

# **POLICIES OF THE CORPUS CHRISTI TEXAS BRANCH OF THE AMERICAN ASSOCIATION OF UNIVERSITY WOMEN**

## **POLICIES**

Policies help address the mission of AAUW, Inc., and support the framework for the local branch. Changes to Policies require Board approval.

## **COMMITTEES**

1. Committee members are expected to perform the tasks assigned to them. If for any reason, a Committee member cannot serve in the expected capacity, the Committee member should inform the Committee Chair immediately.
2. When determining the list of potential Board of Directors positions, the Nomination Committee should give first consideration to members who have regularly attended branch meetings and/or branch activities and performed fully all tasks assigned to them. Interested branch members should contact the Nomination Committee for inclusion on the list of potential candidates seeking Board of Directors positions.
3. No Committee with a budget will exceed that budget without permission from the Finance Committee. And no member of a Committee will exceed the amount apportioned for a given project without first conferring and receiving approval from the Committee Chair.

## **FINANCE**

1. The Finance Committee shall serve/oversee the following functions:
  - a. Plan the budget.
  - b. Conduct a yearly review.
  - c. Make scholarship allotments.
  - d. Collect dues.
2. Any expenditure for the branch that exceeds \$250 must be approved by the Board of Directors.
3. The Branch shall maintain a six-month operational balance in the bank account, unless the Board approves a variance.
4. After approval of the branch budget by the Board, the Finance Committee shall present the proposed budget by the first meeting of the fiscal year, and adoption of the budget shall be scheduled for the second meeting of the fiscal year.
5. In the event that funds are allocated for conference attendance, two active members, selected by the Board, may be authorized to represent the branch. Payment of conference expenses will depend on the allocated amount.

## COMMUNICATIONS

1. The Communications Committee shall consist of the Chair, and members in charge of the Yearbook, Website, Newsletter, Publicity, and Social Media. The Chair shall be appointed by the President and approved by the Board. The Chair shall report to the President.
2. The Yearbook Chair shall gather information to produce and publish the annual yearbook. The yearbook shall include AAUW Mission statement, Board of Directors, calendar of branch meetings, list of Interest Groups, other information as appropriate, and Membership contact information. The yearbook will be made available at the branch's September Membership Meeting. In the event that the in-person September Membership Meeting cannot be held, the Membership Committee will distribute the yearbook to branch members by the end of October. The yearbook will be distributed to new members by the Membership Committee throughout the year.
3. The Website Chair shall gather information to produce the website for the branch in a timely manner. The website shall include AAUW Mission statement, Board of Directors, information on the next branch meeting, interest groups, and other pertinent information for the branch, as approved by the President. The Membership Committee will print and mail time-sensitive Branch information to members without computer access.
4. The Newsletter Chair shall gather information to produce a monthly newsletter to be posted to the branch's website. The newsletter shall include AAUW Mission statement, letter from the President, information on the next branch meeting, interest groups activities, and other pertinent information, as approved by the President. The Membership Committee will print and mail the monthly newsletter to members without computer access.
5. The Publicity Chair shall submit pertinent information about the branch to appropriate media outlets in a timely manner.
6. The Social Media Chair shall oversee the management and administration of the Branch's social media. Social media sites will include the AAUW Mission statement; links to the official websites for the Branch, state, and national organization; and the Branch's contact information. Social media content will adhere to applicable laws and regulations, including policies of the state and national organizations. All content will be posted by selected administrators. Other members are encouraged to send pictures and information to an administrator for posting. Social media sites are for general sharing of information among users and are not intended to replace information and features found through the Branch's website, newsletters, or annual Yearbook. The Social Media Chair will periodically monitor and review postings to protect the integrity and reputation of the Branch and to ensure the privacy and security of non-members connected to the Branch. The Social Media Chair shall be appointed by the President and the Communications Chair. Administrators, those who post member's offerings to the site, are appointed by the President, with the advice of the Communications Chair-and the Social Media Chair.

## ARCHIVES

The Archive Committee shall consist of the Chair and members who shall be responsible for periodically reviewing archived records, making recommendations about adding or deleting records to the archives, and providing updates to the branch history as printed in the yearbook. The Chair shall be appointed by the President and approved by the Board. The Chair shall report to the Programs Vice President. This is a non-budgeted committee.

## **INTEREST GROUPS**

Interest groups may be created from time to time with Board approval and may be discontinued in accordance with the desire of the majority of members. The Chair of an existing interest group or a spokesperson for a proposed interest group will inform the Interest Group Coordinator, who will then notify the Membership VP of the action.

1. Interest Groups must abide by AAUW policies and principles. Interest Groups should enhance and extend the AAUW Mission for members of the branch. Interest Groups shall be overseen by the Interest Group Coordinator.
2. The Interest Group Coordinator shall be appointed by the President, approved by the Board, and shall report to the Membership Vice President. The Coordinator shall have the following duties:
  - a. Gather Interest Group information for the Communications team.
  - b. Introduce new branch members to the various Interest Groups.
  - c. Coordinate the creation of new Interest Groups.
  - d. Facilitate the rotation of the Interest Group Chair positions.
  - e. In the absence of an Interest Group Chair, the Coordinator shall appoint a new Chair for the Interest Group.
3. Interest Group Chairs are responsible for their interest group, coordinating meetings, presenters, hosts and member attendees. The Chairs will have the following responsibilities:
  - a. Send group information to the Interest Group Coordinator for the Communications Committee.
  - b. Maintain the interest group binder to include annual page from yearbook, current member list, and other pertinent information for the next Chair.
  - c. Recruit members to their interest group throughout the year.
  - d. Recruit and train the next Chair from members of the interest group.
4. Attendees of Interest Groups are expected to be members of the branch. It is acceptable to invite nonmembers as part of recruitment, but the AAUW eligible non-members should attend no more than two (2) meetings of the same interest group per fiscal year.
5. Interest Groups. The following Interest Groups are active at the time these policies are adopted and meet as listed below. Changes may occur from time to time.

- a. Members of Bridge play Social Contract Bridge and welcome bridge players of all skill levels. The group meets throughout the year in the afternoon on the second and last Friday of the month. Members must RSVP.
- b. Members of Classics read a variety of classic works and participate in open discussion. Titles for the upcoming year are presented at the June meeting. The group meets throughout the year in the evening on the last Wednesday of the month at selected restaurants. Members must RSVP.
- c. Members of Out to Lunch Bunch experience the many different types of cuisine the city has to offer. The meetings are an enjoyable way to connect with branch members in a spirited social gathering. The group meets throughout the year for lunch on the third Tuesday of the month at local restaurants. Members must RSVP.
- d. Members of Playgoers meet throughout the year on various dates to enjoy the variety of live plays offered in Corpus Christi. Members attend college and community theater productions as often as members are interested. Members often meet at a local restaurant before the show to discuss our knowledge of the play about to be presented. After all, the show's the thing! Members must RSVP.
- e. Members of Poetry Appreciation read the works of selected poets or works concentrating on a specific theme and participate in open discussion. The group meets throughout the year in the evening on the second Wednesday of the month at the Switchgrass Landing, Omni Bayfront. Poets and themes for the upcoming year are presented at the July meeting. RSVP are helpful but not required.
- f. Members of Wine & Cheese enjoy and learn about various domestic and foreign wines and complementary food pairings. It is the responsibility of the assigned co-hostesses to provide the food and wines for the get-togethers. The group meets throughout the year on the second Sunday of the month at the homes of assigned hostesses or at venues in the Coastal Bend. Members must RSVP.

Adopted:     June 2022  
                 January 2023  
                 August 2023  
                 January 2024  
                 June 2025