

**The Clover Park Technical College Chapter of the American
Association of Women in Community Colleges Bylaws**

ARTICLE I. NAME

The name of the organization is the Clover Park Technical College Chapter of the American Association for Women in Community Colleges (AAWCC).

ARTICLE II. PURPOSE AND MISSION

The purposes of this organization shall be to: encourage educational program development for women in community, and technical colleges; support women in and aspiring to leadership roles; develop communications among women in community, and technical colleges; promote and/or offer local and state workshops for women in community, and technical colleges; and disseminate information on courses, programs, and services for professional women.

In support of this purpose, the mission of the CPTC Chapter is to encourage women to lean into themselves, their careers, and their lives.

ARTICLE III. MEMBERSHIP

Section 1. Any person interested in supporting the chapter mission will become a member upon completion of a membership application and payment of annual dues.

Section 2. The term of membership will be for one academic year and will terminate at the end of the year (July 1 – June 30). The board may at any time establish institutional memberships and establish appropriate dues for these memberships.

Section 3. 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 as stated in Article VI, except where otherwise noted in these Bylaws.

ARTICLE IV. OFFICERS AND MEMBERS OF THE BOARD

Section 1. Qualifications and Terms of Office.

Any member of the chapter, in good standing, will be eligible for office. Each officer will serve a minimum one-year term. Designated offices may require a commitment of two years. 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. Each board member shall attend no less than two-thirds of the planned meetings and participate in board planning and actions.

Section 2. Titles and Duties of Officers

PRESIDENT. The President shall:

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

PAST PRESIDENT. The Past President shall:

1. Serve on the executive committee and board.
2. Act in an advisory capacity to current Board.
3. Shall oversee counting of ballots following election and arbitrate any election disagreement.
4. Fulfill other duties as assigned.

PRESIDENT-ELECT. The President-Elect shall:

1. Preside at meetings in the absence of the president.
2. Coordinate annual election process.
3. Coordinate educational programs for the year.
4. Serve on the executive committee and board.
5. Fulfill other duties as assigned.

VICE PRESIDENT. The Vice President shall:

1. Be responsible for member recruitment.
2. Coordinate communication efforts to current and prospective members.
3. Coordinate the luncheon effort.
4. Serve on the executive committee and board.
5. Fulfill other duties as assigned.

TREASURER. The Treasurer shall:

1. Be responsible for the collection of membership dues.
2. Maintain proper financial records, make periodic financial reports to the board, and present a statement annually to the president to include in the report given to the National AAWCC treasurer.
3. Deposit funds in the chapter's account.
4. Disburse funds as directed by the board.

5. Provide financial records quarterly to the president-elect for review and accountability.
6. Coordinate the awarding of scholarship funds.
7. Fulfill other duties as assigned.

TREASURER-ELECT. The Treasurer-elect shall:

1. Be available to serve for a two-year period.
2. Learn the accounting system from the current treasurer.
3. Prepare reports at the request of the current Treasurer and present in the absence of current treasurer.
4. Fulfill the remaining term should the Treasurer resign or become unable to fulfill the remainder of the term of office.
5. Prepare a membership list for each event as an attendance sheet.
6. Fulfill other duties as assigned.

SECRETARY. The Secretary shall:

1. Keep the minutes of the meetings of the board and state Chapter and submit for web posting.
2. Maintain bylaws, including updates and revisions, and provide current, approved bylaws for posting on the public drive at the college.
3. Carry out any other special projects assigned by the board.
4. Fulfill the duties of the archivist if the position is not filled.
5. Fulfill other duties as assigned.

Section 3. Titles and Duties of Other Board Appointed Members

Member-at-Large – Archivist (Optional).

1. Attend Board meetings to represent the interests of general membership
2. Serve as liaison to membership, if needed
3. Coordinate and maintain the chapter's records including but not limited to newsletters, conference records, photographs, memorabilia and other documents, and things of historical significance.
4. Attend board meetings, as a non-voting member, as requested by the president

Section 4. Committees

All committee chairs' report to the board and are responsible to the chapter president

1. Standing Committees
The *Chapter* President appoints members to Standing Committees and designates the committee chair, with support of the Board. The Board may determine the need for additional standing committees. Each committee reports to the officer in charge of that function. All committees are responsible to the President.

2. Special Committees
The *Chapter* President will appoint members to special committees, provide the charge to the committee, and designate the reporting process.
3. Programming Committee
The Executive Board appoints a co-chair to serve along with the President-Elect of the Programming Committee. This committee shall coordinate all plans for the programming events for organization meetings.
4. Scholarship Committee
Two volunteers will serve as co-chairs of the Scholarship committee and coordinate all plans for scholarships for the organization.

ARTICLE V. THE BOARD

Section 1. Responsibilities of the Board.

The board will be composed of the chapter officers. The board will meet a minimum of four 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 a simple majority of 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/or support of:

1. The annual summer welcome lunch;
2. Development of local campus involvement.
3. Participation/cooperation in other community-based service/event(s)
4. Hold annual election
5. Spring event to welcome/introduce new Board

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.

1. At the discretion of the board, a nominations and elections committee may be appointed to prepare a slate of candidates for elections. The board will provide chapter members with a list of candidates. The board will prepare a slate of candidates, accepting suggestions from members and checking qualifications.
2. The election will take place during the spring quarter. 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.

3. Additional specific practices may be developed by the Board and announced prior to the nomination process.

Section 4. Vacancies.

1. 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.
2. If a board member misses more than three meetings, without notice, or does not fulfill the duties (as described in by-laws and job description) of the office, 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 a ballot on whether to recall an officer. An officer is removed if approved by a majority of the votes cast. 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 VI. MEETINGS

Section 1. The Chapter shall conduct at least six (6) meetings or activities per year. Members shall participate at no cost above membership fee, unless previously approved by the membership.

Guest may be included in activities, but may be required to pay a minimal fee.

Section 2. Chapter Membership Meeting.

Such a meeting may be called by the Board or by a vote of two-thirds the membership, requesting the need.

The Chapter Membership Meeting, when called, will constitute a 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 Chapter Membership Meeting at least 30 days prior to the meeting.

A quorum will consist of 25 percent of the voting members registered.

ARTICLE VII. AMENDMENTS TO BY-LAWS

Section 1. Chapter Membership Meeting

These bylaws may be amended by a simple majority of the votes cast at the Chapter Membership Meeting provided:

1. Notice of the proposed amendment(s) is given in any manner including electronically to members at least 30 days prior to the Chapter Membership Meeting at which the amendment(s) will be considered; or,
2. At least one-third of members propose a written amendment at the Chapter Membership Meeting itself.
3. 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 two-thirds majority of the validly cast ballots approve of the change, provided:

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

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