



## BYLAWS

### ROCKY MOUNTAIN CHAPTER of the American Association for Women in Community Colleges (Revised —March 2009)

#### **Article I. NAME**

The name of this organization shall be the ROCKY MOUNTAIN CHAPTER [formerly known as THE NORTHERN COLORADO 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 purpose of this organization shall be to:

- Encourage educational program development for women in community, junior, and technical colleges.
- Support women in leadership roles.
- Develop communications among women in community, junior, and technical colleges.
- Promote and offer local and state workshops for women in community, junior, and technical colleges.
- Disseminate information on courses, programs, and services for professional women.

#### **Article III. MEMBERSHIP**

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

Section 2. Membership shall become effective upon payment of both AAWCC annual dues and local annual dues and shall remain in good standing with payment of all current year dues. The amount of AAWCC dues shall be fixed by the national Board of Directors. The additional amount for local dues shall be fixed by the membership of the respective local chapter. Local chapter dues will be collected in September. Dues period shall run from September through August each calendar year.

### **Article III. MEMBERSHIP** (continued)

- Section 3. The local chapter is constituted of at least ten (10) national members in good standing as specified in Article III, Section 2, with all members holding national membership.
- Section 4. Each individual member shall be entitled to the rights and privileges of this organization and shall be entitled to one vote on each matter submitted to a vote of the membership. A majority vote shall prevail. Only current dues paying members (both national and local chapter) in good standing will be considered voting members of the local chapter.

### **Article IV. OFFICERS**

- Section 1. The officers of this organization, each of whom must be a national and local member in good standing, shall be President, President-Elect, Secretary, Treasurer, Membership Chair, and Past President.
- Section 2. Officers shall serve for the following terms (September 1 through August 31) or until their successors have been duly elected and installed:
- President shall serve a one-year term and then serve as Past President the following year.
- President-Elect shall serve a one-year term and then serve as President the following year.
- Secretary shall serve a two-year term. Election of Secretary shall take place in even-numbered years.
- Treasurer shall serve a two-year term. Election of Treasurer shall take place in odd-numbered years.
- Membership Chair shall serve a two-year term. Election of Membership Chair shall take place in odd-numbered years.
- Section 3. Officers shall be elected annually in August. A Nominations Committee will open nominations for a 30-day period any time between April 1 and July 31. The Nominations Committee will present the slate of officers, and the election of officers will be held either via electronic ballot or at a special meeting of the chapter.
- 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

President shall have the authority 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. Make appointments, if necessary, to fill vacancies in offices and on the Executive Committee.
5. Call special Executive Committee meetings when necessary.
6. Appoint committees as necessary.
7. Coordinate submission of all chapter reports to the national association.

B. The President-Elect shall:

1. Preside at meetings in the absence of the President.
2. Coordinate maintenance of the chapter website.
3. Submit chapter articles to the national quarterly newsletter.
4. Be responsible for publicity and advertising.
5. Coordinate and promote annual scholarships.
6. Perform other duties assigned by the President.

C. The Secretary shall:

1. Record and distribute the minutes for all meetings.
2. Maintain all organizational records, including a current roll of the membership, program announcements, correspondence, committee reports, etc.
3. Maintain a flash drive with electronic files of all templates and official documents.
4. Serve as historian for the chapter, including photographic records.

D. The Treasurer shall:

1. Be responsible for preparation and maintenance of the budget, including an annual report to the membership.
2. Maintain proper financial records and file an annual financial report with the AAWCC Regional Director and the AAWCC Vice President for Finances.
3. Along with the Membership Chair, verify current membership status for the annual report.

E. The Membership Chair shall:

1. Serve as membership chair.

2. Be responsible for collection of membership forms and dues, which are then forwarded to the chapter Treasurer.
3. Maintain a current roll of the membership.
4. Along with the Treasurer, verify current membership status for the annual report

F. The Past President shall:

1. Serve as a non-voting member in an advisory capacity to the Executive Board.
2. Serve as Executive Committee liaison to the Program Committee
3. Perform other duties assigned by the President.

## **Article V. COMMITTEES**

### Section 1. Executive Committee

The elected officers are the members of the Executive Committee.

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. Standing Committees

The local chapter President recruits members to Standing Committees. Each committee will select its own chair.

Each committee reports to the officer in charge of that function. All committees are responsible to the President.

### Section 3. Special Committees

The local chapter President will recruit members to special committees, provide the charge to the committee, and designate the reporting process.

## **Article VI. MEETINGS AND ACTIVITIES**

The local chapter shall conduct at least two (2) meetings or activities per year. Guests may be included in activities and meetings, and there may be an additional charge assessed for activities.

## **Article VII. REPORTS**

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

- Officer elections—submit to the Regional Director.
- Financial, Membership, and Activity Reports—submit annually to the Regional Director, who will forward to the Vice President for Finances.