

## **BYLAWS of the LOS ALAMOS, NEW MEXICO, BRANCH**

### **of the AMERICAN ASSOCIATION OF UNIVERSITY WOMEN, Inc.**

#### **ARTICLE I. NAME**

The name of this organization shall be the American Association of University Women Los Alamos, New Mexico Branch Inc., hereinafter called the Branch.

#### **ARTICLE II. GOVERNMENT**

The Bylaws of the American Association of University Women, hereinafter called AAUW, shall govern the 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.
- 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 advance equity for women and girls in the community.
- d. Cooperate in AAUW state work.

#### **ARTICLE IV. USE OF NAME**

Section 1. The policies and program of AAUW and the state shall be binding on all members and branches, and no member or branch 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 is not abridged.

Section 3. Violation of the Use of Name policy shall result in action taken in accordance with AAUW policy.

## **ARTICLE V. MEMBERSHIP**

Section 1. A graduate 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 USA shall be eligible to receive admission to AAUW membership; such membership shall be granted upon payment of AAUW, state, and branch dues. The provisions set forth in this section are the sole requirement for eligibility and admissibility to 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 and receive the publications distributed to all members.

Section 2. Paid life members of AAUW, as defined in AAUW Bylaws, Article IV, Section 3a(5)(a), who are branch members are required to pay annual state and branch dues.

Section 3. Any branch member who has paid AAUW dues for fifty (50) years shall become a Fifty Year Honorary Life Member, and shall thereafter be exempt from payment of AAUW, 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 AAUW, state, and branch boards of directors. Student affiliates may attend branch, state, and AAUW meetings and receive the publications distributed to all members. Affiliates may not vote or hold office.

Section 5. A member whose dues remain unpaid after July 31 shall be dropped from membership.

## **ARTICLE VI. FINANCIAL ADMINISTRATION**

Section 1. The fiscal year shall begin on July 1.

Section 2. Each member shall pay Branch dues 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 thirty 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.

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

Section 5. Dues of new members may be paid at any time. The AAUW portion of dues paid by new members between January 1 and March 15 shall be one half the annual dues. The coordinating council may set a reduction for Branch fees.

Section 6. The annual budget shall be adopted by the coordinating council for presentation at the annual meeting.

Section 7. The Branch shall set and maintain policies and procedures to control financial records consistent with generally accepted accounting principles and federal, state, and local laws.

## **ARTICLE VII. OFFICERS**

Section 1. There shall be a Coordinating Council, hereinafter called the Council, of six to nine members elected without designated offices. The Council shall choose from among its members a state and AAUW liaison, (also called a facilitator), a membership chair, and a treasurer. The members of the Council shall, in addition, fulfill the functions of presiding officer, (this is the person who chairs meetings), program chair, and secretary, which duties may rotate among the Council members.

Section 2. The Council shall appoint officers for public policy, AAUW Funds, communications, archives, and such other officers as may be deemed necessary to carry on the work of the branch. These positions may be held either by members of the Council or by other branch members.

Section 3. Elected officers shall serve for a term of two years or until their successors have been chosen and assume office. The term of each officer shall begin on July 1. Appointed officer should serve at least one year.

Section 4. A vacancy in office shall be filled for the remaining term by vote of the Council.

## **ARTICLE VIII. DUTIES OF OFFICERS**

Section 1. Officers shall perform the duties prescribed by these Bylaws, Branch policies, and by the current edition of Robert's Rules of Order, Newly Revised.

Section 2. The state and AAUW liaison or facilitator, shall officially represent the branch in activities of AAUW. The facilitator shall be responsible for submitting such reports and forms as required by AAUW and the state of New Mexico. The Council shall choose from among its members an alternate to act in the absence or disability of the facilitator.

Section 3. The secretary shall keep minutes of the meetings of the membership and of the Council and shall perform such other duties as the facilitator and Council may direct. The duties of secretary may rotate among the Council members.

Section 4. The treasurer shall be responsible for collecting, distributing, and accounting for the funds of the Branch. The treasurer shall collect dues and properly remit them to AAUW and to the state by the specified deadline. Branch funds shall be kept in an account separate from AAUW Funds.

Section 5. The membership chair shall coordinate membership activities, process new-member applications, and perform such other duties as the facilitator and Council may direct.

Section 6. The program chair shall coordinate program development and perform such other duties as the facilitator and Council may direct. The duties of program chair may rotate among the Council members.

Section 7. The communications chair shall be responsible for maintaining the branch webpage and shall perform such other technological duties as the facilitator or Council may direct.

## **ARTICLE IX. NOMINATIONS**

Section 1. There shall be a nominating committee of three to five members, of whom one shall be elected at the annual meeting for a term of two years, and shall serve as nominating committee chair. A vacancy in this position shall be filled by recommendation of the nominating committee and election by the branch members at a regularly scheduled branch meeting.

Section 2. The remaining members of the nominating committee shall be appointed annually by the Council no later than December 1.

Section 3. No more than two nominating committee members may be members of the Council.

## **ARTICLE X. ELECTIONS**

Section 1. The names of the nominees shall be published and sent to every member at least fourteen days before the annual meeting.

Section 2. Nominations may be made from the floor with the consent of the nominee.

Section 3. All elections shall be held at the annual meeting.

Section 4. Elections shall be by majority vote of those present and voting, and voting shall be by secret ballot, except in uncontested cases where election may be by acclamation.

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

Section 1. The Coordinating Council shall be the Board of Directors.

Section 2. The Council shall have the general power to administer the affairs of the Branch, including but not limited to establishing policies and procedures to control financial records. It shall accept responsibility delegated by AAUW and state. The council shall recommend the budget for approval by the membership at the first Branch meeting of each year.

Section 3. Meetings of the Council shall be held monthly except when deemed unnecessary by the Council, but at least three times a year. Special meetings may be called by the facilitator and shall be called upon the written request of two members of the Council. Any branch member, having given due notice to the facilitator, shall have the right to attend Council meetings.

Section 4. The quorum shall be a majority of the Council members.

Section 5. Between meetings of the Council, a written or electronic vote of the Council may be taken at the request of the facilitator on any question submitted to the Council in writing, provided every member of the Council shall have an opportunity to vote upon the question submitted. Voting will close by a specified time. The vote shall be returned to the facilitator. If a majority shall vote on any question so submitted, the vote shall be counted and shall have the same effect as if cast at a Council meeting.

## **ARTICLE XII. MEETINGS**

Section 1. There shall be at least six general membership meetings each year.

Section 2. An Annual Meeting of the Branch shall be held between April 1 and June 10, the exact time and place determined by the Council.

Section 3. The annual meeting shall be to conduct business which may include but is not limited to hearing officers' reports, holding elections, establishing dues, amending Bylaws, and giving directions to the council.

Section 4. The quorum shall be one fifth of the members, or forty members, which ever is less.

## **ARTICLE XIII. CONVENTIONS**

Delegates and alternates to the state conventions, as described in state bylaws, shall be elected by the Branch and certified by the facilitator. All members have a vote on national AAUW business (elections, adoption of the Public Policy Program and resolutions, and amendments to the AAUW Bylaws).

## **ARTICLE XIV. PROPERTY**

Section 1. The title for all property, funds, and assets of the branch 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 of its property without consent of AAUW, except that such property shall not be used for any purposes contrary to those of AAUW.

Section 2. In the event of the dissolution of the branch, all assets of the Branch shall be transferred and delivered to an AAUW entity.

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

Article XIII of the Association's Charter and Bylaws contains the provisions and conditions under which a branch may be discontinued.

## **ARTICLE XVI. 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 or those of the state or AAUW.

## **ARTICLE XVII. LIABILITY AND INDEMNIFICATION**

Liability and indemnification of officers of this organization shall be governed by New Mexico Statutes.

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

Section 1. Provisions of these Bylaws not governed by AAUW Bylaws may be amended by a two-thirds vote of those present and voting at a general membership meeting provided written notice shall have been given to every member at least two weeks in advance of the meeting.

Section 2. Prior to being voted on, proposed changes to the branch Bylaws shall be sent to the state Bylaws chair for approval.

Section 3. 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 their articles of incorporation.

Date Last Amended: October 31, 2009.