



**BYLAWS OF THE  
AMERICAN ASSOCIATION OF UNIVERSITY WOMEN  
REDLANDS BRANCH**

**ARTICLE I. NAME AND GOVERNANCE**

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

**Section 2. Affiliate.** AAUW Redlands Branch is an Affiliate of AAUW as defined in Article V.

**Section 3. Legal Compliance.** The Affiliate shall comply with the requirements of AAUW and federal, state, and local law. The bylaws of the Affiliate 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 Affiliate is to further AAUW purposes and policies.

**Section 2. Policies and Programs.** In keeping with this purpose, the Affiliate 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. Annual AAUW dues and Member benefits for any category of Member shall be set by the AAUW Board of Directors.
- 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 Affiliate 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 Affiliate's board of directors without a vote of the Affiliate's membership and as prescribed by the AAUW Board of Directors.

#### **ARTICLE VIII. NOMINATIONS AND ELECTIONS**

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

- a. There shall be a nominating committee of seven members, elected in April each year.
- b. The term of service on the nominating committee shall be for two years for a maximum of one term or until their successor is elected. Four members shall be elected to the committee in even numbered years and three members in odd numbered years.
- c. At least one member of the committee shall be a member of the board and all committee members shall have been an active member of the branch for two years minimum.
- d. The names of the nominees for elected office and the Nominating Committee shall be published and sent to every member at least 30 days prior to the annual branch meeting.
- e. 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 shall be by ballot unless there is only one nominee for a given office, in which case the election may be by a voice vote. Election shall be by a majority vote of those voting.
- c. The election format may be changed by the board to conform to changing state laws.

#### **ARTICLE IX. OFFICERS**

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

- a. The elected officers for the branch shall be the president, president-elect, program vice-president, membership vice-president, hospitality vice-president, communications vice-president, secretary, and treasurer.
- b. The appointed officers shall be appointed by the president with the consent of a majority of the elected officers of the branch. They are community action project chairs to include local scholarship chair, Redlands STEM conference chair, San Gorgonio Pass STEM conference chair, AAUW Fund chair, legal advocacy program chair, College/University Partnership chair, and public policy chair.
- c. Officers shall serve for a term of one year or until their successors have been elected or appointed and assume office, with the exception of any vice-president, secretary or treasurer, who each serve a two year term. Term of office shall begin on July 1. The

- incoming president may call a meeting of the incoming officers prior to July 1.
- d. No officer shall hold more than one office at a time, and no elected officer shall be eligible to serve more than one consecutive term in the same office.
  - e. All vacancies in office shall be filled for the unexpired term by the board with the exception of a vacancy in the office of president, which shall be filled by the president-elect.
  - f. Each office may be filled by an officer or co-officers.
  - g. The following officers shall be elected in even years: membership vice-president, secretary and treasurer. The following officers shall be elected in odd years: program vice-president, hospitality vice-president, and communications vice-president.

## **Section 2. Duties**

- a. Officers shall perform the duties prescribed by these bylaws, by the rules of policies and procedures adopted by the board of directors, and by the current edition of *Robert's Rules of Order Newly Revised*.
- b. 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.
- c. The vice-presidents shall perform such duties as the president and the board shall direct and as specified in branch policies and job descriptions.
- d. The treasurer shall be responsible for collecting, distributing and accounting for the funds of the branch and for meeting specific deadlines.
- e. The secretary shall record and keep minutes of all noticed board, branch membership, and special meetings and shall make the minutes available upon request. In the event of the absence of the secretary, one will be appointed for the meeting.
- f. All officers and chairs shall submit annual reports to the president.

## **ARTICLE X. BOARD OF DIRECTORS**

**Section 1. Composition.** The board of directors shall include the elected officers and the appointed officers in Article IX, Section 1-a and 1-b, with the parliamentarian serving as a non-voting member.

**Section 2. Administrative Responsibilities.** The board shall have the power to administer affairs of the branch and to carry out its programs and its policies, and shall accept responsibilities delegated by AAUW and the state. It shall act for the branch between membership meetings. The board shall have fiscal responsibility as outlined in Article XIII, Financial Administration, Section 2.

**Section 3. Meetings.** Meetings of the board shall be held at least three times a year at a date, time and place agreed upon by the board.

**Section 4. Special Meetings.** Special meetings may be called by the president or shall be called upon written request of five members of the board provided that at least ten calendar days notice of such meeting and its agenda have been given to the members of the board.

**Section 5. Quorum.** The quorum for a meeting of the board shall be a simple majority of the voting members. Co-officers shall be considered as one voting member of the board. Voting may be by any means permitted under state law. Motions will pass by a simple majority of board members present.

**Section 6. 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 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 7. 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 XI. EXECUTIVE COMMITTEE**

**Section 1. Composition.** The executive committee shall consist of the elected officers and the AAUW Fund chair and legal advocacy program chair and up to two members who have served as president in the previous five years, with the parliamentarian serving as a non-voting member.

**Section 2. Duties.** The executive committee shall have the power to act for the board between meetings of the board and shall report to the board on all actions taken by it. It shall perform such 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 written request of two of its members.

**Section 4. Quorum.** The quorum of the executive committee shall be a majority of the voting members. Co-officers shall be considered as one voting member of the executive committee. Motions pass by a simple majority of the executive committee members present.

**Section 5. Voting Between Meetings.** A vote may be taken by any means permitted under state law, at the request of the president, on any question submitted to the executive committee in writing, provided that every voting member of the executive committee 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 an executive committee meeting. The result of the vote shall be recorded in the minutes and reported at the next board meeting.

#### **ARTICLE XII. COMMITTEES**

**Section 1. Establishing Committees.** The president may establish special committees as

needed with a majority approval of 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 XIII. 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 or other financial accounting framework as allowed by federal, state and local laws. The Branch will cause to have an annual financial review of its accounting records. No indebtedness in excess of \$750 over amounts provided for in the budget shall be incurred by any branch member except upon approval of the board.

**Section 3. Budget.** The annual budget shall be reviewed by the board of directors, published in the branch newsletter, and adopted by the membership no later than the April branch meeting.

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

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

### **ARTICLE XIV. MEETINGS**

**Section 1. Membership Meetings.** The branch shall hold at least three meetings during the fiscal year. The branch board shall determine the time and place for these meetings.

**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, approve the budget, establishing dues, amending bylaws and receiving reports. This meeting shall be held between the months of March and May.

**Section 3. Special Meetings.** Special meetings may be called by the president or shall be called by the president at the written request of five members of the board or 20 members with at least 14 calendar days notice, including the agenda.

**Section 4. Meetings Notice.** Notice of meetings shall be sent to all members of the branch at least 14 calendar days prior to the meetings.

**Section 5. Voting.** Those eligible to vote at any meeting of members will be notified by the board in advance of the vote mechanism to be used; for instance, voice, electronic, or otherwise, but always consistent with state law. A voting member shall be in good standing as of the date of the meeting notice. A member is in good standing when s/he has paid AAUW and branch dues. A majority vote is required to pass a motion.

**Section 6. Quorum.** The quorum shall be 10 percent of the branch membership who must be present for business to be validly transacted.

#### **ARTICLE XV. PROPERTY**

**Section 1. Title.** The title to all property, funds and assets of the branch is vested in the branch for the joint use of members and no member or group of members shall have any severable right to all or any part of such property. Property and assets shall not be used for any purpose contrary to AAUW.

**Section 2. Dissolution of Branch.** In the event of the dissolution of the branch, all assets of the branch shall be transferred and delivered to AAUW, a 501(c)(3) organization, or to an AAUW-affiliated entity designated by AAUW.

#### **ARTICLE XVI. LOSS OF RECOGNITION**

The provisions and conditions under which a branch may lose recognition are found in the AAUW Bylaws.

#### **ARTICLE XVII. 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 member of the board or committee is entitled.

#### **ARTICLE XVIII. NON AAUW-MANDATED AMENDMENTS TO THE BYLAWS**

**Section 1. Branch Vote.** Provisions of these bylaws not governed by the AAUW or state 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 30 days prior to the meeting.

Date Last Amended by Branch Vote: June 4, 2016

Date Last Revision: April 10, 2017