**AMERICAN ASSOCIATION OF UNIVERSITY WOMEN**

Kirkwood-Webster Groves (Missouri) Branch

**Policies and Procedures**

I. Guests

A. A person eligible for membership in AAUW may attend a total of no more than three general and/or study group meetings within a year without joining the branch.

B. A person eligible for membership in AAUW who desires to participate in study groups only must be a member of the branch.

C. A person who is not eligible for membership in AAUW is welcome to attend branch program and study group meetings.

II. Honorary Life Membership. Honorary life membership in the branch will be granted to any member of the Kirkwood- Webster Groves Branch who has been a member of AAUW for 50 years upon submission of an application to AAUW for honorary life membership.

III. Memorial Gifts. Upon the death of a member of the branch, the branch will contribute to AAUW Funds the sum of $25 from current funds as a memorial to that individual. Additional contributions may be made on an individual basis, the funds being given to the Funds chair for transmittal to AAUW Funds.

IV. Sponsorship. The branch will lend its name and/or financial support as a sponsor or co-sponsor only to activities or organizations in the community that are related to the AAUW program or to fund raising for AAUW Funds. Executive approval must be obtained.

V. Sales of Items at Meetings. Only *bona fide* AAUW items may be sold or promoted at meetings of the branch or study groups, with the exception of projects that serve as fund- raising activities for AAUW Funds, the branch Leadership Development Fund, the Math and Science Award for Seniors, and branch operations.

VI. Travel Allowance and Reimbursement. The branch may hold annual fund-raising events to provide money for the Leadership Development Fund. This may include sending delegates to AAUW state, regional, and national meetings, appropriate local conferences, and purchasing leadership development material. The Board of Directors will allocate proceeds to cover representation at meetings scheduled for the next twelve months. The proceeds are to be distributed as outlined below, and the unused portion is to be kept in a separate account and may accumulate from year to year.

A. For attendance at state meetings: The cost of gasoline or the equivalent will be provided for one car. The current branch president or an alternate will receive an amount equal to the registration fee, the convention meals, and that member’s share of lodging in a double or multiple room.

B. For attendance at regional meetings: The cost of gasoline or the equivalent will be provided for one car. The current branch president or an alternate will receive an amount equal to the registration fee.

C. For attendance at national meetings: The current branch president or an alternate will receive, funds permitting, an amount equal to the registration fee, convention meals, and that member’s share of lodging in a double or multiple room.

D. For attendance at appropriate local conferences: Funds permitting, any member designated by a majority of the Board of Directors may receive an amount equal to that member’s registration fee.

E. Funds may be approved by a majority vote of the Board of Directors for other leadership development resources such as books and videos, etc.

VII. Branch Budget

A. The branch budget will be prepared by the Finance Committee, consisting of the finance vice president, branch president *ex officio*, and two branch members selected by the finance vice president in consultation with the president. The finance vice president will serve as chair of the committee.

B. The proposed budget will be presented to the Board of Directors in August of each year and to the branch in September for approval and acceptance.

VIII. Awards and Award Nominations

A. **Named Gifts**

1. Members of the Board of Directors will select a branch member(s) to be honored by a state-recognized named gift based on branch donations to AAUW funds in the name of the honoree. Qualifications should include such considerations as recognized achievement in the field of advancement for women, service to AAUW, leadership in AAUW activities, or outstanding community service.

2. Any branch member may recommend to the Funds chair(s) names for consideration. The Funds chair(s) will recommend one name for each named gift to be given. A majority vote of the Board is necessary to approve the Funds chair(s) recommendation(s).

B. **Metropolitan St. Louis Interbranch Council’s Barbara Lackritz AAUW Service Award**

1. Each member branch may nominate one person per award cycle by submitting the appropriate information to the Award committee chair by the designated deadline. A copy of the IBC Guidelines should be obtained each year before making a nomination.

2. The nominee must have been an AAUW member for at least 5 years, is a member in good standing of a St. Louis IBC branch for at least one year, and be someone who upholds the mission of AAUW.

C. **Biennial AAUW of Missouri’s Woman of Distinction Award.** The Board of Directors may nominate a branch member for the biennial Missouri Woman of Distinction Award given by AAUW of Missouri in even-numbered years. Qualifications for the award include outstanding service to AAUW, to her profession, to her community and society, and to other women. The branch president shall coordinate or delegate obtaining, preparing, and submitting the nomination form to the state Woman of Distinction chair by the deadline set by the state.

D. **Missouri Mission in Action**. In that AAUW of Missouri recognizes branches that are models of excellence in accordance with the standards set by the state board, the president or her designee shall complete the Mission in Action application provided in the Missouri State Director and on the state web site.

IX. Designated Contacts. The branch president will provide AAUW with designated contacts for administration and finance and will designate a member other than the contacts for administration and finance to record the minutes of each meeting and branch board meeting.

X. Changes in the policy sheet, by addition, deletion, or amendment, will be approved by the Board of Directors and passed by a majority vote of branch members present at a general meeting. Members will be notified in writing of proposed changes one month before the vote is to be taken.

Date: Adopted 1977

Revised 1986

Revised 1988

Revised 1991

Revised 1996

Revised 2002

Revised 2006

Revised 2012