

**BYLAWS  
PORTLAND COMMUNITY COLLEGE CHAPTER OF THE  
AMERICAN ASSOCIATION FOR WOMEN IN COMMUNITY COLLEGES**

**ARTICLE I. NAME**

The name of this organization shall be the Portland Community College (PCC) Chapter of the American Association for Women in Community Colleges (AAWCC). 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 purpose of this organization shall be to:

- Support and encourage personal and professional growth for women in the roles of their choice.
- Create opportunities for people at PCC to be part of a community that supports and encourages
- Personal and professional growth.
- Develop communication among women.
- Promote and offer workshops.
- To network locally to share common interests, needs, and ideas.

**ARTICLE III. MEMBERSHIP**

The organization shall maintain at least ten national members.

Any person employed by or enrolled in PCC or interested in accomplishing the purpose of this Organization shall be eligible to become a member, and upon payment of dues, shall be enrolled as a member as follows:

Regular Member: member of the state and national AAWCC organizations and has full voting privileges.

Associate Member: pays only PCC dues and has full voting privileges in the PCC chapter.

Dues shall be payable upon joining and renewable annually in October or April.

**ARTICLE IV. OFFICERS**

Section 1. The officers of this organization, each of whom must be a member in good standing, shall be President, President-Elect, Past President, Vice President for Membership, Vice President of Finance, Vice President of Communications, Vice President of Records, and Web Mistress.

Section 2. Officers shall serve for a term of two years. President-Elect, President, and Past President serve in combination a 3-term (6 years) commitment beginning with the office of President-Elect or until their successors have been duly elected and installed.

Section 3. Officers shall be elected on a rotating basis. Elections will be conducted during Spring term by mail to the membership.

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) Make appointments if necessary to fill vacancies in offices and on the Executive Committee.
- (4) Call special Executive Committee meetings when necessary.
- (5) 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) Work with Campus Representatives to Coordinate events sponsored by the chapter.
- (3) Submit semi-annual activity report to AAWCC Regional Director.
- (4) Perform other duties assigned by the President.

C. The Past-President shall assist the President and shall:

- (1) Serve as liaison to the national and state associations.
- (2) Coordinate and conduct annual election of officers.
- (3) Submit annual officer election report to AAWCC Regional Director.

D. The Vice-President of Records shall:

- (1) Record and distribute the minutes for all meetings.
- (2) Maintain all organizational records.
- (3) Prepare and distribute roster of Executive Committee.

E. The Vice-President of Finance shall:

- (1) Be responsible for the collection of membership dues.
- (2) Input new members in membership list maintained on AAWCC Board MyPCC Group.
- (3) Be responsible for preparation and maintenance of budget, including an annual report to the membership.
- (4) Maintain proper financial records and file an annual financial report with the AAWCC Regional Director and the AAWCC Vice President for Finance.
- (5) Verify current membership status for the annual report

F. The Vice-President for Membership shall:

- (1) Collect membership forms and keep updated membership list.
- (2) Update and distribute membership application forms and membership cards.
- (3) Submit annual membership report to AAWCC Vice President for Membership.
- (4) Coordinate membership table at quarterly meetings.
- (5) Work with Campus Representatives for ongoing membership recruitment.

G. The Vice-President of Communication shall:

- (1) Publish and distribute quarterly newsletter.
- (2) Coordinate other chapter news releases and announcements.

H. Web Mistress

- (1) Work with members of the board to develop, maintain, and update the AAWCC-PCC website.
- (2) Communicate with all board members to keep information current.

## ARTICLE V. CAMPUS/CENTER REPRESENTATIVES

- Section 1. The Campus/Center Representatives of this organization, each of whom must be a member in good standing must work at the campus or center they represent.
- Section 2. Campus/Center Representatives shall serve for a term of one year or until their successors have been duly elected and installed.
- Section 3. Campus/Center Representatives shall be elected on a rotating basis. Elections will be conducted during spring term by mail to the membership.
- Section 4. The duties of the Campus/Center Representatives of the organization shall be as follows:
- A. Campus/Center Representatives shall work with:
- (1) VP of Membership on on-going Membership recruitment
  - (2) President Elect to coordinate campus events

#### ARTICLE V. COMMITTEES

##### Section 1. Executive Committee:

The elected officers constitute the Executive Committee.

The Executive Committee has authority to conduct all executive and administrative functions of the PCC Chapter.

Elective and referendum matters must go to the chapter as a whole.

#### ARTICLE VI. REPORTS

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 Finance]
- semi-annual activity report [submit to Regional Director]