

## **HEALDSBURG AAUW POLICIES & GUIDELINES**

**Revised October 15, 2018**

### **DEFINITIONS:**

“AAUW” as used herein refers to the Healdsburg, CA branch of the American Association of University Women and/or Healdsburg AAUW Fund.

“AAUW Fund” and “Fund” refer only to Healdsburg AAUW Fund.

“Branch” refers only to the Healdsburg Branch.

“Healdsburg AAUW Fund is a California 501 (c) (3) charitable corporation.

“Members” refer to members of the Branch.

### **GENERAL GUIDELINES FOR AAUW:**

1. AAUW will not formally support any political campaigns, endorse any candidates, or support any local measures/propositions.
2. The AAUW Directory is for AAUW use only.
3. Certificates of insurance will be requested of and then obtained by the Treasurer for all homes on the Homes Tour as well as member events, if requested by the facility or host.
4. Members who wish to request payment or be reimbursed for expenditures must submit a Check Request Form with attached receipts and a budgeted account name to the Treasurer.
5. Job descriptions will be updated each year by May, posted on the website and explained to successor Board members.
6. When scheduling an event, avoid religious or government holidays or dates when other community events are scheduled.

### **GENERAL GUIDELINES FOR THE BRANCH**

7. The Branch will contribute \$100 to Healdsburg AAUW Fund when a current Member passes away. No memorial solicitation for Healdsburg AAUW Fund will be made to the Branch membership without the approval of the Member or Member’s family.
8. Whenever possible, membership social activities will be planned so that no Members who wish to attend will be turned away.
9. All Member activities will be funded from dues and/or attendee fees and contributions for the event.
10. Guests may be invited to participate in Cultural and Social Events. When attendance at an AAUW Cultural Event is limited, members have first priority. Spouses/partners and guests wishing to register for the event will be placed on a waiting list and notified prior to the event if any remaining space is available.

11. Interest Groups are for members only. Guests may be invited to one or two meetings of the group as a way to introduce the person to AAUW. Interest Group members who have dropped their AAUW Branch membership are to be removed from the Interest Group distribution list.
12. New AAUW interest groups need Board approval. A written request for approval should be submitted to the current Past President who will submit it to the Board.

### **GENERAL GUIDELINES FOR THE FUND**

13. The Fund was established to further the ability of the Branch in its fund-raising efforts in support of the mission of the American Association of University Women and the Branch to advance equity for women and girls through education, philanthropy and research and to support local mission based educational programs.
14. Fundraising can only be done for scholarships for women and girls or mission based educational grants and programs in collaboration with other 501 (c) (3) entities for the benefit of the community.
15. All fund raising must be approved by the Board of the Fund which is the same as the Board of the Branch.
16. Money may be transferred from the Branch to the Fund, but money may never be transferred from the Fund to the Branch.

### **GENERAL EXPECTATIONS OF MEMBERS**

17. Members should be encouraged to attend Branch programs.
18. Members are expected to support the Branch's fund raisers, including the Homes Tour and the Forum, through monetary donations and/or volunteer efforts.

### **EMAIL**

19. The AAUW email list may be used only for AAUW business and educational opportunity announcements for members. Any other use of the email list must be approved by the Board. All AAUW emails blasts must be submitted to the Communications Board member / Constant Contact
20. Emails sent to the entire membership should only be used as initial announcements or reminders of upcoming events. They should not be used for regularly scheduled interest group meetings.

### **GRAPEVINE NEWSLETTER:**

21. The Grapevine will not be used for a Member's commercial announcements.
22. There will be no commercial advertisements in the Grapevine.
23. Members may briefly describe their personal volunteer activities under 'Member News.'
24. Current and prior year's newsletters will be kept available on-line.

**WEBSITE:**

25. The purpose of the Website is to inform AAUW Members of on-going activities and to inform non-members about AAUW.
26. Fundamental changes to the website will be managed by the Design Committee consisting of the President, Communication's Director, Website Manager and one Branch member.
27. Board Directors own the content of their information on the Website – not the Website Manager.
28. The information on the Website must be kept current. All information must be reviewed at the beginning of the AAUW activity year (July/August). Reviews and updates are required during the year.
29. There will be no ads on the Website or links to other web sites advertising goods or services other than AAUW's sponsors, advertisers, and major donors.

**BULLETIN BOARD:**

30. The purpose of the Bulletin Board is to communicate with other members about items to loan, items to sell or to post want ads for things needed.
31. "Items to Loan" will stay on the list until the Bulletin Board manager is asked by the loaner to remove them.
32. "Want Ads" and "For Sale" items will fall off each month unless the Bulletin Board Manager is requested to keep the item on the list.
33. Only active members can post items on the Bulletin Board.
34. Posted items to promote a business are not allowed.
35. Members will contact the member posting the item to borrow, buy or sell the specific item.

## **SOCIAL MEDIA:**

36. The purpose of Healdsburg AAUW Social Media is to communicate with AAUW members and prospective members about our branch activities and share information with the broader community, including:
  - a. AAUW related activities engaged in by members
  - b. Welcoming new members
  - c. Information on programs we support
  - d. Linking to news stories and local events about members and the organizations with whom we support and/or collaborate
  - e. Publicizing branch fundraising activities
  - f. Thanking the business partners, advertisers and raffle donors who support our fundraising
  - g. Linking to mission-based information from AAUW national or state.
  
37. The Healdsburg AAUW Social Media Administrators will monitor their individual media platforms and remove any offensive or inappropriate material.
  
38. The individual Social Media Administrators will obtain the consent of members to use their individual photos. Group photos may be used without consent.
  
39. The Healdsburg AAUW Social Media platforms will not:
  - a. Post a member's commercial announcements or advertisements
  - b. Use an individual photo of a member who has "opted out" of such use or expressly asked that a photo not be used. This does not apply to photos on a member's Facebook page or to previously published photo with the member's consent.
  - c. Use personal information about a member without consent or unless it is relevant to AAUW activities.