

# AAUW – Morgan Hill, CA Branch

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# BYLAWS OF THE AMERICAN ASSOCIATION OF UNIVERSITY WOMEN OF MORGAN HILL, CALIFORNIA BRANCH

## ARTICLE I. NAME AND GOVERNANCE

**Section 1. Name.** The name of the organization shall be the American Association of University Women (AAUW) of Morgan Hill, California, hereinafter known as the “Branch.”

**Section 2. Affiliate.** AAUW Morgan Hill, California is an Affiliate of AAUW as defined in Article V.

**Section 3. Legal Compliance.** The Branch shall comply with the requirements of AAUW and federal, state, and local law. The bylaws of the Branch shall in no way conflict with the AAUW Bylaws and/or policies.

## ARTICLE II. PURPOSE

**Section 1. Purpose.** The purpose of AAUW is to advance equity for women and girls through advocacy, education, philanthropy, and research. The purpose of the Branch is to further AAUW purposes and policies.

**Section 2. Policies and Programs.** In keeping with this purpose, the Branch shall promote equity, education, and development of opportunities for women and girls that enable them to realize their full potential.

## ARTICLE III. USE OF NAME

**Section 1. Policies and Programs.** The policies and programs of AAUW shall be binding on all members engaged in AAUW activities, and no member shall use the name of AAUW to oppose such policies or programs.

**Section 2. Proper Use of Name and Logo.** The name and logo of AAUW may be used only by members (as defined below at Article IV, Section 2) and Affiliates (as defined below at Article V, Section 1) only according to policies and procedures established by the AAUW Board of Directors; others may do so only according to written licenses.

**Section 3. Individual Freedom of Speech.** These bylaws shall not abridge the freedom of speech of any AAUW member to speak an opinion in the member’s own name.

## ARTICLE IV. MEMBERSHIP AND DUES

**Section 1. Composition.** The members of AAUW at present consist of members (“Individual Members”) and college/university members (“College/University Members”).

## **Section 2. Basis of Membership.**

### **a. Individual Members.**

- (1) Eligibility. An individual holding an associate's (or equivalent, e.g., RN), bachelor's, or higher degree from a higher education institution accredited by a regional accrediting agency recognized by the U.S Department of Education (an "Accredited Higher Education Institution") or other qualified educational institution located outside of the United States, as determined by the AAUW Board of Directors, shall be eligible to receive admission to AAUW membership; such membership shall be granted upon payment of AAUW dues. The provisions set forth in this section are the sole requirement for eligibility and admissibility to AAUW membership except that the AAUW Board of Directors may establish a process to assess credentials that are submitted based on degree equivalence.
- (2) Appeals of Refusals of Admission to Membership. Any potential Individual Member or College/University Member who claims qualification for membership in AAUW and who has been refused admission to membership may present credentials to the AAUW Board of Directors for review. The decision of the AAUW Board of Directors shall be final.
- (3) Saving Clause. No Individual Member shall lose membership due to any change in the status of the higher education institution upon which original qualification for membership was based.
- (4) Life Membership.
  - (a) Paid. An Individual Member may become a life member (a "Life Member") upon a one-time payment of twenty years' annual AAUW dues, based on the amount of annual AAUW dues the year the Member elects to become a Life Member. Thereafter, the Life Member shall be exempt from the payment of AAUW national dues.
  - (b) Fifty-Year Honorary. An Individual Member who has paid AAUW dues for fifty years shall become a Life Member and shall thereafter be exempt from the payment of AAUW national dues.

- ### **b. College/University Members.** Any Accredited Higher Education Institution or other qualified higher education institution located outside the United States, as determined by the AAUW Board of Directors, that pays annual dues to AAUW shall be eligible to be a College/University Member. Each College/University Member shall appoint one or two representatives who are eligible to be Individual Members and who shall each have the membership benefits of an Individual Member and any other benefits that accrue to representatives of College/University Members, as determined by the AAUW Board of Directors.

**Section 3. Student Associates.** The AAUW Board of Directors may permit undergraduate students enrolled in Accredited Higher Education Institutions or in other qualified educational institutions located outside the United States, as determined by the AAUW Board of Directors, to associate with AAUW, with fees (if any) and benefits as determined by the AAUW Board of Directors.

## **Section 4. Dues.**

- ### **a. Amount.** The annual dues and Member benefits for any category of member shall be established by a two-thirds vote of the AAUW Board of Directors. Members shall be notified of the intent to consider a change in the dues, the proposed amount, and the rationale

- for the change at least 60 days prior to the vote.
- b. Payment. Member dues shall be payable in accordance with procedures established by the AAUW Board of Directors.

**Section 5. Severance of Membership.** Any Member may be suspended or removed from membership for any conduct that tends to injure AAUW or to adversely affect its reputation or that is contrary to or destructive of its mission according to these bylaws, with action taken following policies and procedures adopted by the AAUW Board of Directors. In addition, a College/University Member that is no longer eligible for membership shall be removed from membership as soon as practicable after it loses its eligibility.

## **ARTICLE V. AAUW AFFILIATES**

**Section 1. AAUW Affiliate Defined.** An AAUW Affiliate (“Affiliate”) is an organization affiliated with AAUW for the purpose of supporting AAUW’s mission through Affiliate programs, fundraising, networking, and/or other activities. Affiliates are typically nonprofit membership organizations under state law and may also have been recognized as tax-exempt 501(c)(3) or 501(c)(4) organizations under the Internal Revenue Code. An Affiliate may use AAUW’s name and/or logo only if approved by the AAUW Board of Directors.

### **Section 2. Organization.**

- a. Purpose. Affiliates shall promote the purposes, programs, and policies of AAUW.
- b. Bylaws. Affiliates shall develop bylaws as meet their needs. However, any such bylaws shall not conflict with AAUW Bylaws or with applicable law.
- c. Structure. Affiliates may create such leadership structures as meet their needs. Each Affiliate shall provide AAUW with designated contacts for administration and finance.

### **Section 3. Loss of Recognition of an Affiliate.**

- a. The AAUW affiliation status of an Affiliate may be revoked for cause through affiliation review procedures specified by the AAUW Board of Directors.
- b. The Affiliate shall have the right to appeal to the AAUW Board of Directors within a designated period.

**Section 4. Property and Assets.** The title to all property, funds, and assets of an Affiliate is vested in the Affiliate. An Affiliate shall have complete control of its property and assets, except that such property and assets shall not be used for any purpose contrary to AAUW’s purposes. In the event of the dissolution of an Affiliate or the termination of an Affiliate’s affiliation with AAUW, all assets of the Affiliate shall be transferred and delivered to AAUW or to another Affiliate designated by AAUW. AAUW may solicit and consider recommendations from local leaders before making a designation.

## **ARTICLE VI. PARLIAMENTARY AUTHORITY**

The rules contained in the most current edition of *Robert’s Rules of Order Newly Revised* shall govern the Branch in all instances in which they are applicable and in which they are not

inconsistent with the AAUW Bylaws or with the requirements of AAUW or applicable laws.

## **ARTICLE VII. AAUW-MANDATED AMENDMENTS TO THE BYLAWS**

AAUW-mandated amendments shall be implemented by the Branch's board of directors without a vote of the Branch's membership and as prescribed by the AAUW Board of Directors.

## **ARTICLE VIII. BRANCH MEMBERSHIP AND DUES**

### **Section 1. Branch Membership.**

- a. A member of national AAUW, as defined in Article IV, may become a member of the Branch upon payment of Branch dues.
- b. All Branch members are required to be members of the American Association of University Women of the State of California, Inc, hereinafter called AAUW CA, in order for the Branch to be eligible for AAUW CA insurance and programs.

### **Section 2. Dues.** (See also Article IV, Section 4.)

- a. Changes in Branch dues shall be determined at the annual meeting by two-thirds vote of those present and voting, provided notice has been given to the members 10 days prior to the meeting.
- b. Branch dues for college/university representatives shall be set by the Board. AAUW CA dues are waived for college/university representatives.
- c. AAUW paid life members, as defined in Article IV, Section 2a(4)(a), are not exempt from payment of AAUW CA and Branch dues.
- d. Fifty-Year Honorary Members as defined in Article IV, Section 2a(4)(b) shall be exempt from the payment of national AAUW, AAUW CA and Branch dues.

## **ARTICLE IX. NOMINATIONS AND ELECTIONS**

### **Section 1. Nominations.**

- a. There shall be a nominating committee of four members, appointed by the president with recommendations from the Board. One of the committee shall be appointed chair.
- b. The term of service on the nominating committee shall be for one year for a maximum of two consecutive terms.
- c. The names of the nominees for elected office shall be published and sent to every member at least 10 days prior to the annual Branch meeting.
- d. Nominations may be made from the floor with the consent of the nominee.

### **Section 2. Elections.**

- a. Elections shall be held at the annual Branch meeting.
- b. Elections may take place in person, online, by telephone or other electronic means provided that every member has an equal opportunity to vote. Elections shall be by a majority vote of those voting.
- c. Telephone or electronic voting may be used for elections, provided the number of members voting meets the quorum stated for meetings in Article XI, Meetings.

- d. The election format may be changed by the Board to conform to changing state laws.

## **ARTICLE X. OFFICERS**

### **Section 1. Officers.**

- a. The elected officers shall be a president, president-elect; vice presidents for membership, program, and AAUW Fund; secretary, and Chief Financial Officer (CFO) or treasurer.
- b. The appointed officers shall be newsletter editor, publicity chair, public policy chair, local scholarship chair, Legal Advocacy Fund chair, Tech Trek chair, Leadership Development chair, Wildflower Run director, Wildflower Run Sponsor chair, Bylaws chair, and GEMS chair. They shall be appointed by the president with the consent of the Board.
- c. All officers shall serve for a term of one year or until their successors have been elected or appointed and assume office. The term of each officer shall begin on July 1.
- d. No elected officer shall hold more than one office at a time, and shall be eligible to serve no more than three consecutive terms in the same office.
- e. A vacancy in office, excluding the president, shall be filled for the unexpired term by the Board of Directors. A vacancy in the office of president shall be filled by the president-elect. A vacancy in the office of the president-elect shall be filled by the nominating committee reconvening to nominate a candidate to be elected at the next regular meeting.
- f. The incoming president may call a meeting of the incoming officers prior to July 1.
- g. Each position may be filled by an officer or co-officers. Co-officers shall be considered as one voting member.

### **Section 2. Duties.**

- a. Officers shall perform the duties prescribed by these Bylaws, Branch policies, and by the current edition of *Robert's Rules of Order Newly Revised*.
- b. All officers shall submit an annual written report to the president.
- c. The president shall be the official spokesperson and representative for the Branch and shall be responsible for submitting such reports and forms as required by AAUW and the state, including designated contacts for administration and finance.
- d. The president-elect shall assume the duties of the president in the absence or inability of the president to serve, attend all board meetings and executive committee meetings as a voting member, and perform such other duties as the president may direct.
- e. The vice presidents shall perform such duties as the president and Board shall direct.
- f. The secretary shall record and keep minutes of all noticed Board, Branch, and special meetings, and shall make the minutes available upon request.
- g. The Chief Financial Officer shall be responsible for collecting, distributing, and accounting for the funds of the Branch. The CFO shall collect dues and properly remit them to AAUW and AAUW CA by the specified deadline. The treasurer shall send moneys for any AAUW 501(c)(3) entity by the specified deadlines and shall keep separate bank accounts for each entity.

## **ARTICLE XI. BOARD OF DIRECTORS**

**Section 1. Composition.** The Board of Directors shall include the elected and appointed officers of the branch.

**Section 2. Administrative Responsibilities.** The Board shall have the general power to administer the affairs of the Branch, including but not limited to establishing policies and procedures to control financial records. It shall accept responsibility delegated by AAUW and AAUW CA.

**Section 3. Meetings.** Meetings of the board shall be held at least six times a year. Special meetings may be called by the president and shall be called upon request of four members of the Board.

**Section 4. Quorum.** The quorum of the board shall be a majority of its members.

**Section 5. Voting Between Meetings.** Between meetings of the Branch Board, a written, conference call, or electronic vote of the Board may be taken at the request of the president on any question submitted to the Board in writing, and/or discussed previously at a board meeting, provided that every voting member of the Board shall have the opportunity to vote upon the question submitted. If a majority shall vote on any question so submitted, the vote shall be counted and shall have the same effect as if at a Board meeting. The result of the vote shall be recorded in the minutes of the next Board meeting.

**Section 6. Removal from Office.** A member of the Board of Directors may be removed for any reason by a two-thirds vote of the Board in accordance with policies and procedures adopted by AAUW.

## **ARTICLE VIII. EXECUTIVE COMMITTEE**

**Section 1. Composition.** The executive committee shall be composed of the elected officers of the branch.

**Section 2. Administrative Responsibilities.** The executive committee shall have power to act for the board between meetings of the board when it is determined that an issue is time-sensitive. It shall report to the board on all actions taken by it. It shall perform such other duties as may be delegated to it by the board.

**Section 3. Meetings.** Meetings of the executive committee shall be held on the call of the president or by request of three of its members. An electronic vote may be taken.

**Section 4. Quorum.** The quorum of the executive committee shall be a majority of its members.

## **ARTICLE XIII. COMMITTEES**

**Section 1. Establishing Committees.** The president may establish standing and special committees as needed with consent by the Board.

**Section 2. Purpose.** With the approval of the Board, each standing and special committee shall formulate programs and activities to carry out the mission of AAUW.

## **ARTICLE XIV. FINANCIAL ADMINISTRATION**

**Section 1. Fiscal Year.** The fiscal year shall correspond with that of AAUW: July 1 through June 30.

**Section 2. Financial Policies.** The Board shall set and maintain policies and procedures to control financial records consistent with generally accepted accounting principles and federal, state, and local laws including an annual financial review. No indebtedness in excess of \$50 over amounts provided for in the budget shall be incurred by any Branch member except upon approval of the Board.

**Section 3. Budget.** The Board shall adopt an annual budget for presentation to the Branch membership no later than the end of October.

### **Section 4. Insurance.**

- a. The Branch is required to participate in the AAUW CA insurance programs in order to participate in AAUW CA sponsored activities and projects. The Branch must comply with all risk management requirements, AAUW CA program directives, and all other requirements as outlined in AAUW CA policy and procedures.
- b. The Branch must obtain separate insurance coverage for activities and projects not covered under the AAUW CA insurance coverage.

## **ARTICLE XV. MEETINGS**

**Section 1. Membership Meetings.** There shall be at least one general membership meeting during each fiscal year.

**Section 2. Annual Meeting.** The Branch shall hold an annual meeting to conduct the business of the Branch, including but not limited to, electing officers, establishing dues, amending bylaws and receiving reports. This meeting shall be held between March and June, the date to be determined by the board. The meeting may take place in person, online, by telephone or other electronic means provided that every member has an equal opportunity to vote for all business of the meeting.

**Section 3. Special Meetings.** Special meetings may be called by the president or shall be called by the president on the written request of at least twenty-five percent of the voting members of the Board, or ten percent of the Branch membership.

**Section 4. Meetings Notice.** Notice of meetings shall be sent to all members of the Branch at least ten days prior to the meetings.

**Section 5. Voting.** Voting members entitled to vote at any meeting of members or by ballot shall be all those voting members in good standing as of the date of the meeting.



**Section 6. Quorum.** Fifteen percent (15%) of the members of the Branch shall constitute a quorum.

## **ARTICLE XVI. INDEMNIFICATION**

Every board or committee member may be indemnified by the Branch against all expenses and liabilities, including counsel fees, reasonably incurred or imposed upon such board or committee members in connection with any threatened, pending or completed action, suit, or proceeding to which the board or committee member may become involved by reason of being or having been a member of the board or committee, or any settlement thereof, unless adjudged therein to be liable for negligence or misconduct in the performance of duties. In the event of a settlement the indemnification herein shall apply only when the Branch board approves such settlement and reimbursement as being in the best interest of the Branch. The foregoing right of indemnification shall be in addition to and not exclusive of all other rights to which the board or committee member is entitled.

## **ARTICLE XVII. AMENDMENTS TO THE BYLAWS**

Provisions of these bylaws not governed by the AAUW (see Article VII) or AAUW CA bylaws may be amended at a Branch meeting by a two-thirds vote of those present and voting provided written notice shall have been sent to the members at least 10 days prior to the meeting.

Date Last Amended by Branch Vote: April 10, 2015

Mandatory Amendments Made Since Then: November 6, 2015; May 3, 2017