

## **American Association of University Women Danville-Alamo-Walnut Creek Branch (AAUW) Standing Rules**

Standing rules are those that directly affect members of the branch. A committee of board members appointed by the president and chaired by the parliamentarian or bylaws chair should review them annually. Standing rules can be amended by a majority vote at a branch meeting, if previous notice has been given or by a two-thirds vote if no notice has been given. Standing rules will be published annually on the branch website. Branch members may add other standing rules as needed.

### **Programs/Events/General Meetings**

1. Every effort will be made to make general meetings accessible to the handicapped. No meetings shall be scheduled on any major holiday of significance to religious or ethnic groups within the geographical area of the branch.
2. Educational programs are open to interested members of the public. General meetings will be open to the public as determined by the Board of Directors.
3. When a branch activity requires prior reservations and payment, the payment amount will not be refunded to any person who fails to cancel a reservation in time for the branch to recover its cost.
4. There shall be no smoking at any branch program or event.
5. Members shall neither sell tickets to non-AAUW events nor advertise them during branch programs or events.

### **Membership**

Members must pay dues by July 1 to be assured of inclusion (included) in the yearly branch directory.

### **Branch Directory/Newsletter/Web Site**

The branch directory, newsletter, and web site shall be used exclusively for communication on AAUW matters among the branch members. They shall not be used for solicitation except for paid advertisements.

### **Board Meetings**

All board meetings are open to branch members. If a branch member attending a board meeting wishes to speak, she/he shall (will have the courtesy to) notify the president in advance in order to be put on the agenda.

### **Interest Groups**

With the approval of the board of directors, any member may form a new interest group provided that its meetings will not conflict with other scheduled branch meetings and provided that it is open to all members on a space available basis.

### **Fund Raising**

The branch will neither raise funds for nor donate funds to any organization outside of AAUW programs. AAUW programs include but are not limited to AAUW FUND, Tech Trek and Local Scholarships. An exception may be made if proposed and approved by a majority vote by the branch board of directors. No funds may be raised for or donated to political organizations.

### **Election Activities of Individual Branch Members**

1. An individual member may endorse, as a private citizen, candidates for appointive or elective office, partisan or non- partisan, **but such endorsement shall not use the name of AAUW**. The individual member endorsement shall not include any mention of her/his AAUW membership.
2. As a candidate for any office, a member may declare membership in AAUW as long as she or he is not opposing any AAUW program or policy. Declaring one's AAUW membership opposing an AAUW position violates the AAUW Use of Name policy.

### **Electronic Privacy**

Without the permission of member involved, electronic communications will not contain postal addresses, email addresses or phone numbers. It is the responsibility of individual members who submit articles to the web site or newsletter to include only that personal information about themselves that they are willing to have distributed electronically. The membership directory will be published on a password protected page on the branch website.

*Adopted November 5, 2009, Amended March 12, 2011 Amended December 12, 2022*