**HANDBOOK OF AAUW TYLER**

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**TYLER BRANCH HISTORY**

Upon the invitation of two general members of the American Association of University Women, the Misses Mary and Adele Henderson, a group of ladies, all university graduates, met at the home of Mrs. R. W. Fair on November 13, 1931, for the purpose of organizing a Tyler Branch of AAUW. At the second meeting of the group, announcement was made of their recognition by the State Division of AAUW. The following ladies were charter members:

Mrs. J. C. Bachman Mrs. Garrett L. Bolyard Miss Mary Bourne Miss Ina Bramlett Miss Allene Brandenburg Miss Elizabeth Bryarly Mrs. G. A. Caldwell Mrs. Robert Carruther Miss Lottie Craddick Mrs. C. L. DeBona Miss Alice Douglass Miss Cora Evans Mrs. E. E. Fisher Mrs. George A. Foltz Miss Kealy Frederick Miss Louise Glenn Miss Aileen Griffin Mrs. S. T. Haslip Mrs. J. R. Hawes Miss Adele Henderson Miss Elizabeth Hindman

Miss Mildred Howell Mrs. S. T. Jones Miss Bess Kay

Mrs. P. H. Lipstake Miss Lucy Marsh Miss Sarah Marsh

Mrs. C. C. Morris Mrs. John Oden Mrs. Pearl Robertson

Miss Florence Smith Mrs. R. F. Smothers Mrs. Clark Sparks Mrs. Arthur Squyres Mrs. R. S. Stehr Miss Lucille Stoner

Mrs. M. L. Strum Mrs. A. E. Watkins Miss Gladys Yarbrough

Miss Leta Yarbrough Miss Zeffie Yarbrough

Miss Lucy Marsh was elected the first president of this new branch and Miss Adele Henderson, vice president. Two study groups were immediately initiated: International Relations and Child Study. Miss Henderson and Mrs. S. T. Jones instigated the organization of the International Relations group and Mrs. Pearl Robertson, longtime teacher and supervisor in the Tyler schools, was instrumental in getting the Child Study group off the ground. Throughout the years, various study groups – later called interest groups – have been formed as members have evidenced needs and desires.

Because children, their development, education and welfare, were of paramount concern to all members of the local branch, by October 1937, the Tyler Branch had established an activity nursery school for children 5 years old and under. At first, AAUW members themselves took care of enrollment, administration and teaching responsibilities, but soon the school became self sufficient and independent of AAUW. Thus, a precedent had been set by the Tyler Branch: starting a project to meet a local need, nurturing it until it became able to stand on its own two feet, then relinquishing it so that branch members could pursue other interests and goals. This early venture in nursery schools was the forerunner of Caldwell Playschools.

A more recent indication of AAUW’s concern about children occurred when the board of directors of the Tyler Branch proposed in July of 1980 to set aside a time and place once a year for public story hour in an effort to bring to the children of the Tyler area the joy of storytelling through the medium of reading. This endeavor, first called “Catch a Story in the Mall”, was later referred to as Storybook Saturday and continued for many years as a worthwhile and successful project. It was discontinued in the early nineties.

Throughout its years of existence, the Tyler Branch has focused attention on three areas in particular: education, rights of women and cultural arts. Providing scholarships has been a continuing interest for the Tyler Branch just as it has been for AAUW. In 1933, Miss Mary Henderson, an AAUW Fellow, influenced the organization to raise money for a fellowship fund. A bridge tournament and a marionette show were sponsored for that purpose. At first, scholarships were awarded in the form of loans, but soon became outright gifts. The branch now makes scholarship gifts available to deserving young women at area high schools and colleges. The Scott Scholarship provides funds to a branch member who meets the criteria set by the scholarship committee. In addition, the Branch contributes to the AAUW Funds and has Research and Projects Endowments named in honor of three members, Gladys Howard, Lottie Caldwell, and Kathryn Foltz. To celebrate the branch’s 75th anniversary, work was begun on a $100,000 American Fellowship. In 2009, the Tyler Branch created a 501(c)(3) entity, AAUW Tyler Funds.

In recent years, several very effective projects have been initiated for the purpose of securing money for scholarships, endowments, and other projects. The Holiday Tour of Homes was inaugurated on December 9, 1969, with the decorated homes of five members opened to the public from 6:30 to 9:30 p.m. On the first tour, income was derived only from the sale of tickets. In 1974, homemade items were added to the tour and the hours were extended from 10:00 a.m. to 8:00 p.m. Since that time, other innovations such as the Kitchen Kupboard and door prizes provided additional income. The tour evolved into an undertaking of major proportions and became a major fundraiser. The Holiday Tour of Homes has been one of Tyler’s major attractions during the holiday season. The tour was modified in 1992 and was celebrated as a Holiday Party at the McClendon House. It was revived in 1994 and showcased local bed and breakfast facilities in Tyler. The original tour of private homes was revived in December of 1995 with plans to continue this tradition.

The Tyler Heritage on Tour was initiated in 1980 and chaired by AAUW members until 1987. At this time, by-laws for incorporation were drawn and recorded for this to be a joint effort with Historic Tyler, Inc. The Tyler Chamber of Commerce originally provided the seed money and the event occurred under this arrangement until June of 1999. During these years the event was a major provider of the funds needed for the various educational (scholarship) obligations of the Tyler (TX) Branch of AAUW. In June of 1999, a letter was received from Historic Tyler, Inc. stating that they were pursuing dissolution of this incorporation, which was effected by September 1999.

The menu cookbook Delicious Degrees was the brainchild of the Gourmet interest groups, and was compiled by their members. The cookbook is largely composed of menus that have been prepared and served at their regular meetings, but also includes a section of recipes submitted by the general membership. A contest was held to arrive at a title from suggestions proposed by members. Becky Jawkes submitted the winning title and Lynda Britain was the artist responsible for all illustrations. The cookbook was ready for distribution in the fall of 1984. As the stock dwindled, the account was closed out during 1998-1999. Then the stock was totally depleted during 1999-2000.

The Tyler Branch has worked hard to elevate the status of women. As an example of its efforts in this regard, in 1953 it promoted a full-scale political campaign to elect the first woman to hold elected office in this community – Rilla Squyres, a trustee for Tyler Junior College. It was also instrumental in procuring for local women the right to serve on a jury. In its efforts toward community improvement, the local branch took an active part in a successful endeavor to get fluoride added to Tyler’s drinking water.

Pursuing its interest in cultural arts, in the 40’s the Tyler Branch promoted Children’s Theater. For many years theater companies which specialized in plays for children were brought to Tyler under the auspices of AAUW to give local children an opportunity to enjoy and appreciate live stage performances. The branch also sponsored foreign arts films for interested persons in this area and, through the efforts of Mary Wallace and Mildred Littlejohn, initiated the presentation of Handel’s “Messiah” for public enjoyment. The branch has continued to support local cultural endeavors through financial help and participation.

When the AAUW report “How Schools Shortchange Girls” was published in 1992, the need to help young girls believe that they could do well in math and science classes was evident. Carol Cushman was instrumental in arranging a project developed jointly by the Tyler Branch of AAUW and Tyler Junior College. The idea was to hold a conference for middle school girls from Smith County and several surrounding counties. Role model presenters, women who have careers using math and science, held hands-on workshops for the girls. The “Expanding Your Horizons” steering committee was rewarded by having over 400 students attend the conference, as well as more than 40 parents, in the spring of 1993. The 2009 EYH hosted over 600 girls from surrounding communities, as well as workshops for area teachers and parents. During the 2009-2010 academic year, the conference was moved to the University of Texas at Tyler STEM (science, technology, engineering and math) Center and continued to partner with Alpha Kappa Alpha and the East Texas Tech Prep Consortium.

In 1994 the Tyler Branch began a partnership with the East Texas State Fair to co-sponsor the Academic Rodeo. This program showcases the talents of young people through events such as a spelling bee, challenge quiz, essay contest, and an art contest (among others).

In 1995 the Tyler Branch was asked to work with the TISD Foundation to start a program called the Alumni Information Network. This coalition provided information to area high school juniors and seniors about colleges and fields of interest. Students were matched with an alumna from a school they were interested in learning more about to provide them with first hand assistance in reaching a decision about a college/university.

In 2010, the branch sponsored the first $tart $mart conference for women at UTT and trained 3 facilitators to continue to help young women learn wage negotiation skills.

As a result of the interest and concerned efforts of its members, the Tyler Branch of AAUW continues to grow in effectiveness as it makes a positive impact on the Tyler community and its environs.

POLICIES AND PROCEDURES

I. BOARD OF DIRECTORS

1. Composition. The board of directors shall include the elected officers, the parliamentarian, and chairs of the following standing committees: AAUW Funds; public policy; local scholarships, and long-range planning. The president may invite other appointed officers and chairs of special projects or task forces to join the board at her discretion. Such appointees shall have full voting rights. College/university representatives appointed by any local College/University Partner may also be invited to join the board.
2. Duties. In accordance with the bylaws of AAUW and the Tyler Branch and the action of the members of the branch, the board of directors shall have the general power to:

1. administer the affairs of the branch between branch meetings and to report its actions to the branch;

2. appoint the directors of the 501(c)(3) corporation, standing committee members, and such other board and committee members as may be designated;

3. determine the time and date of the annual meeting and to submit the proposed annual budget to the branch for approval at this time;

4. oversee and coordinate a unified program focus;

5. adopt rules to govern its proceedings;

6. engage a certified public accountant to audit the books annually

1. Meetings. Meetings of the board shall be held at least four times annually. Special meetings may be called at any time by the president or upon the written request of four members of the board of directors, or ten branch members (branch bylaws, Art. VII, Sec. I d).
2. Quorum. A majority of its members shall constitute a quorum. A quorum of the board of directors is necessary to conduct business.

1. Attendance. Board members should plan to attend all scheduled and called board meetings. Board members absent for three consecutive meetings will be contacted by the president. At the discretion of the president, the absences will be discussed at the following board meeting and a vote of the board will determine if the board member should be replaced.

F. Voting. A written, conference call, or electronic vote may be taken at the request of the president on any question submitted to all voting members of the board provided that every member shall have an opportunity to vote on the question submitted. Voting will close by a specified time. The votes shall be returned to the secretary. If a majority shall vote on a question so submitted, the votes shall be counted and shall have the same effect as if cast at a board meeting. The result of the vote shall be recorded in the minutes of the next board meeting.

1. EXECUTIVE COMMITTEE

A. Composition. The executive committee shall be composed of the elected officers (excluding assistant officers) and the parliamentarian.

B. Duties. The executive committee shall have the general power to:

1. act for the board of directors between meetings of the board;
2. provide for audit and control of funds as necessary;
3. approve appointments of the president;
4. perform other duties as deemed necessary by the board. See Article VII, Section 2 of the Branch bylaws.

C. Meetings. Meetings of the executive committee shall be held on the call of the president or two members of the executive committee. The incoming or continuing president may call a meeting of the executive committee prior to July 1 for the purpose of approving appointments and making plans for the coming year.

D. Quorum. A majority of the members of the executive committee shall constitute a quorum.

1. ELECTED AND APPOINTED BOARD MEMBERS

A. Terms of Office. All officers shall take office on July 1. All officers shall serve a term of one year. Officers shall be eligible for re-election to the same office for no more than two consecutive terms (branch bylaws Art. VII, Sec. 4).

B. Qualifications. Leaders should be selected on the basis of:

1. Dependability
2. Objectivity
3. Willingness to learn the AAUW program and policies
4. Ability to organize, inspire and act.

C. Distribution. Attempts should be made to have the membership of the board of directors reflect the diverse ages, backgrounds and political viewpoints of the branch membership.

1. COMMITTEES

A. Standing Committees. There shall be standing committees on, or persons concerned with, the work of the AAUW Funds, public policy, membership, program development, as well as finance, scholarships and long range planning (Branch bylaws Art. VIII, Sec. 3).

1. AAUW Funds Committee. The committee on AAUW Funds, chaired by the AAUW Funds chair, shall be responsible for implementing the AAUW Funds programs on fellowships, research and projects, Legal Advocacy Fund, and such others as may be established by AAUW. The committee members may include the membership vice president, and the finance officer.

2. Public Policy Committee. The committee on public policy, chaired by the public policy chair, shall be responsible for public policy in the branch. Members of the committee may include the program vice president and other interested members.

3. Membership Committee. The committee on membership, chaired by the membership vice president, shall be responsible for branch membership, recruitment and retention, and orientation of new members to the purpose and program of AAUW in coordination with the chair of the new members group. Members of the committee may include the College/University representative(s), president-elect and program vice president.

4. Program Development Committee. The committee on program development, chaired by the program vice president, shall include the chairs of all standing committees. The committee shall consider the program of AAUW and shall recommend to the branch the selection of topics to be implemented.

5. Finance Committee. The committee on finance, chaired by the finance officer, shall include the president-elect, past finance officer, assistant finance officer, program vice president and a representative from each fund-raising project. The finance committee shall submit a proposed budget for action by the membership at the annual meeting.

**6. Scholarship Committee. The committee on scholarship shall include 6 branch members, three of whom will have been immediate past members of the committee. The chair of the committee shall be appointed by the president and shall have served on the committee within the past three years. The committee shall determine the recipients of scholarships and recommend its selections to the board**.

**7. Long Range Planning Committee. The committee on long range planning, chaired by the president-elect, shall include the president, program vice president, membership vice president, finance officer, and five additional at-large members to be appointed by the chair to review and make recommendations to the branch long range plans.**

8. Fund Raising Committee. The committee on fund raising shall examine options for fund raising and report recommendations to the board for the following year’s fund raiser(s). The committee is composed of the assistant finance officer, a representative from a past fund raiser, a representative from the scholarship committee who has served during the last three years, and at-large members for a total of 7 committee members. The first priority of the Board is to act on the top three choices of the membership. If circumstances prevent the branch from following through with the fund raisers selected, the board may vote to incorporate a previous or new fund raiser, provided the membership is well informed of the change and is offered the opportunity to respond.

B. Special Committees. The branch shall have such special committees and task forces as deemed necessary by the board of directors.

C. Committee Chairs. Chairs shall serve as channels of communication in their respective fields with the national and state chairs and shall make such reports as requested.

D. Quorum. A majority of the members of standing committees shall constitute a quorum.

E. Ex Officio Members. President and president-elect are ex officio members of all committees except nominating committee and should be notified of all meetings.

V. COMMUNICATIONS

A. Branch Newsletter. The ~~b~~ranch newsletter, *The Graduate Gazette*, is distributed to all members, either by mail or electronically, to keep them informed about branch business and items of interest as well as to provide a forum for exchange of ideas and to stimulate participation in branch programs and projects. A minimum of 4 issues shall be published.

1. Content of the Newsletter. The newsletter may contain official branch information, such as proposed budgets, bylaws, amendments, officer nominees, and meeting agendas; reports from officers and chairs; reports from branch activities and meetings, including feature stories on special projects; and information about AAUW and state activities.

2. Responsibility. The newsletter editor is responsible for the branch newsletter. The branch president should work closely with the newsletter editor to ensure coverage of important items from the branch board members.

3. Distribution. Issues of the newsletter may be distributed to certain AAUW and state officers and presidents of area branches.

B. Branch Yearbook/Directory. Publishing the yearbook/directory is the responsibility of the yearbook chair. The yearbook/directory shall contain contact information for all members as well as a list of board members, the year’s program of work, and other information deemed necessary to the smooth operation of the branch. The yearbook/directory shall be distributed to all members, certain AAUW officers, state president and district director. The yearbook/directory may include the branch bylaws and standing rules and AAUW Public Policy Priorities.

VI. BRANCH PROGRAM DEVELOPMENT

The program development committee has the responsibility of integrating all AAUW program parts to make a whole. Program development encompasses the total AAUW program with a strong positive link to membership recruitment and retention by identifying and recommending emerging issues. Refer to AAUW Bylaws, article IX, Section 1 g, 3, 4.

The committee on program development, chaired by the program vice president, shall include the chairmen of all standing committees who will serve as consultants in their respective areas.

The committee on program development shall consider the mission and vision of AAUW and shall recommend to the branch the selection of issues to be implemented.

VII. MEMBERSHIP

A. Dues. A branch member pays AAUW, state and branch dues, through the finance officer of the branch or online through the Membership Payment Program. The $79 branch assessment is allocated as follows:

$49 to AAUW

$10 to AAUW Texas, and

$20 retained in the branch as local dues.

B. Privileges. A branch member is eligible to participate in branch activities and may hold any office. She may serve as a voting delegate representing the branch at AAUW Texas conventions. As a member of AAUW, she receives the every-member publication and is entitled to participate in the programs offered by AAUW. As a member of AAUW Texas, she receives *The University Woman!* and may participate in state activities.

INTEREST AND STUDY GROUPS

1. DEFINITION AND PURPOSE OF INTEREST (STUDY) GROUPS

An interest group consists of members who meet to study a particular issue, over a limited period of time, or who meet monthly to share a common interest. Interest groups exist to bring together those who have a specific interest in common, so that they may enjoy it and learn more about it. Thus, the groups are both social and educational.

1. MEMBERSHIP

All members and student affiliates of the Tyler Branch are eligible for membership in the interest groups offered by the branch. Persons who are eligible for membership in the branch may visit an interest group two times. In order to continue participation, they must join the branch. Persons who are not eligible for membership may participate in interest group study by submitting an annual fee equivalent to the local dues for members per year. This fee is collected by the interest group chair who forwards it to the branch finance officer. At least 80% of an interest group’s members must be members of AAUW.

1. ORGANIZATION

The chairman of an interest/study group must be a voting member of the branch or approved by the board of directors. Each interest group will elect a chairman on or before its April meeting for the following AAUW year. The chairman:

1. Submits the name of the incoming chairman to the president-elect of the branch as soon as possible.
2. Maintains a current list of members in the group and submits the list to the president-elect by November 1.
3. Coordinates the group program.
4. Provides the interest group coordinator (president-elect) with the particulars of upcoming meetings by the specified date for publication in the Graduate Gazette.
5. Collects fees from group members who are not branch members and sends to the branch finance officer.
6. May attend branch board meetings.
7. Reports to the interest group the proceedings of the board meeting.
8. Assists in the formation of new interest groups as needed.

JOB DESCRIPTIONS

The officers of the Tyler Branch of AAUW shall take office on July 1 and serve a term of one year or until their successors are elected or appointed and take office.

1. PRESIDENT

* Presides at all meetings of the branch, branch board of directors, and executive committee.
* Officially represents the branch in activities of AAUW and AAUW Texas.
* Represents the branch in work with other organizations or appoints an appropriate representative to do so.
* Submits such reports and forms as required by AAUW and AAUW Texas or delegates this responsibility.
* Serves as an ex officio member of all committees and task forces except the nominating committee.
* Works with the finance officer and finance committee to prepare branch budget.
* Chooses appointed officers and chairs with approval of the executive committee as stipulated in the branch bylaws.
* Assigns responsibilities to president-elect as appropriate.
* Works with the branch newsletter chair to ensure release of accurate and pertinent information to branch members.
* Maintains adequate and up-to-date files of materials necessary to carry out the office of branch president and passes these files on to the successor as soon as possible after the expiration of the current term.
* Serves as the official channel of communication between AAUW Texas and the branch and AAUW and the branch.
* Serves as branch representative or voting delegate to state meetings, conventions and workshops.
* Submits the names of qualified branch members to the state nominating committees and suggests members qualified for state committees.
* Submits the names of qualified branch members to the AAUW nominating committees and suggests members qualified for AAUW committees.

II. PRESIDENT-ELECT

* Serves as a member of the executive committee and is ex officio member of all other committees except nominating committee.
* Attends all meetings of the branch board of directors and executive committee, with voting privileges as specified in the branch bylaws.
* Chairs the Long Range Planning Committee and works with the membership committee to provide orientation to AAUW activities. Serves as liaison to the board for the Interest Groups.
* Coordinates and plans the annual Reassembly with assistance from the Assistant Membership and Assistant Programs Chairs.
* Prior to term as president, recruits members to serve on the branch board of directors and prepares for branch orientation of the upcoming term of office.
* Presides at the meetings in the absence of the president and acts for her in her absence.

III. PROGRAM VICE PRESIDENT

* Serves as a member of the executive committee.
* Chairs the program development committee.
* Plans and coordinates programs for branch meetings, community projects and workshops which reflect AAUW issues and interest.
* Provides written notices to the public information chair, newsletter editor, and assistant membership vice president about program details before event deadlines.
* Works closely with the assistant program vice president to insure that all meetings are announced, well in advance, and invitations are delivered.
* Plans and coordinates, with the branch executive committee, leadership workshops for the board members.
* Serves on finance committee.
* Serves on long range planning committee.
* Presides at branch meetings in the absence of the president and president-elect.
* Maintains contact with public interest organizations in the community and county government agencies, industry officers and others who are a likely source of information for branch projects.
* Works with the state officers to provide policy guidance for the continuing program concerns of the state.
* Notifies state program development chair of branch projects.
* Reports on information branch trends, interests, etc., to state committees.
* Knows AAUW policies that help provide guidance for program direction.

IV. ASSISTANT PROGRAM VICE PRESIDENT

* Serves on the branch board of directors
* Serves as assistant to the program vice president and on the program development committee.
* Serves on the committee for the Reassembly Reception with the assistant membership vice president.

V. MEMBERSHIP VICE PRESIDENT

* Serves as a member of the executive committee.
* Chairs the membership committee, appoints sub-committee chairs to the membership committee and develops and delegates their responsibilities, which may include:

Retention of current membership and recruitment of past members that have dropped out.

Recruitment of new members.

Recognition of 50-year members and other membership participation.

Welcomes members/guests at general meetings,

Assists in introducing new members to branch members and activities.

* Works closely with the branch finance officer to assure accurate member records and changes.
* Coordinates, with the New Member Group chair, the orientation of new members and helps them to become involved in branch activities and sees that each new member:

Receives new member packet in a timely fashion.

Is on the mailing list and that the information is correct.

Is recognized by name as a new member in the newsletter and at the next general meeting and board meeting.

* Works closely with the finance officer to track and maintain~~s~~ member files
* Works with college/university representatives to introduce college seniors to AAUW and its benefits.
* Serves on the long range planning committee.
* Presides at meetings in the absence of the president, president-elect and program vice president.
* Has membership applications at general meetings, or makes arrangements for assistant membership vice president or someone else to make them available.
* Maintains contact with the state membership vice president.
* Interprets AAUW policies pertaining to branch membership.
* Assists in compilation of AAUW reports as requested.

V. ASSISTANT MEMBERSHIP VICE PRESIDENT

* Serves on the branch board of directors.
* Serves as an assistant to the membership vice president and on the membership committee. Chairs the New Member Interest Group.
* Serves on the committee of the Reassembly Reception with the assistant program vice president.
* Works with the membership vice president in preparation for the following year’s membership drive.

1. SECRETARY

* Serves as a member of the executive committee.
* Records and keeps in custody the minutes and written reports of all meetings of the branch, board of directors and the executive committee.
* Has available for reference at all meetings a copy of branch bylaws and policies, a list of officers, task force and committee chairs, and members.
* Has charge of such correspondence of the branch as delegated by the president or the board of directors and keeps on file copies of all letters sent and communications of importance that are received, unless a corresponding secretary has been appointed, in which case the corresponding secretary shall assume these duties.
* Assists the president and board of directors with correspondence.
* Will perform other such duties as requested by the president or board of directors.

VIII. FINANCE OFFICER

* Serves as a member of the executive committee.
* Responsible for the collection of all branch dues. Cooperates with the membership vice president in processing membership applications and dues to assure accurate records.
* Transmits to the AAUW Membership Department all applications, with dues, made to the branch.
* Forwards state and AAUW dues to AAUW Texas finance officer and to AAUW Membership Department. Dues of continuing members must be received by AAUW on or before July 1.
* Is custodian of all funds, securities and business papers.
* Receives all moneys due the branch.
* Keeps an itemized account of all receipts and disbursements; disburses money only as directed by the president, the board of directors, or as budgeted and approved by the membership.
* Pays bills only upon receipt of disbursement authorization forms signed by the person incurring the bills or as provided in the approved budget.
* Presents a financial statement at each branch meeting and board of directors meeting which is filed by the secretary, along with the minutes.
* Chairs the finance committee. Is responsible for timely notices in the newsletter about finance committee meetings as well as proposed budgets to be voted on by the members. Serves on the finance committee the year following her term as finance officer.
* Submits a written annual financial statement at the annual branch meeting (held between March 1 and April 15) and at other times as requested. Presents proposed budget at the annual meeting for adoption by the membership.
* Submits records for audit at the close of the fiscal year.
* Turns over records to successor at the expiration of term, but no later than August 1.
* Files necessary forms with IRS and with Texas State comptroller. Keeps abreast of state and federal tax regulations.
* Keeps in touch with the state finance officer.
* Serves on the long-range planning committee.
* May serve on the AAUW Funds committee.

1. ASSISTANT FINANCE OFFICER

* Serves as finance officer of the AAUW Tyler Fund.
* Assists the finance officer in her duties.
* Acts as treasurer for major fund raising events.
* Becomes the finance officer the following year.
* Submits records for audit at the close of the fiscal year.
* Presents a financial statement at each branch meeting and board of directors meeting which is filed by the secretary, along with the minutes.

IX. AAUW FUNDS CHAIR

* Serves on the branch board of directors
* Serves as spokesperson for all AAUW Funds.
* Keeps members informed about all Funds, particularly availability and deadlines for grants.
* Coordinates the fund raising efforts for the support of all AAUW Funds.
* Serves as liaison with the state AAUW Funds chair, informing her of branch activities and cooperating on statewide AAUW Funds activities.
* Coordinates with the branch finance officer to insure that branch contributions are sent to national in a timely manner.
* Keeps accurate records of branch and branch member contributions and insures that donors are recognized and thanked.

X. PUBLIC POLICY CHAIR

* Serves on the branch board of directors.
* Chairs the branch public policy committee which includes the program vice president and interested members.
* With assistance of the branch public policy committee, formulates, develops material and strategies and implements the branch public policy program under the guidance of the branch board of directors and within the scope of AAUW and AAUW Texas public policy programs
* Serves on the branch program development committee to ensure that legislative issues are incorporated into program plans and that adequate time and attention are paid to public policy issues and actions. Also serves as resource person for branch programs.
* Solicits members’ concerns and input on public policy issues.
* Selects legislative issue for branch action in consultation with the branch board and public policy committee and based on priorities established by AAUW, AAUW Texas and the branch.
* Motivates and coordinates branch action on behalf of legislation supported by AAUW at the local, state and federal level.
* Provides up-to-date information on AAUW legislative priorities through regular reports at board meetings, branch meetings, and in the branch newsletter.
* Arranges for branch participation at local government hearings or meetings.
* Initiates contact with other community groups for possible coalitions and selected legislative issues.
* Develops material and strategies on public policy issues as necessary to aid in implementation of branch, state and AAUW public policy priorities.
* Offers training to branch on AAUW legislative policies and procedures, on techniques and strategies to implement AAUW, state and branch public policy programs
* Provides information on the names and addresses of local, state and federal officials in the branch newsletter or yearbook.
* Develops a relationship through interviews and meetings with local, state and federal elected officials.
* Provides information to branch members on how elected officials vote on AAUW legislative priorities.
* Determines when appointments to local government bodies are to be made and solicits recommendations.
* Is responsible for the adequate and appropriate use of state and AAUW information and training resources (material and people) by the branch.
* Knows and interprets the state public policy program, policies and procedures.
* Presents the state public policy program, policies and procedures.
* Submits legislative studies and proposed legislative items to the state public policy committee, as appropriate, for its consideration.
* Knows and interprets the AAUW Public Policy Program.
* In odd-numbered years, presents the AAUW Public Policy Program to the branch before it is voted on at the AAUW convention.
* Communicates with the state public policy committee and AAUW Public Policy committee on branch public policy actions, interests and developing concerns.
* Keeps informed on AAUW and state public policy priorities and informs branch members. Serves as the communicator between the branch and the state public policy committee and the AAUW Public Policy Committee.
* Ensures that the branch public policy program does not conflict with the state or AAUW public policy programs. Interprets the interrelationship of the AAUW, state and branch legislative priorities.
* Submits legislative studies and proposed legislative items for the AAUW Public Policy Committee, as appropriate, for its consideration.
* Oversees the branch interview of local members of Congress on AAUW priority issues as requested by the AAUW Public Policy Committee. Is responsible for submitting the results of this interview to the AAUW Public Policy Committee.
* Maintains files on branch legislative action, up-to-date materials on relevant legislative issues, and U.S. representatives, senators and state and local legislators who represent the branch. The legislators’ file should contain addresses, phone numbers (most members of Congress have local offices for easy communication), key staff contacts, committee assignments, voting records, and reports of visits with legislators. These files are passed on to the chair’s successor upon completion of her term.

XI. COLLEGE/UNIVERSITY RELATIONS (This position is appointed by local college/university member.)

* Is appointed by college/university member to serve as liaison between that institution and the branch.
* May serve on the branch board of directors, program development, membership and other committees as requested.
* Promotes branch membership to college/university representatives, faculty members, and graduate students.
* Integrates branch programs and projects involving college campuses.
* Encourages branch to work with college/university representatives in the community and promotes cooperation between college/university members and branch on projects of mutual concern.
* With branch membership vice president, works to introduce college students to AAUW and its benefits and recruit student affiliate members.
* Promotes integration of issues on higher education with branch projects to branch chairs or program development committee.
* Addresses needs and utilizes expertise of college/university representatives whenever possible.
* Suggests research and inquiries on issues relating to higher education members to appropriate branch officer or committee.
* Serves as branch contact to AUW special projects on higher education.

XII. NOMINATING COMMITTEE

* Composed of five members, elected by the board of directors, at least three months prior to the annual election (held between January 1 and March 31).
* Determines, with the branch president, the timetable for submitting candidates and voting for officers. Presents the slate at a branch meeting at least one month prior to the election or in writing to the membership at least two weeks before the election.
* Requests nominations from branch members.
* Meets to review submitted names and draw up a slate of officers, keeping this in mind:

Terms of Office

All officers shall take office on July 1. All officers shall serve a term of one year. Officers shall be eligible for re-election to the same office for no more than two consecutive terms (Branch bylaws Art. VII, Sec. 4).

Qualifications

Leaders should be selected on the basis of:

Dependability

Objectivity

Willingness to learn the AAUW program and policies

Ability to organize, inspire and act.

Distribution

Attempts should be made to have the membership of the board of directors reflect the diverse ages, backgrounds and political viewpoints of the branch membership.

* Upon selection of potential candidates, provides candidates with written job descriptions and confirms the willingness of each candidate to serve, preferably in writing.
* Submits final report and recommendations for nominating procedure to branch board of directors.

XIII. PARLIAMENTARIAN

* Serves as a member of the executive committee.
* Is present at all branch and board meetings and has available a copy of AAUW parliamentary authority, which is Robert’s Rules of Order, Newly Revised.

XIV. BYLAWS CHAIR

* May serve on the branch board of directors.
* Is responsible, with the president, for updating branch bylaws after AAUW biennial convention and state convention.
* Receives proposed amendments to branch bylaws from branch members, places notice in newsletter of proposed change(s) one month prior to vote and forwards two (2) copies of proposed changes to the state bylaws chair for approval. Upon approval from state and AAUW and a majority vote of the branch, incorporates amendments into branch bylaws.
* Keeps state bylaws chair informed of proposed changes in branch bylaws. State officer sends extra copy to AAUW for review.
* Ensures that bylaws do not conflict with those of the state and AAUW.
* Ensures that branch activities do not conflict with branch bylaws.
* Maintains and updates the branch handbook and standing rules.

XV. PUBLIC INFORMATION OFFICER (PUBLICITY CHAIR)

* May serve on the branch board of directors in order to stay up-to-date and be informed of branch activities and plans and can counsel the board on what will attract media attention.
* Helps gain visibility for AAUW by interpreting AAUW purposes and activities to the public through a variety of communications media, primarily relying upon newspapers, radio and television. Also makes use of posters, window displays, exhibits, bumper stickers and paid advertising.
* Knows the media, becomes acquainted with reporters and editors, as well as assignment personnel and knows and observes deadlines for submission of information.
* Schedules and plans ahead – essential for an effective public information program.
* Attends the annual publicity forum in August sponsored by the *Tyler Morning Telegraph.*
* Establishes guidelines for receiving branch information on projects, activities, awards and fundraisers. Sees that guidelines are given to proper branch leaders so that their written information can be disseminated in a timely fashion.

XVI. NEWSLETTER EDITOR

* May serve as a member of the branch board of directors in order to stay informed of plans as they develop.
* Sets and publicizes deadlines for receiving material for the newsletter from branch members.
* Works with the branch president to provide news coverage of branch activities.
* Reads state and AUW publications and alerts readers to important dates and information.
* Mails copies of the newsletter to the state president (and other state officers and chairs as requested) and the district director
* May be assisted by the assistant membership vice president.

XVII. BRANCH HISTORIAN

* May serve as a member of the branch board of directors.
* Is responsible for the preservation of the branch’s historical materials and files as directed by the branch board of directors
* Maintains 7 years of President’s files, branch minutes, and financial records in the branch, transferring one year’s records to the Tyler Junior College library for archiving as each 8th year is added. Maintains cumulative files of directories and branch year summaries in the branch.
* Writes the history of the branch when directed.
* Acts as a consultant to the branch’s board members to assist in establishing filing systems, weeding files and deciding when files have reached non-current status.

XVII. YEARBOOK CHAIR

* May serve as a member of the branch board of directors.
* Obtains multiple bids for the printing of the yearbook.
* Publishes the branch directory (yearbook) which includes:
* Member names, addresses, telephone numbers, e mail addresses, and degree information.
* Board members.
* Committee chairs.
* Important state and AAUW information.
* Calendar of branch activities
* May include branch bylaws.
* Distributes copies to members, certain AAUW officers, state president and district director. Has on hand extra copies for new members as they join through the year.
* Periodically produces an update of new members to be included in the branch newsletter.

XIX. SCHOLARSHIP CHAIR

* May serve as a member of the board of directors.
* Must be a past member of the scholarship committee, serving at least one of the last three years.
* Refer to branch bylaws, Standing Rule Number 7.
* Refer to detail on scholarship, Chapter IX, Tyler Branch Handbook.

**SUGGESTED TIME LINE**

**July/August Select your Committee (4-5 members)**

**November 1-15 Contact all High School and College Counselors  
 (See Counselor Contacts) Be sure to  
 check for correct names and e-mail addresses.**

**The disk with the letters from 2011/12 & 2012/13  
 are in the white notebook and can save you a lot   
 work by just changing a few items.**

**Send them e-mail or paper copies of the Criteria  
 and prepared memos. Do not send them paper  
 copies of the application, because they must do  
 that part online.**

**Nov-Dec. You may receive some scholarships. Start a set-up  
 for keeping them on your computer.**

**Jan Call a meeting with your committee to discuss such  
 things as how you want to send the applications to them,   
 If you want to use the Selection Chart, what questions do you use for the interviews and where you will hold the interviews.**

**Also contact the Publicity Chair to get the information  
 published in the newspaper concerning the AAUW Scholarships. It needs to be out in January if possible.**

**Feb. Send reminders to all of the Schools that the deadline  
 is March 1 and any received after that time will  
 not be accepted.**

**March 1 Will be a busy day. Stay by your computer to accept  
 incoming applications and other missing items such as  
 transcripts and letters of recommendation.**

**Early March You will need to get all the applications to the committee   
 members and establish a date for a meeting to decide   
 how and when you will interview. That depends some on  
 when the annual meeting is being held.**

**March E-mail all the selected applicants and establish where they will  
 be interviewed and what time. It is helpful to take a photo of   
 each of them, because you will need to write an article and  
 provide a picture of each for the Newsletter that comes out  
 early in May.**

**A group picture during the introductions, will be helpful   
 for the publicity chair to have it placed in the newspaper.**

**After the selections have been made, you will need to  
 notify the recipients about the Annual Meeting where and  
 when. Letting them know they may bring one guest.  
 Assist the Chairman of the Annual Meeting with reservations.  
 Plan how you will introduce the recipients at the meeting.  
 Take a camera with you for a group picture of the recipients.  
 Send picture to Publicity Chair for publication in the Tyler   
 paper.**

**March or April Send a letter to all who applied telling them they were  
 not a winner. Also there is a good follow-up letter for  
 the recipients on how the money is delivered.  
 Send a letter to the treasurers with names and phone numbers   
 of the recipients so they can send the money when they  
 get the information from the college.**

May Pass the job along to someone else.

XX. FUNDRAISING CHAIR

* May serve as a member of the board.
* Should be experienced leader in past fund raiser
* Reports recommendations for fundraisers to board and to membership for vote.

XXI. ACADEMIC RODEO CHAIR

SUGGESTED TIMELINE

August – Reassembly Tea

I decorated the table with pictures and contestant numbers from the previous year, which were provided by Deborah Newman. Before the tea, I contacted her by phone, introduced myself and asked what she might provide. She is wonderful!

There will be a volunteer sign-up sheet and as people walked around, I encouraged them to help out. Each program chair gave a very brief presentation, so I just gave the date and told a little about the activity.

Also, I believe last year a volunteer sheet was mailed to each member. Most of the volunteers came from this – so hopefully, this will be done again.

January

Contacted all volunteers to confirm their availability. Some asked to either be a judge or a wrangler, so that was helpful.

Deborah Newman provided the schedule for the day. I did go by her office at the fairgrounds the week before the event & picked up the contestant numbers and yard. This might have been the most time consuming thing I did!

I emailed or phoned all volunteers with their time and job description.

The day of the spelling bee – I arrived early to help Deborah set-up. It helps to have at least 3 people for registration (or maybe 4) – then the timekeeper and 2 judges for each round. Deborah does just a fantastic job of explaining what to expect to the children before they go on stage. She also arranges for the Pronouncer – usually an on-air television personality.

The only other part of the “job description” is to write a little something for each of the newsletters. Scherel Carver or the AAUW President will contact you regarding those deadlines. Also, at each of the board meetings, I spoke very briefly on when, where, etc.

VOLUNTEERS NEEDED FOR DAY OF EVENT

AAUW Coordinator:

Usually 1, but has been a shared position in some years

The AAUW Coordinator works with the Academic Rodeo to insure an organized and efficient contest. The AAUW Coordinator is determined by the organization. The Coordinator makes contact with the Academic Rodeo as soon as possible to learn of responsibilities and procedures for the Spelling Bee

* The Coordinator shares information about the contest with the AAUW membership.
* The Coordinator recruits and assigns volunteers to work at the Spelling Bee.
* The Coordinator prepares the numbers for the contestants to wear in the contest.
* The Coordinator is on hand for the contest to help see that things run smoothly.
* The Coordinator goes over rules and gives instructions to the Spelling Bee participants before they go to the contest building to begin the contest.

Registration Volunteers:

2-3 Volunteers needed for each registration period

These volunteers can also serve as "Wranglers."

* Registration should begin 30-45 minutes prior to the start of the contest.
* Only one grade should be registered at a time. 3rd grade students arriving at the 2nd grade contest time should be instructed to wait until 30-45 minutes prior to their contest.
* Registration will take place in a separate area from the contest area to allow a quiet place to give instructions and prepare the students for the contest.
* A list of students for each grade level contest will be provided.
* Only students designated as team members will have been randomly assigned a number for the contest.
* Alternates should register and be on standby in the event a member of that school's team does not arrive. The alternate would then assume the missing team member's number.
* Students should be seated in the registration area in numerical order to await instructions.
* Teachers, parents, and other family members should go to the contest area.

"Wrangler" Volunteers

2-3 Volunteers needed for each registration period

* At least 1 Wrangler sits on stage to keep students moving to the microphone, keep students in the correct seating order, and to direct students off the stage when a word is missed.
* Another Wrangler waits to the side of the stage to meet the student exiting the stage and present with a participation ribbon before going to parents.
* Wranglers set the mood of the child who is already disappointed at missing a word. Typically, a Wrangler can help calm the child, offer encouraging words, and get the child in a more happy frame of mind before he or she gets to his parents and remembers his or her disappointment as parents and friends begin to offer sympathy. A calm, encouraging Wrangler can mean the difference in a sad, but smiling child exiting the stage instead of one dissolving in sobs.
* At the end of each round of words or after rounds in which several students have been eliminated from competition, the Wranglers on stage shift students forward, keeping them in the correct seating order.

Time Keeper:

1 Volunteer needed for each contest

* A Time Keeper will be seated at the Judges' Table to monitor the time allotment for each participant to spell the word.
* If time has passed, the Time Keeper should call "Time" to indicate the Pronouncer that the participant MUST begin spelling immediately or the word will be considered as misspelled.
* The Time Keeper holds the cards indicating the Round Number and shows that number at the conclusion of each round (all students in the contest have spelled in that round) to indicate the next round's number.

Judges:

2 volunteers needed for each contest

* The two judges will be seated at the Judges' Table and will have a notebook with the word list for both levels of the contest and a list of the contestants.
* Each grade level list in the notebooks is identical to the list being used by the pronouncer for each contest.
* Judges follow the list as the Pronouncer gives each word to the participants. If the word is misspelled, the judges indicate this by ringing the bell provided. If incorrect information or pronunciation has been given, the Judges may also use the bell to get the attention of the Pronouncer.
* It is helpful if the judge marks in her notebook some indication of whether or not the word was spelled correctly - possibly a check for those correct and an X for those incorrect and a line to indicate where words given from that list stopped.
* Words that sound the same but are spelled differently will be identified by giving of a definition and a sentence by the Pronouncer. Judges should be sure that this is done.
* If a word has a capital letter, the participant should say "capital A" or whatever letter and then complete the spelling of the word.
* If the word is actually two words, it should be obvious in the spelling that there are two words. This is best done by pronouncing the first word, spelling that word, pronouncing second word and then spelling the second word. Example for the spelling of basketball court: "basketball court, basketball, b-a-s-k-e-t-b-a-l-l, basketball, court, c-o-u-r-t, basketball court."

Coordinator's Instructions to the Participants:

* Go over the major rules with the participants.
* Explain how the participants will sit on stage, discuss use of the microphones (there are two - one taller, one shorter), how participants will move into a different chair after spelling and which side of chairs they will enter to be seated.
* Emphasize listening to instructions given by the pronouncer and waiting until the pronouncer has completed giving a word and any directions related to that word before beginning to spell.
* Recommend that the participant pronounce the word before beginning to spell and after completing the spelling of the word.
* Remind the participant that if he or she does not begin spelling within a specified time, the pronouncer will ask him or her to begin.
* Remind participants that once a spelling of a word has begun, he or she may not begin again and correct the spelling previously given.
* Instruct participants to go to the microphone closest to his or her height. The participant should not move the microphone.
* Explain the procedure when a participant misspells a word: He or she will be directed off stage by one of the volunteers and will go to one side of the staging area to receive a participation ribbon. He or she can then join parents in the audience.

Academic Rodeo Instructions to the Audience:

* Remind them of the importance of quiet throughout the contest to avoid confusing the participants.
* Remind them of the temptation to "mouth" the word as participants are spelling. This can be perceived as trying to "help" the participant. Adults persisting in doing this may be asked to leave or move to an area where they are not visible by the participants. If officials feel that the actions of an adult have unduly influenced the contest, a participant may be asked to spell a different or additional word.
* It would be sad if the actions of an adult, intentional or otherwise, caused embarrassment or frustration to a participant trying in good faith to spell a word.
* Audience members should NOT approach the stage at any time.
* When a participant misspells a word, a parent should allow the child to receive his or her participation ribbon from the contest volunteers and rejoin him or her in the audience. If the parent feels the need to meet the student because of the participant's upset or distress, this should be done away from the main audience area.
* Any photographs or video taken during the contest should be done so in a way that will not disrupt the flow of the contest or prevent others from viewing the contest.

Participants and Volunteers during the Contest:

* If space allows, all participants will be seated on the stage facing the pronouncer at an angle.
* If there is not enough space on the stage for all participants, they will be divided with half on stage and half in a designated area to the side. Volunteers will move them to the stage in small groups.
* One or more volunteers will be on stage to direct and assist the participants.
* As participants misspell words, the volunteer on stage directs the student off stage and to an area to receive a participation ribbon. It is important to offer encouragement and positive comments to lessen the disappointment of missing the word.

Role of Pronouncer during the Contest:

* The Pronouncer will give reminders to the participants as needed.
* The Pronouncer attempts to make participants feel at ease during the contest.
* The Pronouncer pronounces each word for the participant, waits for the participant to finish, acknowledges correctness or incorrectness of the spelling.
* Some words have other words with the same pronunciation but different spellings. These are marked on the contest list by a box around the entire word, pronunciation, definition and sentence as well as color-coding of the word in pale yellow. The Pronouncer should make the following statement before giving the word to be spelled.
* If the Pronouncer does not understand what a participant has said, he or she may ask the student to repeat the spelling. He or she may consult judges as necessary to determine if the same thing was repeated.

XXII. GAMES DAY CHAIR

* Decide on a date in October that is after Rose Festival and before Mistletoe and Magic. The event runs from 10:00 am to 3:00 pm.
* Select the location and select a menu.
* Put the games day on the community calendar with the Chamber of Commerce.
* Create and print the invitations. Be sure to have the menu and price set before you send the invitations, response cards and envelopes to be printed.
* Have the invitations mailed - I used Global Mailing Service (Joe Davis).
* At Reassembly (or by email) contact the chairs of all of the interest groups and ask for a gift basket for the silent auction. You can also ask for volunteers for your committee.
* Get someone to chair the silent auction.
* Gather items for the silent auction. The earlier you start, the better. Everyone who donates will need a tax letter, which you need to provide. Send emails to the membership asking for items for the auction.
* You will probably need to meet with the silent auction chair right before the event to organize the items and determine which ones can be used as door prizes. You will need to help transport the silent auction items to the event location.
* For publicity, contact the Tyler Morning Telegraph, Martha Dunlap (to include us in her emails) and the TV stations' calendars. You will also need to write an article for the AAUW newsletter. (See section on Publicity)
* As registrations come through the mail, ask the treasurer to send you copies of the registration cards. She will be checking the PO box. Keep a list of all registrants, and mark those who were not on our mailing list so that we can update the list after games day.
* Contact the membership chair to bring membership information to Games Day.
* Find two people to be at the registration table to check in players, collect money and give them tickets for door prizes. They should ask each person whose address was not on our mailing list to provide her address for next year.
* Bring to the event: multiple copies of the registration list, door prize tickets (look in Games Day box), basket to draw tickets from, calculator, blank paper, tape, camera and pens. You will also need a money box with $100 change (5 tens, 10 fives) which you will get from the treasurer.
* Make a poster listing all of the donors and get an easel (borrow one) to display it.
* Announcements on Games Day
* Welcome and have President explain briefly AAUW's purpose
* Announce door prize winners throughout the day
* Announce silent auction deadlines
* Announce lunch
* Ask silent auction winners to go check at the registration to see if they were the successful bidder and pay for their items.
* Silent auction - the auction ends at 1:00 - you will need several people to pick up the bid sheets at exactly 1:00. The chair of the auction with a couple of helpers will determine who won each item. They will collect the money for silent auction items and hand out gift cards. They will tally the proceeds from the auction.
* Take all proceeds from Games Day to the treasurer. Report proceeds to the president and the newsletter editor.
* Write a report to go in the notebook.

XXIII. GREAT DECISIONS CHAIR

* Attended AAWU Board Meetings
* Took part in Great Decisions Steering Committee Meetings
* Set up display table at the reassembly, gave information, and got signatures for those willing to help.
* Made arrangements for speaker
* Picture and Bio
* AV Equipment needed
* Delivery of Great Decisions Study Guide
* Introduction to audience
* Make arrangements for lunch with speaker when available
* Wrote Thank You Note
* Sent invoice from "Friends of the Library" to cover the cost for study guide for each speaker and two DVDs to AAUW treasurer for payment
* Organized coffee table with friends
* Provided supplies - set up - clean-up
* Contributions in jar on serving table helped cover the cost of supplies
* The League of Women Voters helped with the expense of the great luncheons

**XXIV.** **HOLIDAY HOME TOUR CHAIR**

**This Time Line is provided to assist the tour chair about the overall tour.**

**January - June**

* **Coordinate Steering Committee**
  + **Set up committee meeting**
    - **Determine tour date and times**
    - **Determine possible areas to conduct tour**
    - **Assign members to call homeowners for participation**
    - **Schedule deadline for returning information on calls**
* **Contact Chamber of Commerce and inform them of tour date**
* **Take inventory of previous tour items**
* **Review reports from previous years**
* **Recruit committee members**

**July - August**

* **Have homeowners and florist agreements signed**
* **Make arrangements for insurance**
  + **Underwriting Chair - solicit for funds from area businesses and individuals**
  + **Publicity Chair - plan schedule for advertisements. Contact Tyler Morning Telegraph, Women's section and inform them of tour date.**
  + **Printing Chair - compose posters and tickets. Arrange with Chamber of Commerce for inclusion in statewide mailing.**
  + **House Chairs - meet with homeowners and write complete description of the home. This is important information that is distributed to the publicity and printing chair. This information is needed as early as possible. Plan the flow of the tour through the homes and determine number of docents needed.**
* **Prepare and send articles for local newsletter.**
* **Arrange for table at the AAUW Re-Assembly Day.**

**September**

* **Send articles to the media. Contact Tyler Morning Telegraph and update them   
  with information you have.**
* **Have chairs and tour chair meet with homeowners and florists.**
* **Contact interest groups for raffle basket contributions.**

**October**

* **Have treasurer confirm insurance policy**
* **Check with House chairs and docent coordinator to make sure docents are being recruited.**
* **Have all signs prepared.**
* **Prepare name tags for chairs.**

**November**

* **Arrange for home chairs orientation if necessary**
* **Make plans for homeowner gifts.**
* **Check with home chairs and/or homeowners to make sure all details are covered.**
* **Mail letter and tickets to membership during first week of November**
* **Confirm that ticket sales locations are well stocked and that these locations are included in the publicity.**
* **Set up banner at prime location. (Corner of Broadway and Loop. (323)**
* **Finalize arrangement for homeowners gifts. Remember that this is a fund raiser and there is no way to give a gift sizeable enough to equal the donation of time that homeowners have given us. Plan gifts that have meaning and that truly give the homeowner a sense of accomplishment for have contributed to the many projects and scholarships of AAUW. Wrap Gift.**

**December**

* **Distribute signs to home. Place in yards with date at least two days in advance.**
* **Continually check with house chairs to make sure all details are covered with homeowner.**
* **Set up time for house chairs and other chairs to pick up materials at least two  
  days before the tour.**
* **Confirm with treasurer that money boxes are prepared.**

**Tour Day**

* **House chairs should arrive at the homes 30-60 minutes before tour begins.**
* **Make rounds at each home and check the following:**
  + **Enough tickets are available**
  + **Ticket sellers have enough change.**
  + **Home is staffed with the appropriate number of docents**
  + **Docent rule sheet is posted in the docent room.**
  + **Snacks and drinks are available for the docents.**
  + **All walkways are clear for guest safety.**
  + **Make rounds throughout the day. Be prepared to step in and give docents a break.**
  + **If at all possible make arrangements to have a cell phone for tour day.**

**Tour Follow Up**

* **Retrieve all materials from the tour that can be used again next year.**
* **Write thank you notes to all contributors.**

XXV. PHANTOM EVENT CHAIR

The Phantom Event has traditionally (meaning done more than once) been scheduled to launch on or close to April 1. This is a fundraising non-event, meaning a themed mail out is done to branch members and sometimes former members and identified supporters of AAUW.

Responsibilities of the Phantom Event Chair:

* Form a committee to help with the planning and execution of this fundraiser. Plan on manning a table at the annual Reassembly in August in order to tell attendees about this event and to solicit volunteers if needed. This is a particularly good committee for new members to join as it allows for a gentle introduction to branch fundraising.
* Meet with your committee no later than the end of February if a mid-March to April 1 event is planned. At this meeting determine the theme of your non-event. Consult the Phantom notebook to see what has been done in the past.
* Once the theme has been decided, design and print the invitations and response cards.
* The invitations should be mailed at least 2 weeks in advance of the date the event will "close."
* Ask the treasurer responsible for monitoring the replies to this fund raiser to provide you with a detailing of the funds received. Donations over $250 will require acknowledgment from the branch for the donor’s tax records. It would be nice if all donors received this with a note of thanks.
* All receipts for costs to promote and execute the fundraiser should be turned into the treasurer for reimbursement accompanied by a completed Request for Reimbursement form.
* Prepare a report for the Board detailing the results of the fundraiser and submit a copy to the President.

BRANCH FISCAL AFFAIRS

I. OVERVIEW

1. The Tyler Branch of AAUW is a non-profit organization, classified by the Internal Revenue Code as 501 (c) (4), based on AAUW’s classification by the Internal Revenue Code. Gifts and contributions to the branch are not tax deductible as charitable contributions; however, dues may qualify as a business expense for federal income tax purposes.

AAUW is an IRS 501 (c)(3) organization and therefore gifts and contributions to these entities do qualify as charitable contributions for federal income tax purposes, with the exclusion of $3 to the 501(c)(4) entity.

The Tyler Branch of AAUW is exempt from paying sales tax to the state of Texas for purchases needed to carry out its business due to its IRS 501 (c)(4) status. See appendix for further information and a copy of the Texas Sales and Use Tax Exemption Certificate. When this form is used by anyone purchasing for or on behalf of the branch, no sales tax is due. This form does not require a number to be valid.

The Tyler Branch is not exempt from collecting and remitting Texas state sales tax on items sold such as cookbook sales, T-shirt sales. However, the state allows two (2) tax-free sales days per year per tax exempt organization such as AAUW.

1. The area of finance in the Tyler branch of AAUW is multi-faceted. Because of fundraisers, the amount of money involved, and the size of the membership, fiscal matters must be handled like a small business. The branch has responsibilities to AAUW, the Internal Revenue Service, Texas State Comptroller and to its membership. The elected finance officer and assistant finance officer are the officers responsible for branch fiscal matters.
2. Refer to the Tyler Branch Bylaws, Article VII: The branch shall provide for such audit and control of its funds as are necessary for their safekeeping and complete accounting.

II. BRANCH FISCAL YEAR

* The fiscal year of the branch corresponds with that of AAUW, July 1 through June 30.
* Dues for the new fiscal year may be collected after March 15.
* Dues for continuing members must be received by the AAUW and AAUW Texas by July 1 each year.
* Individuals who have allowed membership to lapse for two or more years must be classified as new members.

1. SOURCES OF INCOME TO THE BRANCH

A. Dues

1. Tyler Branch members pay $20 to the branch, $10 to AAUW TEXAS and $49 to AAUW for a total of $79 as of July, 2008.
2. Life members pay a one-time amount equal to twenty times the annual dues of AAUW. Dues to the branch and state are the same as that of other branch members.
3. Honorary life members (fifty-year members) are exempt from all dues.
4. Half-year memberships in AAUW, state and branch are available to new members who join between January 1 and March 15. Branch income is carried on the books as deferred income for next year’s budget.
5. Student affiliates pay a total of $21 as of July, 2008, $17 to AAUW~~,~~ $1 to AAUW Texas, and $3 to the branch. Undergraduates at College/University Partner institutions are offered free AAUW membership.

B. Fund Raising Projects

Primary AAUW fund raising events such as Holiday Tour of Homes are provided with an estimated budget proposed by the finance committee and approved by the membership to fund the project.

Proceeds from these events are invested in accounts approved by the board to be utilized in the following year’s budget and are carried on the books as deferred income.

Net proceeds from sales may be used as current year income.

Texas State sales tax report form and remittance is due annually in mid-January.

The branch-approved 1993 Long Range Plan mandates an ongoing fund raising committee. These fundraisers will vary with the year. Guidelines will be created as needed and included in a Tyler Branch Fund Raising Handbook (to be developed).

1. CONVENTION EXPENSE POLICY

The branch will reimburse or pay for convention and conference expenses, as feasible and as per yearly budget, in the following order for convention attendees:

1. Registration fee, hotel and travel expenses, in total, of the president-elect.
2. Registration fee for all board members acting as official representative.
3. Hotel and travel expenses of executive committee members acting as official representatives.
4. Hotel and travel expenses of other board members acting as official representatives.
5. Registration fee for any member working on behalf of the branch at a convention.

AAUW TYLER BRANCH SCHOLARSHIPS

The Tyler Branch supports education in the community by offering a number of financial awards to recipients who meet the branch scholarship guidelines.

A. Annually, provided funds are available, the Tyler (TX) Branch of AAUW may offer one or more of the following scholarships:

* **High School Scholarship – to a graduating woman from a Smith County public high school**
* **Tyler Junior College Scholarship – to a graduating woman from TJC planning to continue her education at a four-year college or university**
* **Proven Scholar Scholarship – to a woman student at TJC, Texas College, or the University of Texas at Tyler who has completed at least 30 hours of college-level work**
* **Scott Scholarship – to a Branch member in good standing for at least three years to complete advanced education, branch out into a new field, strive for additional degrees or certification, or to engage in any other form of education to enrich her life**
* **AAUW endowed scholarship at the University of Texas at Tyler (administered by UTT)**

The committee may also recommend additional funds for the Rosalis Montgomery endowed scholarship at U.T. Tyler and/or the Expanding Your Horizons scholarship at Tyler Junior College.

**B. Payment of scholarship funds is made directly to the college or university upon proof of full-time enrollment.**

**C. Criteria and application rules for all scholarships are determined by the Scholarship Committee.**

D. All applicants must intend to carry and show evidence of a full academic load for the year in which the scholarship is granted. Failure to comply by the stipulated deadlines for evidence of enrollment may result in forfeiture of the grant.

1. Payment will be made to the scholarship recipient’s school of choice only upon receipt of evidence of enrollment by the branch treasurer.
2. The finance officer will issue two installments: the first at the beginning of the fall semester upon evidence of enrollment and the second, before the spring semester, upon evidence of enrollment and presentation of the fall semester grade transcript.

E. Depending on the nature of the grant, the Scott scholarship monies will be paid at the appropriate time. Upon completion of the learning activities provided for in the grant proposal, a written report is to be presented to the Tyler Branch by the recipient.

TYLER BRANCH LONG RANGE PLANS

**The Tyler Branch provides opportunities for camaraderie, personal growth and community service, while fostering a commitment to education and equity for women and girls. This commitment is underscored by long and short term plans and fiscal policies which support the mission of AAUW.**

**Mission Statement:** AAUW advances equity for women and girls through advocacy, education, research, and philanthropy.

**Vision:** The Tyler Branch:

1. will be recognized as a leading advocate for education and equity for women and girls in the northeast Texas area;

2. will actively pursue programming necessary to further the AAUW mission;

3. will attract and retain a large, diverse membership with no barriers to participation on the basis of gender, race, creed, age, sexual orientation, national origin, or disability;

4. will encourage education about and participation in the political process

5. will maintain a sound financial base.

**Goals:**

1. Increase visibility of branch programming and AAUW Public Policy issues.

2. Develop leaders among new and returning members.

3. Promote continuing growth and diversity in membership.

4. Educate members and the community about women’s education and equity issues and the AAUW mission.

5. Maintain a sound financial base.

**Strategies:**

**Goal 1**. **Increase visibility of branch activities and AAUW Public Policy issues.**

A. Publicize branch meetings and events through branch newsletter (e mail and snail mail versions), local and regional media, and the AAUW Texas webpage.

B. Develop and distribute branch membership brochure.

C. Encourage members to write Letters to the Editor and Rants & Raves on Public Policy issues.

D. Reach out to local groups with common interests, i.e. League of Women Voters, Business and Professional Women, and Junior League; participate in events such as Women in Tyler Day, Woman's Night Out, and the Komen Run.

E. Attend School Board and City Council meetings representing AAUW.

F. Maintain Chamber of Commerce membership.

  G. Increase awareness of local scholarships through local media and school counselors.

H. Participate in Leadership Tyler.

    I. Sponsor an essay/poster contest on a gender or equity issue

J. Seek state and national visibility through application for the 21st Century Award.

**Goal 2. Develop leaders among new and returning members.**

  A. Continue to send delegates/members to state and national conventions and conferences.

B. Disseminate news, announcements, and information from AAUW Texas and AAUW to the entire membership. Encourage members and branch leaders to subscribe to *Action Alert* and *Mission in Action.*

C. Orient the nominating committee as to the qualifications for each position and the duties associated with each of the positions; encourage them to recruit nominees with specific skills.

D. Distribute leadership tools such as Leadership Tool Kit and manuals; share materials and information from state Leadership conference

E. Use co-chairs, assistants, and/or committees for each board position.

F. Include at least one new member on every committee.

G. Use Dorothy Scott Scholarship funds to sponsor president and/or president-elect to attend Leadership Tyler.

H. Develop a biennial Strategic Plan to be reviewed annually.

I. Invite one AAUW Texas board member as guest speaker or workshop leader each year.

J. Support branch contributions and encourage individual contributions to the AAUW Funds and local scholarships.

**Goal 3. Promote continuing 5% annual growth and diversity in membership**

A. Develop membership brochures which reflect AAUW’s unique mission and open membership and promote multicultural/multigenerational awareness; place brochures in non-traditional locations.

C. Survey membership to determine their needs and expectations; plan programming that reflects the survey results.

D. Invite friends, recent college graduates, colleagues, Holiday Home Tour docents and home owners, and coalition partners to branch meetings, including August reassembly event.

E. Seek national members for branch membership.

F. Invite members from other northeast area AAUW branches to branch meetings and

activities.

G. Investigate possibilities of College University memberships for TJC and UTT, and revitalization of AOC (AAUW on Campus).

H. Develop mentoring program matching new members and returning members.

I. Provide systematic orientation program to introduce new members to AAUW’s mission and activities.

J. Ensure that meetings and activities are in compliance with AAUW’s diversity policy.

**Goal 4**. **Educate members and the community about women’s education and equity issues and the AAUW mission.**

A. Continue leadership role in coalition with other local organizations with Expanding Your Horizons, Academic Rodeo, Great Decisions Foreign Policy Program, and Academic Decathlon; ensure that new members are encouraged to participate.

B. Ensure Assistant Program Vice President’s involvement in program planning/presentation process; invite interest group chairs to participate.

C. Educate the membership on the AAUW mission statement - then obtain input from membership regarding planning of programs - obtain "everyone's" ideas to ensure greater attendance at programs. Include Public Policy Chair to ensure inclusion of public policy issues

D.  "Branch Out" - hold programs outside the Tyler area; i.e. day trips to Dallas museums; attend North Harris County Holiday Home Tour as a group, etc.

E. Plan multicultural programs and programs addressing the AAUW Funds

F. Establish American or International Fellowship in honor of the Tyler branch’s 75th anniversary (November, 2006).

**Goal 5. Maintain a sound financial base.**

A. Review and develop fiscally responsible financial plans, including a balanced budget, increased membership revenue, and effective fundraising.

B. Implement standardized investment policies and evaluation procedures for all funds.

**Approved by membership January 16, 1993. Reviewed by committee March, 1994. Revised January 14, 1999. Revised January 28, 2002. Revised July, 2008; July 2010.**

GUIDELINES FOR NAMED GIFT AWARDS

When there is more than one nominee in any given year, the highest total score should be considered. This takes the voting out of the realm of personalities. Points should also be given for any other achievement that does not seem to fit into any of these categories (i.e., publication of a book, etc.). These miscellaneous achievements should be awarded the same points as the other categories.

1. Nominees must have been a member in good standing for at least three years.
2. The nominee must have proven involvement in both AAUW affairs and community leadership. This should be evaluated by the selection committee as a preliminary step on the following weighting chart:
3. AAUW

1. Office 20 points

2. Chairmanship 15 points

1. Community Affairs

1. Office 20 points

2. Chairmanship 15 points

C. Civic Honors 15 points

D. Academic Honors 15 points

1. Second awards for a member should be separated in time by five years.