



**American Association of University Women**  
**Lake/Sumter (FL) Branch**

## Policies and Procedures

	Policy	Suggested Procedures
1	<p>Board approval is needed for expenses over \$100. Anyone else needs Board approval for any spending  <b>needs to be revisited</b></p> <p><b>NOTE:</b>            Funds are designated for Program, Scholarship, Tech Trek, Membership, other committees</p> <p>All have a budget allowance and can pay for items included in the budget allowance without Board approval</p> <p>Approval only for items not specifically designated in their budgets</p>	<p>The responsibility for managing each budget category is assigned to one position (i.e., Board Member of Committee Chair) at the time the annual Budget is approved, hereafter called Budget Category Manager.</p> <p>The responsibility for approving expenditures within that Category rests with the designated position. No further Board approval of expenditures is needed if it is within budget.</p> <p>All Expense Vouchers must be signed by the party responsible for managing that budget category.</p>
2	<p>All Budget increases require Board approval.  <b>Policy vs common practice? Revisit.</b></p>	<p>The Board can increase the budget as unforeseen needs arise throughout the year if sufficient funds are available.</p> <p>If Budget Category Managers have a need for more than \$100 over and above those allotted in their budget, they must ask the Finance Director at least a week before the Board Meeting to evaluate whether sufficient money is available.</p> <p>The Budget Category Manager's request for additional funding must include a justification for the increase</p>

		as well as the Finance Director's evaluation of its feasibility.  If approved, the Finance Director will update the budget to reflect this decision.
3	Our branch will award scholarships to college women who have completed their sophomore year and are completing their baccalaureate degrees. <b>Policy vs common practice?</b>	When a student is given a 2-year scholarship, the total amount of money for both years becomes a liability and will be placed in reserve, no longer available for other budget needs.  The Board approves the total amount of scholarship money to budget. The Scholarship Chair decides how it will be allocated. (e.g., If the Board approved \$12,000, the Chair may decide on 3 scholarships at \$2,000 a year or 4 scholarships at \$1,500 a year.)  Selection procedures are unchanged.
4	Funds raised from an annual Jewelry Drawing are reserved for scholarships <b>Policy vs common practice?</b>	Selection and accounting procedures are unchanged
5	Our branch will award camperships for Tech Trek to rising eighth grade girls from middle schools in Lake and Sumter Counties. <b>Policy vs common practice?</b>	Selection and accounting procedures are unchanged
6	We do not give donations to other not-for-profits who present at our General Meetings.	not clear this was ever voted on – “unwritten policy” <b>needs to be revisited</b>
7	The branch newsletter and email blasts are for news and information relevant to the branch functioning. Other information including, but not limited to, member achievements, promotion of items for sale, are not permitted.	Not clear this was ever voted on – “unwritten policy” <b>needs to be revisited.</b>
8	Presidents do not make motions, nor do they second motions made by others.	Typical or common practice rather than a policy, especially for small boards. Roberts Rules of Order dictate this. But 2021-22 co-presidents both reported this.

<p>9</p>	<p>The branch will participate in National's Shape the Future incentive campaign for new members each year. Discussed at length, no vote to make it a policy. Needs to be revisited.</p>	<p>Shape the Future campaigns are proposed by the Membership Chair for a designated (as a Shape the Future) meeting/event along with plans for promoting it to potential members.</p> <p>The proposal must be approved by the Board.</p> <p>To qualify for the Shape the Future discount</p> <ul style="list-style-type: none"> <li>the new member must complete the Membership Form and pay <u>at the event</u>.</li> <li>The Membership Chair must date, initial, and indicate "STF" on all Membership Forms. Both the forms and payments collected at the event must be given to the Finance Director by the Membership Chair.</li> </ul> <p>The Finance Director adds the new Shape the Future members to the National Community Hub and informs the Membership Chair when it is complete.</p> <p>The Membership Chair ensures National has credited Lake/Sumter and tracks the number of free National memberships we have earned.</p> <p>The Membership Chair submits a written proposal to the board, seeking approval for how the branch will use the free memberships.</p> <p>The free memberships must be used before the end of the fiscal year in which they are earned.</p>
<p>10</p>	<p>The presidents do not have any designated funds at their disposal Policy vs common practice?</p>	

11	<p>Budget decisions are made in the summer, after closing out the fiscal year.</p> <p>The only policy in the Bylaws regarding timing of budget decisions states the budget will be presented to the membership in the Fall. Make this policy?</p>	<p>See the procedure “Budgeting – Timing of Scholarships vs Tech Trek” elsewhere in this Handbook</p>
12		<p>Board members submit monthly reports, as needed, to the Dropbox designee for uploading.</p> <p>Send to:  Carolee Litwinka  <a href="mailto:lakesumteraauw@gmail.com">lakesumteraauw@gmail.com</a></p>

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