

**AMERICAN ASSOCIATION OF UNIVERSITY WOMEN (AAUW)  
ORINDA-MORAGA-LAFAYETTE (OML) BRANCH  
STANDING RULES**

*Standing Rules directly affect members of the branch. A committee of board members appointed by the president and chaired by the parliamentarian will review them in even-numbered years. Standing rules can be amended, including adding new rules, 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 in the branch Directory and included on the branch website.*

**Membership**

Membership renewals are due June 30. Members must pay dues by September 30th to be included in the Directory. Non-payment of dues will result in loss of membership.

**General Meetings/Programs/Events**

All general meetings are open to interested members of the general public.

All branch general meetings, special meetings, and events will be accessible to persons with disabilities. Members will do everything possible to help handicapped members attending events in private homes.

Attempts will be made to avoid scheduling meetings/functions on days of the following major religious observances: Maundy Thursday through Easter, Rosh Hashanah (two days), Yom Kippur, the first two days of Passover, Christmas, and major holidays of other significant religious or ethnic groups in the state. All Jewish holidays begin at sundown the day before.

No branch member may be denied admission to any general meeting that requires a fee to attend. Fees should be stated in advance and publicized.

When a branch activity requires prior reservations and payment, payment will not be refunded to any person who fails to cancel a reservation in time for the branch to recover its cost.

**Board Meetings**

All branch members are welcome to attend board meetings. Any member may contact the president at least 5 days ahead of the meeting to have an item placed on the agenda. Approved board minutes will be available to members on the OML website.

**Interest Groups**

Interest groups are open only to branch members. Prospective members may attend interest group functions for one membership year before joining AAUW OML. An exception is made for spouses in couples' groups. Each interest group will appoint a Chair who will maintain a list of participants in the group.

If a group becomes too large, the president will work with the president-elect to form an additional group or groups.

Any member may form a new interest group with the approval of the board, provided its meetings will not conflict with other scheduled branch and/or interest group meetings.

Interest groups may charge a small fee for materials to be used within the group. These fees shall remain within the group and will not become a part of the branch general fund. Should the group disband, group members may choose which AAUW entity will receive any remaining funds.

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**AAUW Communications**

The Directory, *Triad*, and all electronic communications shall be used exclusively for communication on AAUW matters among the branch members. They shall not be used for solicitation of any kind. Advertiser articles will follow OML advertising guidelines.

**Classified Business Listings in the Directory**

Classified business listings that appear in the back of the Directory are free to any member who purchases ad space in the Directory, *Triad*, and OML website.

**Electronic Privacy**

Electronic communications will not contain postal addresses without the permission of members. However, it is the responsibility of individual members who submit articles to the *Triad* to include only that personal information about themselves that they are willing to have distributed electronically.

**Fundraising**

The branch will not raise funds for, nor donate funds to, any organization outside of AAUW except for purposes specifically approved by the board and which are in accordance with AAUW policy.

**Election Activities of Individual Branch Members**

An individual member may endorse and support, as a private citizen, candidates for appointive and elective partisan or non-partisan office, but such endorsement/support shall not use the name of AAUW.

As a candidate for any office, an individual member may declare membership in AAUW as long as she is not opposing AAUW program or policy. Declaring one's AAUW membership while opposing AAUW positions violates the AAUW Use of Name Bylaw.

**Non-AAUW Petitions, Materials and Events**

Petitions not officially supported by AAUW may be presented by a member at a general meeting provided:

- The petition is within the scope of the AAUW program and is not in opposition to AAUW policy.
- The member wishing to present the petition gives seven days notice to the president. The president will confer with the public policy chair and other appropriate officers before seeking approval from the board.
- If approval is given, the president will announce at that meeting that the petition is available and that AAUW has no official position. The petition may be taken to other branch meetings.

Non-AAUW materials may be made available to branch members after approval by the board.

Members shall not sell tickets to nor advertise non-AAUW events during branch programs or events without prior approval of the board.

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