



Southern Idaho Chapter
of the AMERICAN ASSOCIATION for WOMEN in COMMUNITY COLLEGES

ARTICLE I. NAME

The name of this organization shall be the Southern Idaho 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 purposes 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 Association.

Section 2. Membership shall become effective upon payment of AAWCC annual dues and Southern Idaho Chapter dues and shall remain in good standing with payment of all current year dues. The amount of dues shall be fixed by the national Board of Directors. The additional amount for local dues shall be fixed by the Executive Committee.

Section 3. The Southern Idaho 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.

ARTICLE IV. OFFICERS

- Section 1. The officers of this organization, each of whom must be national member in good standing, shall be President, President-Elect, Secretary, and Treasurer.
- Section 2. Officers shall serve for a term of one year except for the President-Elect or until their successors have been duly elected and installed.
- A. President-elect will serve a term of two-years. Moving into the position of President in the second year.
- Section 3. Officers shall be elected annually by May 1. Elections and nominations will be conducted online. Nominations will take place the first week of April. Voting will be open for one week.
- 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 power 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.
- B. The President-Elect shall assist the President and shall:
- (1) Preside at meetings in the absence of the President
 - (2) Perform other duties assigned by the President.
 - (3) Serve as President the following year.
- 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.
- D. The Treasurer shall:
- (1) Be responsible for the collection of membership dues.
 - (2) Be responsible for preparation and maintenance of the budget, including an annual report to the membership.
 - (3) Maintain proper financial records and file an annual financial report with the AAWCC Regional Director and the AAWCC Vice President for Finance.
 - (4) Verify current membership status for the annual report.

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

Elevate, Educate, Cooperate, and Celebrate

Each committee shall have a chair and shall be elected annually by May 1.

Elections and nominations will be conducted online. Nominations will take place the first week of April. Voting will be open for one week.

Committee members report to their respective committee chair. Each committee chair reports to the Executive Committee.

Membership

The membership committee on registration and records will be led by the treasurer and secretary. The committee will facilitate all business relating to registration and records activities of the members.

Section 3. Special Committees

The *Southern Idaho Chapter* President will appoint members to special committees, provide the charge to the committee, and designate the reporting process.

ARTICLE VI. MEETINGS AND ACTIVITIES

The *Southern Idaho Chapter* shall conduct at least one meeting a month and (2) activities per year.

ARTICLE VII. BYLAWS AND AMENDMENTS

Section 1 The bylaws may be amended at any regular meeting with a two-thirds vote of the members present, provided that the substance of the proposed amendment shall have been submitted in the call for the meeting with a minimum of 5 business days' notice.

A member may submit an absentee vote to the Secretary in writing no less than one business day prior to the scheduled vote.

Section 2 These bylaws shall become effective immediately upon its adoption.

ARTICLE VIII. REPORTS

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

- Officer election submit to Regional Director assurance of membership (annually) submit to Vice President for Membership
- Financial report (annually) (submit to Regional Director and Vice President for Finances)
- Semi-annual activity report submit to Regional Director