

**BYLAWS  
OREGON CHAPTER OF THE AMERICAN ASSOCIATION  
FOR WOMEN IN COMMUNITY COLLEGES**

**ARTICLE I - NAME**

The name of the organization is the Oregon Chapter of the American Association for Women in Community Colleges (AAWCC or the chapter).

**ARTICLE II - MISSION STATEMENT**

The mission statement of this chapter is:

“The mission of the Oregon Chapter of the American Association for Women in Community Colleges is to inspire, champion and celebrate the talents within each of us.”

**ARTICLE III - MEMBERSHIP**

Any person interested in supporting the chapter mission will become a member upon participation in any state-sponsored event or upon completion of a membership application. The term of membership will be for a minimum of 12 months and will terminate at the end of the calendar year in which the member has had 12 full months of membership. The board may at any time establish institutional memberships for community colleges, individuals or other organizations and establish appropriate dues for these memberships.

**ARTICLE IV - THE BOARD**

**Section 1 - Responsibilities of the Board**

The board will be composed of the chapter officers, the AAWCC regional coordinator (nonvoting) and the ex-officio member(s) (nonvoting). The board will meet a minimum of three times each year, and will manage the affairs, control the funds of the chapter, set dues, and appoint individuals to serve in an advisory role, as needed. The president will make an annual report to the membership of the board's activities. A quorum of the board will be six officers. All meetings will be held after adequate notice to all members of the board; meetings may be held by conference call.

The board will be responsible for coordination and support of:

- A. The Oregon Institute for Leadership Development (OILD);
- B. The annual fall conference;
- C. The summer conference; and
- D. A non-profit/charitable organization or event dedicated to the empowerment of women.
- E. Development of local campus and agency involvement.

## **Section 2 - The Executive Committee**

There will be an executive committee made up of the past president, president and president-elect. The executive committee will make emergency decisions and conduct crucial business when the president deems it impossible to call an emergency meeting of the board.

## **Section 3 - Election of Officers**

- A. The board will prepare a slate of candidates, accepting suggestions from members and checking qualifications. The board will provide chapter members with a list of candidates and qualifications during the annual conference. At the discretion of the board, a nominations and elections committee may be appointed to prepare a slate of candidates for elections.
- B. The election will take place at the annual conference. All chapter members are eligible to vote. Secret ballots will be used, and write-in candidates will be allowed. There will be no proxy voting.

## **Section 4 - Vacancies**

- A. Should any office become vacant, the board will appoint a replacement. The appointee will serve out the term of the position to which he/she has been appointed.
- B. If a board member misses more than three meetings, without notice, the board may declare the position vacant and appoint a replacement.

## **Section 5 - Removal of Officers**

A petition signed by ten percent of the membership will initiate either a vote at the annual conference or a ballot on whether to recall an officer. An officer is removed if approved by a majority of the votes cast. If the vote is not accomplished during the annual conference, the board will establish the dates of the vote. If a petition for removal is submitted, the board will implement procedures in accordance with Robert's Rules of Order.

## **ARTICLE V - OFFICERS AND MEMBERS OF THE BOARD**

### **Section 1 - Qualifications and Terms of Office**

Any member of the chapter will be eligible for office. Each officer will serve a minimum two-year term. Each officer and board member will promote the mission of the AAWCC and also facilitate interaction among women through involvement in local, state and national activities.

### **Section 2 - Titles and Duties of Officers**

#### **A. President**

The President will:

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

## **B. Past President**

The Past President will:

1. Serve on the executive committee and board.
2. Coordinate the a charitable event for the chapter.
3. Serve as liaison to the OILD.
4. Serve as National AAWCC Region X contact.
5. Prepare reports for national and state newsletters regarding National AAWCC with assistance of members-at-large.

## **C. President-Elect**

The President-Elect will:

1. Coordinate annual election process.
2. Review financial records quarterly including check register and bank statements.
3. Coordinate the recognition of outstanding women in Oregon community colleges through awards or other methods deemed appropriate by the board.
- 4.
5. Facilitate communication and act as primary liaison to campus contacts.
6. Serve on the executive committee and board.

## **D. Vice-President, Communications**

The Vice-President, Communications will:

1. Serve as editor of the chapter newsletter.
2. Work with the vice-president, membership with the assistance of the members-at-large to coordinate the marketing effort.
3. Maintain and update the list of campus contacts
3. Communicate with webmaster to keep information current.

**E. Vice-President, Summer Conference**

The Vice-President, Summer Conference will:

1. Take responsibility for the planning, implementation, budget and evaluation of the summer conference.

**F. Vice-President, Annual Conference**

The Vice-President, Annual Conference will:

1. Take responsibility for the planning, implementation, budget and evaluation of the annual conference.
2. Disseminate information on the Annual Conference.

**G. Vice-President, Finance**

The Vice-President, Finance will:

1. Maintain proper financial records and make regular financial reports to the board, and present a statement annually to the president to include in the report given at the annual meeting and to the National AAWCC treasurer.
2. Deposit funds in the chapter's account.
3. Disburse funds as directed by the board.
4. Prepare an annual budget for board approval.
5. Provide financial records quarterly to the president-elect for review and accountability.
6. Serve as chair on the committee for approval of Oregon Chapter grants to local chapters.
7. Coordinate event scholarships.

**H. Vice-President, Membership**

The Vice-President, Membership will:

1. Maintain membership database which includes members' state, regional and national activities.

2. Provide membership information to the National AAWCC upon request.
4. Work with vice-president, communications, with the assistance of members-at-large to coordinate membership efforts.

**I. Vice President, Records**

The Vice President, Records will:

1. Keep the minutes of the meetings of the board and state Chapter.
2. Maintain bylaws, including updates and revisions, and provide webmaster with current, approved bylaws for posting.
3. Carry out any other special projects assigned by the board.

**J. Member-at-Large, Registrar**

The Member-at-Large, Registrar will:

1. Coordinate the annual conferences registration process.
2. Carry out any other special projects assigned by the board.

**K. Member-at-Large, Special Projects**

The Member-at-Large, Special Projects will:

1. The purpose and direction of the Member-at-Large position shall be determined by the board prior to nominations and elections for the coming term.
2. Carry out any other special projects assigned by the board.

**L. Webmaster**

The Webmaster will:

1. Be appointed by the board and attend board meetings.
2. Work with members of the board to develop, maintain and update the Oregon AAWCC website and listserv.
3. Communicate with vice-president, communications and all other officers to keep information current.

### **Section 3 - Titles and Duties of Other Board Members**

#### **A. Ex-Officio Member(s)**

The Ex-Officio Member(s) will:

1. Be appointed by the board for special projects.
2. Attend board meetings, as a non-voting member, as requested by the president.

## **ARTICLE VI - ANNUAL MEETING AND ANNUAL CONFERENCE**

### **Section 1 - Time and Purpose**

The annual conference will constitute the annual meeting of the membership. This meeting will include the president's annual report and any other official business as deemed appropriate by the board. Every member shall be notified of the annual meeting at least 30 days prior to the meeting.

### **Section 2 - Quorum**

A quorum will consist of 25% of the voting members registered at the conference.

### **Section 3 - Parliamentary Authority**

All proceedings of the annual conference will be governed by Robert's Rules of Order.

## **ARTICLE VII - AMMENDMENTS TO BYLAWS**

### **Section 1 - State Conference**

These bylaws may be amended by a majority of the votes cast at the annual state conference provided:

- A.** Notice of the proposed amendment(s) is given in any manner including electronically to members at least 30 days prior to the annual conference at which the amendment(s) will be considered; or,
- B.** At least 12 attending members propose a written amendment at the annual conference itself.
- C.** The board provides the opportunity for the proposed amendments to be reviewed fully through any method, including but not limited to, email notice, posting to a

website, inclusion in any newsletter form or any other manner calculated to give full opportunity for review.

## **Section 2 - Ballot**

These bylaws may be amended by a referendum in which a majority of the validly cast ballots approve of the change, provided:

- A.** The amendment is proposed by a majority of the board; and
- B.** The proposed amendment is available to all members at least 30 days prior to the voting deadline.
- C.** In the event a referendum is proposed, the board will immediately draft a procedure detailing the procedure for the referendum vote.

### Revision/Approval History

1/94; amendments approved 11/98; amendments approved 11/01; amendments approved 11/03; amendments approved 11/05; amendments approved 11/09; Approved 11/9/12