

# **ASSOCIATION OF WOMEN IN ACADEMIA**

## ***By Laws***

### **Article I. Name**

- 1.01 The name of the Association shall be the Houston Community College Association of Women in Academia (AWA). Amended and approved 02/23/09**

### **Article II. Purpose**

- 2.01 The purpose of the Houston Community College Association of Women in Academia shall be to support the Vision and Mission of Houston Community College by providing leadership, professional development and networking opportunities for its members and to raise funds to be used for female HCC student scholarships. Amended and approved 02/23/09**

*Amended and approved 11/3/99*

### **Article III. Membership**

- 3.01 All current or retired women employees of the Houston Community College who are paid in the exempt employment category are eligible for membership. . Only members who have paid the annual dues shall constitute the active and voting membership of the Association of Women in Academia.**

*Amended and Approved 11/3/99; Amended and approved 02/23/09*

**The membership year of the Association of Women in Academia shall extend from September 1 to August 31.**

### **Article IV. Officers**

- 4.01.1 The elected officers of the Association of Women in Academia shall be President, Vice President for Programs, President Elect, Vice President for Communications, Vice President for Finance, Vice President for Special Projects, and Vice President, Historian. The Immediate Past President, the officers, and the Regional Representatives shall comprise the Executive Board and shall serve for a period of one year or until their successors are elected. Their term of office shall begin June 1.**

*Amended and approved 10/3/03; Amended and approved 02/23/09*

- 4.02 Selection of Officers: The nominating committee shall be composed of three (3) members named by the Executive Board. The chair of this committee shall be appointed by the Executive Board. Elected members of the Executive Board may not serve on the nominating committee. The nominating committee shall submit to the voting membership at the April meeting at least one name for each office. Nominations from the floor shall be accepted. Voting shall be by ballot for any position where there is more than one nominee for the position. Elected officers shall be installed at the May meeting.**

**Regional Representatives shall be appointed by the newly elected Executive Board. The Regional Representatives shall serve on the Executive Board.**

- 4.03 Duties of Officers: The President shall be the presiding officer and the leader of the Houston Community College Association of Women in Academia. The President is responsible for the overall operations of the organization. She will acquire all AWA records and keep them during her term of office.**

**with** The Vice President for Programs shall serve in the absence of the President and is responsible for planning the programs, securing speakers for all monthly meetings and conducting correspondence with speakers.

The Vice President for Communications is responsible for all meeting notices, written minutes of all business meetings, publicity, dissemination of information of interest to the membership, and official correspondence with other organizations, which may provide information/support to the organization.

*Amended and approved 10/3/03*

The Vice President for Finance is responsible for membership; maintaining all financial records for the organization; collecting dues; luncheon expenses; issuing and receiving funds; and writing checks for the Association of Women in Academia.

The Vice President for Special Projects is responsible for all meeting arrangements, social activities, and special projects such as research and fund-raising projects, scholarship drives, cooperative activities with other organizations, and any other activities outside the regular meeting of the organization.

The President Elect is responsible for recruitment and retention of members.

The Vice President, Historian, is responsible for keeping the historical records, pictures and documents of AWA and displaying them at meetings and for ongoing maintenance of the web page.

*Amended and approved 10/3/03; Amended and approved 02/23/09*

The Immediate Past President shall be automatically appointed to the Executive Board. She shall provide continuity and advice to the President and the other members of the Executive Board.

**4.04** Regional Representatives: Regional Representatives shall assist the Vice President of Finance to increase membership. They shall also serve as AWA information sources for women at their colleges/district office. *Amended and approved 02/23/09*

**4.05** Vacancies: In case of a vacancy in the office of the President, the President Elect shall succeed to the Presidency. All other vacancies shall be filled by the President with approval of the Executive Board within ten (10) days after a vacancy occurs. The term of office for the officers of the Houston Community College Association of Women in Academia shall be June 1 to May 31.

#### **Article V. Appointments**

**5.01** All committee chairs, ad hoc committees and delegates to the Federation of Houston Professional Women will be appointed by the President.

#### **Article VI. Committees**

**6.01** The Executive Board shall be the elected officers, the Immediate Past President and the Regional Representatives of the Association of Women in Academia. The Executive Board shall serve as the democratic voice of the total membership. The Executive Board shall have general supervision of the affairs of the organization, make recommendations to the organization, and shall perform such duties specified in these bylaws.

**6.02** The Committee to oversee the Nomination for the AWA Woman of Excellence honoree at the Federation of Houston Professional Women's Annual Awards Banquet will consist of previous honorees. This committee shall be chaired by the previous year's honoree.

**Article VII. Dues**

- 7.01 The annual dues of the Houston Community College Association of Women in Academia shall be twenty-five (\$25.00) dollars.**

*Amended and Approved on 9/3/98  
Amended and approved 10/3/03*

**Article VIII. Meetings**

- 8.01 The first regular meeting of each year will be the second Friday in September. There will be no formal meeting in January. All other regular meetings will be held the first Friday of the subsequent months for a total of eight regular meetings per school year. Special meetings may be called by the President.**

**Article IX. Finance**

- 9.01 The Executive Board shall authorize all expenditures of funds. The incoming President shall appoint an Auditing Committee to audit the books of the Vice President for Finance on or before June 30. Checks shall not be written without a receipt or invoice. Petty cash for \$50.00 shall be allowed for change and minor costs. The period between June and July will be designated a time for auditing books and no checks will be issued during this time. The audit report shall be submitted at the first meeting in the Fall.**

**Article X. Amending the Bylaws**

- 10.01 A two thirds vote of members active and in attendance at a regular scheduled meeting of the Association of Women in Academia may amend the bylaws provided that the proposed amendments have been mailed to the members two weeks prior the regular meeting. At this meeting the proposed amendments may be debated and amended. Votes may be cast by mail. A tabulation of the vote and a copy of the approved ballot shall be placed in the minutes.**

**Article XI. Copy of Bylaws**

- 11.01 A copy of the bylaws and amendments shall be given to each incoming member and to each incoming elected officer prior to assuming office.**

**Article XII. Parliamentary Authority**

- 12.01 Robert's Rule of Order, newly revised, shall be accepted in all questions involving parliamentary procedure not covered by these bylaws.**

*Amended and Approved 11/3/99, Amended and approved 10/3/03, Amended and approved 02/23/09*