



## **Working Rules for Organizing Branches**

### **Branch Requirements**

1. At least 15 individuals who are qualified for membership in the Association are necessary to form a branch. There will be no barriers to full participation on the basis of gender, race, creed, age, sexual orientation, national origin, disability or class.
2. A name, which reflects the geographic base, shall be selected in consultation with the state board.
3. The branch will work to further the mission of AAUW – to promote equity for women, education and self-development over the life span, and positive societal change. It is expected that the branch will support the AAUW Educational Foundation.
4. The amount of dues is determined by adding the Association dues, the state dues, and branch dues. Dues are payable on or before July 1 (fiscal year begins July 1). Branch treasurers shall collect Association dues from members and shall forward them to the Association. For new members, dues received by the Association between January 1 and March 15 shall be one-half the annual dues. A member whose dues remain unpaid after July 31 is dropped from membership.
5. An annual meeting of the branch will be conducted during a month designated by the board, to coincide the annual meeting of AAUW NC.
6. The policies and program of the Association are binding on both branches and members. Neither a branch nor a member shall use the name of the Association to oppose such policies or programs. Of course, an individual member may oppose a measure in the member's own name.
7. A branch may operate with these working rules for one year from the date the branch is recognized. The chair of the Association Committee on Bylaws must approve proposed bylaws or working rules before the branch is chartered. At the end of one year, a branch must adopt branch bylaws.

### **Structure and Procedures**

1. Membership
  - a. Branch member – An individual member's eligibility is defined as a graduate holding an associate or equivalent, baccalaureate or higher degree from a qualified institution, a degree from a foreign institution recognized by the International Federation of University Women (IFUW), or a foreign degree accepted as a basis for admission by graduate programs at regionally-accredited universities of the United States. Membership shall be granted upon payment of Association, state, and branch dues to the branch treasurer.
  - b. Student affiliate – An undergraduate who is enrolled at a qualified two- or four-year institution may become a student affiliate. Branches and states may set their respective fees for student affiliates. Branches and states are encouraged to establish minimal fees to cover costs, or waive fees altogether. Student affiliate status shall be granted upon payment of the Association, state (if any), and branch (if any) fees to the branch treasurer.

Members and student affiliates shall receive subscriptions to the Association, state, and branch publications distributed to all members.

## 2. Board of Directors

### a. Officers

President, or official representative – will be responsible for submitting required reports to the Association and to the state.

Treasurer (Finance officer) – will be responsible for control of the branch's funds and will provide periodic reports on the branch's financial status

Directors-at-Large who will assist in fulfilling the functions of Membership, Program, Public policy, Fundraising, Communications, Administration and other functions as deemed necessary by the branch.

The President, Treasurer and Directors-at-Large will be the board of directors for the branch.

During 2008-2009, these officers will take office on a rolling basis, with an initial slate to be approved by the charter members of the branch by October 31, 2008. The board may approve additional appointments to the position of director-at-large or to fill vacancies in the offices of president or treasurer.

### b. Duties

The board will carry on the business of the branch and will have the general power to administer the affairs of the branch between branch meetings. It will establish additional standing committees, special committees, and task forces as needed. It will ensure that the bylaws for the branch are approved by July 1, 2009.

## 3. Meetings

- a. A branch roster will be distributed, and a branch e-mail listserve will allow branch members to contact each other. Branch votes may be taken by e-mail or telephone conference as well as in person. Branch members without e-mail will be contacted on any issues affecting the governance of the branch and the board will set a policy by which those without e-mail may vote.
- b. A listserve will be established to allow the board members to contact each other. The board may take votes by e-mail or on a telephone conference call as well as in person.
- c. An annual meeting will be held on Friday, March 27, 2009 at the Blockade Runner Hotel in Wrightsville Beach, NC, for the purpose of electing officers, approving bylaws, receiving reports of officers, committees, task forces and for such other business as may properly arise. Fifteen percent of the members of the branch will constitute a quorum. Information on the business of the meeting will be distributed to the members by March 1, 2009. The board may approve a process for voting by proxy at this meeting.
- d. Association conventions are conducted biennially in odd-numbered years. Branch delegates and alternates are elected by the branch and certified by the branch president. Each branch is entitled to be represented by one delegate for each 25 members or major fraction thereof. A branch recognized after February 1 of a convention year will be entitled to be represented by one delegate.
- e. Delegates and alternates to the state convention are elected by the branch and certified by the branch president. For North Carolina, the branch president or designee is the branch delegation chair. Each branch is entitled to one additional delegate for each 25 members or major fraction thereof.

4. Loss of Recognition – a branch forfeits its right to continue if it:
  - a. has had fewer than 15 members for 24 consecutive months;
  - b. has not forwarded the required dues to the Association for a period of two years;
  - c. has violated the purpose of the Association or use of name;
  - d. has maintained branch bylaws or practices in conflict with AAUW Charter and Bylaws;
  - e. has refused to admit an eligible graduate to branch membership.

The AAUW Board of Directors is the final approval body for disbandment and has the authority to waive numerical requirements.