

AMERICAN ASSOCIATION OF UNIVERSITY WOMEN

Bylaws of Denton, Texas Branch of the American Association of University Women.

ARTICLE I. NAME

The name of this organization shall be the Denton, Texas 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 AAUW.** Every amendment to the Bylaws of the AAUW shall become effective and binding on this branch.

ARTICLE III. PURPOSE

The purpose of this branch shall be to unite the **graduates of regionally accredited educational institutions in order to promote equity, education, intellectual growth, individual worth, and development of opportunities for women and girls;** to participate in the development and promotion of the policies and programs of the American Association of University Women; to contribute to its growth and advancement; and to cooperate in its state division and regional work. As a member of the North Texas Area Metroplex Interbranch Council, this branch may join with other council branches to speak with one voice on issues of this area by participation in the council.

ARTICLE IV. USE OF NAME

Section 1. The policies and programs of the AAUW on matters of national scope shall be binding on all members and branches and no member or branch shall use the name of the AAUW 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 her personal opinion in her own name is not abridged.

Section 3. Reference to her membership in the AAUW by an individual shall be interpreted as Use of Name in application of Section 1 of the AAUW Charter and Bylaws.

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

Section 5. Violation of the use of the AAUW 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.

a. Individual Members.

- (1) Eligibility. A graduate holding a 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 regionally accredited universities of the United States shall be eligible to receive admission to AAUW membership; such membership shall be granted upon payment of dues.
- (2) Categories of Membership.
 - (a) A branch member is one who maintains AAUW membership through a branch. That member shall be entitled to vote, hold office, and participate in all branch activities and program.
 - (b) Life members of the AAUW, as defined in the AAUW Charter and Bylaws, Article IV, Section 3a.(5)(a), who are also branch members are required to pay state and branch dues.
 - (c) 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, state and branch dues.
 - (d) A College/university member is a regionally accredited educational institution, including two-year or community colleges, that pays annual dues to the AAUW finance vice president. Each college/university member shall appoint a representative who shall be an AAUW member.
 - (e) Student Affiliates are undergraduate students enrolled in a regionally accredited educational institution who 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 may they hold office.

Section 2. Renewal.

Dues are payable by May 31. After July 1 membership will be renewed on presentation of credentials (a former membership card or verification of branch records) and payment of all authorized current AAUW, state division and branch dues and charges.

Section 3. 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 AAUW 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 on July 1.

Section 2. Amount of Dues.

- a. Association Members. **The annual dues of branch members shall be assessed annually and include AAUW dues, state division dues and branch dues.**
- b. Paid Life Members. **The annual dues for paid life members of the AAUW shall be those assessed for the AAUW, state and branch dues.**

Section 3. Payment of Dues.

- a. Continuing Members. **Dues of all continuing members shall be paid to the branch treasurer on or before May 31. The Branch Treasurer shall forward all state and national dues to the appropriate AAUW office.**
- b. New Members. Dues of new members may be paid at any time and shall be forwarded to the AAUW treasurer immediately. **Those dues received between January 1 and May 31 shall be one-half the annual dues.**

Section 4. Finances. The branch shall provide for such audit and control of its funds as are necessary for their safekeeping and complete accounting. No indebtedness in excess of 10% per item over amounts provided for in the budget shall be incurred by the branch except upon a recommendation of the board of directors.

ARTICLE VII. OFFICERS

Section 1.

- a. **Elected Officers.** There shall be a president, membership vice-president, program development vice president, recording secretary, corresponding secretary, treasurer, historian, and communications officer. Elected officials shall serve a two-year term. Only members of the Association shall serve in these offices.
- b. **Appointed Officers.** These officers shall be appointed as deemed necessary by the President: Parliamentarian, Bylaws chairperson, Legal Advocacy Fund

chairperson, Women's Issues/Public Policy Chairperson, and Educational Foundation Chairperson.

Section 2. Duties

- a. President. The president of the branch shall:
- (1) be the official representative of the branch in activities of the Association on all levels;
 - (2) submit a list of the incoming and continuing branch officers and chairpersons to the president of the state division and to the executive director at the Educational Center no later than June 1;
 - (3) submit an annual report of the branch to the executive committee not later than June 1.
 - (4) be responsible for bringing the branch bylaws into conformity with the AAUW Charter and Bylaws after each AAUW convention and for submitting revised bylaws by the December 1 following the biennial Association convention.
 - (5) perform the following duties:
 1. preside at all meetings of the branch, the board of directors, and the executive committee;
 2. call special meetings of the branch in accordance with provisions of the branch bylaws;
 3. appoint, with the approval of the executive committee, representatives of areas of interest, the chairpersons of all task forces and committees except the nominating committee and those provided for by election;
 4. serve as ex officio member of all task forces and committees except the nominating committee.
- b. Vice-Presidents. There shall be at least two vice-presidents of the branch.
- (1) Program Vice-President. The program vice-president shall serve as chairperson of the committee on program development. She shall also perform the following duties:
 1. preside at meetings in the absence of the president, act for her in her absence or disability;
 2. perform such other duties as are requested by the president or by the board of directors.
 - (2) Membership Vice-President. The membership vice-president shall serve as the chairperson of the committee on membership. She shall also perform the following duties:
 1. preside at meetings in the absence of the president and the program vice president;
 2. perform such other duties as are requested by the president or by the board of directors.
- c. Secretary. There shall be two secretaries of the branch.

- (1) Recording Secretary. The recording secretary shall record and keep in her custody the minutes of all meetings of the branch, the board of directors, and the executive committee.
She shall also perform the following duties:
 1. have available for reference at all meetings a copy of the branch bylaws and a list of its officers, representatives of areas of interest, task force and committee chairpersons and members.
 2. perform such other duties as are requested by the president.
 - (2) Corresponding Secretary. The corresponding secretary shall:
 1. to keep minutes at meetings when recording secretary is not present;
 2. notify members of branch meetings;
 3. have charge of such correspondence of the branch as is delegated to her by the president or by the board of directors;
 4. keep on file all communications received and copies of all letters sent.
- d. Treasurer. The treasurer, with an assistant if necessary, will perform the following duties:
- (1) be responsible for collecting all annual dues;
 - (2) forward Association dues for regular members to the AAUW treasurer and all state division dues to the state division treasurer; dues of continuing members shall be postmarked no later than July 1.
 - (3) transmit to the AAUW treasurer all applications, with dues, made to the branch by women who qualify for membership in the Association under the AAUW Charter and Bylaws;
 - (4) perform the following duties:
 1. receive all monies due the branch;
 2. pay all bills provided for in the budget or verified by the president;
 3. keep a proper set of books;
 4. render a financial report at the annual meeting of the branch and at such other times as is requested by the board of directors;
 5. serve on the budget committee;
 6. present her books for annual audit.
- e. Communication Officer. The **communication** officer shall perform the following duties:
- (1) be responsible for publicizing branch events and maintaining contact with the local media concerning the activities of the branch, the division, and Association;
 - (2) prepare releases for AAUW publication;
 - (3) **be responsible for the publication and distribution of the Branch Newsletter;**
 - (4) **be responsible for the publication and distribution of the Branch year book.**

- f. Historian. The historian shall perform the following duties:
- (1) keep a record of branch events and maintain a file of articles about AAUW events;
 - (2) preserve copies of branch publications.

Section 3. Vacancies. A vacancy in office, except that of the president, shall be filled for the unexpired term by appointment of the board of directors. A vacancy in the office of president shall be filled by the following procedure: The nominating committee shall select one or **two** nominees for this office after which the branch shall hold an election to fill the unexpired term.

Section 4. Tenure. All officers shall take office on 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 of the executive committee prior to July 1 for the purpose of approving appointments and making plans for the coming year.

Section 5. Rotation. **REMOVE SECTION**

Section 5. Nominations. A nominating committee of 3 members selected by the board of directors, at least two months prior to the annual election, 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 has been obtained.

Section 6. 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. **Nominations shall be made in March, election shall be held in April, and the installation of officers shall be held in May.**

ARTICLE VIII. BOARD OF DIRECTORS AND EXECUTIVE COMMITTEE

Section 1. Board of Directors.

- a. Membership. The board of directors shall be composed of the **executive committee, Educational Foundation chairperson, Legal Advocacy Fund chairperson, the Bylaws chairperson, the Diversity chairperson, and the Women's Issue/Public Policy chairperson, and chairpersons of other standing committees listed in Article IX and such others as deemed necessary.**
- b. Duties. The Board of Directors shall:
 - (1) carry on the business of the branch in conformity with the policies and program of the Association;
 - (2) have the general power to administer the affairs of the branch between branch meetings and shall report its actions to the branch;

- (3) be subject to the orders of the branch and none of its actions shall conflict with action taken by the branch;
 - (4) submit the annual budget to the branch;
 - (5) recommend to the branch establishment of additional standing committees and Issues task forces;
 - (6) establish special committees.
- c. **Meetings.** Meetings of the board shall be held at least **one time** a year. Special meetings may be called at any time by the president or upon written request of 2 members of the board of directors or 5 members of the branch.
- d. **Quorum.** A majority 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;
 - (2) provide for such audit and control of funds as are necessary to assure their safekeeping and complete accounting.
- c. **Quorum.** A majority of the members of the executive committee shall constitute a quorum.
- d. **Meetings.** **Meetings of the Executive Committee shall be held at least twice a year.**

ARTICLE IX. COMMITTEES

Section 1. Standing Committees.

- a. There shall be branch standing committees on, or persons concerned with, the work of the following **AAUW** standing committees:
 - i. Educational Foundation Programs,
 - ii. Legal Advocacy Fund
 - iii. Diversity Committee
 - iv. Program development, and
 - v. Women's Issues/Public Policy.
- b. **Composition and Function.**
 - 1. The Committee on Educational Foundation Programs shall be responsible for implementing the Association programs on fellowship, research and projects, and such others as may be established by the Association and/or Foundation.
 - 2. The Committee on **Legal Advocacy Fund** shall be responsible for the legislative program in the branch.
 - 3. The Committee on **Diversity** shall be responsible for **increasing the diversity of our membership and providing a framework for the organization's work to promote**

education and equity for women and girls of all backgrounds, cultures, and abilities.

4. The Committee on Program Development.
 - a. Composition. The Committee on Program Development, chaired by the program vice-president, shall include the representatives of the four areas of interest in the Association program and 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 **AAUW** program Issues.
 - c. The branch may delegate the responsibilities of the representatives of areas of interest and/or implementation of Issues to the chairperson of the committee on program development.
5. The Committee on Women's Issues/Public Policy shall promote ongoing commitment to, and action for, equity and advancement of women.
- c. 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. Chairpersons. The chairpersons of all committees, except the nominating and those provided for by election, shall be appointed by the president with the approval of the executive committee. Chairpersons shall serve as channels of communication in their respective fields with the state division, regional and Association chairpersons, and shall make such reports as they request.

ARTICLE X. DELETE ORIGINAL ARTICLE X.

ARTICLE XI. DELETE ORIGINAL ARTICLE XI.

ARTICLE X. BRANCH MEETINGS

Section 1. Meetings.

- a. Regular Meetings. The branch shall hold at least seven meetings a year.
- b. Special Meetings. Special meetings may be called by the president and board of directors, or by the written request of 5 members of the branch. Notice of the date, time, place, and the business to be brought before the meeting shall be sent by the secretary to the members in writing at least 2 days in advance. Only business for which notice has been given shall be transacted.

- c. Annual Meeting. The annual business meeting of the branch will be held in May for receiving reports of officers and committees, installation of new officers, and for such other business as may properly arise.

Section 2. Quorum. One-third 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 for the joint use of the 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, except that such property shall not be sued for any purposes contrary to those of the Association.

ARTICLE XII. CONVENTION

Section 1. Delegates.

- a. Association. Delegates and alternates shall be **recommended by the executive board, 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 chairperson of the delegation shall have this right. Each branch shall be entitled to be represented by delegates in proportion of 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 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 nor serve in a dual capacity as state division or corporate delegate.
- b. State Division. Delegates and alternates shall be elected by the branch 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 division.

Section 2. Voting Rights. The privilege of voting on any and all matters at state division and **AAUW** conventions and/or state division board of directors' meetings shall be suspended for any branch whose bylaws are not approved by February 1. Voting privileges shall be reinstated upon approval of the branch bylaws by the Association Committee on Bylaws. (AAUW Charter and Bylaws ARTICLE XIV. Section 2b (1).)

ARTICLE XIII. INTERNATIONAL FEDERATION OF UNIVERSITY WOMEN

Section 1. Membership. The **AAUW** shall be a constituent dues-paying member of the International Federation of University Women, and as such, its members shall be IFUW members.

Section 2. Reciprocity. A member of any one of the national organizations of the IFUW who is spending a period of a year or less in this country may attend meetings of any branch of the AAUW 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.

- a. Procedure. A branch shall be deemed to have forfeited its right to continue as a branch for any of the following reasons:
1. has had fewer than fifteen members for twelve consecutive months,
 2. has not forwarded the required dues to the AAUW treasurer for a period of two years,
 3. has violated the purpose of the AAUW or the provisions of its Bylaws,
 4. has maintained branch bylaws or practices in conflict with the AAUW Charter and Bylaws,
 5. has exceeded by 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 division in which the branch is located, or the president of the AAUW, shall notify the branch and shall request it to present its views in writing to the state division board of directors within a designated period of time of reasonable length.

- b. Review of Status. After reviewing the presentation made by the branch, the state division board of directors shall forward its findings to the AAUW Board of Directors and shall recommend action to be taken. The AAUW Board of Directors shall afford the branch a full opportunity to present its views. If it decides that the branch has forfeited its branch status, the AAUW Board of Directors shall notify the branch president that recognition has been withdrawn. The branch shall lose its status as a branch upon receipt of the notice.

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 division president, the state division membership chairperson, and the director from the region. The state division president shall promptly notify the Membership Office at the Educational Center which shall then notify the AAUW Board of Directors who have final authority to withdraw recognition of the branch.

ARTICLE XV. PARLIAMENTARY AUTHORITY

The rules contained in 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 **AAUW** may be amended by a three-fourths vote of those present and voting at any regular meeting of the branch, provided notice of the proposed amendment 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 **AAUW** convention, it shall be the responsibility of the branch president to bring the branch bylaws into conformity with the Charter and Bylaws of the **AAUW**. Such amendments shall not require a vote of the branch members, except the incorporated branch shall take the necessary steps required by the branch bylaws.