

## **BYLAWS**

### **NORTHEAST COMMUNITY COLLEGE LOCAL CHAPTER of the AMERICAN ASSOCIATION for WOMEN in COMMUNITY COLLEGES**

#### **ARTICLE I. NAME**

The name of this organization shall be the Northeast Community College Local Chapter of the American Association for Women in Community Colleges. It shall be recognized as such upon the approval of the Board of Directors of the American Association for Women in Community Colleges.

#### **ARTICLE II. PURPOSE**

The purposes of this organization shall be:

- ~to encourage educational program development for women in community colleges;
- ~to support women in leadership roles;
- ~to develop communications among women in community colleges;
- ~to promote and offer local and state workshops, presentations, and conferences for women in community colleges;
- ~to cultivate fellowship among employees and students of Northeast Community College;
- ~to disseminate information on courses, programs, and services for professional women; and
- ~service to the college community.

#### **ARTICLE III. MEMBERSHIP**

Section 1. Active membership is open to any person employed by or enrolled in a community or junior college or who supports the purposes of the Association.

Section 2. To be a national member in good standing members will pay National AAWCC dues, fixed by the National Board of Directors and the local chapter dues set by the local membership. Members paying local dues only will be Associate Members in good standing of the local chapter and will not be eligible for membership on the Executive Committee.

- A. National member in good standing: Both national and local dues are paid. Name is submitted on the Annual Assurance of Membership report submitted to the National Vice President for Membership for full rights and responsibilities. Eligible for membership of Executive Committee.
- B. Associate member in good standing: Local dues are paid. Name is kept on the membership roster of the local chapter for full local

membership rights and responsibilities. Not eligible for Executive Committee membership.

Section 3. The local chapter is constituted of at least ten (10) current National members in good standing as specified in Article III, Section 2.

Section 4. The Consensus Model will be used as the rules of procedure:

- A. Professional courtesy as the governing rules of order.
- B. Decisions are made when a consensus is formed among the members present.
- C. Each person's opinion is considered. The goal is to build a consensus on a particular issue so that most everyone involved can live with the decision, although they may not like certain parts or conditions.
- D. Meetings are structured with a free exchange of information and ideas with roll call voting only when a consensus is not reached.

#### **ARTICLE IV. OFFICERS**

Section 1. The officers of this organization, each of whom must be a National member in good standing, shall be President, President-Elect, Secretary and Treasurer.

Section 2. Officers shall serve for a term of one year or until their successors have been duly elected and installed.

Section 3. Elections will be conducted in April and officers will take office at the May end-of-year event. Election will be conducted by ballot.

Section 4. In the event the office of President becomes vacant, the President-Elect shall succeed to the office. If a vacancy occurs in any other office, the Executive Committee shall have the power to make an appointment to fill the remaining term.

Section 5. The duties of the officers of the organization shall be as follows:

- a) The President shall:
  1. serve as the presiding officer of the organization;
  2. act as the representative of the organization to the public;
  3. serve as liaison to the national association;
  4. call special Executive Committee meetings when necessary;
  5. appoint committees as necessary.
- b) The President-Elect shall:
  1. preside in the absence of the President;
  2. perform other duties assigned by the President.

- c) The Secretary shall:
  - 1. record and distribute the minutes for all meetings;
  - 2. maintain and distribute all necessary organizational records, including a current roll of the membership.
  
- d) The Treasurer shall:
  - 1. be responsible for the collection of membership dues;
  - 2. be responsible for preparation and maintenance of the budget, including a monthly and/or annual report to the membership;
  - 3. maintain proper financial records and file an annual financial report with the AAWCC Regional Director and the National AAWCC Vice President for Finance;
  - 4. verify current membership status for annual report.

## **ARTICLE V. COMMITTEES**

### **Section 1. Executive Committee**

The elected officers are the members of the Executive Committee.

The Executive Committee will review the calendar on a monthly basis to insure time lines are followed.

The Executive Committee has authority to conduct all executive and administrative functions of the Local Chapter. Elective and referendum matters must go to the Local Chapter as a whole.

### **Section 2. Special Committees**

Special committees will be identified annually by the Executive Committee and presented at a regular membership meeting. Members will volunteer for committee work of interest to them. Any committees without volunteer workers will be reconsidered and if deemed important to the work of the local chapter, the Executive Committee has the authority to appoint members to accomplish the task.

All committees will report to the Executive Committee and submit agenda items to be included at the regular membership meetings as required.

## **ARTICLE VI. MEETINGS AND ACTIVITIES**

The Chapter shall conduct at least two (2) meetings or activities per year.

## **ARTICLE VII. REPORTS**

Local Chapter officers will provide the appropriate American Association for Women in Community Colleges national officers with information, including at least:

1. Officer Election; (submit to Regional Director)
2. Annual Assurance of Membership; (submit to Vice President for Membership)
3. Annual Financial Report; (submit to Regional Director and Vice President for Finance)
4. Semi-Annual Activity Report (submit to Regional Director).

## **ARTICLE VIII. AMENDMENTS**

Amendment(s) to these bylaws may be proposed by any member during a regularly scheduled meeting. A majority vote of two-thirds of the membership will be required at the following regular meeting to pass the proposed amendment(s). Voting may be done electronically if needed.