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2009  
AMERICAN ASSOCIATION OF UNIVERSITY WOMEN

Bylaws of the Bon Air Area, Virginia, Branch VA 3045

#### ARTICLE I. NAME

The name of this organization shall be the Bon Air Area, Virginia Branch of the American Association of University Women, hereinafter called AAUW.

#### ARTICLE II. GOVERNMENT

The Bylaws of AAUW shall govern this branch in all practices. The bylaws of this branch shall in no way conflict with the Bylaws of AAUW. Every amendment to the Bylaws of AAUW shall become effective and binding on this branch.

#### ARTICLE III. PURPOSE

The purpose of AAUW is to advance equity for women and girls through advocacy, education, philanthropy, and research

The branch shall:

- a. contribute to the growth and advancement of AAUW . 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 state and regional work.

#### ARTICLE IV. USE OF NAME

##### Section 1.

The policies and program of AAUW shall be binding on all members, branches, and states, and no member, branch, or state shall use the name of 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 a personal opinion in the member's own name in application of Section 1.

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

#### Section 5.

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

- a. a member's suspension for one year or expulsion from membership; or
- b. a loss of recognition of a branch.

### ARTICLE V. MEMBERSHIP

#### Section 1. Eligibility.

- a. AAUW MEMBERS. A graduate holding an associates degree or equivalent, a baccalaureate or higher degree from an accredited 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 accredited universities of the U.S.A shall be eligible to receive admission to AAUW membership; such membership shall be granted upon payment of dues (AAUW + state + branch dues) on or before July 1. The provisions set forth in this section are the sole requirement 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, and participate in all branch activities and programs.
- b. ASSOCIATE MEMBERS. There shall be no associate members admitted after July 1, 1957. Those admitted before that date shall be members of the branch and state only. To maintain their status as associate members, they shall maintain continuous membership in a branch and state; their status cannot be renewed after resignation. No branch shall have associate members in excess of twenty percent (20%) of the total branch membership.

#### Section 2. Life Members.

- a. PAID LIFE MEMBERS. Any branch member of AAUW may become a life member of AAUW upon a one-time payment of twenty years' dues, based on the amount of Association dues the year the member decides to become a life member. Thereafter the life member shall be exempt from payment of AAUW dues. Paid life members who are members of branches continue to pay annual state and branch dues.
- b. FIFTY-YEARS HONOR. Any branch member who has paid AAUW dues for fifty (50) years shall become a life member and shall thereafter be exempt from payment of AAUW, state and branch dues.

#### Section 3. Student Affiliates.

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

#### Section 4. Termination.

A member whose dues remain unpaid after July 31 shall be dropped from membership.

#### Section 5. Suspension or Expulsion from Membership.

Any member who violates Article IV of these by-laws (Use of Name) shall be suspended or expelled from membership by the AAUW Board of Directors. At least three-fourths of the board shall concur that a violation has occurred. A suspension shall be for a period of one year.

### ARTICLE VI. FINANCIAL ADMINISTRATION

#### Section 1. Fiscal Year.

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

#### Section 2. Amount of Dues.

- a. AAUW MEMBERS. Dues for AAUW branch members shall include those for AAUW, state, and branch and shall include a subscription to the publication distributed to all members. The branch annual dues shall be fixed by a two-thirds vote of the members at the branch annual meeting, upon recommendation of the branch board of directors.
- b. ASSOCIATE MEMBERS. The total dues for Associate Members shall be the same as those for AAUW branch members and shall include a subscription to the Association publication distributed to all members.
- c. STUDENT AFFILIATES. Fees for student affiliates shall be established by the AAUW Board of Directors and shall include a subscription to the AAUW publication distributed to all members. An additional fee may be set by the state and by the branch board of directors.

#### 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 AAUW dues and subscriptions for associate members to AAUW and all state dues to the state treasurer. Dues shall be postmarked by the date specified by AAUW.
- b. NEW MEMBERS. Dues of the new members may be paid at any time and shall be forwarded to AAUW immediately. Dues paid between January 1 and March 15 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.

Section 5. Reciprocity.

- a. A branch member of AAUW who has paid current dues shall be eligible to transfer membership to another branch. Payment of any additional dues shall be waived for a transferring branch member whose current dues have been paid in another branch.
- b. A member of one of the national organizations 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 or state meetings without a vote.

ARTICLE VII. OFFICERS

Section 1. Officers.

- a. ELECTED OFFICERS. There shall be a president, or official representative, vice presidents of membership and program, communication officer and finance officer.
- b. APPOINTED OFFICERS. There shall be appointed officers for public policy, and fundraising chair, and such other officers that the President and Board deem necessary to carry on the work of the branch.

Section 2. Duties.

Officers shall perform the duties prescribed by these Bylaws and by Robert's Rules of Order, Newly Revised.

- a. PRESIDENT. The president shall officially represent the branch in activities of AAUW. The president shall be responsible for submitting such reports and forms as required by the AAUW and state.
- b. VICE-PRESIDENTS. The vice-presidents shall perform such duties as the president and board shall direct.
- c. COMMUNICATION OFFICER. The communication officer shall keep minutes of the meetings of the membership and of the board and shall perform such other duties as the president and board shall direct.
- d. FINANCE OFFICER. The finance officer shall be responsible for collecting annual dues and forwarding them to AAUW and to the state at the time specified by AAUW. The finance officer shall submit to AAUW all qualifying applications, with dues, made to the branch.

Section 3. Vacancies.

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

Section 4. Terms.

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.

#### Section 5. Nominations and Elections.

- a. NOMINATIONS. A nominating committee of 3 members shall be elected by the board of directors and/or branch members at least three months prior to the annual meeting. The report of the nominating committee shall be presented to members at least two weeks before the election. Nominations may be made from the floor at the time of the election, provided consent of the nominee has been obtained. Associate members may not serve as branch officers fulfilling the functions of president, membership, program or finance.
- b. ELECTION. Election shall be by ballot, except that when there is only one nominee for an office, the election shall be by voice vote. A majority vote of the members present shall constitute an election.

### ARTICLE VIII. BOARD OF DIRECTORS

- a. MEMBERSHIP. The board of directors shall be composed of the elected and appointed officers. All elected officers shall be AAUW members.
- b. DUTIES. The board of directors shall manage and supervise the business and activities of the branch subject to the instructions of the annual meeting. It shall accept responsibility for such matters as delegated by AAUW and state board. It shall have the power to create special committees and task forces as deemed necessary, and shall perform such other duties as are specified by these bylaws.
- c. MEETINGS. Meetings of the board shall be held at least 5 times a year. Special meetings may be called by the president or upon the written request of 4 members of the board.

#### Section 2. Executive Committee.

The Executive committee shall consist of the elected officers and shall act in the interim between board meetings. The executive committee shall exercise such power and authority as may be delegated to it by the board and shall report to the board on all actions taken by it between regular meetings of the board.

#### Section 3. Quorum.

The quorum of a meeting of the board of directors shall be a majority of its members.

### ARTICLE IX. MEETINGS

#### Section 1. Meetings

- a. BRANCH MEETINGS. There shall be at least 5 meetings of the branch members each year.
- b. ANNUAL MEETING. An annual meeting of the branch shall be held in the month of March, the exact time and place determined by the board. The annual meeting shall elect

officers, fix dues, amend bylaws if necessary, receive reports of the officers, committees, and task forces, and conduct such other business as may be necessary.

c. QUORUM. 15% of the members of the branch shall constitute a quorum.

## ARTICLE X. PROPERTY

The title of 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 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 disposition so that such property shall not be used for any purposes contrary to those of AAUW.

In the event of the dissolution of the branch, all assets of the branch shall be transferred and delivered to an AAUW entity.

## ARTICLE XI. STATE CONVENTIONS

### Section 1. Delegates.

a. BRANCH REPRESENTATION . Delegates and alternates shall be elected by the branch and certified by the branch president. Each branch shall be entitled to representation 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 major fraction thereof, one additional delegate. No delegate shall represent more than one branch.

b. ALTERNATES. Each branch delegate shall be entitled to an alternate.

### Section 2. Voting Rights.

The privilege of voting shall be suspended for any branch whose bylaws are not in compliance with the AAUW Bylaws.

## ARTICLE XII. FORFEITURE OF BRANCH STATUS

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

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

- a. has violated the Use of Name Policy (see Article IV);
- b. has refused to admit an eligible graduate to branch membership (see Article V., Section 1., a.);
- c. has not forwarded the required dues to the AAUW finance vice president for a period of two years;
- d. has violated the purpose of AAUW or the provisions of its Bylaws;

- e. has maintained branch bylaws or practices in conflict with the AAUW Bylaws;
- f. has exceeded the 20% limitation on Associate members (Article V., 1., b.);

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 AAUW, 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 AAUW 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 president shall promptly notify AAUW. The AAUW Board of Directors shall have the final authority to withdraw recognition of the branch. If there is no branch contact, the state may initiate the process.

ARTICLE XIII. PARLIAMENTARY AUTHORITY

The rules contained in the most 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 XIV. AMENDMENTS TO THE BYLAWS

Provisions of these bylaws not governed by the Bylaws of AAUW may be amended by a 2/3 vote of those present and voting at the annual meeting or 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 in advance of the meeting. Amendments required by AAUW to bring branch bylaws into conformity shall not require a vote of the branch members, except that an incorporated branch shall take the necessary steps required by the branch bylaws.

\_\_\_\_ September 23, 2009 \_\_\_\_\_ Date amended.  
 October 8, 2007 \_\_\_\_\_ Prior Date amended  
 VA 3045