



DELAWARE COUNTY COMMUNITY COLLEGE CHAPTER of the AMERICAN ASSOCIATION for WOMEN in COMMUNITY COLLEGES

ARTICLE 1. NAME

The name of this organization shall be the DELAWARE COUNTY COMMUNITY COLLEGE CHAPTER of the American Association for Women in Community Colleges and shall be designated as AAWCC/DCCC. 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.
- Participate in and support AAWCC national activities and initiatives.

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/or AAWCC/DCCC 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 AAWCC/DCCC Executive Committee.

Section 3. The AAWCC/DCCC 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 two years or until their successors have been duly elected and installed.

Section 3. Officers shall be elected biannually by the conclusion of the spring semester. Elections will be conducted by electronic form by a majority of members of AAWCC/DCCC, the local chapter, as a whole. Nominations will be solicited by the Nominating Committee from among the members of the AAWCC/DCCC chapter.

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:

- Serve as the presiding officer of the organization.
- Act as the representative of the organization to the public.
- Serve as liaison to the national association.
- Make appointments if necessary to fill vacancies in offices and on the Executive Committee.
- Call special Executive Committee meetings when necessary.
- Appoint committees as necessary.
- Confer with the chair of the Standing Committee on (Nominations).

B. The President-Elect shall assist the President and shall:

- Preside at meetings in the absence of the President
- Perform other duties assigned by the President.
- Confer with the chair of the Standing Committee on (Programs/Communications).

C. The Secretary shall:

- Record and distribute the minutes for all meetings.

- Maintain all organizational records including a current roll of the membership.
- Confer with the chair of the Standing Committee on (Membership).

D. The Treasurer shall:

- Be responsible for the collection of chapter membership dues.
- Be responsible for reminding membership of payment due dates for national dues.
- Be responsible for preparation and maintenance of the budget, including an annual report to the membership.
- Maintain proper financial records and file an annual financial report with the AAWCC Regional Director and the AAWCC Vice President for Finance.
- Verify current membership status for the annual report.
- Confer with the chair of the Standing Committee on (Finance).
- Consider the fiscal year as July 1 through June 30.
- On approval of the Executive Committee accept gifts and grants.

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 chapter - AAWCC/DCCC. The Executive Committee has responsibility for the Standing Committee on Nominations whose chair shall confer with the chapter President. Elective and referendum matters must go to the chapter - AAWCC/DCCC as a whole. A simple majority affirmative response of valid votes is necessary to effect a change.

Section 2. Standing Committees

The AAWCC/DCCC chapter President appoints members to Standing Committees and designates the committee chair. Appointments to the standing committees take place at the beginning of the term of office for the chapter President. All committees are responsible to the chapter President and shall coordinate with the Executive Committee.

The Standing Committees shall be:

- Membership
- Programs/Communication
- Nominations
- Finance

Section 3. Special Committees

The AAWCC/DCCC President will appoint special committees, terminate special committees, appoint members to special committees, provide the charge to special committees, and designate the reporting process.

ARTICLE VI. MEETINGS AND ACTIVITIES

The AAWCC/DCCC shall conduct two (2) meetings and at least one (1) activity per year. Additional costs and/or fees associated with activities for members and non-members will be determined at the time of the event.

ARTICLE VII. REPORTS

AAWCC/DCCC local chapter officers will provide the appropriate American Association for Women in Community Colleges national officers with the requested information, on the date or within the timeframe designated by the National office. This includes:

- Officer election - submit to the Regional Director
- Assurance of membership annually - submit to Vice President for Membership
- Financial report annually - submit to Regional Director and Vice President for Finance
- Semi-annual activity report - submit to Regional Director