is a member of another AAUW branch may become a dual member with full privileges in the Colorado Springs Branch, provided he or she pays Colorado Springs Branch dues.
10. AAUW National frequently gives free national memberships in recognition of Branch recruitment efforts. These memberships for the following fiscal year will be awarded to the Branch president, president-elect, and other Branch members as determined by the Branch Board.

D. BRANCH INTEREST GROUPS

1. Interest groups shall be open to all members.
2. Interest groups of unwieldy size may be split. The old group shall extend leadership and support until the new group is established.
3. Because of the nature of interest groups, they may have special membership arrangements. The Branch Board of Directors shall be advised in advance of these arrangements for review and approval.
4. Members wishing to establish a new interest group or split an existing interest group shall submit a written proposal to the Branch Interest Group Coordinator, who will bring the request to the Board of Directors for approval. The proposal shall include the purpose of the group, anticipated number of attendees, frequency, day and location of meeting, and any special qualifications or requirements.
5. Internal interest group policies shall be the responsibility of the members. If a conflict arises that cannot be settled within the group, the affected member shall contact the Branch Interest Group Coordinator and submit a written request for review by the Branch Board of Directors. The Branch Interest Group Coordinator shall request that the Board review the issue during the next regularly scheduled meeting.
6. When planning meetings, interest group chairs shall be sensitive to the requirements of members with disabilities.

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E. BRANCH BOARD OFFICERS:

1. Board officers are listed in the Branch Bylaws, Article IX Section 1.
 - a) **Elected officers** are President, President-elect, Vice-Presidents of Community Outreach, Programs, and Membership; Secretary, and Treasurer. These positions comprise the Branch Executive Committee. Each elected position has one vote.
 - b) **Appointed officers** are currently the AAUW Funds Co-Chairs, Communications Director, Interest Group Coordinator, Local Scholarship Chair, and Public Policy Director. Other officers may be appointed as deemed necessary to carry on the work of the Branch. Each appointed position has one vote. Additional appointed officers and any changes to existing appointed officers shall be documented in Board meeting minutes and subsequent updates to Branch Bylaws and Working Rules and Policies.
 - c) The President with approval of the Board appoints the Appointed Officers.
 - d) **Assistants** to the Board may include the Archivist, Hospitality Co-Chairs, Directory Editor, Web Site Administrator, Newsletter Editor, AAUW Colorado State and National Bylaws Liaison and such other Board Assistants deemed necessary to carry on the work of the Branch. Assistants are invited to attend Branch Board meetings but do not have voting rights and are not counted for purposes of a quorum. Additional Board Assistants and any changes to existing Board Assistants shall be documented in Board meeting minutes and subsequent updates to Branch Working Rules and Policies.
 - e) Assistants perform the duties prescribed by the position descriptions adopted by the Branch Board of Directors for those positions.
2. Officers, except for the President and President-Elect, shall serve 2-year terms, or until their successors have been elected or appointed.
3. The President and President-Elect shall serve 1-year terms. The President-Elect shall have previously served on the Branch Board as an elected or appointed officer for at least one year.
4. Voting members of the Board are defined as Elected and Appointed Officers for purposes of determining a quorum for Board meetings. Voting via email is permitted in accordance with Branch Bylaws.
5. If an elected or appointed Branch office is shared, the office is allocated only one vote. Both office holders may attend Branch Board meetings, but only one counts towards a quorum.
6. Officers shall perform the duties prescribed by their Position Description and the Branch Working Rules and Policies. These documents are subordinate to the AAUW National,

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Colorado State and Branch bylaws. Review and update of position descriptions are required at the end of each membership year by the incumbent with changes submitted to the Board for review and approval.

7. The expectation is that elected and appointed officers will attend 75% of the scheduled Branch Board meetings. They may do so in person or by electronic means, provided they make all the necessary arrangements for electronic attendance in advance. An officer who does not meet this requirement may be removed from office by a two-thirds agreement of the voting members of the Branch Board. In determining compliance, consideration will be extended to officers holding a shared office and their counterpart's meeting attendance.
8. A Branch officer found to commit malfeasance or misfeasance in office, including but not limited to taking actions against the best interest of the Branch, may be removed from office by a two-thirds agreement of the voting members of the Branch Board.
9. If an elected or appointed Branch officer resigns or is incapacitated or unable to perform the duties during their term of office, the President, with the approval of the Branch Board, shall appoint an officer to fill out that term. If the President is unable to fill out their term, the President-elect will carry out the duties of the President, and then follow up by serving until the end of the term for which she was elected. If both the President and President-elect are incapacitated, one of the elected vice-presidents (Programs, Membership, Community Outreach) will be selected by the voting members of the Branch Board to fill out the President's term. All such actions shall be documented in the Executive Committee and Branch Board meeting minutes.
10. Upon taking office, each Branch Board officer is required to sign a Conflict of Interest Disclosure Statement and attend the Branch's scheduled orientation which will include a briefing of the duties and responsibilities of their office and the use of and how to access the following information:
 - Branch Officer Notebook
 - Branch Bylaws
 - Branch Working Rules and Policies
 - Position descriptions for the Branch officers, board assistants and committee chairs
 - Year-end statement of Branch accounts and budgets
 - Link to the AAUW Colorado State bylaws and National bylaws and policies
 - Branch insurance policies
 - Summary of Branch operating requirements for 501(c)(3) designation
 - Conflict of Interest Policy

F. BRANCH COMMITTEES

1. The Executive Committee consists of the seven elected Branch officers. The committee shall review the Branch Working Rules and Procedures annually and shall recommend such changes as are necessary to make the Branch Board run smoothly and responsively to Branch members, the community and in compliance with governing documents.

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2. Branch committees:

- a) Consist of members appointed by the committee chair or other methods, depending on the committee description.
- b) Operate by the committee position descriptions adopted by the Branch Board of Directors.
- c) Are required to annually review, update and provide their position description to the Board of Directors for approval. Position descriptions shall be subordinate to and in compliance with Branch Working Rules and Policies and governing documents.
- d) Committee chairs and co-chairs are eligible to attend Branch Board meetings to observe but do not have voting rights and are not counted for purposes of a quorum in their capacity as Committee Chair or Co-chair. (Note: Committee chairs and co-chairs may also be in attendance if they are on the meeting agenda or to respond to questions from the Branch Board.)

3. Branch Committees and Chairs:

- a) Communications Committee – Communications Director is Chair
- b) Finance Committee – Treasurer is Chair
- c) Fundraising Committee –AAUW Funds Co-Chairs. (AAUW Funds: National, State and Branch.)
- d) Governance Committee – Governance Chair
- e) Local Scholarship Committee – Local Scholarship Chair
- f) Membership Committee – Membership VP is Chair
- g) Names Honored Committee – Names Honored Chair
- h) Hospitality Committee—Hospitality Co-Chairs
- i) Nominating Committee – Chair is selected by the committee from among the three members entering the second year of their term. Chair is expected to attend Board meetings to observe and gain first-hand knowledge to help in the nomination process.
- j) Programs Committee – Programs VP is Chair
- k) Authors Day Committee- President-Elect is Chair
- l) Public Policy Committee – Public Policy Director is Chair

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- m) STEM Committee – Chair is selected by the committee.
 - n) Past Presidents Committee – Past President(s) selected by the committee to serve as Chair or Co-Chairs
4. The Branch President may appoint ad hoc committees at any time to further Branch programming and projects. The Branch President is an ex-officio member of all committees, except the Nominating Committee, and may attend any or all committee meetings.
 5. Members wishing to establish a new Branch committee shall submit a written proposal to the Branch Board for discussion and vote. The written proposal shall include the committee's purpose and how it will support the AAUW Mission, chair and co-chairs positions, anticipated members and any qualifications or requirements.

G. BRANCH COLLABORATIONS WITH OTHER ORGANIZATIONS:

1. AAUW recognizes the value of collaborating with other organizations, nonprofit and otherwise, to raise awareness of issues and/or achieve common objectives. Such efforts can often assist AAUW to further its mission, make more effective and efficient use of its resources, and increase its visibility and impact. All Branch activities must be consistent with the mission of AAUW and non-partisan. Any lobbying efforts must be consistent with public policy positions taken by AAUW National and Colorado State.
2. The Branch will retain control of the use of the name and logo of AAUW. Participation in coalitions and alliances must be approved in advance by the Branch Board.
3. The term partner, partnering, and partnerships have specific legal meaning. The AAUW National Board of Directors Policy Book ([PB Collaborations with Other Organizations](#)) specifically forbids AAUW branches to use these terms to identify relationships with other organizations.
4. The Branch does not endorse, promote or oppose political candidates or associated political activities of any political candidate.

H. BRANCH FINANCE

1. The Branch shall provide financial support to efforts consistent with the AAUW Mission Statement. This support includes, but is not limited to, AAUW Funds and the Local Scholarship Fund. Monies may be raised by methods and purposes compliant with Branch's governing documents and approved in advance by Branch Board of Directors.
2. Branch members may not be asked to contribute money to any organization other than AAUW.

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3. An annual Branch budget will be proposed by the Branch Finance Committee and presented to the Branch Board of Directors for approval at the August Branch Board Meeting. The budget will be included in the September Branch newsletter. The fiscal year runs July 1 – June 30.
4. The treasurer will prepare a report each month comparing actual expenses to budgeted expenses. The report will be distributed electronically to all Board members no less than three days prior to the Branch Board meeting.
5. Expenses incurred for Branch or Branch Board functions may be reimbursed by submitting the appropriate receipts and a Check Request form to the Branch treasurer. Documentation should be submitted within 60 days of the event; delayed paperwork could result in non-payment.
6. A financial review shall be conducted by a qualified third party when a new treasurer is appointed or elected, and in no event shall there be more than two fiscal years between reviews. Results of the financial review shall be presented in a written report to the Branch Board for review and discussion at a regular board meeting.
7. All contracts and fundraising applications including but not limited to site rentals, service arrangements, speaker engagements, etc. can only be signed by the Branch President or President-Elect. These documents, once completed, must be provided to the Branch Treasurer, in a timely manner, to administer payment and placed on file. Note: It is expected that the purpose, event, program or reason for any such contracts and applications are brought to the Branch Board first for discussion and approval to ensure they comply with governing documents.

I. CONVENTIONS AND CONFERENCES

1. The Branch shall encourage attendance at and involvement in AAUW Colorado State, regional, and/or National conventions or conferences by budgeting money for a minimum of one Branch Executive Committee member to attend, if money is available in the Branch treasury.
2. The Branch Finance Committee will include in the Branch budget funds designated for conventions and conferences in the fiscal year in which the conventions or conferences are held.
3. The Branch Board of Directors will approve attendees at conferences and conventions who are authorized for reimbursement.
4. The following expenses are reimbursable for conference attendees with prior approval by the Branch Board:
 - a) Mileage reimbursement at the IRS standard mileage rate for business use of a car for automobile travel greater than 120 miles round-trip.

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- b) Round-trip direct airfare at the most reasonable price.
 - c) Ground transportation between airport and hotel/motel, at the most reasonable rate.
 - d) Registration for convention business and program meals.
 - e) The attendee's share of double occupancy accommodations per the advertised convention rates until the final day of the convention.
 - f) With supporting receipts, reimbursement will be allowed for actual meal expenses incurred that are reasonable and necessary including tax and tips. In general, meals should be taken at the most economical restaurant fitting the occasion and should not exceed the applicable MI&E Total federal daily meal rate. Rates can be checked at <https://www.gsa.gov/travel>
 - g) Pre- or post- conference workshops with prior approval from the Branch Board of Directors.
5. The Branch Board of Directors must approve exceptions to the above in advance.
6. Travel reimbursement to AAUW Colorado State conferences:
- a) The Branch shall reimburse Board approved attendees at the IRS standard mileage rate for business use of a car for automobile mileage greater than 120 round-trip. AAUW Colorado State may reimburse for the miles that exceed 200 round-trip when the Branch President or President's representative attends the AAUW Colorado State Board meeting.
7. The following expenses are not reimbursable:
- a) Events that are offered at the convention but not part of convention business, i.e. dinner at an ambassador's home or an early morning exercise program.
 - b) Bills for alcoholic beverages.

J. BRANCH AND BOARD COMMUNICATIONS

1. Branch Meetings and Events:
- a) Branch meetings and events are open to the public.
 - b) Announcements may be made at Branch meetings and events at the discretion of the President.
 - c) Promotion of commercial products or resources by members or nonmembers is prohibited, with the exception of products and services offered by the guest speaker.

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- d) Proxy votes and absentee ballots are not accepted for any votes by membership. Meeting minutes shall be documented (as applicable) and after Branch Board review and approval shall be posted on the Members Only page of the Branch website
- e) When planning meetings and events, we shall be sensitive to the requirements of members with disabilities.
- f) Members and their guests attending Branch meetings and events are required to pay the designated attendance fee. Attendance fees may be established with and without meal costs. If the attendance fee is one fixed price including a meal, this price must be paid regardless if the person chooses not to eat the meal provided.

2. Branch Board and Executive Committee Meetings:

- a) Branch Board and Executive Committee meeting minutes are posted on the Branch website on the Members Only page after they have been approved by the Branch Board.
- b) Voting at Branch Board or Executive Committee meetings may be via email for deciding questions as noted in Branch Bylaws.

3. Electronic Communications:

- a) E-mail lists are established and maintained by the Branch to facilitate communications between AAUW members and are to be used to conduct AAUW business only.
- b) The Communications Director and their designees are the only positions that may disseminate information electronically using Branch email lists to the entire Branch membership and:
 - i. May disseminate the following information to the Branch membership: AAUW Branch, Colorado State and National newsletters, meeting reminders, announcements, requests for information or volunteers for AAUW-sponsored events; and information and announcements regarding AAUW Branch, Colorado State and National coalition and collaboration activities with other organizations and groups.
 - ii. Shall not disseminate announcements and information about programs sponsored by other organizations or groups that are not part of AAUW Branch, Colorado State and National coalition and collaboration activities unless the Executive Committee of the Branch Board has given specific prior approval.
- c) Branch Interest Group Chairs may send announcements to their own group members if the program is one that may be of particular interest to that interest group. For example, Local History may send announcements regarding programs sponsored by the Pioneer Museum or Old Colorado History Center to its members, if the members of that group approve.

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4. Cyber Presence:

- a) The Branch shall have a social media presence. Currently this is a work in progress and guidelines remain to be determined.

5. Branch Newsletter:

- a) Includes information regarding Branch programs, Interest Groups and new members.
- b) The April newsletter shall detail the issues on which the general membership will vote at the Branch annual general meeting, including the slate of Branch officers and bylaw changes.

K: BRANCH RECORDS: Effective fiscal year 2019/2020, all official records for the Branch are *also* stored electronically in Branch archives in Google Drive/Docs, generally by fiscal year and made available to designated Branch officers and Board assistants. Documents related to Branch 501(c)(3) nonprofit designation, relationship AAUW, Inc. and corporate status are also kept in hardcopy form in separate labeled files in Branch archives maintained by Branch Archivist.

L: GUIDANCE ON ISSUES NOT COVERED IN BRANCH BYLAWS AND WORKING RULES AND POLICIES: For issues not covered in these documents, in addition to guidance from AAUW, Inc., Branch elected and appointed officials shall, as applicable, refer to IRS publications and Colorado Revised Statutes Title 7 that cover the operation of 501(c)(3) nonprofit corporations.

M. CONFLICT OF INTEREST: Effective calendar year 2020 in concert with its 501(c)(3) designation, the Branch shall implement PB Conflict of Interest and annually at the beginning of each calendar year shall obtain signed Conflict of Interest Disclosure Statements from Branch directors, officers, board assistants, committee chairs and committee members. These signed documents shall be reviewed at a meeting of the Branch Board and filed with Branch Corporate Records. (Note: An existing position shall be designated and documented with the responsibility to administer this policy.)

N. AMENDMENTS TO BRANCH WORKING RULES AND POLICIES: These working rules and policies may be amended at a regular meeting of the Branch Board of Directors after appropriate explanation and discussion by a majority vote of the quorum, provided notice of said amendment is provided to each member of the Branch Board no less than three days prior to the meeting.