



American Association for Women in Community Colleges

BYLAWS

I. MEMBERSHIP

Active members shall be those persons or institutions who support the principles of AAWCC and pay dues established by the Board of Directors. The Vice President for Membership or her designee shall maintain a roster of active members.

II. ORGANIZATIONAL STRUCTURE

The President is the chief administrative officer and shall preside at all meetings, call Executive Committee meetings and special Board of Directors meetings, and recommend to the Board of Directors for their approval all ad hoc committees except for the Nominating Committee. In addition, the President shall fulfill the responsibilities as outlined in the job description appended to the Bylaws. In the case of the inability of any Officer to carry out the duties of the office, the President will accept or may require a resignation. Upon resignation, the President, with Executive Committee approval, will appoint a member to fulfill the duties of the vacated office until the next election. In the case of resignation by the President, the President-Elect will serve as Interim President. If there is no President-Elect, then the Vice President for Professional Development will serve as Interim President.

The Vice Presidents and President-Elect shall conduct activities as outlined in their job descriptions appended to the Bylaws, under the general direction of the Board of Directors, and perform such duties as the president may require of them, reporting periodically to the President.

The Vice President for Finances shall conduct activities as outlined in her job description appended to the Bylaws, under the general direction of the Board of Directors, and perform such duties as the President may require, reporting periodically to the President.

The Regional Directors shall fulfill the duties as outlined in their job descriptions appended to the Bylaws, working to coordinate efforts in professional development, membership, and communications. In addition, they are responsible for apprising the President and Board of Directors of needs, developments, and significant events in their regions.

The AAWCC Representative to the AACC Board shall fulfill the duties outlined in the job description appended to the Bylaws.

The Board of Directors shall conduct the business of the Council on a continuing basis, approve the ad hoc committees recommended by the President and elect the Nominating and Election Committees. The Board of Directors may also modify the boundaries of the geographical areas served by the Regional Directors as the need arises.

The Executive Committee shall conduct specific business of the Council as called upon by the President. It shall approve Board vacancies and modifications of budgets, as well as any other matters not specifically designated for the entire Board and requiring immediacy of action.

III. NOMINATIONS AND ELECTIONS

The Board of Directors will elect a Nominating Committee composed of at least two or three members. The Nominating Committee will be chaired by the immediate past president. The Committee will ascertain candidates willing to serve for elective offices. The Committee will nominate candidates from the entire active membership for President-Elect, Vice Presidents, except Vice President for Finances, and Vice President for Communications and Regional Directors. Write-in candidates for any office must have support in the form of a petition, signed by 25 members eligible to vote, and filed with the Nominating Committee in advance of the closing date for return of ballots. Nominations to the AACC Board of Directors of an AAWCC member shall be made by the Board of Directors.

Beginning July 1, 2006, even-numbered year Regional Directors and non-appointed Vice Presidents due to be elected will serve a three-year term:

- Vice President of Resource Development
- Vice President of Membership
- Regional Directors for Regions 2, 4, 6, 8, 10

Subsequent elections will occur on a three-year cycle.

Starting July 1, 2007, the following odd-numbered year Regional Directors and non-appointed Vice Presidents due to be elected will serve a three-year term:

- Vice President for Professional Development
- Regional Directors for Regions 1, 3, 5, 7, 9
- Subsequent elections will occur on a three-year cycle.

The President-Elect will serve for only one year before assuming the presidency, which will be a two-year term. The President-Elect shall be a CEO and/or Executive of a community college. The election of President-Elect position will occur as necessary to fill a vacated position.

IV. BOARD VACANCIES

The President, with Executive Committee approval, shall designate a replacement to serve for the remainder of the unexpired term.

V. FISCAL POLICY

The fiscal year shall be July 1 through June 30. The Board of Directors shall adopt a budget for each fiscal year, provide for an external review of the Vice President for Finances' books and bond this Vice President and any other person handling funds of the council. On approval of the Executive Committee, the Council may accept gifts and grants. It may enter into contracts with appropriate persons or agencies to pursue research and perform services consistent with the purposes of the Council.

VI. MEETINGS

The Council will hold a regular meeting once a year at the time of the annual national AACC meeting. The Board of Directors shall notify all active members at least one month in advance. The Board shall give two weeks notice of any special meeting of the entire membership.

VII. AMENDMENTS TO THE CONSTITUTION

All proposed amendments must be approved by a majority of the Board of Directors before submission to the general membership. Approved amendments must be emailed or disseminated through the best technology at the time to each active member as defined in the Bylaws. The Board of Directors must indicate the final date for amendment returns. Only those votes returned with a date no later than specified will be considered valid. A simple majority affirmative response of valid votes is necessary to effect a change.
