

**AMERICAN ASSOCIATION OF UNIVERSITY WOMEN
McLEAN AREA, VIRGINIA, BRANCH
STANDING RULES**

- I. **PURPOSE.** Standing rules are those that directly affect members of the Branch. Additions and changes to standing rules shall be accomplished by majority vote of Branch members present and voting at a regular meeting at which a quorum is present, provided written or electronic notice shall have been sent to every member at least two weeks prior to the vote.
- II. **BRANCH DIRECTORY.** The branch is the sole owner of this publication, and it may be used only for AAUW purposes. It is not to be sold or given by members to other organizations.
- III. **CHANGE OF ADDRESS.** Each member is responsible for sending any change of name, address, email address, or telephone number to the directory editor, who will notify the vice president(s) of membership and the treasurer(s). Additionally, members should update their information with national AAUW either online in the Member Services Database or by phone or email.
- IV. **DUES.** The amount of dues for Branch members shall be specified in the Branch directory.
- V. **ELECTION ACTIVITIES.** 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.
- VI. **GUESTS.** Individuals eligible for membership in AAUW may attend a total of two Special Interest Group meetings and two Branch meetings per year as guests of the Branch.
- VII. **INCLEMENT WEATHER.** Cancellation or delay of Branch meetings held at Fairfax County facilities or the McLean Community Center shall be determined according to the following policies.
 - a. **Daytime meetings.** If the Fairfax County Public Schools (FCPS) open two hours late or if the schools are closed, the meeting will be cancelled. If the schools open one hour late, the meeting will begin one hour later than scheduled.
 - b. **Evening meetings.** If FCPS after-school activities and evening classes are cancelled, the meeting will be cancelled.
 - c. **Weekend meetings.** If FCPS school activities are cancelled, the meeting will be cancelled.Events scheduled at private homes or restaurants shall be cancelled or delayed at the discretion of the Branch members responsible for the events.
- VIII. **MEETINGS.** While in-person meetings and activities are the preferred means of carrying out Branch programs and events, the health and well-being of the members is of paramount importance. The Branch will follow the recommendations and directions of health organizations, with the president(s) making the final determination whether to hold a Board meeting, Branch meeting, or event in person or remotely.

- a. **Branch meetings.** Regular Branch meetings shall be held during the period September through June. Branch meetings shall be open to the public.
 - b. **Board meetings.** All meetings of the Board of Directors are open to members of the Branch.
- IX. **NO SMOKING POLICY.** All AAUW meetings and events shall be non-smoking events.
- X. **RELIGIOUS HOLIDAYS.** McLean AAUW Branch meetings and events will not be held on major religious holidays. The branch will generally follow AAUW national guidelines.
- XI. **SPECIAL INTEREST GROUPS.** The Branch shall have Special Interest Groups as determined by the needs and interests of Branch members. 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.
 - a. **Purpose.** The purpose of a Special Interest Group is to:
 - 1. Promote the spirit and nature of AAUW, as stated in the AAUW bylaws.
 - 2. Act as an agent for change to enable the members to further the advancement of women and girls, fulfill their responsibilities to society, and continue their own intellectual growth.
 - b. **Membership.** Individuals may not belong to a Special Interest Group unless they have joined a branch of AAUW.

Compiled May 1976.

Amended: 1982, 1986, 1988, 1989, 1993, 2007, 2010; March 19, 2013; September 18, 2022