

Model Branch Bylaws

Instructions for using model bylaws:

- Fill in each box in the bylaws model below. (If you do not know the information use XXX as a space holder)
- Select "Submit Query" at the bottom of the screen.
- Copy the text on the results page and paste into any word processing software program (MS Word, Notepad, etc.)
- Save to your computer.
- Adjust the bylaws as needed. (These are models only; they can be changed.)

The **MODEL BRANCH BYLAWS** set forth the basic governance structure for branches. Articles I-V and XVI-XXI are required, and the language may not be changed. Articles XI and XIII are optional if your branch chooses not to rotate officers or have a formal executive committee. The remaining articles (VI-X, XII, and XIV-XV) are required, but there is flexibility within them with options and fill-in-the-blanks to suit the particular branch. Branches may add more to these bylaws if the addition does not conflict with AAUW or state bylaws. Branches are advised to avoid details that more properly belong in branch procedures, policies, and standing rules.

BYLAWS OF THE AMERICAN ASSOCIATION OF UNIVERSITY WOMEN

, **BRANCH**

(City/Town or Area Name)

(State)

ARTICLE I. NAME

The name of this organization shall be the American Association of University Women, ,
 Branch, hereinafter called the branch.

ARTICLE II. GOVERNMENT

The *Charter and Bylaws of the American Association of University Women*, hereinafter called the Association or AAUW, shall govern this branch in all practices. The bylaws of this branch shall in no way conflict with the *AAUW Charter and Bylaws*. 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 different 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 and the AAUW Educational Foundation;
- b. participate in the 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 positive societal change in the community;
- d. cooperate in AAUW regional, state, and interbranch work.

ARTICLE IV. USE OF NAME

Section 1. The policies and program of the Association and the state shall be binding on all members and branches, and no member or branch 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. 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 in AAUW by an individual shall be interpreted as use of name in application of Section 1.

Section 4. On any matter on which the Association has no policy, the only action that may be taken by a member or branch in the name of the Association is to use the established channels to effect the formulation of a policy.

Section 5. Violation of the use of 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. 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. Paid life members of AAUW, as defined in the *AAUW Charter and Bylaws*, Article IV Section 3.a.(5) (a), who are branch members are required to pay annual state and branch dues.

Section 3. Any branch member who has paid Association dues for fifty (50) years shall become a Fifty-Year Honor Life Member and shall thereafter be exempt from payment of Association dues and may be exempt from state and branch dues. {Note: If your branch and state exempt Fifty-Year Honor Members from branch and state dues, re-word sentence to read ".....exempt from payment of Association, state and branch dues".}

Section 4. An undergraduate student enrolled in a qualified educational institution shall be eligible for student affiliation with the branch upon payment of fees established by the Association, state, and branch boards of directors. Student affiliates may attend branch, state, and Association meetings and receive the publications distributed to all members. Affiliates may not vote nor hold office.

ARTICLE VI. FINANCIAL ADMINISTRATION

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

Section 2. Changes in branch dues shall be established at the annual meeting by a two-thirds vote of those present and voting, provided written notice has been given to all the members 30 days prior to the meeting.

Section 3. Dues are payable on or before July 1. After notification of nonpayment, a member still in arrears after July 31 shall be dropped from membership .

Section 4. Payment of additional dues shall be waived for a transferring member whose current dues have been paid to another branch.

Section 5. A member of one of the national associations or federations of IFUW, whose current dues have been paid and who is spending a period of a year or less in the U.S.A., may attend branch meetings without vote.

Section 6. New members may join at any time. Dues are payable upon joining . The Association portion of dues paid by new members between January 1 and March 15 shall be one-half the annual Association dues. The branch board of directors may set a reduction for branch dues.

Section 7. The annual budget shall be adopted by the board of directors for presentation to the branch. {OPTION: ".....by the board of directors for approval by the branch".}

Section 8. The branch board of directors shall set and maintain policies and procedures to control financial records consistent with generally accepted accounting principles and federal, state, and local laws.

Section 9. The branch shall conduct an annual financial review.

ARTICLE VII. OFFICERS

Section 1. There shall be officers or co-officers to fulfill the functions of administration, program, membership, public policy, finance, Educational Foundation, and communications.

Section 2. The elected officers shall be a president, or official representative, vice president(s) for , secretary and treasurer or secretary/treasurer.

Section 3. The appointed officers shall be . They shall be appointed by .

Section 4. Officers shall serve for a term of year(s) or until their successors have been elected or appointed and assume office. The term of each officer shall begin on July 1.

Section 5. No member shall be eligible to serve more than