

AMERICAN ASSOCIATION OF UNIVERSITY WOMEN  
Bylaws of the Bowling Green, Ohio, Branch

2007

**ARTICLE I. NAME**

The name of this organization shall be the Bowling Green, Ohio, Branch of the American Association of University Women.

**ARTICLE II. GOVERNMENT**

The Charter and Bylaws of the American Association of University Women shall govern this branch in all its practices. The bylaws of this branch shall in no way conflict with the Charter and Bylaws of the Association. Every amendment to the Bylaws of the Association shall become effective and binding on this branch.

**ARTICLE III. PURPOSE**

The purpose of this branch shall be to unite graduates of regionally accredited educational institutions in order to promote equity, education, intellectual growth, individual worth, and development of opportunities for women and girls. The branch shall:

- A. contribute to the growth and advancement of the Association, the AAUW Educational Foundation, and the AAUW Legal Advocacy Fund;
- B. participate in development and promotion of AAUW policies and program through study, action, and public policy advocacy in areas related to its purpose, including community, cultural interests, education, and international relations;
- C. support branch needs and promote societal change in the community;
- D. cooperate in AAUW state and regional work.

**ARTICLE IV. USE OF NAME**

Section 1. Policies and Program

The policies and program of the Association shall be binding on all members, branches, and states, and no member, branch, or state shall use the name of the Association to oppose such policies or program. Established channels may be used to change a policy or program.

## Section 2. Freedom of Speech

The freedom of speech of the individual member to speak a personal opinion in the member's own name is not abridged.

## Section 3. Reference to Membership

Reference to membership in the Association by an individual shall be interpreted as Use of Name in application of Section 1.

## Section 4. Any National Matter

On any national matter on which the Association has no policy the only action which may be taken by a member, branch, or state in the name of the Association is to use the established channels to effect the formulation of a policy.

## Section 5. Violation of Use of Association's Name

Violation of the use of the Association's name shall result in:

- A. A member's suspension for one year or expulsion from membership; or
- B. Loss of recognition of a branch.

# **ARTICLE V. MEMBERSHIP**

## Section 1. Eligibility

Association members Individuals eligible to be admitted to membership are those holding an associate or equivalent, baccalaureate, or higher degree from a qualified educational institution, a degree from a foreign institution recognized by the International Federation of University Women (IFUW), or a foreign degree acceptable as a basis for admission by graduate schools at qualified universities of the U.S.A. and who have paid dues (Association + state+ branch dues) on or before July 1 annually. The provisions set forth in this section are the sole requirements of eligibility and admissibility for membership. Refusal to admit an eligible graduate to branch membership shall result in loss of recognition of a branch. The branch member shall be entitled to vote, hold office, participate in all branch activities and programs, and receive the publications distributed to all members.

## Section 2. Life Members

- A. Paid Life Members. Any branch member of the Association may become a life member of the Association upon one time payment of twenty years dues, based on the amount of Association dues the year that member elects to become a life member. Thereafter the life member shall be exempt from payment of Association dues. Paid life members who are members of branches continue to pay annual state and branch dues and charges.
- B. Fifty-year Members. Any branch member who has paid Association dues for fifty (50) years shall become a life member and shall thereafter be exempt from payment of Association dues and state dues.

## Section 3. Student Affiliates

An undergraduate student enrolled in a regionally accredited educational institution shall be eligible for student affiliation. Student affiliates shall be entitled to attend branch, state, and Association meetings and receive the publications distributed to all members of the Association. Affiliates may not vote or hold office. Fees for student affiliates shall be established by the Association Board of Directors. Branch fees will be established by the branch board of directors.

## Section 4. Reciprocity

- A. Association members. A branch member of the Association who has paid current dues shall be eligible to transfer membership to another branch. All branches shall have a reciprocal membership policy: payment of any additional dues shall be waived for a transferring branch member whose current dues have been paid in another branch.
- B. Associate Members. An associate member who has maintained continuous membership in a branch and state shall be permitted to transfer membership to another branch, provided that the twenty percent (20%) limitation on associate members in a branch is not exceeded.

## Section 5. Termination

A member whose dues remain unpaid after June 30 shall be dropped from membership.

## Section 6. Suspension or Expulsion from Membership

Any member who violates Article IV of these Bylaws (Use of Name) shall be suspended or expelled from membership by the Association Board of Directors, with at least three-fourths of the Board concurring that a violation has occurred. Suspension shall be for a period of one year.

## **ARTICLE VI. FINANCE**

### Section 1. Fiscal Year

The fiscal year shall correspond with that of the Association and shall begin July 1.

### Section 2. Amount of Dues

The dues amounts are listed in the Branch Policy Sheet under Finances, 1D.

### Section 3. Payment of Dues

- A. Continuing Members. Dues of all continuing members are payable on or before July 1; a member whose dues remain unpaid after July 31 shall be dropped from membership. The branch treasurer shall immediately forward all Association dues to the Association and all state dues to the state treasurer. Dues shall be postmarked by the date specified by the Association.
- B. Members. Dues of new members may be paid at any time and shall be forwarded to the Association immediately. Dues paid between January 1 and March 15 shall be one-half (1/2) the annual dues. Similarly state dues for members who join between January 1 and March 15 are one-half (1/2) the annual rate. Those dues, when collected, should be sent immediately to the state treasurer.

### Section 4. Finances

The branch shall provide for such audit and control of its funds as necessary for their safekeeping and complete accounting.

## **ARTICLE VII. OFFICERS**

### Section 1. Officers

- A. Elected Officers There shall be a president, vice president of program, vice president of membership, secretaries, and treasurer of the branch. Only members of the Association shall be president, vice presidents, secretaries, and treasurer of the branch.

- B. Appointed Board Members There shall be appointed Board members for public policy and Educational Foundation, the historian and such other officers as shall be deemed necessary to carry on the work of the branch. These officers shall be appointed by the president with the approval of the executive committee.

## Section 2 Duties

- A. President. The president of the branch shall:
1. be the official representative of the branch in the activities of the Association on all levels;
  2. be responsible for bringing the branch bylaws into conformity with the AAUW Charter and Bylaws after each Association Convention;
  3. be responsible for bringing branch bylaws into conformity with the state bylaws after a state convention.
  4. perform the following duties:
    - a. preside at all meetings of the branch, the board of directors and the executive committee;
    - b. serve as ex-officio member of all committees except the nominating committee;
    - c. call special meetings of the branch in accordance with provisions of the branch bylaws
    - d. appoint, with the approval of the executive committee, the chairs of all committees except the nominating committee and those provided for by election, and additional board members authorized by the branch bylaws.
- B. Vice Presidents There shall be at least two vice presidents of the branch. One vice president shall serve as chair of the committee on program development and one shall serve as chair of the committee on membership.
1. Program Vice President The program vice president shall serve as chair of the committee on program development and also perform the following duties:
    - a. preside at meetings in the absence of the president, act in the absence or disability of the president;
    - b. perform such other duties as are requested by the president or the board of directors.
  2. Membership Vice President. The membership vice president shall serve as chair of the committee on membership and also perform the following duties:
    - a. preside at meetings in the absence of the president and the program vice president;

- b. perform such other duties as are requested by the president or by the board of directors.

### C. Secretaries

1. The recording secretary shall:
  - a. record and keep in custody the minutes of all meetings of the branch, board of directors, and the executive committee;
  - b. have available for reference at all meetings a copy of the branch bylaws and a list of its officers, committee chairs and members;
  - c. perform such other duties as are requested by the president or the board of directors.
2. The corresponding secretary shall:
  - a. Have charge of correspondence of the branch as is delegated by the president or by the board of directors;
  - b. Keep on file all communications received and copies of all letters sent.

### D. Treasurer

The treasurer, with an assistant if necessary, shall:

1. be responsible for collecting all annual dues;
2. forward all dues collected to the Association and to the state at the time specified by the Association;
3. submit to the Association all qualifying applications, with dues, made to the branch.

### Section 3. Vacancies

A vacancy in office shall be filled for the unexpired term by the board of directors.

### Section 4. Tenure

All officers shall take office July 1. All officers shall serve for a term of 2 years or until their successors are elected and assume office. They shall be eligible for re-election to the same office for one term only. The incoming or continuing president may call a meeting of the board of directors or the executive committee prior to July 1 for the purpose of approving appointments and making plans for the coming year.

### Section 5. Rotation

The president, membership vice president, and recording secretary shall be elected in the odd numbered years. The program vice president, treasurer and corresponding secretary shall be elected in even numbered years.

Section 6. Nominations

A nominating committee of five (5) members shall be elected by the board of directors at least two months prior to the annual election and shall prepare a list of nominees to be presented at the branch meeting one month prior to the election, or in writing to each member at least two weeks before the election. Nominations may be made from the floor at the time of the election, provided written consent of the nominee has been obtained.

Section 7. Elections

Voting shall be by ballot and a majority of the votes cast shall be necessary for election. When there is but one nominee for office, the vote may be taken by voice. Elections shall be held at the annual meeting of the branch.

**ARTICLE VII. BOARD OF DIRECTORS AND EXECUTIVE COMMITTEE**

Section 1. Board of Directors

- A. Membership The board of directors shall be composed of the officers, Educational Foundation chair, public policy chair, chairs of the other standing committees listed in Article IX and such others as deemed necessary.
- B. Duties The board of directors shall:
  - 1. manage and supervise the business and activities of the branch subject to the instructions of the annual meeting;
  - 2. accept responsibility for such matters as delegated by the Association and the state board;
  - 3. be subject to the orders of the branch and none of its actions shall conflict with action taken by the branch;
  - 4. have the general power to administer the affairs of the branch between branch meetings and shall report its actions to the branch;
  - 5. submit the annual budget to the branch;
  - 6. recommend to the branch establishment of additional standing committees;
  - 7. establish special committees.
- C. Meetings. Meetings of the board shall be held at least three times a year. Special meetings may be called at any time by the president or upon the written request of two members of the board of directors or five members of the branch.
- D. Quorum. One third (1/3) of the members of the board of directors shall constitute a quorum.

## Section 2. The Executive Committee

- A. Membership. The executive committee shall be composed of the elected officers of the branch.
- B. Duties. The executive committee shall:
1. have emergency power to act for the board of directors between meetings of the board and report such actions to the board of directors;
  2. provide for such audit and control of funds as are necessary to assure their safe keeping and complete accounting;
  3. perform such other duties as the board may deem necessary.
- C. Meetings Meetings of the executive committee shall be held on the call of the president or two members of the executive committee. The incoming or continuing president may call a meeting of the executive committee prior to July 1 for the purpose of approving appointments and making plans for the coming year.
- D. Quorum. A majority of the members of the executive committee shall constitute a quorum.

## **ARTICLE IX. COMMITTEES**

### Section 1. Standing Committees

- A. There shall be branch standing committees on, or persons concerned with, the work of the following standing committees: Educational Foundation, public policy, program development, and membership.
- B. Composition and Function
1. The Committee on Educational Foundation shall be responsible for implementing the Foundation programs on Fellowships, Research and Projects, and such others as may be established by the Foundation and/or Association.
  2. The Committee on Public Policy shall be responsible for the public policy program of the branch.
  3. The Committee on Membership chaired by the membership vice president shall be responsible the branch membership recruitment and orientation to the purpose and program of the Association.
  4. The Committee on Program Development
    - a. Composition The Committee on Program Development, chaired by the vice president of program, shall include such other members as deemed necessary.

- b. Function The Committee on Program Development shall consider the program Issues of the Association and shall recommend to the branch the selection of Issues to be implemented. It shall provide policy guidance for the continuing program concerns of the branch and shall also consider future Association program Issues.
- c. The branch may delegate the responsibilities for the implementation of Issues to the chair of the Committee on Program Development.

C. Additional Standing Committees. There shall be such additional standing committees as deemed necessary by the branch upon recommendation of the board of directors.

Section 2. Special Committees There shall be such special committees as deemed necessary by the board of directors.

Section 3. Chairs The chairs of all committees, except the nominating committee and those provided by election, shall be appointed by the president with the approval of the executive committee. Chairs shall select the members of their committees in consultation with the president. Chairs shall serve as channels of communication in their respective fields with the state, regional, and Association chairs, and shall make such reports as their counterparts request.

## **ARTICLE X. BRANCH MEETINGS**

### Section 1. Meetings

- A. Annual Meeting The annual meeting of the branch shall be held during the month of March and shall be for the purpose of electing officers, fixing dues, amending bylaws is necessary, receiving reports of officers and committees and for such other business as may properly arise.
- B. Regular Meetings. The branch shall hold at least seven meetings a year.
- C. Special Meetings. Special meetings may be called by the president, two members of the board of directors, or by written request of five members of the branch. Notice of the date, time, place, and business to be brought before the meeting shall be sent by the secretary to the members in writing at least seven days in advance. Only business for which notice has been given shall be transacted.

Section 2. Quorum. Twenty percent (20%) of the members of the branch shall constitute a quorum.

## **ARTICLE XI. PROPERTY**

The title to all property, funds and assets of the branch, whether incorporated or not, shall at all times be vested in the branch or 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. The branch shall have complete control over the acquisition, administration, and the disposition of its property

without consent of the Association, except that such property shall not be used for any purposes contrary to those of the Association. In the event of the dissolution of the branch, all assets of the branch shall be transferred and delivered to an AAUW entity.

## **ARTICLE XII. CONVENTION**

### Section 1     Delegates

- A.     Association Delegates and alternates shall be elected by the branch and certified by the branch president. If the delegation is incomplete after the branch vote, prior to convention the president shall have the right to complete the certification of convention delegates; at convention the chair of the delegation shall have this right. Each branch shall be entitled to be represented by delegates in proportion to the number of members as of February 1 of a convention year as follows: for 25 or fewer paid-up members, one delegate; for each additional 25 paid-up members, or a major fraction thereof, one additional delegate. A branch recognized after February 1 of a convention year shall be entitled to be represented by one delegate. No branch delegate shall represent more than one branch.
- B.     State. Delegates and alternates shall be approved by the branch board of directors and certified by the branch president. The number of delegates to which the branch shall be entitled shall be governed by the bylaws of the state.

Section 2.     Voting Rights The privilege of voting on any and all matters at state and Association and/or state board of directors meetings shall be suspended for any branch whose bylaws are not approved by February 1.

## **ARTICLE XIII. INTERNATIONAL FEDERATION OF UNIVERSITY WOMEN**

### Section 1.     Reciprocity

A member of any one of the national organizations or federations of IFUW who is spending a period of a year or less in this country may attend meetings of any branch of the Association and enjoy such privileges as may be afforded her. Such a person shall have no voting rights.

## **ARTICLE XIV. FORFEITURE OF BRANCH STATUS**

### Section 1.     Loss of Recognition of a Branch

Procedure A branch shall be deemed to have forfeited its right to continue as a branch for any of the following reasons:

1.     has violated the Use of Name Policy;
2.     has refused to admit an eligible graduate to branch membership;
3.     has had fewer than fifteen members for twelve consecutive months;
4.     has not forwarded the required dues to the AAUW finance vice president for a period of two years;
5.     has violated the purpose of the Association or the provisions of its Bylaws;
6.     has maintained branch bylaws or practices in conflict with AAUW Charter and Bylaws;
7.     has exceeded the twenty percent (20%) limitation on associate members. If a branch appears to have forfeited its right to continue as a branch, the president

of the state in which the branch is located, or the president of the Association, shall notify the branch and shall request it to present its views in writing to the state board of directors within a designated period of time. The state and Association boards of directors shall review the branch status. The AAUW Board of Directors shall have the authority to waive the numerical requirement.

#### Section 2. Discontinuance of a Branch

A branch shall be discontinued only in accordance with the following procedure: In the event that a branch is unable to continue to function, the branch president shall notify the state president, the state membership vice president, and the director from the region. The state president shall promptly notify the Association. The AAUW Board of Directors shall have final authority to withdraw recognition of the branch. If there is no branch contact, the state may initiate the process.

#### **ARTICLE XV, PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern this branch in all instances in which they are applicable and in which they are not inconsistent with these bylaws.

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

Provisions of these bylaws not governed by the Charter and Bylaws of the Association may be amended by a two-thirds vote of those present and voting at any regular meeting of the branch, provided notice of the proposed amendments shall have been given at the previous regular meeting or in writing to every member at least two weeks before the meeting at which the amendment is to be acted upon. After each Association convention, it shall be the responsibility of the branch president to bring the branch bylaws into conformity with the Charter and Bylaws of the Association. Such amendments shall not require a vote of the branch members, except that an incorporated branch shall take the necessary steps required by the branch bylaws.

**Updated September 4, 2007**