

BYLAWS

LINN-BENTON COMMUNITY COLLEGE (LBCC) CHAPTER OF THE AMERICAN ASSOCIATION OF WOMEN IN COMMUNITY COLLEGES (AAWCC)

ARTICLE I: Name

The name of the organization shall be the Linn-Benton Community College Chapter of the American Association of Women in Community Colleges.

ARTICLE II: Purpose

The purpose of this organization shall be:

To develop a community to support the personal and professional growth of women at Linn-Benton Community College.

To offer a forum for all staff as they provide services that are sensitive to the needs of women students and employees.

To network locally and to share common interests, needs, and ideas.

To recognize and uphold the purpose and bylaws of the state chapter and national organization of AAWCC.

ARTICLE III: Membership

Section 1. Membership

- A. Any employee of or student at Linn-Benton Community College interested in assisting to accomplish the purposes of this organization shall be eligible to become a member with full voting privileges upon payment of Chapter dues.
- B. The Chapter shall maintain at least ten (10) members.
- C. In order for the Chapter to be recognized as an affiliate of the national organization, a minimum of ten (10) members must be National AAWCC members.

Section 2. Dues

- A. Chapter dues shall be determined by the local chapter executive board in June for the coming academic year. Chapter dues will be based on a member's self-reported income and based on a sliding income scale.
- B. Dues are payable by November 15 of each year. Members who have not renewed by December 15 will be dropped from the membership roster.
- C. In cases of hardship, the Executive Board has the authority to grant scholarships for dues.
- D. The Chapter treasury will pay the annual National AAWCC dues for Chapter Co-Presidents.

ARTICLE IV: Officers

Section 1. Officers

The officers of the LBCC Chapter shall be Co-Presidents (one from classified and one from management or faculty); Vice President for Programs and Vice President for Publicity (one from classified and one from management or faculty); Secretary; Treasurer; Staff Member-at-Large; and Student Member-at-Large. All officers must be members of the Chapter. Co-Presidents and Vice Presidents must also be National AAWCC members.

These officers shall perform the duties prescribed by these bylaws, the standard operating procedures of the Chapter, and *Robert's Rules of Order Newly Revised*.

Section 2. Nominations and Elections

- A. A Nominations Committee shall prepare a slate of candidates for presentation to the general membership at the April meeting. Nominations from the floor will also be accepted at that time. Nominees for the office of Co-President(s) must have served at least one year on the Executive Board.
- B. The Nominations Committee shall coordinate online voting or shall distribute secret ballots by mail to all current Chapter members, with space included for write-in candidates. The Nominations Committee will be responsible for collecting ballots and tabulating the results. Officers will be elected by a majority of returned ballots.
- C. Installation of officers will occur at the annual meeting.

ARTICLE V: Meetings

Section 1. General Meetings

- A. The Chapter shall meet at least once per term, fall, winter, and spring.
- B. A meeting schedule shall be distributed to all members.

Section 2. Annual Meeting

- A. The last regular meeting in spring term shall be known as the annual meeting and shall be for the purpose of installation of new officers, presentation of annual reports, and any other official business deemed appropriate by the Executive Board.
- B. A quorum for the annual meeting shall consist of one-fourth (1/4) of the voting membership.
- D. Officers shall serve for one year, or until their successors are elected. Their term of office will begin July 1 and end June 30.
- E. No officer shall be eligible to serve for more than three (3) consecutive terms in the same office, and no member shall hold more than one office at a time.

Section 3. Vacancies and Removal of Officers

- A. The Executive Board shall appoint a replacement should any office become vacant. The person appointed shall serve until the next regular election.
- B. In the event that it becomes necessary to remove an officer, the Executive Board shall implement procedures in accordance with *Robert's Rules of Order Newly Revised*.

ARTICLE VI: Executive Board

Section 1. Composition

The officers of the Chapter and the immediate past presidents shall constitute the Executive Board.

Section 2. Meeting Guidelines

- A. Meetings shall be held at least once each term, fall, winter, and spring. Prior notice of meetings shall be given to all Executive Board members.
- B. Special meetings of the Board may be called by the Co-President(s) and shall be called upon the request of three members of the Board.
- C. A quorum of the Executive Board shall be five officers.

Section 3. Authority

- A. The Executive Board shall manage the affairs and control the funds of the Chapter in accordance with policies adopted by the membership and shall perform such other duties as specified in these bylaws.
- B. The Executive Board shall report its actions to the membership.

ARTICLE VII: Committees

Committees shall be appointed by the Co-President(s) as Chapter members or the Executive Board deems necessary to carry on the work of the Chapter. The Co-President(s) shall be an ex-officio member of all committees except the Nominations Committee.

ARTICLE VIII: Amendments of Bylaws

These bylaws may be amended by a two-thirds vote of those present at the annual meeting, or by a majority of valid returned ballots through a mail or online referendum provided that the proposed amendment(s) is distributed to all members at least fifteen (15) days prior to the meeting at which such amendment(s) will be considered or fifteen (15) days prior to the voting deadline.

ARTICLE IX: Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Chapter in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Chapter may adopt.

Revised 5/9/97

Revised 6/9/99

Revised 11/29/01

Revised 4/23/04

Revised 6/14/07

STANDARD OPERATING PROCEDURES

LINN-BENTON COMMUNITY COLLEGE (LBCC) CHAPTER OF THE AMERICAN ASSOCIATION OF WOMEN IN COMMUNITY COLLEGES (AAWCC)

DUTIES OF OFFICERS

Co-President(s)

- Preside at Chapter and Executive Board meetings.
- Prepare and distribute agendas for Executive Board meetings.
- Take responsibility for the operation of the organization between Executive Board meetings.
- Coordinate the activities of officers and formation of committees.
- Delegate responsibilities to other officers.
- Appoint special committees as deemed necessary by the membership or Executive Board.
- Plan and organize the annual meeting and present an annual report to the membership regarding activities for the year.
- Serve as Chapter representative(s) on the LBCC Scholarship Committee, or appoint designee to serve.
- Serve as the spokesperson(s) for the Chapter.
- Maintain a notebook/binder with pertinent information about duties and responsibilities of the office and present it to the incoming Co-President(s) to ease transition and maintain continuity.

Vice President for Programs

- In the absence of the Co-Presidents, preside at meetings of the LBCC Chapter and the Executive Board.
- Ascertain the needs of the membership regarding professional development.
- Coordinate programs for general meetings in consultation with Vice President for Publicity.
- Arrange catering and room reservations for general meetings and for any special equipment needs for presenters.
- Support and collaborate with Vice President for Publicity.
- Conduct an evaluation of the year's activities at the end of the year.
- Maintain a notebook/binder with pertinent information about duties and responsibilities of the office and present it to the incoming Co-President(s) to ease transition and maintain continuity.

Vice President for Publicity

- In the absence of the Co-Presidents, preside at meetings of the LBCC Chapter and the Executive Board.
- Publicize Chapter general meetings, associated programs, and special projects.
- Develop and distribute annual Chapter newsletter in the fall.
- Support and collaborate with Vice President for Programs.
- Publicize Oregon AAWCC meetings and conference to all Chapter members.
- Seek and disseminate information about workshops, courses, programs, and services for women sponsored by other organizations, which may be of interest to members.
- Serve as member of the Events Committee.
- Purchase thank-you gift(s) to be presented to the outgoing Co-president(s) from the Chapter at the annual meeting.
- Maintain a notebook/binder with pertinent information about duties and responsibilities of the office and present it to the incoming Co-President(s) to ease transition and maintain continuity.

Secretary

- Record, file, and distribute minutes of Executive Board and the Chapter annual meeting as necessary.
- Arrange room reservations for Executive Board meetings.
- Compose and send thank you letters for fundraising activities and to Foundation donors.
- Maintain a notebook/binder with pertinent information about duties and responsibilities of the office and present it to the incoming Co-President(s) to ease transition and maintain continuity.

Treasurer

- Maintain the Chapter's bank account, making deposits and disbursing funds as appropriate, and petty cash fund.
- Maintain current bank signature cards for checking account.
- Provide sign-in sheet, membership applications, and change for general membership meetings. Collect payment for lunches at the door.
- Maintain proper financial records and prepare monthly financial reports for the Executive Board.
- Present year-end financial report, to the Executive Board and to the Oregon Chapter.
- Send membership renewal reminders by November 1 and past-due notifications by December 1. Remove members from roster for nonpayment of dues on December 15.
- Submit National AAWCC membership form and dues for Chapter Co-Presidents. (*Note: President's Office pays dues for Vice Presidents.*)
- Maintain membership records and current membership list.
- Notify Information Services Computer Operator of changes in membership roster for AAWCC e-mail group.
- Provide up-to-date mailing labels to officers and committee chairs upon request.
- Work closely with all committee as relates to finances.
- Maintain a notebook/binder with pertinent information about duties and responsibilities of the office and present it to the incoming Co-President(s) to ease transition and maintain continuity.

Staff Member-at-Large

- Actively work to recruit other staff into the organization.
- Coordinate and plan a recruitment activities to promote staff and interaction among women at Linn-Benton Community College.
- Carry out any other special projects assigned by the Executive Board.
- Represent the organization on the Gender Equity LBCC Non-Traditional Careers Committee.
- Serve as mentor to Student Member-at-Large.
- Serve as member of the Thanksgiving Food Drive committee.
- Work closely with the Treasurer on membership renewals.
- Maintain a notebook/binder with pertinent information about duties and responsibilities of the office and present it to the incoming Co-President(s) to ease transition and maintain continuity.

Student Member-at-Large

- Actively work to recruit other students into the organization.
- Coordinate and plan a recruitment activities to promote student membership.
- Carry out any other special projects assigned by the Executive Board.
- Serve as member of the Chapter Scholarship and Thanksgiving Food Drive committees.
- Maintain a notebook/binder with pertinent information about duties and responsibilities of the office and present it to the incoming Co-President(s) to ease transition and maintain continuity.

Immediate Past President(s)

- Serve as parliamentarians in meetings.
- Serve as liaison(s) to state and national AAWCC, including serving as Campus Contact. Report the accomplishments of LBCC women at the local, state, and national level.
- Serve as chair(s) of the Nominations Committee and coordinate the elections process as stated in the bylaws.
- Maintain a notebook/binder with pertinent information about duties and responsibilities of the office and present it to the incoming Co-President(s) to ease transition and maintain continuity.

COMMITTEES

Each committee will be comprised of a chairperson and no fewer than two additional members, one of those being a representative from the Executive Board (as outlined in officers' duties above). A committee sign-up sheet will be available at the annual meeting in the spring and members solicited through direct contact and by e-mail.

Scholarship Committee

Coordinate fundraising activities for the AAWCC scholarship fund. This includes, but is not limited to, the Silent Auction and "Pledge a Pint of Change."

Thanksgiving Food Drive Committee

Coordinate, in cooperation with the Independent Classified Association, the Thanksgiving Food Drive activities. This includes, but is not limited to, the AAWCC Bunko party in October.

Events Committee

Coordinate special events sponsored by the Chapter. This includes such activities as summer retreats.

Adopted 4/23/04

Revised by Board 5/6/04