



AAWCC LOCAL CHAPTER/STATE SECTION GUIDELINES

Leadership in the American Association for Women in Community Colleges is an enjoyable, rewarding and personally enriching experience. It provides the opportunity to develop one's leadership talents by creating linkages with women in community, junior and technical colleges across the nation. AAWCC membership provides an opportunity for each member to further her own growth and development while sharing with others.

State and local chapter officers have an important obligation to other AAWCC members and to women at all levels within community, junior, and technical colleges. Voluntary service contributions from women in two-year colleges provide the framework upon which our organization is built.

All operations will be in accordance with the AAWCC Constitution and Bylaws. Any situation not specifically covered will be handled according to *Robert's Rules of Order - Revised*.

An AAWCC Chapter must have bylaws consistent with the Constitution and Bylaws of AAWCC. Each chapter has the opportunity to create its own structure and to develop additions to the bylaws. Chapter requirements may not conflict with AAWCC bylaws.

The sample copy of chapter bylaws will assist you in establishing your chapter. Your chapter may specify additional bylaws, but the core must be included.

CHAPTER ORGANIZATIONAL STRUCTURE

To establish a chapter the College which employs the interested parties must have an institutional membership.

The Chapter Executive Committee will be responsible for developing and/or modifying the Chapter's organizational structure. This structure should reflect the current needs of the Chapter. The Chapter must have a minimum of three (3) elected officers whose duties shall cover those of a President, President-Elect, Secretary, and Treasurer.

CHAPTER ORGANIZATION

Executive Committees

Chapters / Sections may conduct their business affairs through the Executive Committee. The Executive Committee has authority to conduct all executive and administrative functions of the Chapter / Section. Elective and referendum matters must go to the Chapter / Section as a whole prior to implementation.

Committees

Committees are appointed by the Chapter / Section President, except as provided in the Constitution and Bylaws. Each committee reports to the officer in charge of that function, but all committees are responsible to the President.

Meetings and Activities

Chapters / Sections are encouraged to send advance notice of special activities and scheduled meetings to the State Coordinator and to the Regional Director. Functions may be open to nonmembers, although there may be an increased fee for nonmembers. Bylaws of the organization specify that each Chapter / Section will hold at least two (2) meetings or activities per year.

Activity Reports

Each Chapter / Section must submit an annual report of meetings and activities conducted to the Regional Director. Chapter / Section reports become part of the Regional Director's report which is submitted to the national Board. Chapter / Section reports should include the following information:

	Chapter / Section name
Type of event	
Speaker (if appropriate)	
Number of members attending	
Number of guests attending	
Fee charged (if any)	
Upcoming events to go into local media and chapter / section reports	
Issues the Chapter / Section wants forwarded to the Board	
Individual and Chapter/ Section achievements	
Co-sponsored and co-hosted events	

Fiscal Year and Fiscal Reports

The fiscal year for the organization is July 1 through June 30. Chapter / Section officers will be required to submit an annual financial report (AAWCC Chapter/Section Fiscal Year Report) to the Regional Director. By October 1 of each year, the report must be filed with the Regional Director (through the reporting channels established for the individual state or section or region) showing bank balance, income and expenditures. This report will also provide the amount of local dues assessed (if any).

Local chapters may elect to coordinate paying all national member dues; however, there must be a completed application form for every member.

Each Chapter or Section may open a bank account of its own. The account could be held by the college in order to avoid bank service charges or could be a separate bank account.