# 2016-17 Model Bylaws Guidelines, California

# *Please read through these guidelines before beginning the update of your branch bylaws. Branches with separate 501C3 entities will also need to be sure their bylaws for those entities are updated to include the mandated articles.*

*The AAUW CA Governance Committee members are available to help answer questions as you work on updating your branch bylaws. However, we no longer certify the bylaws and they are filed directly with National through the online system. For assistance please contact the following governance committee members: Northern California (Districts 1, 2 3A, 3B, 4A & 5A) Sandy Kirkpatrick, [sandykirkpat@earthlink.net](mailto:sandykirkpat@earthlink.net); Southern California (Districts 4B, 5B, 6, 7, & 8) Susan Negrete,* [*susan.e.negrete@gmail.com*](mailto:susan.e.negrete@gmail.com)*. Please copy (cc) the Governance Committee Chair, Sue Cochran, on all communications,* [*sjcaauw@sonic.net*](mailto:sjcaauw@sonic.net)*. If you need to locate the district your branch is associated with use the following link to the AAUW CA web page (hold your cursor over the following link, hold down the “control button” and click on the following link with your cursor):*

[*http://www.aauw-ca.org/index.cfm?go=pages.View&pagesid=353&parent=349&coparent=353*](http://www.aauw-ca.org/index.cfm?go=pages.View&pagesid=353&parent=349&coparent=353) *;*

*or go to* [*www.aauw-ca.org*](http://www.aauw-ca.org)*, click on “Find a Branch”, click on “Branch District Map”.*

1. Articles l through VII are mandated by AAUW (National). These will be the first seven articles in any affiliate (branch) bylaws. INCORPORATED BRANCHES need to use the INCORPORATED MODEL BYLAWS. See the list at the end for those incorporated branches in California. If you think your branch is incorporated and it does not appear on the list please contact Sue Cochran, AAUW CA Governance Chair, [governance@aauw-ca.org](mailto:governance@aauw-ca.org), before beginning the update of your bylaws.
2. Fill in your affiliate name in the model bylaws. The words “American Association of University Women” must be noted as a part of the affiliate’s name. If the affiliate is incorporated, the name must be as stated (match) in the affiliate’s articles of incorporation.
3. The term “affiliate” may be used throughout the bylaws or “branch” may be substituted for “affiliate” in any articles following Article VII. The wording “affiliate” or “branch” must appear for Articles I through VII exactly as stated in the model bylaws.
4. Copy and paste in articles from your existing bylaws that are required by state law and/or address your individual affiliate needs directly after Article VII. Start numbering your affiliate-­‐specific articles as Article VIII. Consult your state codes to be sure your affiliate bylaws are consistent with the most recent changes to your state codes ---the AAUW CA Governance Committee has reviewed the models you are receiving for compliance with CA codes.
5. Remember to note the date of your revision somewhere in your bylaws; this is usually in a list at the end of the bylaws.
6. State and branch presidents may submit their revised bylaws directly through the Member Services Database <http://www.aauw.org/resource/member-services-database/>
7. (**DO NOT USE Connect2AAUW**) or you may email the revised bylaws to compliance @aauw.org. If you need assistance submitting your bylaws please contact your committee representative on the AAUW CA Governance Committee: Sandy Kirkpatrick or Susan Negrete.
8. A member vote **is not** required for adoption of the AAUW-­‐mandated model bylaws or amendments to affiliate articles made to comply with state codes. A member vote **is** required to make substantive changes to affiliate-­‐specific articles (any Articles appearing after Article VII).
9. The deadline for submission of the revised affiliate bylaws for California branches is June 1, 2017. Branches may begin submitting their bylaws after February 15, 2017.
10. If there are circumstances that would prevent you from meeting the submission deadline contact your Governance Committee representative before May 1, 2017 to request an extension.

# Incorporated Branches in California – Use the MODEL BYLAYS FOR INCORPORATED BRANCHES:

# Atascadero

# Auburn

# Big Bear Valley

# Camarillo

# China Lake-Ridgecrest

# Del Mar-Leucadia

# Escondido-San Marcos

# Glendale

# Greater Whittier

# Half Moon Bay

# Hayward-Castro Valley

# Healdsburg AAUW Fund

# Humboldt

# Laguna Hills

# Lodi

# Lompoc-Vandenberg

# Long Beach

# Los Gatos-Saratoga

# Madera

# Marin

# Monterey Peninsula

# Orinda-Moraga-Lafayette

# Pasadena

# Redding

# Riverside-San Gorgonio

# Roseville-South Placer

# Sacramento

# San Carlos

# San Diego

# San Francisco

# San Jose

# San Mateo

# Santa Cruz Branch - Local Scholarship

# Stockton

# Thousand Oaks

# Visalia-Sequoia