

## **BOARD OF DIRECTORS DUTIES EXCERPTED FROM THE BYLAWS: AAUW FUNDS COMMITTEE**

NOTE: The passages quoted in red below pertain to items specified by the bylaws or by national. The passages quoted in blue below pertain items specified by past practice in our branch For the Complete Bylaws see: <https://indiana-pa.aauw.net/files/2017/04/Bylaws-Indiana-County-PA.pdf>

### **AAUW Funds Committee Responsibilities in ARTICLES XVII & V.**

The **AAUW Funds Committee Chair** is an on-board or off-board member of the Board of Directors and serves as the chair of the **AAUW Funds Committee**, which is created as a Standing Committee appointed by the President as described in ARTICLES XVII & V below. [The Treasurer works closely with the Funds Committee to initiate fundraising and capital campaigns.]

The **AAUW Funds Committee** of AAUW-IC raises funds for our Branch Scholarships in a HOLIDAY LUNCHEON with a silent auction (2014-20), held on the first Saturday of December. In November 2019 we raised money for AAUW through a "Nothing Like a Dame" Trivia contest. We also invite members to offer an extra donation with their dues renewals every year (2014-20). AAUW National requests that Branches initiate a fundraising campaign to donate to AAUW National causes. [AAUW-IC has not done this since 2014, but previously AAUW-IC raised money for the AAUW Educational Foundation.]

The **AAUW national Five Star program** specifies that the fundraising committee chair be called "AAUW Funds Chair." (See the AAUW State and Branch Template from the Five Star program on the following page.)

#### **ARTICLE XVII. COMMITTEES**

**Section 1.** Standing committees shall be in such areas as: Program, Membership, Public Policy, Awards, Finance, Foundation [AAUW Funds], Scholarship, Bylaws, and Communications

**Section 2.** Standing committees shall be appointed by the President for a term of two (2) years

#### **Article V. AAUW AFFILIATES**

**Section 1.** AAUW Affiliate Defined. An AAUW Affiliate ("Affiliate") is an organization affiliated with AAUW for the purpose of supporting AAUW's mission through Affiliate programs, fundraising, networking, and/or other activities. Affiliates are typically nonprofit membership organizations under state law and may also have been recognized as tax-exempt 501(c)(3) or 501(c)(4) organizations under the Internal Revenue Code. An Affiliate may use AAUW's name and/or logo only if approved by the AAUW Board of Directors.

### **Bylaws Chair Duties in Articles XIV & XVI - as a member of the Board of Directors**

**ARTICLE XIV. BOARD OF DIRECTORS** [The AAUW Funds Committee Chair is a member of the Board of Directors]

**Section 1.** The Board of Directors shall include the elected and the appointed officers of the branch.

**Section 2.** The board shall have the general power to administer the affairs of the branch, including but not limited to establishing policies & procedures to control financial records. It shall accept responsibility delegated by national & state.

**Section 3.** Meetings of the board shall be held at least six (6) times per year. Special meetings may be called by the president and shall be called upon the request of three (3) members of the board. Notice of a special meeting shall be sent to the membership at least 15 days before the meeting.

**Section 4.** The quorum of the board shall be a majority of its voting members. Co-officers shall be considered as one voting member of the board.

**ARTICLE XVI. MEETINGS** [The AAUW Funds Committee Chair attends all meetings]

**Section 1.** There shall be at least four (4) general membership meetings each year.

**Section 2.** The general membership meeting held in May shall be designated the annual meeting, the exact date, time and place to be determined by the board.

**Section 3.** The annual meeting shall be to conduct business including but not limited to hearing officers' reports, reviewing the budget and the financial report [including AAUW Funds Committee report], electing officers, establishing dues, amending bylaws, and giving directions to the board.

**EXCERPTED FROM AAUW STATE AND BRANCH LEADERSHIP TEMPLATE**

See Five Star program at: <https://www.aauw.org/resources/member/initiatives/5-star-program/>

## SUCCESSION PLAN TEMPLATE

TITLE	NAME
<b>BRANCH/STATE BOARD</b>	
President	
Finance Officer	
Programs Officer	
Membership Vice President	
AAUW Funds Chair	
Bylaws Chair	
Public Policy Chair	
College/University Relations	
Communications Officer	