

BRANCH MEETINGS

The number, time, and place of branch meetings during the program year are matters which each individual branch must decide. Typically branches meet between three and six times per year. Meetings may be in-person, online or by email. Maryland law regarding non-profit organizations requires only an Annual Meeting. Generally, the suggestion is a minimum of four meetings each year.

Branch meetings should be open to the public. Invite members of other organizations who may be interested in the program. Seek opportunities for participation by diverse individuals and groups.

The meeting is usually divided into four parts arranged in any order: announcements, business meeting, program and social time.

Announcements: Announce coming events, board decisions and branch news.

Business meeting: Hold a business meeting when an issue requires members to discuss and vote. It is recommended to follow an agenda to ensure that all items are addressed. Members must be given the opportunity to speak. When holding a vote, observe good parliamentary procedure. The presiding officer should have with her the branch bylaws and Robert's Rules of Order in case needed for reference.

Program: The branch program may come before or after the business meeting.

Social time: This provides an opportunity for members and guests to get acquainted with each other and to talk informally with those who have presented the program. The Membership Chair should have membership materials available and tell guests that they can join at a reduced rate. (link to Shape the Future Campaign)

Sample Agenda for Business Meeting:

1. Call to Order
2. Opening Remarks and Welcome by President
3. Minutes
4. Treasurer's Report
5. Reports by Committee Chairs
6. Unfinished Business
7. New Business
8. Announcements
9. Adjournment by President

The Agenda in Action

Call to Order: The Presiding Officer taps the gavel, waits for attention and says, "The meeting will please come to order."

Opening Remarks: Greetings to members and special "thank you's." Introduce new members and guests.

Quorum Check: If there is business on the agenda that requires the members to vote, such as election of officers, ensure that there is a quorum present. Refer to branch bylaws for its definition of a quorum.

Minutes: The minutes may be distributed for members to read or the recording secretary can read them. Following the reading, the presiding officer asks for corrections. If there are none, they say, "Hearing none, the minutes are approved as read." If corrections have been made, say "The minutes are approved as corrected."

Treasurer's Report: The report may be distributed or posted before the meeting for members to review. After any questions have been answered, the president says, "If there are no further questions, the treasurer's report will be filed for audit." The treasurer's report is not "accepted" or "approved."

New Business: Each item of business is introduced by the presiding officer or any member. If appropriate, a motion may be made and seconded. Discussion and a vote follow.

Announcements: Announcements should be made of the next branch and board meetings, other dates to remember and board action.

Adjournment: When there is no further business, the presiding officer may confirm that by saying, "Is there any further business? If not, the chair declares the meeting adjourned." A motion to adjourn may also be made from the floor and is treated as any other motion.

AAUW Branch Officer Installation

There is no "official" AAUW installation program. A suggested form is given that may be revised as appropriate to the Branch.

The installing officer may or may not be asked to thank the outgoing officers but should be sure that some provision is made for this.

The installing officer may include some of the following suggested elements.

- A brief reference to pertinent facts in the branch history
- Any interesting or humorous incident
- A personal charge to each new officer, mentioning, humorously or not, some of their specific duties
- Relevant quotes, paraphrases, or adaptation of a poem or other reference to suit the occasion
- Any other ideas she may have

Installing Officer: Will the newly elected officers please come forward? [Call each person by name and state the office to which they have been elected.]

We are members of a vital organization whose mission is to promote equity for women and girls and education over the life span. You are to support the Association and the State to carry out the mission through Programming and Public Policy. As a branch we are united in friendship and in practical work on the educational, civic, social, and cultural issues of the community.

Will you perform the duties of your office as outlined in the branch bylaws? [New officers reply "yes."]
You have been elected; now you are the installed officers of the _____ Branch of
the American Association of University Women. Congratulations.