

# **AMERICAN ASSOCIATION OF UNIVERSITY WOMEN**

Bylaws of the Tulsa, Oklahoma Branch

Approved November 12, 2005

## ARTICLE I. NAME

The name of this organization shall be the Tulsa, Oklahoma Branch of the American Association of University Women.

## ARTICLE II. GOVERNMENT

The Charter and Bylaws of the American Association of University Women shall govern the Branch in all its 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 the branch.

## ARTICLE III. PURPOSE

The purpose of this branch shall be to unite graduates of regionally accredited 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, the AAUW Educational Foundation, and the AAUW Legal Advocacy Fund;
- B. Participate in development and promotion of AAUW policies and programs 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 programs of the Association on matters of national scope shall be binding on all members and branches and no member of a branch shall use the name of the Association to oppose such policies or programs. Established channels may be used to change a policy of 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. of the Association Charter and Bylaws.

Section 4. On any national matter on which the Association has no policy the only action which 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 policy.

Section 5. Violation of the use of the Association's name shall result in:  
A. A member's suspension of one (1) year or expulsion from membership;  
B. Loss of recognition of a branch.

## ARTICLE V. MEMBERSHIP

### Section 1. Types & Eligibility.

- A. Association Members. A graduate holding an associate or equivalent, baccalaureate or higher degree from an accredited 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 U.S.A. shall be eligible to receive admission to membership in the Association; such membership shall be granted on presentation of proper credentials and payment of all authorized Association, state, and branch dues and charges to the branch treasurer.
- B. Student Affiliates. An undergraduate student enrolled in a regionally accredited education 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. Student Affiliate membership shall be granted on presentation of proper credentials and payment of all authorized Association, state and branch dues and charges to the branch treasurer.

### 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 (20) years dues, based on the amount of the Association dues the year that 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 Members. Any member of the Association for fifty (50) years shall become a life member and shall thereafter be exempt from payment of branch, state, and Association dues and charges.

Section 3. Association Members.

A branch member of the Association who has paid current dues shall be eligible to transfer membership to another branch. All branches shall have a reciprocal membership policy. Payment of any additional dues shall be waived for a transferring branch member whose current dues have been paid in another branch.

Section 4. Termination and Renewal.

- A. Termination. A member whose dues remain unpaid after July 31 shall be dropped from membership.
- B. Renewal. Terminated members shall be renewed on presentation of credentials (a former membership card or verification of branch records) and payment of all authorized current AAUW, state and branch dues and charges.

Section 5. 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 Association Board of Directors with at least three-fourths (3/4) of the Board concurring that a violation has occurred. Suspension shall be for a period of one (1) year.

ARTICLE VI. FINANCE

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

Section 2. Amount of Dues

- A. Association Members. The annual dues of branch members shall be the sum of Association dues\* which include a subscription to Outlook, the national publication; \$7 for state dues; and \$14 for branch dues.
- B. Dual Members. The annual dues for members of another AAUW branch as their primary branch can join the Tulsa Branch as a dual member by paying \$14 annual branch dues.
- C. Members At Large. Current members-at-large may join the Tulsa Branch by becoming Association members. The Branch will submit paperwork, at the time of joining the Branch, to Association to request a prorated refund of MAL dues for the new branch member.
- D. Student Affiliate Members. The annual dues for student affiliate members shall be \$22 and shall be as follows: \$17 for a subscription to Outlook; \$2 for state dues; and \$3 for branch dues.

\* Association dues are set by a 2/3 vote at the Biennial Meeting. In 2003, an annual fixed amount increase [\$39.00 + \$2/yr.] was approved. This decision will be reviewed in 2008-2009.

Section 3. Payment of Dues.

- A. Continuing Members. Dues of all continuing members are payable on or before July 1 and shall be paid to the branch treasurer no later than July 31.<sup>1</sup> The branch treasurer shall forward all Association dues collected to the AAUW treasurer at the Educational Center, and all state dues collected to the state treasurer. Dues shall be postmarked no later than August 10.
- 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 by the AAUW treasurer at Associations headquarters between January 1 and March 14 shall be one-half (1/2) the Association, State and Branch dues. Beginning March 15, dues will be for the full amount, but will cover fifteen (15) months.
- C. Half Price Dues. Dues received by the AAUW treasurer at the Association headquarters between January 1 and March 14 shall be one-half (1/2) the Association, State and Branch dues for members who have not paid AAUW dues for the past two (2) years. New Branch, Student Affiliate, Dual and Members-at-Large members are eligible for the half price dues option.

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 \$50 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. Officers\*.

- A. Elected Officers. There shall be a president, three vice-presidents – program, membership, and ways and means; a secretary, and treasurer elected by the members of the branch.

\*Unless otherwise authorized by the AAUW Board of Directors (See AAUW Charter and Bylaws, Article XV. Section 1.)

- B. Appointed Officers. The appointed officers of the branch shall be a parliamentarian, an historian and such other officers as shall be deemed necessary by the executive committee.

Section 2. Duties.

- A. President. The President of the branch shall:
  - 1. Be the official representative of the activities of the Association on all levels;
  - 2. Submit a list of incoming and continuing branch officers and chairs to the state and to the executive director at the Educational Center 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 AAUW Charter and Bylaws after each Association Convention and for submitting bylaws for review to the chair of the state committee on bylaws by the December 1<sup>st</sup> following the biennial Association convention;
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 an ex-officio member of all task forces and committees except the nominating committee;
  - c. Call special meetings of the branch in accordance with provisions of the branch bylaws;
  - d. Appoint, with the approval of the executive committee, the representatives of areas of interest, the chairs of all task forces and committees except the nominating committee and those provided for by election, and any additional officers authorized by the branch bylaws.

B. Vice-Presidents.

1. Program Vice-President. The program vice-president shall:
  - a. Preside at meetings in the absence of the president, act in the absence or disability of the president;
  - b. Serve as chair of the committee on program development;
  - c. Be an ex-officio member of such committees as outlined in the policy sheet, advising with them and being responsible for the performance of their duties;
  - d. Perform such other duties as requested by the president or by the board of directors.
2. Membership Vice-President. The membership vice-president shall:
  - a. Preside at meetings in the absence of the president and the program vice-president;
  - b. Serve as chair of the committee on membership.
  - c. Be an ex-officio member of such committees as outlined in the policy sheet, advising them and being responsible for the performance of their duties;
  - d. Perform such other duties as requested by the president or by the board of directors.
3. Ways and Means Vice-President. The ways and means vice-president shall:
  - a. Preside at meetings in the absence of the president, program, and membership vice-presidents;

- b. Be responsible for the fund raising activities of the branch;
  - c. Be an ex-officio member of such committees as outlined in the policy sheet, advising them and being responsible for the performance of their duties;
  - d. Perform such other duties as are requested by the president or the board of directors.
- C. Secretary. The secretary shall:
- 1. Record and keep in custody the minutes of all meetings of the branch, the executive committee and the board of directors;
  - 2. Have available at all meetings a copy of the current branch bylaws, a copy of any written policy adopted by any committee and a list of the branch's officers, task force and committee chairs and members;
  - 3. Notify officers, committees and delegates of their appointment and furnish committees with all papers referred to them;
  - 4. Have charge of such correspondence of the branch as is delegated by the president;
  - 5. Keep on file, as requested by the president, communications received and copies of letters sent;
  - 6. Perform such other duties as are requested by the president or board of directors.
- D. Treasurer. The treasurer shall:
- 1. Be responsible for collecting all annual dues;<sup>2</sup>
  - 2. Forward all dues collected to the AAUW treasurer and all state dues to the state treasurer. Dues of continuing members shall be postmarked no later than August 10;<sup>3</sup>
  - 3. Transmit to the AAUW treasurer<sup>4</sup> all applications with dues made to the branch by graduates who qualify for membership in the Association under the AAUW charter and bylaws;
  - 4. Receive all monies due the branch;
  - 5. Keep a proper set of books and render an account, including Reserve Funds, at each meeting of the branch and board of directors;
  - 6. Pay all bills provided for in the budget or authorized by the branch and board of directors;
  - 7. Close the books for audit June 30 and render an annual statement with the audit being completed by August.
- E. Historian. The historian shall:
- 1. Keep a permanent record of the activities of the branch;
  - 2. Compile a narrative report annually.
- F. Parliamentarian. The parliamentarian shall:
- 1. Attend all meetings of the branch, the board of directors, and executive committee without vote except by ballot;

2. Advise, upon request, the presiding officer on parliamentary procedure and give similar advice to the board of directors, the executive committee and any individual member;
3. Serve as a chair of the bylaws committee with vote in committee.

Section 3. General Responsibilities of Officers. All officers shall:

- A. Make such reports as may be required by the association, state or branch;
- B. Upon retiring from office, turn over to their successors or to the president, all records or other property belonging to the branch.

Section 4. Vacancies. A vacancy in office, except that of the president, shall be filled for the unexpired term by election of the board of directors. A vacancy in the office of president shall be filled by the following procedure: the program vice-president shall automatically become president for the remainder of the term and that vacancy filled as above.

<sup>2</sup>Unless otherwise authorized by Association Board of Directors.

<sup>3</sup>Unless otherwise authorized by Association Board of Directors.

<sup>4</sup>Unless otherwise authorized by Association Board of Directors.

Section 5. Tenure.

- A. All officers shall take office on July 1. The incoming or ongoing president may call a meeting of the board of directors and/or executive committee previous to July 1 for the purpose of filling vacancies occurring after the May meeting in the ticket of officers-elect, making appointments, outlining plans for the year and estimating a budget of expenditures in order that all committees may work toward a common goal.
- B. The term of office shall be for two (2) years or until a successor is elected and takes office. No member shall hold the same office for more than two (2) terms.

Section 6. Rotation. The president, ways and means vice-president, and secretary shall be elected at the annual meeting held in odd-numbered years: the program vice-president, membership vice-president, and treasurer in even-numbered years.

Section 7. Nominations.

- A. A nominating committee composed of five members with two alternates shall be elected by ballot in the following manner: Three members and an alternate shall be elected by the board of directors from its membership by the November general membership meeting with the nominee receiving the greatest number of votes serving as chair and the third runner-up as alternate; the two remaining members and alternate not serving on the board of directors shall be elected at the November branch meeting with the two receiving the greatest number of votes serving as members and the third runner-up as an alternate. The

consent of all nominees to serve on the committee must be obtained before their name is placed in nomination.

- B. This committee shall prepare a slate of candidates as outlined in the Policy Sheet to be presented at the February branch meeting and voted upon in March. Additional nominations may be made from the floor at both meetings provided the consent of such nominees has been previously obtained in writing.

Section 8. Elections.

- A. Voting shall be by ballot and a majority of the votes cast shall be necessary for election. However, if there is but one nominee for any office, the election for that office may be by voice.
- B. Elections may be held annually at the regular March meeting.

ARTICLE VIII. BOARD OF DIRECTORS & EXECUTIVE COMMITTEE

Section 1. Board of Directors.

- A. Membership. The members of the board of directors shall be (\*indicates voting member): elected officers\*, Parliamentarian\*, and the chairs of the standing committees.
- B. Duties. The board of directors shall:
  - 1. Have the general power to administer the affairs of the branch between business meetings and shall report its actions to the branch;
  - 2. Be subject to the orders of the branch; none of its actions shall conflict with actions taken by the branch;
  - 3. Approve the budget and present it at the first meeting in the fall for the final adoption;
  - 4. Fill vacancies in office except that of the presidency (see Article VII, Section 4);
  - 5. Establish special committees;
  - 6. Act upon all business in connection with the Association, occurring in the interim between branch meetings, to be ratified at the following general meeting.
- C. Term of Office.
  - 1. The term of office shall be one (1) or two (2) years according to each member's position.
  - 2. No member of the branch shall hold the same office for more than two (2) terms.
  - 3. No member of the branch shall serve more than eight (8) consecutive years on the board of directors unless the additional year(s) is/are as president.
- D. Meetings. The board of directors shall meet at least six (6) times during the year and special meetings may be called by the president or upon written request of three (3) members of the board.

E...Voting between Meetings. Between meetings of the Board, a written or electronic vote or the Board may be taken at the request of the President on any question submitted to the Board in writing, provided every member of the Board shall have the opportunity to vote upon the question submitted. Voting shall close at a specified time. 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 Board meeting.

E. Quorum. A majority of the membership of the board of directors shall constitute a quorum.

Section 2. Executive Committee.

A. Membership. The executive committee shall be composed of the elected officers and the parliamentarian 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, such action to be ratified at the following board meetings;
2. Perform such other duties as the board of directors may deem expedient;
3. Serve as a finance committee to whom shall be referred expenditures not authorized in the budget;
4. Finalize the budget for presentation to the board of directors;
5. Approve all appointments made by the president;
6. Provide for such audit and control of funds as are necessary.

C. Meetings. The meetings of the executive committee shall be called by the president or upon written request of three (3) members of the executive committee.

D. Quorum. A majority of the members of the executive committee shall constitute a quorum.

ARTICLE IX. COMMITTEES

Section 1. Standing Committees

A. The standing committees shall be:

Community & Campus Presence (Women in Transition, etc.)	Newsletter*
Diversity*	(Circulation coordinator)
Educational Foundation*	Public Information*
Legal Advocacy Fund*	Public Policy*
Leadership Development	Scholarships
	Telephone Tree

\*The chair of this committee is a voting member of the board of directors.

B. There shall be committees on the various branch interests and shall be represented on the board of directors by the general branch interest group chair.

C. There shall be such additional committees as shall be deemed advisable by the board of directors.

Section 2. Special Committees. There shall be such special committees as deemed necessary by the board of directors. Chairs of these committees may be invited by the president to attend board meetings.

Section 3. Chairs. The chairs of all committees, except the nominating committee and those provided for by election, shall be appointed by the president with the approval of the executive committee. Chairs shall select the members of their committees in consultation with the president. Chairs shall serve as channels of communication in their respective fields with the state, regional and Association chairs and shall make such reports as they request.

#### ARTICLE X. BRANCH MEETINGS

Section 1. Meetings.

A. Annual Meetings. The annual meeting of the branch shall be held during the month of March and shall be for the purpose of electing officers and for such other business as may arise.

B. Regular meetings. Regular meetings of the branch shall be held each month from September through May unless otherwise ordered by the branch, the executive committee or the board of directors.

C. Special Meetings. Special meetings may be called by the president, five (5) members of the board of directors, or by written request of twenty-five (25) branch members.

NOTICE: Notice of the date, time, place and business to be brought before the meeting shall be provided by the secretary to the members five (5) days in advance. Only business for which notice has been given shall be transacted.

Section 2. Quorum. Fifteen per cent (15%) 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, 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 XII. CONVENTION

### Section 1. Delegates.

- A. Association. Delegates and alternates shall be elected by the branch and certified by the branch president. If the delegation is incomplete after the branch vote prior to the convention, the president shall have the right to complete the certification of convention delegates: at convention, the chair of the delegation shall have this right. Each branch shall be entitled to be represented by delegates in proportion to the number of members as of February 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 delegate. No branch delegate shall represent more than one branch nor serve in a dual capacity as state or college/university 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 shall be entitled shall be governed by the bylaws of the state.

Section 2. Voting Rights. The convention shall be open to all members, but only duly accredited delegates shall be entitled to vote, offer motions and resolutions, and debate. Only persons holding convention credentials shall be entitled to vote. The convention shall be the sole judge of where a delegate or an alternate shall be entitled to vote.

Section 3. Regional Conferences and State Workshops. Any branch member may attend these meetings. There are no delegates as such.

Section 4. Delegation of Authority. The branch president is hereby granted the privilege of completing the delegate and alternate list if it is impossible to do at a regular meeting of the branch. At convention, the chair of the delegation shall have this right.

## ARTICLE XIII. INTERNATIONAL FEDERATION OF UNIVERSITY WOMEN

Section 1. Membership. The Association shall be a constituent dues paying member of the International Federation of University Women and, as such, all who qualify shall be IFUW members.

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

Association and enjoy such privileges as may be afforded her. Such 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 (15) members for twenty-four (24) consecutive months;
  2. Has not forwarded the required dues to the AAUW treasurer for a period of two (2) years;
  3. Has violated the purpose of the Association or the provisions of its bylaws;
  4. Has maintained branch bylaws or practices in conflict with the AAUW charter and bylaws;
  5. Has exceeded the 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 in which the branch is located or the president of the Association shall notify the branch and board of directors within a designated period of time of reasonable length.
- B. After reviewing the presentation made by the branch, the state board of directors shall forward its finding to the AAUW board of directors and shall recommend action to be taken. 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 president, the state membership chairman, and the director from the region. The state president shall promptly notify the AAUW board of directors who shall have final authority to withdraw recognition of the branch.

#### ARTICLE XV. 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.

#### ARTICLE XVI. 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 (2/3) vote of those present and

voting at any regular meeting of the branch provided notice of the proposed amendments shall have been given at a 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 Association convention, it shall be the responsibility of the branch president to bring the branch bylaws into conformity with the Charter and Bylaws of the Association. Such amendments shall not require a vote of the branch members, except that an incorporated branch shall take the necessary steps required by the branch bylaws. Similar steps shall be taken by the branch president after each state convention.

#### ARTICLE XVII. RECALL

In order to secure the successful accomplishment of the Association activities, the board of directors is hereby granted the privilege of recommending the release from office of any officer who fails to function in office or the chair of any committee who fails to present a report by the second meeting after appointment. If nothing has been accomplished in that time, the chair of a committee must make a report to that effect. This recommendation for release from duty must be ratified by the vote of the general membership.

#### Bylaws Amended:

January 15, 1921  
October 7, 1972  
September 10, 1977  
March 4, 1980  
October 4, 1980  
February 1, 1982  
October 3, 1983  
October 21, 1985  
November 1, 1987  
April 8, 1993  
July 30, 1993  
April 9, 1994  
May 18, 1996  
October 17, 1996  
April 17, 1997  
September 14, 2002  
October 11, 2003  
November 12, 2005