

BYLAWS OF WASATCH BRANCH OF SALT LAKE COUNTY, UTAH  
AMERICAN ASSOCIATION OF UNIVERSITY WOMEN  
Updated 12/2007

ARTICLE I. NAME

The name of this organization shall be the Wasatch Branch of Salt Lake County, Utah of the American Association of University Women; hereinafter called the Association or AAUW.

ARTICLE II. GOVERNMENT

The Charter and Bylaws of the Association shall govern this branch in all 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 holding a baccalaureate or higher degree from a qualified educational institution in order to promote equity, education and 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 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 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. 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 the Association by an individual shall be interpreted as use of name in application of Section 1.

Section 4. 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 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. A graduate holding an associate degree or equivalent, a baccalaureate or higher degree from a qualified educational institution or a foreign degree acceptable as a basis for admission by graduate schools at regionally 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 (Association + state + branch dues) on or before July 1. 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, and participate in all branch activities and programs.

### Section 2. Life Members.

a. Paid Life Members. Any branch member of the Association may become a life member of the Association upon a one-time payment of twenty years' dues, based on the amount of Association dues the year that the 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 Honor. 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, state and branch 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 publication distributed to all members of the Association. Affiliates may not vote nor 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. Suspension or Expulsion from Membership. Any member who violated Article IV of these bylaws (Use of Name) shall be suspended or expelled from membership by the Association Board of Directors. At least three-fourths of the Board shall concur that a violation has occurred. 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 the Association and shall begin on July 1, except the Educational Foundation and Legal Advocacy Fund fiscal year shall be January 1 through December 31 of any given year.

### Section 2. Amount of Dues.

a. Association Members. Dues for Association members shall include those for Association, state, and branch and shall include a subscription to the publications 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. Student Affiliates. Fees for student affiliates shall be established by the Association Board of Directors and shall include a subscription to the Association 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 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. New 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 of the annual dues.

c. Renewal. Terminated membership shall be renewed on presentation of credentials (verification of branch records) and payment of all authorized current AAUW state and branch dues and charges.

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 \$5.00 over amounts provided for in the budget shall be incurred by the branch except upon a recommendation of the board of directors.

Section 5. Reciprocity. A branch member of the Association 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 to another branch.

## ARTICLE VII. OFFICERS

### Section 1. Officers.

a. Elected Officers. There shall be a president, president-elect, vice presidents of membership and program, secretary and treasurer.

b. Appointed Officers. The appointed officers of the branch shall be the Editor of newsletter, Bylaws chair, Educational Foundation chair, Legal Advocacy Fund chair, Public Policy, Public Information/communications, 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 activities of the Association on all levels;
- 2) submit a list of the incoming and continuing branch officers and chairs to the president of the state and to the executive director at the Educational Center and to the Association no later than June 1;
- 3) submit an annual report of the branch to the persons designated on forms provided by the Association no later than June 1;

- 4) be responsible for bringing the branch bylaws into conformity with the state bylaws and with the AAUW Charter and Bylaws after each Association Convention and for submitting amended bylaws for review to the chair of the state committee on bylaws by the December 1 following the biennial Association convention; and
- 5) be responsible for bringing the branch bylaws into conformity with the state bylaws after a state convention.
- 6) 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 the provisions of the branch bylaws;
  - d) appoint, with the approval of the executive committee, the chairs of a committees except the nominating committee and those provided for by election, and any additional officers authorized by the branch bylaws.

b. President-elect. The president-elect shall:

- 1) preside at meetings in the absence of the president and act in the absence or disability of the president;
- 2) serve on the budget committee;
- 3) serve on the program committee;
- 4) serve on the membership committee;
- 5) act as branch parliamentarian;
- 6) perform such other duties as are requested by the president or by the board of directors.

c. 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 shall also perform the following duties:
  - a) preside at meetings in the absence of the president and president-elect and act in the absence or disability of the president and president-elect,
  - b) 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 chair of the committee on membership and shall also perform the following duties:
  - a) preside at meetings in the absence of the president, president-elect, and program vice president;
  - b) perform such other duties as are requested by the president or by the board of directors.

d. Secretary. The secretary shall:

- 1) record and keep in custody the minutes of all meetings of the branch, board of directors, and the executive committee;
- 2) have available for reference at all meetings a copy of the branch bylaws and a list of its

officers, committee chairs and members;

- 3) have charge of such correspondence of the branch as is delegated by the president or by the board of directors.
- 4) keep on file all communications received and copies of all letters sent
- 5) perform such other duties as are requested by the president or by the board of directors.

e. Treasurer. The treasurer, with an assistant if necessary, shall:

- 1) be responsible for collecting all annual dues;
- 2) forward all dues collected for Association members to the AAUW treasurer, and all state dues to the state treasurer; dues of continuing members shall be postmarked no later than July 31;
- 3) transmit to the AAUW treasurer all new applications, with dues, made to the branch by graduates who qualify for membership in the Association under the AAUW Charter and Bylaws.
- 4) perform the following duties:
  - a) receive all monies due the branch;
  - b) pay all bills provided for in the budget or verified by the president;
  - c) keep a proper set of books;
  - d) render a financial report at the annual meeting of the branch, and at such other times as is requested by the board of directors;
  - e) serve on the budget committee;
  - f) present the books for an annual audit.

Section 3. Vacancies. A vacancy in office, except that of president, shall be filled for the unexpired term by the executive committee. A vacancy in the office of president shall be filled by the president-elect. A special election may be held to fill the office of president-elect, if deemed necessary by the executive committee.

Section 4. Terms. All officers shall take office on July 1. All officers shall serve for a term of one year or until their successors are elected and assume office. They shall be eligible for re-election to the same office for one term only, with the exception of the president and president-elect, who shall serve one term only. The president-elect shall become president at the end of the term of office. The incoming 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. Nominations and Elections.

a. Nominating Committee. A nominating committee of three members elected by branch members at least three months prior to the annual election (January) 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.

b. 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.

c. Continuity of Committee. One member of the nominating committee will continue to serve as committee chair the succeeding year.

## ARTICLE VIII. BOARD OF DIRECTORS AND EXECUTIVE COMMITTEE

### Section 1. Board of Directors .

a. Membership. The board of directors shall be composed of the elected and appointed officers. All elected officers shall be Association 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 submit the annual budget to the branch. It shall accept responsibility for such matters as delegated by the Association 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 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 one-third of the membership of the branch.

### Section 2. 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.
- 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 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.

Section 3. Quorum . The quorum of an executive committee meeting shall be a majority of its members.

## ARTICLE IX. MEETINGS.

### Section 1. Meetings .

a. Branch Meetings. The branch shall hold at least seven meetings a year.

b. Annual Meeting. An annual meeting of the branch shall be held during the month of April, the exact time and place determined by the board. The annual meeting shall elect officers, fix dues, amend bylaws if necessary, receive reports of officers and committees, and conduct such other business as may be necessary.

c. Special Meetings. Special meetings may be called by the president, majority of the members of the board of directors, or by the written request of one-third of the 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 seven days in advance. Only business for which notice has been given shall be transacted.

Section 2. Quorum . Twenty-five percent 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 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, administration, and 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 XI. CONVENTIONS

### Section 1. Delegates.

a. Association. Delegates and alternates shall be elected by the branch and certified by the branch president. 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 major fraction thereof, one additional delegate.

b. State. Delegates and alternates shall be elected by the branch and certified by the branch president. The number of delegates to which the branch is entitled shall be governed by the bylaws of the state.

Section 2. Voting Rights : The privilege of voting shall be suspended for any branch whose bylaws are not in compliance with AAUW Charter and 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 had fewer than fifteen members for twenty-four consecutive months;
- d. has not forwarded the required dues to the AAUW finance vice president for a period of two years;
- e. has violated the purpose of the Association or the provisions of its Bylaws.
- f. has maintained branch bylaws or practices in conflict with the AAUW Charter and Bylaws.

Section 2. State Waiver: 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 Board 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 regional director. 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 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 Charter and Bylaws of the Association may be amended by a two-thirds 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 the Association 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.

Adopted October 16, 1980.

Amended Nov. 1981 to conform to Association amendments.

Amended Nov 1983 to conform to Association amendments.

Dues amended 16 Apr. 1981, 20 May 1982, and 25 Apr. 1985.

Amended to change officer structure 18 May 1985.

Amended Nov. 1985 to conform to Association amendments.

Amended Jan. 1987 to change branch name.

Amended Nov. 1987 to conform to Association amendments.

Amended Oct. 1988 to add duties of president-elect.

Amended Nov. 1989 to conform to Association amendments.

Amended Nov. 1991 to conform to Association amendments.

Amended 1992 to conform to Association model bylaws and establish policies.

Amended 2000 to include nominating committee continuity.

Amended 2004 to conform to Association amendments, make bylaws more concise, and clarify branch policies and procedures.

Updated 2005 to conform to Association amendments concerning membership.

Updated 2007 to conform to Association amendments concerning Association membership in the International Federation of University (IFUW).