



**BYLAWS  
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 the National AAUW as defined in Article V, Section 1.

**Section 3. Legal Compliance** The Affiliate shall comply with the requirements of National AAUW, and federal, state and local law. The bylaws of the Affiliate shall in no way conflict with the National 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 in 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.**

**i) Paid** An Individual Member may become a life member (a “Life Member”) upon a one-time payment of 20 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.

**(ii) Fifty-Year Honorary** An Individual Member who has paid AAUW dues for 50 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 **Affiliate** 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. NATIONAL AAUW AFFILIATES DEFINITIONS & REQUIREMENTS**

**Section 1. AAUW Affiliate Defined** An AAUW affiliate is an organization affiliated with AAUW for the purpose of supporting the AAUW 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 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 National AAUW Bylaws or with the requirements of National AAUW or applicable laws.

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

The National 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 National AAUW Board of Directors.

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

### **Section 1. Nominations**

- a.** There shall be a nominating committee of seven members, six elected in April each year. The chairperson will be the immediate past president of the Affiliate.
- b.** The term of service on the nominating committee shall be for two years for a maximum of one term or until a member's successor is elected. Three 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 officers, at-large board members and the nominating committee shall be published and sent to every member at least 30 days prior to the annual branch meeting as defined in Article VIII, Section 2.
- 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 present.
- 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.** President and president-elect shall serve for a term of one year or until their successors have been elected or appointed. The vice-presidents, secretary and treasurer shall each serve a term of two years. Term of office shall begin on July 1.
- c.** The incoming president may call a meeting of the incoming officers prior to July 1.
- d.** No elected 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 officer vacancies 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. 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 Procedures.

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 shall submit annual reports to the president.

## **ARTICLE X. AT LARGE BOARD MEMBERS AND APPOINTED CHAIRS**

### **Section 1. At Large Board Members**

a. At large board members will be elected by the branch members and serve for a term of one year.

b. An eligible at large board members will have been a member of the Affiliate for at least two years.

c. At large board members will attend board meetings to represent the membership of the branch.

### **Section 2. Appointed Chairs**

a. The appointed chairs shall be for the AAUW Programs, community action projects, and special interest groups and shall be appointed by the president with the consent of the voting members of the board of directors.

b. The President with the consent of the voting board of directors shall establish committees as needed.

## **ARTICLE XI AND ARTICLE XII. EXECUTIVE COMMITTEE AND COMMITTEES SHALL BE DELETED**

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

**Section 1. Composition** The voting members of the board of directors shall comprise the elected officers and elected at large board members. The president shall have the right to vote in voice, ballot and roll-call votes. The non-voting members of the board of directors shall comprise the appointed chairs and the parliamentarian.

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

**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 upon written request of six voting members of the board provided that at least 10 calendar days notice of such meeting and its agenda have been given to all members of the board.

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

**Section 6. Voting Between Meetings** Between board meetings, a written, telephonic or email 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 cause by a two-thirds vote of the voting board in accordance with the policies and procedures adopted by AAUW and must be approved by a majority of the membership in attendance at a branch meeting.

## **ARTICLE XII. FINANCIAL ADMINISTRATION**

**Section 1. Fiscal Year** The fiscal year shall correspond with that of National 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 Affiliate will review its accounting records annually. (see Policies and Procedures 5.1.5)** No indebtedness in excess of \$1,000 shall be incurred by the branch except with the approval of the Affiliate membership.

**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.

**a. Budget amendment.** A proposed amendment to the budget shall be reviewed by the board of directors and published in the branch newsletter and adopted by the membership at a branch meeting a month subsequent

b. Relocating funds. The budget may be amended with branch approval to reallocate (transfer) funds from the General Fund to the Mission Fund. All funds in the Mission Fund are restricted for specific purposes and cannot be transferred to or used for General Fund purposes.

c. Change to budgeted line items. A change in a budgeted line item may be made by approval of the board without approval of the membership, if the change does not alter any fund's gross revenues or expenses.

#### **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.

**Section 5. Compliance with Federal, State and Local Taxing Authorities** The board of directors of the Affiliate will ensure that all applicable tax-filing requirements are met in a timely manner which includes the following:

a. form 990 annually filed with the Internal Revenue Service;

b. form 109 annually filed with the California Franchise Tax Board;

c. form RRF 1 annually filed with the California Attorney General;

d. form CT NRP 1 and CT NRP 2 annually filed with the California Attorney General, if the Affiliate engages in fund raising through opportunity drawings, raffles or similar activities;

e. and any other state or local filing requirements.

### **ARTICLE XIII. MEETINGS**

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

**Section 2. Annual Meeting** The Affiliate shall hold an annual meeting to conduct the business of the Affiliate, including but not limited to electing officers, at large voting board members and nominating committee members; approving 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 six voting members of the board or 20 branch members with at least 14 calendar days' notice, including the agenda.

**Section 4. Meeting Notices** Notice of meetings shall be sent to all members of the Affiliate 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 with no outstanding national or state dues. A majority vote is required to pass a motion.

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

#### **ARTICLE XIV. PROPERTY**

**Section 1. Title** The title to all property, funds and assets of the Affiliate is vested in the Affiliate 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 National AAUW.

**Section 2. Dissolution of Affiliate** In the event of the dissolution of the Affiliate, all assets of the Affiliate shall be transferred and delivered to National AAUW, a 501(c)(3) organization, or to a National AAUW affiliated entity designated by National AAUW, **as long as such affiliated entity is a 501(c)3.**

#### **ARTICLE XV. LOSS OF RECOGNITION**

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

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

#### **ARTICLE XVII. AMENDMENT OF NON NATIONAL AAUW-MANDATED BYLAWS**

**Section 1. Branch Vote** Provisions of these bylaws not governed by the National AAUW or State bylaws may be amended at a meeting of members by a two-thirds vote of those present, provided written notice was sent to the members at least 30 days prior to the meeting.