



AMERICAN ASSOCIATION FOR WOMEN IN COMMUNITY COLLEGES

Bylaws for the Rogue Community College Chapter of AAWCC.

ARTICLE 1 - NAME

The name of the organization is the American Association for Women in Community Colleges, Rogue Community College Chapter ("AAWCC-RCC" or "the Chapter").

ARTICLE 2 - MISSION STATEMENT

The mission of AAWCC-RCC is to challenge, champion and celebrate each other.

ARTICLE 3 - MEMBERSHIP

Any person interested in supporting the AAWCC-RCC mission, regardless of gender, employment or enrollment status, will become a member upon payment of dues. The term of membership is January 1st through December 31st.

Since the chapter mission includes a commitment to support and encourage each other it is expected that all members will participate and/or help coordinate at least one meeting, activity, or committee project each year.

Any individual accepting an offer of program funding is also expected to join the AAWCC-RCC membership.

ARTICLE 4 - THE BOARD

A. Responsibilities of the Board

The board shall be composed of seven voting officers. Additional ex-officio officers may include RCC Foundation liaisons and/or state representatives, as needed (non-voting). The board shall meet a minimum of three times each year and shall manage the affairs of the chapter including controlling the funds of the chapter, setting and collecting dues, and appointing individuals to serve in advisory or ex-officio roles, as needed.

The president shall make an annual report to the membership of the board's activities. A quorum of the board shall be a majority of the current voting board members. All meetings shall be held after adequate notice to all members of the board and meetings may be held by conference call or video conference.



Except for the annual retreat, all meetings will be scheduled before or after normal business hours or during the lunch hour.

The board shall be responsible for coordination and support of:

1. At least two fundraising activities in support of RCC Foundation student scholarships and chapter scholarships and programs
 2. Nomination of an AAWCC-RCC member and alternate for the Oregon Institute for Leadership Development (OILD). Selected participants will use available professional growth dollars, funds from the President's office, then AAWCC scholarship funds to pay for it.
 3. AAWCC-RCC member participation in any AAWCC activities.
 4. An annual chapter retreat for the purpose of reporting on past year's events, celebration of success, goal setting, evaluation of strengths and weaknesses, review of bylaws, and nomination/selection of new officer(s).
 5. Identify and address issues of interest and concern for individuals at RCC at membership meetings and events.
- B. The Executive Committee** - There will be an executive committee made up of the president, vice-president, and treasurer. 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.
- C. Election of Officers** - The election will take place at the annual chapter retreat. All chapter members are eligible to vote. There will be no proxy voting.
- D. Vacancies** - Should any office become vacant, the board will appoint a replacement. The appointee will serve out the term of the position to which appointed. If a board member misses more than three meetings, without notice, the board may declare the position vacant and appoint a replacement.
- E. Removal of Officers** - A petition signed by ten percent of the membership will initiate either a vote at the annual chapter retreats or a ballot on whether to recall an officer.

ARTICLE 5 - OFFICERS AND MEMBERS OF THE BOARD



A. Qualifications and Terms of Office - Any member of the chapter will be eligible for office. Each elected officer will serve a minimum one-year term. Each officer and board member will promote the mission of the AAWCC-RCC and facilitate interaction

B. Titles and Duties of Officers

- 1. President** - the President will:
 - Call and preside over meetings of the chapter and board.
 - Coordinate activities of officers and committees.
 - Appoint committees deemed necessary by the board.
 - Make an annual report to the membership regarding activities.
 - Serve as spokesperson for the chapter.
 - Take responsibility for the operation of the organization between board meetings.
 - Delegate responsibilities to other officers, including chairing of meetings.
 - Serve as chair of the executive committee.
 - Serve a minimum two-year term
- 2. Past-President** - the Past President will:
 - Coordinate nomination process for OILD participants
 - Carry out any other special projects assigned by the board.
- 3. Vice-President** – the Vice President will:
 - Coordinate annual election process.
 - Review financial records quarterly including check register and bank statements.
 - Coordinate nomination of at least one outstanding individual at RCC for the AAWCC-RCC Flame of Excellence Award, then forwards the results to AAWCC-Oregon for recognition at the state level. They will notify the college through appropriate channels.
 - Secure RCC donation(s) for AAWCC-Oregon fall conference auction and raffle.
- 4. Campus Ambassador** – the Campus Ambassador will:
 - Promote attendance at the AAWCC- events
 - Help recruit members for local and state chapters, including nominees for local and state board.
 - Distribute AAWCC-Oregon newsletter and other information received from state and national chapters as requested.



- Contribute and solicit news about AAWCC-RCC and RCC community members to an AAWCC-Oregon representative, as requested.
 - Attend or appoint substitute to attend AAWCC-Oregon Ambassador activities and report to AAWCC-RCC membership.
- 5. Event Coordinator(s)–** the Event Coordinator(s) will:
- Be responsible for the planning, implementation and evaluation of the annual AAWCC-RCC chapter retreat.
 - All Board members will assist with coordination of the AAWCC-RCC chapter retreat.
 - Coordinate at least two (2) fundraising events per year.
 - Recruit members for the “Race for the Cure” event for the state chapter and/or local “Race for the Cure” or “Relay for Life” events.
- 6. Treasurer –** the Treasurer will:
- Maintain proper financial records and make regular financial reports to the board and present the information at the annual chapter retreat and to the AAWCC-Oregon Vice-President, Finance, as requested.
 - Deposit funds in the chapter’s account.
 - Disburse funds as directed by the board.
 - Prepare an annual budget for board approval.
 - Provide financial records quarterly to the Vice President for review and accountability.
 - Serve as chair on committee for approval of AAWCC-RCC program funding requests.
 - Provide verbal reports at Board meetings and present a written report at the annual retreat.
- 7. Secretary –** the Secretary will:
- Keep the minutes of the meetings of the board and AAWCC-RCC chapter.
 - Schedule the rooms for the board meetings and may assist with event room scheduling.
 - Maintain bylaws, including updates and revisions, and provide AAWCC-RCC Webmaster with current, approved bylaws for posting.
 - Maintain the chapter’s records including but not limited to newsletters, retreat records, photographs, memorabilia and other documents and things of historical significance.
 - Maintain and update list of AAWCC-RCC membership, including group e-mail.
- 8. Historian (ex-officio)–** the Historian will:



- Take pictures and document events
- Provide historical context for the board, upon request

9. Ex-Officio/Advisory appointees

- Take pictures and document events
- Provide historical context for the board, upon request

RCC Foundation Liaison

ARTICLE 6 - CHAPTER RETREAT

- A. Time and Purpose** - The annual retreat 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 with a focus on the AAWCC-RCC mission. Notice of the annual retreat will be provided to every member at least 30 days prior to the meeting.
- B. Quorum** - A quorum will consist of 25% of the voting members attending the retreat. Only chapter members in good standing may vote.

ARTICLE 7 - AMENDMENTS TO BYLAWS

These bylaws may be amended by a majority of the votes cast at the annual chapter retreat provided the amendment is proposed by a majority of the board; and notice of the proposed amendment(s) is given in any manner, including electronically, to all members at least one week prior to the annual chapter retreat or voting deadline for which the amendment(s) will be considered; or, at least twenty-five percent (25%) attending members propose a written amendment at the annual chapter retreat itself.
