

**BYLAWS**  
**OREGON STATE CHAPTER OF THE AMERICAN ASSOCIATION OF**  
**WOMEN IN COMMUNITY AND JUNIOR COLLEGES**

**ARTICLE I. NAME**

The name of the organization shall be the Oregon State Chapter of the American Association of Women in Community and Junior Colleges.

**ARTICLE II. PURPOSE**

The purpose 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 for women in community colleges;
- To disseminate information on courses, programs and services for professional women.

**ARTICLE III. MEMBERSHIP**

Any person employed by or enrolled in Oregon community colleges or interested in aiding in accomplishing the purposes of this organization shall be eligible to become a member, and upon payment of state dues, shall be enrolled as a member. All members of the state chapter must be members of the national organization.

**ARTICLE IV. OFFICERS**

**Section 1. Titles and Duties**

A. **President.** The President shall:

1. Call and preside at meetings of the state chapter and the Executive Committee.
2. Coordinate the activities of officers and committees.
3. Appoint committees as deemed necessary by the Executive Committee.
4. Make and annual report to the membership regarding activities.
5. Serve as the spokesperson for the state chapter.
6. Take responsibility for the operation of the organization between Executive Committee meetings.
7. Delegate responsibilities to other officers, including chairing meetings.

- B. **Past President.**           The Past President shall:
1. Serve on the Executive Committee and Board.
  2. Serve as State Coordinator – liaison to Regional Director and National AAWCJC.
- C. **President Elect.**           The President Elect shall:
1. Promote membership and interaction among women in community colleges.
  2. Maintain and update a list of college contacts.
  3. Participate in the Annual Conference Planning Committee.
- D. **Vice-President – Communications.**           The Vice-President – Communications shall:
1. Disseminate information on courses, workshops, programs and services for women.
  2. Keep the minutes of the meeting of the Executive Committee and state chapter
  3. Coordinate information sharing through newsletters, telephone trees, or other methods deemed appropriate by the membership.
- E. **Vice-President – Special Projects.**           The Vice-President – Special Projects shall:
1. Coordinate the recognition of outstanding women in Oregon community colleges.
  2. Coordinate any data-gathering efforts as deemed necessary by the Executive Committee.
  3. Carry out any other special projects assigned by the Executive Committee.
- F. **Vice-President – Professional Development.**           The Vice-President – Professional Development shall:
1. Ascertain the needs of the membership regarding professional development.
  2. Coordinate conferences and workshops.
  3. Seek information about workshops sponsored by other organizations and cooperate with the Vice-President – Communications in publicizing them.
  4. Chair the Annual Conference Planning Committee.
- G. **Vice-President – Finance.**           The Vice-President – Finance shall:
1. Deposit dues and other funds in the chapter’s account.
  2. Prepare and annual budget for the Executive Committee to approve.
  3. Disburse funds
  4. Maintain proper financial records and make regular financial reports to the Executive Committee, and present a statement annually to the membership at the annual meeting and to the National AAWCJC Treasurer.
  5. Maintain membership records and current membership list.
  6. Advise members on membership renewal.

#### **H. Member-at-Large.**

1. Promote membership and interaction among women in community colleges.
2. Carry out any other special projects assigned by the Executive Committee.

#### **Section 2. Qualifications and Terms of Office.**

Any active member of the Chapter shall be eligible for office. All officers shall serve two year terms.

#### **Section 3. Executive Committee**

The Executive Committee shall be composed of the officers, the immediate past President (nonvoting), and the AAWCJC Regional Coordinator (nonvoting). The Executive Committee shall meet at least three times each year, and shall manage the affairs and control the funds of the chapter in accordance with policies adopted by the membership, shall set dues, and shall facilitate meetings of the chapter. It shall report its actions to the membership. A quorum of the Executive Committee shall be three officers. All meetings shall be held after adequate notice to all officers; meetings may be held by conference call.

#### **Section 4. Elections**

- A. A Nominations and Elections Committee shall be appointed by the Executive Committee. It shall prepare a slate of candidates, accepting suggestions from members and checking qualifications. It shall mail the slate, with the candidate's qualifications to the members for voting.
- B. The Nominations and Elections Committee shall conduct the election. All chapter members are eligible to vote. The election shall take place by postal ballot. Secret ballots shall be used, and write-in candidates shall be allowed. There shall be no proxy voting.

#### **Section 5. Vacancies**

The Executive Committee shall appoint a replacement, should any office become vacant. The person appointed shall serve until the next regular election.

#### **Section 6. Removal of Officers**

A petition signed by 10 percent of the membership shall initiate either a conference vote or a postal ballot on whether or not to recall an officer. The Executive Committee shall implement procedures in accordance with Robert's Rules of Order, newly revised.

## **ARTICLE V. ANNUAL MEETING**

### **Section 1. Time and Purpose**

The Annual Conference shall constitute the annual meeting of the membership. This meeting shall include the installation of officers, the President's and Officer's annual reports, and any other official business as deemed appropriate by the Executive Committee. Notice of the annual meeting shall be mailed to every member at least 45 days prior to the meeting.

### **Section 2. Quorum**

A quorum shall consist of 25 percent of the voting members registered at the conference. Only those members who are in good standing in the state chapter may vote.

### **Section 3. Parliamentary Authority**

All proceedings of the conference shall be governed by Robert's Rules of Order, newly listed.

## **ARTICLE VI. AMENDMENT**

### **Section 1. State Conference**

These bylaws may be amended by a two-thirds vote at the state conference, provided:

- A. Notice of the proposed amendment(s) is mailed to every member at least 45 days prior to the conference at which amendment(s) will be considered, or
- B. That the amendment is proposed by a majority of the Executive Committee within 45 days of the conference at which such amendment(s) will be considered, or
- C. That at least 12 voting members propose a written amendment at the conference itself.

### **Section 2. Postal Ballot**

These bylaws may be amended by a postal referendum in which a majority of the valid returned ballots shows approval of the change, provided:

- A. That the amendment is proposed by a majority of the Executive Committee, and
- B. That the proposed amendment is mailed to all members at least 60 days prior to the voting deadline.