



Durham Technical Community College Chapter of  
The American Association for Women in Community Colleges

Bylaws

ARTICLE I. NAME

The name of this organization shall be the Region V: American Association for Women in Community Colleges at Durham Technical Community College (AAWCC at Durham Tech). 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:

- Shape the next generation of female leaders through educational programming, networking, and mentoring experiences.
- Develop strong connections in the community through volunteer and service opportunities.
- Promote the growth, leadership, success, and advancement of women in education.
- Provide a forum to facilitate discussion among its members on a myriad of topics pertaining to women in higher ed.
- Commit to taking a leadership role by advocating for policies that advance equity for women.
- Support female students in their professional goals.

ARTICLE III. MEMBERSHIP

- Section 1. Active membership is open to any person employed by or enrolled at Durham Tech or who supports the purposes of this Chapter.
- Section 2. Membership shall become effective upon payment of AAWCC at Durham Tech chapter annual dues and shall remain in good standing with payment of all current year dues.
- Section 3. The local Chapter is constituted of at least ten (10) members in good standing as specified in Article III, Section 2 with all officers holding national memberships.
- 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 a national member in good standing, shall be President, Vice President, Secretary, and Treasurer.

- Section 2. Officers shall serve for a term of two years or until their successors have been duly elected and installed.
- Section 3. Officers shall be elected annually by January 31<sup>st</sup>. Elections will be conducted electronically.
- Section 4. In the event the office of President becomes vacant, the Vice President shall succeed to the office. If a vacancy occurs in any other office, the President shall have the authority 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 Vice President shall assist the President and shall:
    - (1) Preside at meetings in the absence of the President.
    - (2) Perform other duties assigned by the President.
  - 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 any 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

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The elected officers and Institutional Representative are the members of the Executive Committee.

The Executive Committee has authority to conduct all executive and administrative functions of the AAWCC at Durham Tech chapter. Elective and referendum matters must go to the AAWCC at Durham Tech chapter as a whole.

### Section 2. Standing Committees

AAWCC at Durham Tech President appoints members to Standing Committees and designates the committee chair (i.e., Membership, Program, Nominating, Finances.)

Each committee reports to the officer in charge of that function. All committees are responsible to the President.

### Section 3. Special Committees

AAWCC at Durham Tech President will appoint members to special committees, provide the charge to the committee, and designate the reporting process.

## ARTICLE VI. MEETINGS AND ACTIVITIES

AAWCC at Durham Tech shall conduct at least three (3) meetings or activities for members per year, and at least one (1) strategic planning retreat for the Executive Committee per year, usually in August.

## ARTICLE VII. REPORTS

AAWCC at Durham Tech officers will provide the appropriate American Association for Women in Community Colleges national officers with information, including at least:

- Officer election, assurance of membership (annually), and submit to Vice President for Membership;
- Annual financial report, and submit to Regional Director and Vice President for Finances; and
- Submit semi-annual activity report to Regional Director.