

# AAUW Fort Myers/Lee Co Branch Policies

## Monthly Meetings

### Luncheon Reservations

- a) The Branch pays only for lunches of guest speakers and Branch guests.
- b) Members pay for their guests.
- c) Members may ask the Reservation Chair for meal accommodation due to medical dietary restrictions.
- d) Members who have made a reservation will be required to pay for luncheon, unless cancellations are received the Tuesday prior to the Saturday meeting.

## Membership & Dues

### Shape the Future (STF) Members

STF membership is a promotion currently offered by AAUW National to new and returning members (after at least a two-year gap) offering half-price National dues for the first year. For every two STF members who join, the Branch is given credit for the dues of one Branch Member.

### Dues

Annual National, State and Branch dues are payable to the Branch Treasurer beginning March 1 of each year.

- a) Members who have not paid by July 1 of that year will not be listed in the following fiscal year directory (published in September).
- b) The Board determines Branch dues for all categories of membership.

## Correspondence

### Mailing Address

The official mailing address for the Branch is P.O. Box 2115, Fort Myers, FL 33902-2115. The Treasurer(s) and a member of the Executive Board have keys to the P.O. box which is located at 1350 Monroe St., Fort Myers, FL.

### Donations

Our Branch is officially recognized by the IRS as a 501(c)(3). Donations both in-kind and monetary will be recorded. Acknowledgments of donations will be provided to the donor. The acknowledgment will include the statement: "AAUW Fort Myers/Lee Co. Branch, Inc. is a

501(c)(3) nonprofit organization. Your contribution is tax-deductible to the extent allowed by law. No goods or services were provided in exchange for your donation.”

## Scholarships

### Scholarship Committee

The Scholarship and Awards Committee will be composed of the Scholarship Committee, Treasurer and interested members.

The Committee shall recommend for Board approval honorees and the amount awarded to AAUW Funds, Branch endowed funds, scholarships, and other awards.

## Communications

### Newsletter

The Torch is the monthly Branch publication. It is emailed and/or mailed to the membership.

### Branch Communications

Information about AAUW members, whether in the branch directory, website, monthly Torch, or any other AAUW source is for the sole use of Branch members.

Communication with or solicitation of AAUW members for purposes other than AAUW is prohibited. Please refer to the Member Information Privacy Policy below.

## Member Information Privacy Policy

### *Use of Member Information*

1. Member information may be used for AAUW-related communications only.
2. Mass mailings (email, standard mail) are limited to information concerning AAUW business, events and social purposes.
  - a) Privacy of members' information will be protected through appropriate electronic tools (such as "bcc" in emails, files with addresses labels, etc.).
  - b) Printed versions of names and addresses (address labels, printouts) will be limited to immediate, single-use copies.
3. Communication with or solicitation of AAUW members for organizations or business/financial purposes other than AAUW is prohibited, except in cases of communication which has been submitted to and approved by a quorum of the Board.

### Media/Website

Media includes but is not limited to the Torch, publicity distribution, radio/TV broadcast/Internet outlets.

1. All Branch media communications will follow the policies of the National AAUW organization in promoting the AAUW mission and protecting the 501(c)(3) status of the National AAUW and the Branch.
2. All Branch media communications will be generated by authorized officers or chairpersons.
3. Photos/video of members and guests taken at AAUW events by authorized AAUW photographers/members become the property of AAUW and may be published with member and guest names on the AAUW website or used in other AAUW publicity, which might include such social media outlets as Facebook or Twitter as well as more traditional media outlets, but solely for the purpose of publicizing and promoting AAUW. Any other photographs/videos taken at AAUW events, including those taken by AAUW members or guests who have not been authorized to do so on behalf of AAUW, remain the property of that photographer or videographer but they may not be published in any way that associates them with AAUW without the prior permission of an AAUW Branch officer and in any such case the photographer or videographer bears the full responsibility for such publication, to include but not limited to any litigation that may result.
  - a) Anyone who objects to publication of such official AAUW photos/videos taken at an AAUW event may “opt-out” by advising the photographer/videographer at time of photo, or by contacting the Communications Chair.
  - b) Anyone who objects to publication of such unofficial photos/videos taken at an AAUW event has recourse only to express their objections to the photographer/videographer at the time of the photo/video. In no case is AAUW responsible for the creation and/or publication of photographs, video footage, or even recordings made at AAUW events by anyone other than AAUW-designated photographers/videographers.
4. Contact information for Branch Officers and Chairpersons may be published on the Website, unless the Website Manager is specifically requested not to do so.

#### Non-Member Information Policy

1. Communication information may be retained on non-members but shall be maintained in separate files or coded accordingly to ensure a clear separation of member and non-member information in any Branch database.
  - a) Non-members in this context may include past members, past speakers and/or persons who have been of program assistance to the Branch.
  - b) Prospective members should also be retained in a separate file or coded accordingly to ensure a clear separation of member and prospective member information in any Branch database, and such prospective member information is intended to be temporary.
2. These persons may receive communications from the Branch as deemed of interest to them, including monthly mailings of the Torch and relevant special Branch announcements.
3. A non-member may “opt-out” of Branch communications by notifying the sender.

4. Photo releases should be obtained from speakers and scholarship recipients. Signed releases should be filed with record retention.

#### AAUW National Organization

The American Association of University Women (AAUW), a 501(c)(3) corporation, is the nation's leading voice promoting equity and education for women and girls through advocacy, education, and research. Founded in November 1881, AAUW is open to all graduates who hold an associate or equivalent, baccalaureate, or higher degree from a qualified educational institution, a degree from a foreign institution recognized by the International Federation of University Women (IFUW), or a foreign degree acceptable as a basis for admission to graduate schools at regionally accredited universities in the United States as well as students enrolled at qualified educational institutions.

Visitors are welcome at AAUW's national offices at:

1310 L Street NW — Suite 1000

Washington, DC 20005

AAUW National website: [www.aauw.org](http://www.aauw.org)