**200 MEMBERSHIP 201-1**

**To advance its mission to eliminate the barriers that prevent women and girls from fully participating equally in society, AAUW Florida is committed to a growing, diverse membership. There shall be no barriers to full participation on the basis of gender, race, creed, age, sexual orientation, national origin, disability, or class. Branch and national membership is open to persons holding an associate or equivalent, baccalaureate or higher degree from a qualified educational institution. Undergraduates enrolled in accredited two or four year institutions may become student affiliates. Refusal to admit an eligible graduate to membership shall result in loss of recognition of a branch.**

1. **AAUW ELIGIBILITY**

See AAUW FL Bylaws, ARTICLE IV

1. **TYPES OF MEMBERSHIP**
	1. Branch Members
		* 1. An eligible person becomes a branch member through payment of branch, state, and National dues to the treasurer of a recognized branch.
			2. Branches may:
				1. Credit dues of new members that are received after March 15 to the following fiscal year.
				2. Honor a member by waiving branch dues.
				3. Offer a bonus for payment of dues prior to a specific date.
				4. Charge a penalty for late payment of dues, if specified in branch bylaws.

 3. Branches may not drop a member for nonpayment of dues prior to

 September 1.

* 1. Dual Members.
		1. Dual membership is the term used by AAUW to refer to membership in more than one branch and/or state organization. Dual members must identify one branch, AAUW-affiliated entity or state organization as their primary membership. Dual members are entitled to all branch and state organization privileges, to hold office, and to vote on all questions in all branches and/or state organizations to which they pay dues, provided that each voting member exercises only one vote per candidate or item of business in any one state organization election.
		2. Dues
			1. A dual member pays all local branch dues and fees in each branch to which s/he belongs.
			2. National membership is recorded and National dues paid through only one branch. That becomes the member’s branch of record.
			3. A member holding dual membership in branches in two separate states pays state dues in the branch where s/he holds regular membership, i.e., where National dues are paid. Out-of-state dual members must pay AAUW Florida dues to receive Florida publications.

3. Privileges and Restrictions

* + - 1. The dual member is entitled to all branch privileges and to vote on all questions in both the branch where s/he holds regular membership and the dual branch, since s/he pays local branch dues to both.
			2. In the dual branch, the dual members may hold any branch office.
1. National Member
	1. A national member is an AAUW member who is not affiliated with any branch and who pays dues directly to AAUW. National members receive the every member publications and all AAUW services except those made available through the branch or state.
	2. A National Member may not vote or hold office in a branch unless s/he pays branch and state dues.
	3. National Members may be members of AAUW FL upon payment of state dues, and may hold state office and serve as members of state committees.
2. Life Member
	1. Paid Life: a member who has paid a life membership to AAUW is exempt from National dues but pays state and branch dues.
	2. Honorary Life: a member who has belonged to AAUW for 50 years is exempt from payment of state and National dues. Member is exempt from branch dues only if branch bylaws allow the exemption.
3. Partner Members
	1. A partner member is an accredited educational institution, including two-year and community colleges, which pay annual dues to AAUW.
	2. A partner member shall appoint a representative to AAUW who is eligible for membership.
	3. A partner member does not pay state dues. The representative, however, is encouraged to participate in local branch activities and to pay branch dues.
4. Student Affiliates (See Florida AAUW Bylaws, ARTICLE V, Section 4).
	1. A Student Affiliate is an individual enrolled as an undergraduate student in a two- or four-year regionally accredited institution, and who pays a fee to the AAUW. Florida AAUW waives state dues for student affiliates. Branch dues assessed are up to the individual branches.
	2. Student affiliates receive the AAUW Florida state newsletter.
	3. Student affiliates are entitled to attend branch, state, and National meetings. However, they may neither vote nor hold elective office.
	4. Branches are encouraged to recruit student affiliates to insure a future membership that is aware of the mission of AAUW.
	5. An E-Student Affiliate is a non-degreed undergraduate studying at an AAUW college/university partner member institution. E-students do not pay fees because AAUW does not provide them with any materials in print. E-Student Affiliates may choose to remain in that category until upon receipt of a bachelor’s degree. E-Student Affiliates may affiliate with branches and/or states by paying such fees requires by those organizations.
5. **MEMBERSHIP AWARDS**

As recommended by the membership committee, and within the restraints of the budget,

AAUW Florida may give awards to branches for membership recruitment and retention.

1. **FLORIDA AAUW DIRECTOR FOR MEMBERSHIP**
	1. Election (See Florida AAUW Bylaws,ARTICLE VIII, section 2 b

* 1. Duties: in addition to the duties described in AAUW FL Bylaws~~.~~ ARTICLE X, the director is:
		1. A member of the executive committee.
		2. The chair of the membership committee.
		3. Serves as a consultant to branches, interbranches, and newly forming branches on membership issues.
1. **MEMBERSHIP COMMITTEE**

. The membership committee shall be chosen by the Director for Membership and shall consist of:

* 1. If possible, one (1) representative from each geographical region to reflect the diversity policy of AAUW Florida and for their interest in recruiting and retaining members.
	2. Director for Program.
	3. Chair of the College/University sub-committee.
	4. Consideration shall be given to diversity and rotation of members.

B. The term of office shall be concurrent with the term of the current Director for Membership.

1. **AAUW SATELLITES: Guidelines**
2. Satellites may be classified into three categories:
	1. A branch satellite composed of a small group not desiring autonomous branch organization at present, but interested in carrying on local study and action as part of the established branch, such as: retired members, geographically remote, special meeting time, etc. For general purposes, a branch satellite is defined as a group in a geographical location near an established branch. Branch satellite formation and alliance must be with the approval of the established branch and close cooperation should be maintained.
	2. An overseas satellite composed of eligible United State citizens living temporarily in another country, who wish to be in touch with activities of AAUW. An overseas satellite is not linked to an established branch in the U>S> and may be established without regard to geographic location.
	3. An AAUW student organization (affiliate satellite) is composed of undergraduates enrolled in a regionally accredited two- or four-year institution. The AAUW student organization may carry on local study and action as part of an established branch or it may operate independently.
3. Branch Satellites - Organization
	* 1. Members in branch satellites pay full AAUW, state, and branch dues through the established branch, and are recorded with AAUW as members of that branch. The satellite name identifies its location or nature but is not separately recorded.
		2. The satellite chair/president should be a member of the affiliated branch’s board
		3. The satellite chair/president should be listed with Association and in the State directory
		4. A designated percentage of the dues paid to the affiliated branch should be returned to the affiliated branch to cover expenses.
		5. A satellite must conform to all Florida AAUW Bylaws and Policies.
4. AAUW Student Organizations

A student organization (affiliate satellite) will maintain contact with AAUW directly, the established branch (if applicable) and state. Members of student organizations will be called student affiliates.

1. All AAUW student organization applications shall be sent directly to AAUW. Information about newly formed student organizations will be sent to the established branch (if applicable) and state.
2. The AAUW affiliate satellite shall designate a liaison to be the official contact with AAUW, the branch (if applicable), and state.
3. Finances
	1. If the student organization is forming at a C/U Partner member school, members of the student organization will be eligible to enroll as free estudent affiliates and no additional dues will be assessed. For student organizations forming at non-partner member schools, AAUW’s student affiliate dues shall be sent directly to AAUW. No additional dues shall be assessed to the student organization or student affiliate members thereof by branch or state.
	2. The AAUW affiliate satellite shall determine the amount of funds needed for annual operation and shall assess and retain that amount in its treasury.
4. Unless in accordance with AAUW “Use of Name”, the student affiliate satellite may not state positions or take unilateral action in the name of

AAUW.

1. **BRANCH MERGER: GUIDELINES**
	1. Purpose

To provide a mechanism whereby branches that are having difficulty can remain affiliated with AAUW, when neither disbandment nor satellite formation is a desirable option.

* 1. Procedures and Guidelines
		+ 1. Leaders of the branches involved meet and plan the merger. A majority of members of each branch must agree to merge.
			2. The state president (or state board representative) meets with the representatives of each branch involved in the merger. Upon mutual agreement of all parties involved, the state representative notifies the Membership Department of the pending merger.
			3. Upon notification by the state, the AAUW Membership Department send to the state membership vice president a “Branch Merger Form”, which includes a state section, branch name section, and officer and charter member section. The form is completed and copies sent to the AAUW Governance Committee chair, AAUW Executive Office and AAUW Membership Department.
			4. A nominations and election process for officers of the new branch will be developed by the officers of the involved branches and implemented.
			5. Bylaws must be approved by the AAUW Governance Committee chair for the newly merged branch.
			6. All paid members of the merging branches listed on the “Branch Merger Form” become the charter members of the merged branch.
			7. The AAUW Membership Department assigns a branch code and notifies the appropriate branch, state, and AAUW leaders.
			8. The AAUW Board of Directors officially recognizes the merged branch at its next board meeting. In the months there is no board meeting, the AAUW Executive Committee is authorized to approve branch mergers, provided the list of those approved is included in the board documents for the following board meeting.
			9. All monies of both branches are pooled to form the treasury of the new branch. No individual can benefit financially from the merger, in accordance with non-profit status.
1. **INVESTMENT CLUBS**
	* 1. Under IRS regulations, no individual member of a 501(c)(4) organization may benefit financially from any profits generated by the organization. Therefore, AAUW branches and state organizations may not sponsor investment clubs that are in any way affiliated with AAUW, the state, the branch, or that use AAUW’s name.
		2. Existing investment clubs that use the name of an AAUW branch or state must desist.
2. **BRANCH ESTABLISHMENT AND BRANCH AFFILIATION REVIEW WILL BE EXECUTED ACCORDING TO THE AAUW BYLAWS AND POLICIES.**

**300 PROGRAM OF THE STATE 301-1**

**The AAUW Florida program initiatives shall advance the mission and priorities of AAUW as determined by AAUW and the AAUW Florida Board of Directors. The goals of the program are to advance the AAUW mission and develop the programmatic elements of the AAUW Strategic Plan. These principles and priorities provide the framework for the work of AAUW Florida – its communities, task forces, and branches.**

1. **AAUW FLORIDA DIRECTOR FOR PROGRAM:**
	1. Election (See AAUW Florida Bylaws, ARTICLE VIII section 2 b)

`B. Duties: in addition to the duties described in Florida AAUW Bylaws,

 ARTICLE X, the director

* + 1. Shall be a voting member of the AAUW FL Board of Directors and Chair of the Program Development committee.
		2. Shall be responsible for all program activities, which includes but is not limited to the annual meeting.
		3. Shall serve as a consultant to branches and interbranches in program development.
		4. Shall work with AAUW FL board members and branch leaders to promote and share program initiatives, increase membership, visibility and fund raising.
		5. Shall encourage member participation in the Every Member Survey.
		6. Shall promote and share program initiatives.
1. **PROGRAM DEVELOPMENT COMMITTEE**
	1. The chair shall be the Director for Program.
	2. The Director for Program shall appoint members to the committee to facilitate implementation of the priorities approved by the AAUW FL Board, including Leader on Loan and Grants.
	3. The Chair will name sub-chairs for Mini-Grants, and Leader-on-Loan. These sub-chairs will be members of the Program Committee.
	4. Committee members shall be appointed to serve a term concurrent with the current Director for Program

**400 FINANCIAL POLICIES 400-1**

**The AAUW Florida Director for Finance and the Finance Committee shall provide fiscally prudent stewardship of AAUW Florida's resources. They shall develop an annual balanced budget and manage the state's expenses and cash flow.**

1. **THE FLORIDA AAUW DIRECTOR FOR FINANCE**
	1. Election (See AAUW Florida Bylaws ARTICLE VIII section 2 b)
	2. Duties in addition to those described in AAUW FloridaBylaws, ARICLE X:

1. Shall be a member of the AAUW FL Boardof Directors and chair of the Finance committee

* + 1. Shall open and maintain appropriate accounts.
		2. Shall prepare regular quarterly financial reports analyzing actual performance against budget.
		3. Shall file IRS 990 form if gross receipts exceed $25,000.
		4. Shall secure adequate insurance coverage
		5. Shall cooperate with the qualified individual conducting the annual review of the AAUW Florida financial records

* + 1. Shall retain all financial records in good order.
1. **FINANCE COMMITTEE**
	1. The Finance Committee shall be chaired by the Director for Finance.

Members of the committee shall be selected by the Director for Finance. Consideration shall be given to diversity, expertise, and rotation of members.

* 1. The committee shall develop the annual budget, consistent with the bylaws and policies of AAUW Florida. The budget proposal shall:
		+ 1. Be based on thorough study of past budgets and finance director’s reports as well as input which has been solicited from state officers and chairs.
			2. Be in the hands of members of the Board of Directors at least five

(5) days prior to the spring meeting of the board.

* 1. It shall also be the responsibility of the finance committee:
		+ 1. To review any budget overages during the fiscal year and take appropriate action.
			2. To make recommendations to the board of directors concerning new finance policies or changes in existing policy.
			3. To examine trends in membership, revenue sources and expenditures on a regular basis in order to forecast when a dues increase may be needed.
1. **BUDGET FORMATION AND ADJUSTMENT**
2. The proposed annual budget shall be prepared by the Finance Committee, based on goals set by AAUW Florida*,* and submitted to the state Board of Directors for approval prior to the beginning of the fiscal year. The board may, at its own discretion, adopt a provisional budget based on prior revenue and expense if figures are not available by the spring meeting. If a provisional budget is adopted, the adoption of the final budget may be delayed until the next meeting following the beginning of the fiscal year.

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1. There shall be no approval or reimbursement of any expenditure that exceeds 10% of the amount budgeted for that line item unless approved by the finance committee and the Board of Directors.
2. **GENERAL EXPENSE AND REIMBURSEMENT GUIDELINES**
3. Expenses that are reimbursed by AAUW Floridamust be provided for in the

 budget

1. Expense reimbursement requests shall be accompanied by receipts.

1. All requests for reimbursement of expenditures made during a fiscal year must have reached the Director for Finance by June 1 of that fiscal year in order to qualify for reimbursement.

1. Persons elected to office as co-presidents or co-officers will be reimbursed as Follows:
	* + - 1. Administrative expenses: the same as all officers.
				2. Co-Officer travel: For a meeting where one co-president or co- officer is representing AAUW Florida*,* reimbursement will be made at the stipulated rate.
				3. Board meetings: Reimbursement for hotel rooms for board co-officers will be one quarter of the standard double room rate. Travel will be reimbursed at half the stipulated rate unless they travel together. Then driver receives stipulated rate.

* + - * 1. National Convention: if both co-officers attend, the allocated funds will be divided between them.
1. All exceptions to the above policies shall be on a case-by-case basis, shall be approved by the board and shall be justified in writing
	1. **TRANSPORTATION**
	2. “Cents-per-mile” amount shall be determined by the Board of Directors.

Mileage shall be computed by trip odometer readings or by an Internet map site.

Mileage will be submitted to the Director for Finance on an AAUW FloridaTravel Expense Voucher. When two (2) or more eligible persons drive together, reimbursement shall be made to the driver only. If an eligible member chooses to fly to a meeting, reimbursement will be made based on cents per mile or the airfare, whichever is less.

* 1. The following are authorized to receive cents-per-mile reimbursement:

 1. All members of the AAUW FL board attending:

Annual AAUW FL State Meetings

Scheduled meetings of the Board of Directors.

* + - 1. Appointed chairs of statewide committees and task forces, and specifically designated persons in attendance at scheduled meetings of the Board of Directors which they are requested to attend by the president.
			2. Committees or task forces that believe that they require a meeting may petition the board for pre-authorization for travel reimbursement.
			3. Qualifying leaders-on-loan.

* 1. **MEALS AND LODGING**
		1. Cost of meals is not reimbursable.
		2. The following persons are authorized cost of lodging: Boardmembers attending state convention; all board members and others required to be present at a board meeting or convention/leadership conference that spans multiple days provided that they attend the meeting on multiple days. Reimbursement shall be limited to one-half the cost of a standard double room and shall not be paid if complimentary accommodations are provided on site. Requests for reimbursement shall be on an AAUW FloridaTravel Expense Voucher accompanied by a paid hotel receipt. Co-officers are reimbursed one-fourth of the room rate per night. Board members will not be reimbursed for lodging the night prior to a *one-*day meeting (unless they must travel more than 200 miles one way to the meeting site) nor the night following the last meeting
	2. **STATE Annual Meetings AND STATEWIDE CONFERENCES**
1. All AAUW Floridaannual meetings and statewide conferences shall be self-supporting with all costs paid from registration fees and other meeting generated revenues.
2. The Director for Finance shall advance funds to the Local Arrangements Committee sufficient to cover all expenses that will occur or be billed prior to the receipt of annual meeting/conference registration fees. These funds shall be taken from the annual meeting/conference surplus (Restricted) fund.
3. The Local Arrangements Committee shall designate an annual meeting/conference treasurer who shall be responsible for all financial transactions related to the annual meeting/conference. The annual meeting/conference treasurer shall be responsible for submitting the final financial report to AAUW Floridafinance director within 90 days following the annual meeting/conference.

1. Should annual meeting/conference receipts exceed expenditures, the excess shall be returned to the annual meeting/conference surplus fund (restricted).
2. Should annual meeting/conference expenses exceed receipts, the difference shall be made up from the annual meeting/conference surplus fund (restricted). When the surplus fund is inadequate to cover all the losses, the Board of Directors shall determine the funding source from which the additional monies will be transferred.
3. The following shall be included as a annual meeting/conference expense: The cost of meal tickets for AAUW national leaders-on-loan and meals and/or lodging for guest speakers.

**VIII. AAUW NATIONAL CONVENTION**

1. The monies allocated forthe AAUW National Convention shall be divided equally among those current members of the elected state board and incoming elected board members who attend. The current president/copresidents shall have a separate line item allocation for these events. In the event that the sum of money each board member will receive will be greater than the line item allocation for the president/co-presidents, the monies allocated for the board and the president/co-presidents shall be combined and the total divided among the attending board members and the president/co-presidents.
2. Disbursement or repayment of allocated funds:
	* 1. Disbursement may be made prior to the convention/conference; recipients who later decide against attending shall repay the money, unless the finance committee waives repayment for cause.
		2. Recipients are neither expected to itemize anticipated expenses nor submit an expense report for AAUW convention, except in cases where it is obvious that dividing the funds equally would be giving a windfall to the recipients, in which case, the finance director, in consultation with the president, will determine an appropriate amount, or board members will be asked to submit a voucher for actual expenses. In such case, reimbursement is for flight, hotel, and registration. It does not include meals (for example, the banquet).
		3. Those AAUW FL members receiving compensation for travel to the AAUW convention must attend the convention meetings and activities and represent AAUW Florida.

**` IX. UNDESIGNATED FUNDS**

 Undesignated funds are the difference between the Budget Income and Budget Expense and are only to be used with the approval of the board.

* 1. **RESTRICTED FUNDS**
		+ 1. A restricted fund shall be any fund whose principal may be spent only for the purposes specified in the creation or acceptance of the fund. Such funds shall be entitled “restricted funds” and shall be held separate from operating funds.
			2. Restricted funds may be set up to receive money temporarily and to disburse it, as in the case of a grant that can only be used for a specific purpose.
			3. Restricted funds in excess of that needed as start-up funds for projects such as the mini-grants or for the annual meeting, may be used to meet a true one-time emergency and/or to allow AAUW Florida to avail itself of an exceptional opportunity with the approval of the board.
	2. **INSURANCE**
		+ 1. AAUW Floridacarries insurance that covers officers, employees and AAUW members while they are performing state level AAUW activities. This coverage includes liability insurance as well as Special Risk Accident, and is provided from the time the covered person leaves the normal place of employment or residence for the purpose of performing AAUW FL level business. Coverage does NOT apply to every-day travel to and from work.
			2. Since AAUW FL insurance coverage does not extend to branch members involved in branch activities, branches are

encouraged to carry comparable insurance coverage for their branches.

 **XII. DUES**

A. Dues of new members.

B.

1. Refer to AAUW FLBylaws, Article IV.

1. After July 1, each year, dues paid by new members shall be forwarded to the AAUW Florida Director for Finance immediately following receipt.
2. A member paying branch dues during the first year of a branch’s existence shall be considered a charter member of that branch.
3. When AAUW National offers reduced dues, as in Shape the Future memberships, the State will **not** offer the same percentage reduction.

C. Exemption from payment of state dues shall extend to all AAUW fifty-year honorary life members (AAUW FL Bylaws, Article IV, Section 2 a (4) (b).

**500 DEVELOPMENT AND FUND RAISING 500**

1. **AAUW FLORIDA DIRECTOR FOR DEVELOPMENT**
	1. Election (See AAUW Florida Bylaws, ARTICLE VIII
	2. Duties (see AAUW Florida Bylaws, ARTICLE X
2. **DEVELOPMENT COMMITTEE**
	1. Shall be selected by the Director for Development in consultation with the AAUW Florida President
	2. Shall represent AAUW Funds in the branches.

* 1. Development Committee responsibilities shall include but not be restricted to:
		1. Development and adoption of its own set of procedural guidelines which shall not conflict with AAUW policies
		2. Support of a statewide AAUW Funds fundraising project

* + 1. Support and promotion of the Florida Friends (annual $100.00 donation to AAUW Funds).
		2. Development and maintenance of a corps of present and past Educational Foundation fellows and grant recipients resident in Florida for the purpose of promoting the AAUW Fellowship and Grants Program
		3. Education of AAUW members and the general public regarding the mission and purpose of the Fellowship and Grants, and Legal Advocacy Fund

* + 1. Provision of technical support to branches and individuals wishing to apply for Fellowship and Grants and/or Legal Advocacy support.
		2. Sponsorship and promotion of AAUW Funds workshops/focus groups and recognition activity and the state convention.
		3. Provision of assistance to branches with AAUW Funds fund raising activities.
		4. Development, in conjunction with the AAUW FL Board of a long range plan

 for promotion of AAUW Funds programs.

**600 PUBLIC POLICY 600**

**AAUW Florida Public Policy shall utilize AAUW’s biennial public policy which is approved by vote of AAUW members nationwide every two years. AAUW Florida will initiate action consistent with AAUW, its Use of Name, and with these policies.**

**I AAUW FLORIDA PUBLIC POLICY: PROCEDURES AND POLICY**

1. AAUW Florida Director for Public Policy

There shall be a Director for Public Policy whose qualifications and terms of office are stated in ARTICLE X of the Florida AAUW Bylaws.

In addition to the duties described in AAUW Florida Bylaws, ARTICLE X, the duties shall include:

* + 1. With the Public Policy Committee, coordinate Lobby Days in Tallahassee.
		2. Communicate with branches to inform and promote issues and actions.
		3. Be responsible for efforts with coalitions.
		4. Work with AAUW public policy staff on coordination of state actions with AAUW’s Public Policy Program.
1. Public Policy Committee
	1. The committee shall be selected by the Director for Public Policy. Consideration shall be given to diversity and rotation of members.
	2. The Director of Program shall be a member of the committee.
	3. The committee shall assist the Chair as directed.
2. . AAUW FLORIDA RULES FOR CANDIDATE ENDORSEMENT
3. Use of name (see ARTICLE III, Florida AAUW Bylaws). Members, branches, and states may not endorse or oppose candidates for partisan elections.
4. Endorsement or opposition to candidates for non-partisan office or appointive office is permitted. The state, branch, interbranch, or the public policy committee may make the decision to endorse or oppose by a simple majority vote.
5. State and local election laws define what constitutes an endorsement. It is the responsibility of the Director for Public Policy to keep members informed as to Florida election laws. Branches should contact local election officials to determine local regulations governing school board and local district elections.
6. Candidates who are AAUW members may state that they are members as long as they are not opposing AAUW’s program or policy. Stating one’s AAUW membership while opposing AAUW positions violates the Use of Name policy
7. The state, branches, interbranches, or individual members may not contribute money or anything of material value from AAUW funds to candidates for any elective office, partisan or non partisan, and may not publish paid political advertisements in any AAUW publication.
8. An individual member may, as a private citizen, endorse candidates for a partisan elective office and contribute monies to the candidate as long as the member does not use the name of AAUW in the endorsement.
9. Before a partisan election, candidate forums may be held to which all candidates in that election are invited. If three or more political parties have nominees for any office, AAUW may limit the invitations to the two (2) parties with the highest number of votes in the last general election. If an invited candidate declines the invitation, the forum may still be held.
10. Branches, interbranches, and the state may invite a declared candidate to speak at a meeting on a subject of the candidate’s particular expertise, but not on the candidacy for political office.
11. **COMMUNICATIONS 700**

The Director for Communications will promote visibility for AAUW Florida mission and programs among AAUW members and residents throughout the state and assure that all communications, Florivision, Website and Social Media, are consistent with AAUW Florida policies and that they are not in conflict with policies of AAUW.

1. **AAUW FLORIDA WEB SITE POLICY 701**

**The AAUW Florida website shall provide members and visitors to the site information about branch and state AAUW activities across the state and access to other sites that are of interest to AAUW Florida members.**

1. **CONTENT:** The content willbe limited to information about AAUW activities, and links to other AAUW sites, branch newsletters**,** and informational sites of potential interest toAAUW members**.** There will be no advertising, or special promotion of events other than those undertaken by AAUW Florida and its branches. If a question should arise about the appropriateness of any item or link submitted, the AAUW Florida Web Manager will consult with the AAUW Florida Board of Directors before including it anywhere on the website.
2. **GENERAL SUBMISSION REQUIREMENTS:**  AAUW Florida board members, branch members and branch newsletter editors are encouraged to regularly submitinformation, articles, and photos for inclusion on the siteto the web manager at flwebmgr@comcast.net .
	1. All submissions with the exception of small corrections to existing information must be sent in an email attachment. The subject line should briefly indicate what is being sent and for what page.
	2. Articles should be written in Microsoft Word, proofread and spell checked prior to

 submission.

* + 1. Information must be of interest, succinct, time sensitive, and have wide appeal.
		2. A title, the text, and dates must be included.
		3. The body of the email message should include a date when the information is to be removed. If not, the Web manager will remove information at her discretion.
		4. Be specific about where the material should be placed, i.e.:

 a. Members’ Corner; Calendar; forms, branch page,etc

* 1. Photos should be submitted as jpeg files and the occasion and the individuals ineach photo should be identified. Permission of the individuals in all photos must be obtained before they are sent to the web manager.

**702 SOCIAL MEDIA 702**

1. Use of Social Media. Any entity or individual who uses, accesses, or links to [www.aauw-fl.aauw.net](http://www.aauw-fl.aauw.net/) —including logos, written content, photographs, graphics, video, and audio—is bound by this policy. Use of, access to, or linkage to www.aauwfl.aauw.net shall constitute acceptance of and agreement to be bound by the terms in this policy. Entities or individuals who do not wish to be bound by these terms should not use, access, or link to [www.aauw-fl.aauw.net](http://www.aauw-fl.aauw.net/). AAUW Florida has the right to restrict or revoke access to any entity or individual that violates any provision of this policy.

AAUW Florida reserves the right to remove or not post any materials of external users onto www.aauw-fl.aauw.net materials that AAUW Florida considers to be objectionable or outside its mission. Notwithstanding the reservation of this right, AAUW Florida is not responsible for any material posted by any external users, for instance on chat rooms or bulletin boards. AAUW Florida specifically disclaims any and all liability for any claims or damages that result from postings by external users. Although [www.aauw-fl.aauw.net](http://www.aauw-fl.aauw.net/) includes links providing direct access to other Internet sites, AAUW Florida has not participated in the development of those other sites and does not exert any editorial or other control over those sites.

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Members and nonmembers using AAUW bulletin boards and chat rooms agree to the following conditions:

* 1. You will not post any material that is false, defamatory, inaccurate, abusive, vulgar, hateful, harassing, obscene, profane, sexually oriented, threatening, invasive of a person’s privacy, or in violation of any law. Spam, flooding, advertisements, chain letters, pyramid schemes, and solicitations are prohibited. You may not post copyrighted material unless you own the copyright or you have permission from the copyright owner.
	2. You are responsible for the content of your messages. You agree to indemnifyand hold harmless this forum and any related websites. AAUW Florida reserves the right to reveal your identity (or any information the organization has about you) in the event of a complaint or legal action arising from any information that you post.
	3. When you register, you agree to choose an appropriate username. When you complete your user profile, you agree to present accurate information. AAUW will remove inaccurate or inappropriate information.
	4. You agree not to give your password to anyone else and not to use another member’s account to post messages or browse this forum.
	5. If you object to any postings or profiles, notify the forum administrator immediately. AAUW Florida will remove objectionable content as soon as possible. This is a manual process, so AAUW Florida may not be able to remove or edit messages immediately.
	6. AAUW cannot confirm or warrant the validity or accuracy of postings on this forum. Messages express the views of the authors, not AAUW Florida.

April 22, 2018