



# AAUW TEXAS POLICIES AND PROCEDURES

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## AAUW TEXAS BOARD OF DIRECTORS

### I. Meetings of Board of Directors.

- A. Meetings of the AAUW Texas Board of Directors are to be held no less than twice a year at the call of the AAUW Texas president.
- B. Not less than twenty-one (21) days prior to each meeting of the Board of Directors, written notice of the meeting time and place shall be made available to each member of the Board. The proposed agenda shall be made available at least ten (10) days in advance of the meeting.
- C. Expenses
  - 1. Board members shall be paid the lesser of \$0.45 per mile by automobile or round-trip coach airfare for travel to regularly scheduled meetings of AAUW Texas Board of Directors and authorized branch visits. Board members who travel 450 miles or more to attend meetings of the board may select coach airfare even at the higher cost.
  - 2. AAUW Texas will pay for hotel expenses for Board meetings, double occupancy, except the state president will be allowed a single occupancy. State will pay the double occupancy rate for members who request a double room but cannot be accommodated. Members who request a single room must pay ½ the double occupancy rate. (effective June 30, 2013)
  - 3. Board members who make reservations but do not attend shall be billed for non-cancelable charges made on their behalf. Every effort will be made to accommodate emergencies.
  - 4. Actual cost of meals up to a maximum of \$35.00 per day (maximum of \$17.00 for dinner, \$10.00 for lunch, and \$8.00 for breakfast when a group meal is not paid directly by AAUW Texas), including reasonable travel meals, will be reimbursed.
  - 5. Vouchers must be submitted to the finance officer no later than thirty (30) days from the time expenses are incurred. No voucher will be honored that does not meet these requirements.
  - 6. Expenses incurred to attend committee meetings and/or AAUW Texas conferences or convenings authorized by the state president that require an overnight stay will be reimbursed in the same manner as AAUW Texas Board meetings.

### II. Responsibilities of Individual Members.

- A. Reports and Files. Each Board member shall transfer to her successor, or to the incoming president, an orderly file of materials and properties used in her state office. She should include a summary of the work done during her term of office with recommendations for future committee work. The transfer of files should occur no later than June 30.
- B. Financial Responsibility.
  - 1. Board members shall not exceed budgeted line amount(s) under their control by the smaller of \$100 or 20% of the budgeted amount without obtaining permission from the state president or approval of the AAUW Texas Board.
  - 2. AAUW Texas Board members will not be reimbursed for state sales tax paid.

## AAUW TEXAS DISTRICTS

- I. Geographical Districts.
  - A. In accordance with *AAUW Texas Bylaws* (Article XIII, Section 1) the state shall be divided into no fewer than four (4) geographical districts.
  - B. The number, boundaries, and distribution of branches in each district shall be determined by the Board of Directors on the recommendation of the membership vice-president no later than one year prior to voting on district representatives begins.
- II. District Elections.
  - A. During the election timeframe, members from each district shall elect the appropriate number of district representatives from that district.
  - B. Each district representative shall host a district meeting at a state convening with attendees from their district.

## FINANCIAL POLICIES

- I. Financial Review. The Executive Committee shall authorize a financial review of all state accounts at the end of the biennium.
- II. Signature Cards. The AAUW Texas finance officer and president shall be included as a signatory on all accounts.
- III. Review of Investments. The AAUW Texas Finance Committee will review all investment accounts at least semi-annually.
- IV. Vouchers. Vouchers shall be submitted to the finance officer no later than 30 days from the time expenses are incurred or invoiced.

## DUES

- I. Membership Categories and Dues Amounts. AAUW Texas dues vary with the category of membership:
  - A. Member of the branch - \$13 to AAUW Texas
  - B. Life Member
    1. Honorary life-50-year members - \$0 to AAUW Texas
    2. Paid life (paid to AAUW only) - \$13 to AAUW Texas
  - C. Student Affiliate - \$1 to AAUW Texas
  - D. Individuals only wanting to be a member of the state and not a branch may join AAUW Texas - \$13
  - E. Dual member pays dues to AAUW Texas only once through their primary branch.
- II. Payment. Payment for the next fiscal year (July 1 to June 30) is due by July 1 with prepayment beginning March 15. (Anyone paying after March 15 is paying the full dues amount for the upcoming fiscal year).
  - A. Membership Payment Program (MPP) – Through the MPP new or renewing members and student affiliates may make a payment online at [www.aauw.org](http://www.aauw.org) for the sum of National +

AAUW Texas + Branch dues. National will distribute the state and branch dues through direct deposit.

- B. New and renewing members or student affiliates may pay the branch treasurer. The branch treasurer will send the appropriate dues using the *AAUW Additional Dues Report Form* to National and AAUW Texas.
- C. Individuals and members wishing to join or renew with AAUW Texas and not be associated with a branch should contact the AAUW Texas membership vice-president.

### SHARE GRANT PROGRAM

Background: The grant program is entitled Supporting Hardworking Affiliates Rising to Empower (“SHARE”). In 2019 the AAUW Texas Board of Directors used monies donated to AAUW Texas through a member’s will to create the SHARE fund. A Financial Task Force was established to provide a structure for spending these funds. To honor and protect this special gift, it was decided that, rather than spending it immediately, the funds would be allocated over the long term. Thus, a program of planned giving to the branches (“affiliates”) was established. The grants created at that time were:

- Project Grants for Branches
- NCCWSL Grants for Branches to award young women college students to attend AAUW’s NCCWSL’s conference
- Grants for Work Smart / Start Smart events.

In the intervening years the following changes have been made to the SHARE program:

- In-person Work Smart / Start Smart Salary Negotiation events were discontinued due to COVID with the Work Smart/ Start Smart program being available online. As a result, SHARE funding is no longer needed for branches to sponsor these events/workshops.
- SHARE funds were originally maintained in a brokerage account. By Board action in early 2023, SHARE funds were transferred to a Managed Account at Frost Bank.
- At the September 28, 2022, meeting of the AAUW Board of directors it was decided that the sale of AAUW Texas business cards would be a fundraiser for the SHARE program.

I. Types of SHARE Grants: As a result of the first change above, grants allocated under the SHARE program now include:

- Project Grants for Branches – for local branch projects
- NCCWSL Grants for Branches to award young women college students to attend AAUW’s NCCWSL’s conference.

II. Board Oversight: The AAUW Texas Board of Directors is responsible for an annual review of the SHARE program with the objectives of this oversight process being:

- . Ensure that that the types of SHARE grants are aligned with the current AAUW Texas and AAUW National priorities.
- A. Include in the budget an agreed amount of the remaining SHARE funds for the benefit of the branches and their memberships in accordance with AAUW Texas and AAUW National mission priorities as established at the time of each review.
- B. Maintain sufficient reserves covering one year of AAUW Texas’ projected operating expenses.

- III. Application Process: Each type of grant shall have a specific application form. Criteria and due dates for each grant type shall be recommended by the SHARE Committee and confirmed by the AAUW Texas Board of Directors. The judging shall be scored using a quantitative rubric based upon the established criteria. The SHARE Committee shall recommend to the AAUW Texas Board of Directors the SHARE grants to be awarded. Branches to which SHARE grants are awarded shall report periodically to the SHARE Committee on progress made toward the expected outcome. At the completion of the project any unspent SHARE monies will be returned to the AAUW Texas SHARE account.
- IV. Financing SHARE Grants: Throughout the year, the expenditures for SHARE grants will be paid from the AAUW Texas checking account (checks are not available from the Managed Account). At the conclusion of each six-month period, e.g., December 31 and June 30, the appropriate amount will be transferred from the Managed Account to the checking account to reimburse funds awarded for SHARE grants.
- V. SHARE Committee: Members of the SHARE Committee shall be SHARE Coordinator as chair, all District Representatives, and the Finance Chair. The SHARE Committee shall be responsible for:
- recommending to the AAUW Texas Board of Directors the types of SHARE grants to be offered with criteria and due dates for each type of grant
  - reviewing and ranking the completed applications per the established criteria and recommending to the AAUW Texas Board of Directors the SHARE grants to be awarded
  - reviewing prior year SHARE expenditures at the beginning of each fiscal year and recommending the amount to be budgeted for SHARE for the new fiscal year.

## ONE MEMBER ONE VOTE

- I. The voting body for state designated business shall consist of individual members and college/university member representative members of AAUW Texas.
- II. Notice of all state designated business shall be sent to the voting body at least thirty (30) days before the voting period begins. State designated business typically includes, but is not limited to, the election of AAUW Texas elected officers and district representatives (defined in Bylaws Article XI., Section 1.a.), amending the bylaws, and establishing dues.
- III. Each member of the voting body in good standing at the time the state designated business notice is sent shall be entitled to one vote on each item of business.
- IV. Supervision of Voting.
  - A. The vote shall be conducted under the supervision of the Board Secretary.
  - B. If the AAUW Texas Secretary is a nominee for a contested election for an AAUW Texas officer or district representative, or is otherwise unable to serve, the AAUW Texas president shall appoint an Elections Judge to supervise the voting on all business scheduled for the designated meeting.
- V. The system and policies to be used for the conduct of the vote shall be adopted by a two-thirds (2/3) vote of the Board of Directors. The system and policies shall be made available to the voting body in the notice of designated business.

## NOMINATION AND ELECTION OF STATE OFFICERS

- I. Nominating Committee
  - A. Committee Chair. The chair and alternate chair of the AAUW Texas Nominating Committee shall be members who have served on, but are not currently serving on, the AAUW Texas Board. The chair and alternate chair shall be appointed by the president with the approval of the board of directors no later than eight months before the voting period to elect AAUW Texas officers and/or district representatives begins.
  - B. Members. Members of the AAUW Texas Nominating Committee shall be the district representatives as stated in the AAUW Texas Bylaws, Article X, Section 1a.
  - C. Purpose. Taking into consideration the duties specified in the job descriptions, the responsibilities of board membership, and the knowledge and experience needed for each elected office, the Nominating Committee shall search for, consider, evaluate, and propose one or more nominees for each elective AAUW Texas office and each district representative.
- II. Solicitation of Candidates for Nomination
  - A. One year before the voting period begins, the district representatives shall make available to each branch president or administrative officer:
    1. The list of AAUW Texas officers, including district representatives, to be filled by election, and
    2. A job description for each of those officers.

- B. The chair of the Nominating Committee shall make available to each branch president and district representative no later than seven and one-half months before the voting period begins, the following information relating to nominating procedures:
  - 1. The list of AAUW Texas officers, including district representatives, to be filled by election
  - 2. A job description for each of those officers
  - 3. The Nominating Committee members
  - 4. Copies of the required form(s) needed to submit a member for consideration for office.
- C. Upon request, the chair of the Nominating Committee shall supply additional copies of the forms described above and/or provide further information about the nomination process.

### III. Submission of Information to the Nominating Committee

- A. Nomination. Any AAUW Texas branch, branch board, or individual member may propose one or more candidates for any AAUW Texas elective office or district representative from their district.
- B. Completing Nomination Form(s). All names must be submitted in writing using the form(s) provided by the Nominating Committee for that purpose. A reference for a candidate should report their first-hand knowledge or personal experience related to the leadership abilities of a candidate on the appropriate form. Each proposed candidate should submit their biographical information, experience, and goals on the appropriate form.
- C. Deadline for All Information. All forms must be sent to the chair of the Nominating Committee and received no later than 180 days before the voting period to elect the candidates begins. The Nominating Committee will accept and consider only that information which has been submitted on the approved form(s).

### IV. Meeting of the Nominating Committee

- A. Distribution of Nomination Forms. The Nominating Committee chair shall distribute all the nomination forms received to the committee no later than four (4) days after the submission deadline.
- B. Consideration of Names. The Nominating Committee may properly consider for nomination any qualified member of AAUW Texas.
- C. Seeking Additional Candidates. If the Nominating Committee does not receive qualified candidates for one or more offices, it should notify the president of the situation and seek candidates for those offices prior to submitting the slate to the board of directors.
- D. Preparing and Submitting the Nominating Committee Report and Slate of Nominees. The Nominating Committee chair shall submit the committee report and slate of nominees to the board of directors no later than the board meeting that is no later than five (5) months before the voting period to elect the candidates begins. The report prepared by the Committee chair will be signed by all committee members present at the meeting. If the nominating committee meeting is virtual, a roster of participants will be included.
- E. Expenses. Members of the Nominating Committee shall be reimbursed pursuant to the rate paid for members of the AAUW Texas Board of Directors.

## V. Post Meeting Communications

- A. After submitting the slate of nominees to the AAUW Texas Board of Directors, the Committee chair shall:
  - 1. Notify in writing each person on the slate of nominees of their nomination no later than three (3) days after the Nominating Committee Chair is notified of the board's acceptance of the Nominating Committee Report,
  - 2. Send each nominee a copy of the current rules relating to elections, campaigns, and campaign finances, and
  - 3. Request a current headshot to be used in the every-member publication that will accompany the candidate statement previously submitted in the nomination form as written.
- B. At least thirty (30) days before the voting period begins, the slate of nominees shall be published and sent to every member.
- C. The every-member publication may accept a paid advertisement for a person on the slate of nominees that is no larger than one-quarter page. The submission for the advertisement must include the payment and approval by the candidate.

## VI. Distribution of Campaign Literature in Contested Races

- A. Limits. In addition to the advertisement in the every-member publication, between the date the member is notified they have been included in the slate of nominees and the date the voting period begins:
  - 1. Candidates/ nominees may distribute no more than one item of campaign literature directly to any given recipient and may post a maximum of two campaign-related posts on the AAUW Texas Facebook page.
  - 2. Any individual or group acting as an independent support group shall also be limited to *directly* distributing one item per recipient.

No AAUW Texas member shall receive more than two items per candidate/nominee.

- B. Candidate Approval. All campaign literature must clearly indicate that it has been sent from, or approved by, the candidate/nominee.
- C. Paid Advertisement in the Every-Member Publication. The AAUW Board of Directors will set the rate for candidate advertisements and publish the rate in the issue of the every-member publication that includes the call for candidates.

## VII. State Convening Expenses

All candidates/nominees running for state offices or district representatives shall pay for their own transportation, lodging, and other state convening expenses.

## VIII. Application of Rules

These rules shall apply to all candidates and nominees.



## PROPOSED AMENDMENTS TO THE AAUW TEXAS BYLAWS AND PROPOSED RESOLUTIONS

### I. Proposed Amendments to AAUW Texas Bylaws.

- A. State-wide call for proposed amendments. A call for proposed amendments shall be received by all members in the every-member publication or by all branch presidents in writing at least sixty (60) days before the deadline for submitting proposals.
- B. Member and branch procedure. Members and branches of AAUW Texas shall be eligible to propose bylaw amendments by submitting the proposed text of the amendments, background information explaining the purpose or intent of the amendments, and the fiscal implications of the proposed amendments to the Bylaws and Resolutions Committee no later than 180 days before the voting period on the proposed amendments begins.
- C. Committee consideration and report. The Bylaws and Resolutions Committee shall consider all Bylaws amendments submitted by members and branches. The Committee shall present a full report of its activities and recommendations to the AAUW Texas Board of Directors no later than 150 days before the voting period on the proposed amendments begins.
- D. Notification of proposed amendments. The Bylaws and Resolutions Committee shall be responsible for submitting the entire text and rationale of all proposed amendments to the editor of the every-member publication. The issue of the every-member publication containing items of state designated business shall contain the entire text and rationale of all proposed amendments and shall be received by members at least 30 days before the voting period on the proposed amendments begins.
- E. Adoption of amendments. Bylaw amendments that have been proposed as described above, may be adopted by the members of AAUW Texas by a two-thirds (2/3) vote of as described in One Member One Vote above, provided written notice shall have been sent to the voting body at least thirty (30) days before the voting period begins.

### II. Proposed Resolutions.

- A. State-wide call for proposed resolutions. A call for proposed resolutions shall be received by all members in the every-member publication or by all branch presidents in a letter at least 60 days before the deadline for submitting proposals.
- B. Member and branch procedure. Members and branches of AAUW Texas shall be eligible to propose resolutions by submitting the proposed text with substantiating documentation to the Bylaws and Resolutions Committee no later than 30 days before the Committee meets.
- C. Committee consideration and report. The Bylaws and Resolutions Committee shall consider all proposed resolutions submitted by members and branches on or before the deadline. After consideration, the Committee may:
  - 1. Approve or disallow any or all of the resolutions presented,
  - 2. Reword, clarify or combine resolutions,
  - 3. Propose resolutions of its own (provided that such resolutions are so identified in all publications)

The Bylaws and Resolutions Committee shall report all proposed resolutions, along with the committee's recommendation on each, to the AAUW Texas Board of Directors for approval.

- D. Notification of proposed resolutions. A copy of the resolutions approved by the Bylaws and Resolutions Committee and the AAUW Texas Board of Directors shall be printed in the pre-convention issue of the every-member publication and received by members at least 30 days prior to the convention. Synopsis of resolutions rejected by the Committee or the AAUW Texas Board of Directors shall also be printed in the every-member publication, identifying the body that disallowed them and the reasons for rejection. The committee shall send each branch president a notice to examine *The University Women Texas!* for information on proposed resolutions.
- E. Adoption of resolutions.
1. Resolutions approved by the Committee. Resolutions approved by the Committee and the AAUW Texas Board of Directors may be adopted at the Texas State Convention by an affirmative vote of a majority of the votes cast.

#### **POLICY AND PROCEDURE FOR ADOPTION OF PUBLIC POLICY POSITION PAPERS**

- I. Definition. A position paper is a written statement dealing with a current problem or social issue and expressing opinions and recommendations relevant to that subject. In order to be valid, this statement must result from a comprehensive study, and must provide well-documented and logical reasons for its conclusions. No proposed position paper shall conflict with AAUW policy and/or the AAUW TX Public Policy and legislative program.
- II. Procedure. Any member, or group of members, may submit a proposed position paper for state consideration to the state public policy committee.
- III. Purpose. Once approved by the AAUW Texas Board of Directors, a position paper may be used for legislative lobbying, as public testimony, as a press release, or for distribution to other persons and organizations soliciting cooperation and support for the position of AAUW Texas.
- IV. Retention. The Public Policy Chair shall retain all approved position papers for future reference.

#### **STATE PARTICIPATION IN COALITIONS**

- I. Definition. A coalition is an alliance of organizations or groups united for joint action or to achieve a common purpose.
- II. Considerations. AAUW Texas recognizes the value of joining together with other organizations or groups in order to reach common goals, to take action on specific issues, to share information, and/or to generate greater political impact.

However before becoming associated with or deciding to commit resources and membership of the state or branches to any coalition, important factors must be examined and considered:

- Does the coalition's purpose fall within the venue of the AAUW mission?
- If the cooperation requires monetary involvement or a commitment of time of board members or branch members, is the issue of high priority to AAUW Texas?
- If the cooperative effort requires a commitment of funds, does AAUW Texas have a voice in decisions of the coalition?

## POLITICAL CANDIDATE ENDORSEMENT

- I. Endorsement. AAUW Texas may endorse or oppose candidates for appointive office, including submitting names for appointive office. The following steps should be taken:
  1. Criteria for endorsement requires that the candidate have general agreement with AAUW mission and positions on issues relevant to the particular race. The candidate need not strictly adhere to every AAUW position.
  2. The state will determine the candidate's position by written questionnaire or verbal interview.
  3. In multi-seat races, the number of endorsements is not limited to the number of seats to be filled.
  4. AAUW Texas has the responsibility of notifying every candidate in any race in which they are considering endorsement. The notification will include the following:
    - (a) That AAUW Texas is considering endorsement in the race;
    - (b) The criteria and process by which candidates will be considered for endorsement;
    - (c) A copy of the questionnaire (if applicable);
    - (d) In a multi-seat race, a statement that the number of candidates endorsed is not limited to the number of seats to be filled;
    - (e) A timeline, including the date by which the candidate must respond to AAUW Texas to be considered for endorsement;
    - (f) A statement of how candidates will be notified of endorsement decisions.
  5. The Public Policy committee will analyze candidates' replies and recommend to endorse, to oppose, or to take no action on the candidates.
  6. The committee recommendation must be approved by a simple majority of the Board of Directors.
- II. AAUW Texas may not endorse or oppose candidates for any elective office. National policy prohibits endorsement of partisan elections, and there are no state-wide non-partisan elective offices in Texas.

## AAUW TEXAS CONVENING

- I. Convening Meeting Plan. The Local Arrangements Committee (LAC) chair, the AAUW Texas program vice-president, and the AAUW Texas president shall cooperate to plan the state convening.
- II. Grants/Sponsorships. AAUW Texas state board members and Local Arrangements committee members may pursue grants and sponsorships from entities compatible with AAUW's mission to assist in defraying the state convening expenses. All solicitation correspondence shall be submitted to the AAUW Texas Board of Directors for approval prior to distribution.
- III. AAUW Texas Covered Expenses. The AAUW Texas Board of Directors shall determine if the state will cover specific expenses, such as fees for guest speakers and workshop leaders, that will not be included in determining the profit/loss of the state convening prior to approving the state convening budget.
- IV. Registration Fees. The AAUW Texas Board's adoption of the proposed state convening budget will include the adoption of the registration fees.

V. State Convening Budget.

- A. At least one year preceding the state convening, the Local Arrangements Committee, in conjunction with the AAUW Texas president, the AAUW Texas program vice-president, and the AAUW Texas finance officer, shall prepare a state convening budget and present it in writing to the AAUW Texas Board of Directors for approval. The budget shall include a proposed schedule of registration and cancellation fees and applicable dates.
- B. The AAUW Texas Board will provide seed money to the Local Arrangements Committee that will be returned before determining the profit/loss of the state convening. The seed money will be used to establish the checking account with at least one AAUW Texas Board member signer. This checking account will be used to receive and pay for expenses related to the state convening. Two signatures on file will be required for any state convening expenses per the line items and within the total AAUW state board-approved state convening budget.

VI. Accounting for the Designated Meeting.

- A. The Local Arrangements chair shall furnish the AAUW Texas president and the AAUW Texas finance officer a full accounting of income, expense, and profit or loss within forty-five (45) days following the conclusion of the state convening. The report will include a recommendation on the percentage of the profits each host branch receives from their share of the profits.
- B. The AAUW Texas president and finance officer will review and accept the final accounting report, including the percentage of the profits each host branch will received from their share of the profits.
- C. When the designated meeting results in a profit, the profit will be shared equally between the state and LAC. The LAC will close the state convening checking account and send the balance to the AAUW Texas finance officer, who will distribute the appropriate profits to the host branches.
- D. When the designated meeting results in a loss, the host branches receive no money from the state nor are they liable for any of the loss.

**SITE SELECTION COMMITTEE**

- I. Site Selection Committee. The state president shall appoint, with the approval of the Executive Committee, a Site Selection Committee composed of no fewer than three members, to include the state program vice-president and prior state convening local arrangements committee chair. The Site Selection Committee shall solicit and evaluate bids for the next state convening and make a site recommendation to the AAUW Texas Board of Directors for approval.

**NATIONAL CONVENING**

- I. The AAUW Texas president shall be paid travel expenses (the lesser of round-trip coach airfare or \$0.45 per mile by automobile), registration fees, program meals, and lodging for the duration of the convening.
- II. Other members of the AAUW Texas Board of Directors attending the convening representing AAUW Texas may be reimbursed a portion of their expenses if funds remain. The amount shall be determined by the AAUW Texas president and the AAUW Texas finance officer.
- III. All reimbursements will be made upon receipt of properly completed and signed expense vouchers.

## **INTERBRANCH COUNCILS**

- I. An Interbranch Council (IBC) may be formed by the branches in areas where unified action, consistent with AAUW programs, is desired on area-wide issues. The AAUW Texas president shall be informed of Interbranch Council formation and subsequent activities.
- II. Interbranch Councils are encouraged, but not required, to coincide with state districts.
- III. The AAUW Texas president and the District Representatives in whose district the Interbranch Council is located, shall be placed on the IBC mailing list to receive notices and announcements, minutes of meetings, reports, etc.
- IV. The names of the officers of IBCs shall be included in the AAUW Texas Handbook.

## **ORGANIZING AN AFFILIATE (BRANCH)**

A group of persons within a community eligible for AAUW membership may establish an AAUW affiliate if it establishes nonprofit status and meets the requirements of the Internal Revenue Service, the jurisdiction in which it is organized, the AAUW Board of Directors, and the AAUW Bylaws and policies. Individuals interested in establishing a new affiliate should refer to AAUW policy Creating and Naming AAUW Affiliates.

## **PROCEDURE FOR NAME CHANGE OF BRANCH**

- I. The branch members vote to change the name of the branch according to the procedures to amend the branch bylaws.
- II. The branch, after agreement with neighboring branches, if any, submits the proposed name to the AAUW Texas Board of Directors for approval.
- III. If state Board approval is obtained, the branch submits the name change and state Board approval with the rationale for the change to the chair of the AAUW Governance Committee for approval.
- IV. AAUW Texas will recognize the branch by the new name when notified of National approval.

## **GUIDELINES FOR DISCONTINUING AN AFFILIATE (BRANCH)**

- I. Branches contemplating dissolution should contact their district representative and the AAUW Texas president for support in reviewing strategies to prevent dissolution.
- II. After exhausting alternatives to dissolution, the branch must contact the national office staff for guidance on the appropriate actions to take to dissolve while remaining faithful to the AAUW mission and the intent of present and past members and donors.
- III. The branch should keep the AAUW Texas president informed of the actions the branch is taking. The branch should notify the AAUW Texas president when it receives the dissolution approved by the chief executive officer or managing director.
- IV. Branch records shall be transferred to the state historian for transfer to the AAUW Texas archives unless the branch records are already housed in an appropriate local archive.