

# CONSTITUTION AND BYLAWS

## ASSOCIATION FOR WOMEN IN SCIENCE, AWIS LA/VENTURA COUNTY CHAPTER

### **CONSTITUTION**

#### **Article 1. Name and Affiliation**

The name of this organization is the Association for Women in Science, AWIS- LA/Ventura County Chapter, hereinafter referred to as AWIS-LA/VCC. AWIS-LA/VCC shall be a chapter of the national organization, the Association for Women in Science, Incorporated, hereinafter referred to as National AWIS.

#### **Article II. Purpose**

The purpose of this organization shall be: to increase the number of women obtaining their degrees in science and technology at all levels; to increase the number of women participating in the scientific and technological workforce at all levels; to raise public awareness of the scientific and technological skills and contributions of women, to work with other scientific, educational, and women's organizations in developing national and community programs that meet the above goals; and to provide awards for and recognition of individual women scientists in order to advance the above goals.

#### **Article III. Membership**

All chapter members must be National AWIS members.

Section 1. Any individual who is a member of the National AWIS and who supports the purpose of AWIS-LA/VCC is eligible for membership in the chapter and shall hold full membership status upon payment of Chapter dues. Hereafter, full members shall be referred to as members.

Section 2. All members of AWIS-LA/VCC shall have voting privileges.

#### **Article IV. Authority**

Section 1. AWIS-LA/VCC shall abide by the constitution and bylaws of National AWIS.

Section 2. AWIS-LA/VCC shall have the power to establish the rules and regulations of the Chapter, to delegate responsibility, and to amend any or all parts of the Constitution and Bylaws of the Chapter.

#### **Article V. Amendments**

Amendments to the Constitution may be submitted by a member at any time to the Executive Board for review and approval. The approved version of the amendment is to be submitted by the Executive Board, with an explanation for the purpose of the amendment, to the members of the Chapter for approval by mail ballot, including e-mail ballot. A simple majority of the members voting is required for ratification. Any approved amendments must also be submitted to National AWIS for review and approval.

## **BYLAWS**

### **Article 1. Executive Board**

Section 1. The Executive Board shall consist of a President, Past President, President-elect, Secretary, and Treasurer. The Executive Board shall serve as the policy body of AWIS-LA/VCC.

The Executive Board shall consist of five elected officers, and the committee chairs. All members in good standing are eligible for election to office. The Executive Board shall serve as the policy body of AWIS-LA/VCC.

Section 2. The President, President-elect, Secretary and Treasurer shall be elected by the members of AWIS-LA/VCCC. The term of office shall be for two years. The office of Past President shall be filled by the most recent former President available.

Section 3. If the office of President becomes vacant, the President-elect shall succeed to that office for the remainder of the term and for the term following. If the office of President –elect, Secretary, or Treasurer become vacant, a successor shall be appointed by the Executive Board upon recommendation by the Nominations and Elections committee.

Section 4. Elected members of the Executive Board may be removed from office by unanimous vote of all the other voting members of the Board. If the vote is not unanimous, but is at least 3 in favor, the Board may elect to refer the matter to the membership for a ballot vote. If the vote of the Board is unanimous, the member who has been removed shall have the right to appeal directly to the membership for a ballot vote.

Section 5. Three shall constitute a quorum that is required for business to be transacted. This should include at least half of the elected officers.

### **Article 2. Duties of Officers**

Section 1. The president shall:

- a) preside at chapter meetings for AWIS-LA/VCC and at meetings of the executive board.
- b) Represent AWIS-LA/VCC at national meetings of AWIS.
- c) Coordinate business and affairs for AWIS-LA/VCC.
- d) Appoint persons to non-elected positions of the executive board and within the chapter, with approval of a majority of the executive board. These positions include committee chairs and representatives to other organizations.
- e) Act as a liaison for AWIS-LA/VCC to Natinnal AWIS, receiving and responding to communications for National AWIS.
- f) Submit the AWIS-LA/VCC annual report to National AWIS.
- g) Perform other duties incident to the office as required by the Constitution and Bylaws or by the Executive Board.

Section 2. The President-elect shall:

- a) Perform all duties of the President in the absence, disability or resignation of the President.
- b) assist the present and past president in the performance of their duties.
- c) succeed to the office of President at the end of the current term.
- d) Perform other duties incident to the office as required by the Constitution and Bylaws or by the Executive Board.

Section 3. The Past President shall:

- a) Assist the President and President-Elect in the performance of their duties.
- b) Perform other duties incident to the office as required by the Constitution and Bylaws or by the Executive Board.

Section 4. The Secretary shall:

- a) Prepare and distribute to all members of AWIS-LA/VCC an agenda for each Chapter meeting at least two weeks before the scheduled meeting.
- b) Keep minutes of the chapter meetings and Executive Board meetings.
- c) Receive and maintain records of all correspondence to AWIS-LA/VCC
- d) Keep an up-to-date roster of all AWIS-LA/VCC members in good standing.
- e) Perform other duties incident to the office as required by the Constitution and Bylaws or by the Executive Board.

Section 5. The Treasurer shall:

- a) Receive all Chapter dues, donations, and other income; keep these monies in an authorized and insured financial institution; and disburse all monies to be paid by AWIS-LA/VCC.
- b) Maintain financial records for AWIS-LA/VCC
- c) Prepare and present a financial report annually to the membership and to the Executive Board upon request. The report shall be part of the AWIS-LA/VCC Annual Report.
- d) Assist the secretary in maintaining membership records and determining membership status.
- e) Perform other duties incident to the office as required by the Constitution and Bylaws or by the Executive Board.

**Article III. Committees**

Section 1. There shall be the following standing committees:

- a) The Membership Committee will seek to expand the membership of the Chapter, assist the Secretary in membership-related duties, and provide information to subscribers about membership in National AWIS.
- b) The Program and Publicity Committee shall arrange the activities for the Chapter meetings. The committee is also responsible or publicizing the meetings.

Section 2. Other committees may be created as deemed necessary by the Executive Board.

Section 3. The Chair of each committee shall be appointed by the Executive Board, to serve a term coinciding with the tenure of the Board. Any member in good standing of the Chapter may serve on any committee.

**Article IV. Nominations and Elections**

Section 1. An election shall be held once each year; (however, the first elected officers shall serve two years in order to provide a stable found for AWIS –LAVCC to fill the offices of President-Elect, Treasurer, and Secretary for the next term. This election shall be held no later than two months prior to the expiration of the current ter. The election may be held in person, via mail, or via e-mail.

Section 2. A nominations and elections committee shall be appointed by the executive board no later than three months prior to the next election. This committee will solicit nominations and select a slate of candidates to present to the members of AWIS –LA/VCC.

Section 3. A ballot listing the offices and candidates along with a brief biography of each candidate, shall be prepared and distributed to the members no later than one month prior to the ballot return date.

Section 4. Ballots should be counted by at least 3 members of the Nominations and elections Committee within 10 days of the ballot due date. A simple majority of those voting is required for election to office. The results of the election are to be presented to the membership within one month, either at the next meeting or by mail/email.

**Article V. Dues and Membership**

Section 1. The annual membership dues shall be established by the Executive Board and approved by the membership. Members who pay dues will be in good standing and eligible for membership benefits. Members’ dues shall be paid at the time National AWIS dues are paid.

**Article VI. Meetings**

Section 1. Chapter meetings shall be held on a regular basis, at least four times a year. Special meetings may be called by the President.

Section 2. The Executive Board shall meet at least once a year to review previous chapter activities and plan future activities and projects. Executive Board meetings shall be open to members of AWIS-LA/VCC.

**Article VII. Annual Report**

The Executive Board shall prepare an Annual Report, summarizing the activities and financial status of AWIS-LA/VCC for the previous fiscal year. The Annual Report shall be part of the Chapter record and presented to the Chapter membership and to the Executive Board of National AWIS.

**Article VIII. Responsibilities to National AWIS**

As a chapter of National AWIS, AWIS-LA/VCC must provide the National Headquarters with the following information: a) the Chapter's current address and the name, telephone number, and email address, if available, of the primary contact person. National AWIS must be notified where there is any change in this information. b) a list of the chapter officers within 30 days of their election, including addresses and phone numbers. AWIS-LA/VCC must notify National AWIS of any changes in those offices, or in their addresses or phone numbers. c) A copy of the AWIS-LA/VCC annual report by April 30 of each year.

**Article XI.** Affiliation with other organizations

Upon approval of the Executive Board, AWIS LA/VCC may hold membership in other organizations having a similar purpose to that of the chapter.

**Article X.** Amendments

Amendments to the Bylaws may be submitted at any time to the Executive Board for review. The final version of the amendment is to be submitted to the members of the Chapter for approval by ballot vote. A simple majority of the members voting is required for ratification. Any approved amendments must also be submitted to AWIS National for review and approval.

**Article XI.** Dissolution

Section 1. In the event of the dissolution of AWIS-LA/VCC, all assets shall be donated to the AWIS Educational Foundation, in accordance with National AWIS guidelines and/or state regulations.

Section 2. National AWIS shall be notified in writing of the dissolution and shall receive the records of the chapter.

**Article XII.** Parliamentary Procedure

The chapter shall abide by Robert's Rules of Order, Newly Revised, in conducting its business meetings.