



SAN DIEGO CHAPTER of the AMERICAN ASSOCIATION for WOMEN in COMMUNITY COLLEGES

BYLAWS

ARTICLE 1. NAME

The name of this organization ~~shall be~~ is the *San Diego Chapter* of the American Association for Women in Community Colleges (referred to herein as *SDCAAWCC*) ~~founded in 2020. The SDCAAWCC is a Regional Chapter-It shall be~~ recognized as such ~~upon~~ by 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 personal and professional development programing for women in community colleges and other institutions of higher education.

Support women in their roles.

Develop communications among women in community colleges and other institutions of higher education.

Promote and offer local and state workshops for community colleges and other institutions of higher education.

Disseminate information on courses, programs, and services for professional women in academia.

ARTICLE III. MEMBERSHIP

Section 1. Active membership is open to any person employed by or enrolled in a community college, institution of higher education, or who supports the purposes of the Association.



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Section 2. Membership shall become effective upon payment of AAWCC annual dues and *SDCAAWCC* 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.

Section 3. The *SDCAAWCC* 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.

or

Section 3. The State Section is constituted of at least ten (10) additional national members in good standing as specified in Article III, Section 2.

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.

Section 5. Members of the Executive Committee, Campus Representatives, and Directors comprise the *SDCAAWCC* Leadership Team. The Leadership Team shall represent the voting interests of the general membership.

A. The Leadership Team shall hold regular meetings as designated by the executive committee.

B. Leadership Team members are expected to regularly attend meetings

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, Vice President, Secretary, and Treasurer **Immediate Past-President (optional)**.

Section 2. Terms of Office (or until successors have been duly elected and installed):

A. Under normal circumstances (barring emergency conditions)

- Two Years – President*, Vice President, Secretary, and Treasurer.
- One Year - President-Elect*

B. Terms shall begin in June - year one and end in May - year two.

C. To maintain continuity, the Leadership Team may vote to extend the term of an officer to ensure that all officers' terms end during alternating years. All officers shall not rotate off at the same time.



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- D. Upon completing a two-year term, the immediate past president may serve on the Executive Leadership Team in an advisory role with agreement of both the immediate past president and newly elected president.

*The President-Elect serves a one-year term and then becomes President for a two-year term.

Section 3. Elections for SDCAAWCC officers:

- A. Shall take place biennially for Vice-President, Secretary, and Treasurer
- B. A vote shall take place every third year to elect someone to the role of President-Elect. Any past or present leadership team member may run for the President-Elect position. If a mid-term officer position becomes vacant as a result of that person being elected to the President-Elect office, an election will take place the subsequent year to fill the position for the term of one year.
- C. To maintain continuity, election of positions shall take place in alternating years:
- During even numbered years, elections for the positions of Vice-President and Secretary shall take place.
 - During odd numbered years, elections for the positions of Treasurer will take place and the President-Elect will transition into the role of President.
- D. Candidates for the role of Treasurer must be a San Diego Community College District (SDCCD) employee as San Diego Mesa College holds fiduciary responsibility. If no SDCCD candidate runs, the Executive Leadership Team must approve the candidate for Treasurer and designate which Executive Leadership Team member will serve as signatory.
- E. Executive position candidates must have served at least one year on the leadership team.
- F. A call for nominations shall take place in February. Elections shall take place in March and will be conducted by online vote. Members who are current in their dues by January 1st will receive a ballot to vote. The election committee will handle all nominations and elections. Any member in good standing may nominate an active member in good standing for the positions of President-Elect, Vice-President, Secretary, and Treasurer.



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Section 4. In the event the office of President becomes vacant, the President-Elect or Vice-President shall secede 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) Serve as liaison to the national association.
 - (4) Make appointments, if necessary, to fill vacancies in offices and on the Executive Committee.
 - (5) Call special Executive Committee meetings when necessary.
 - (6) Appoint committees as necessary.

- B. The President-Elect or Vice President shall assist the President and shall:
 - (1) Preside at meetings in the absence of the President.
 - (2) Provide guidance to committees and affinity groups.
 - (3) Oversee Membership recruitment.
 - (4) Perform other duties assigned by the President.

- D. The Secretary shall:
 - (1) Record and distribute the minutes for all meetings.
 - (2) Announce meetings and special events.
 - (3) Ensure that marketing and communication for the chapter is effective.
 - (4) Maintain all organizational records including a current roll of the membership.

- E. The Treasurer shall:
 - (1) Be responsible for the collection of membership dues.
 - (2) Be responsible for preparation and maintenance of the budget, including an annual report to the membership.
 - (3) Maintain proper financial records and file an annual financial report with the AAWCC Regional Director and the AAWCC Vice President for Finance.
 - (4) Verify current membership status for the annual report.

- F. Specific duties for each role may be adjusted as needed.



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ARTICLE V. Directors and Campus Representatives

- Section 1. As a regional chapter, each institution shall appoint a campus representative or co-representatives. Campus representatives play a critical role in serving as liaisons to the chapter and representing the voice of each college.
- A. Each campus representative will be expected to serve a two-year term.
 - B. Terms shall begin in June - year one and end in May - year two.
 - C. Each campus shall have one vote representation on the leadership team.
 - D. At least one representative from each campus is expected to attend the leadership team meetings or send a proxy.
- Section 2. The president may appoint Directors to fulfill needed roles within the chapter.
- A. Directors' two-year terms shall begin in June - year one and end in May - year two.
 - B. Director roles may include, but are not limited to:
 - 1. Director of Communications and Marketing
 - 2. Director of Organizational Effectiveness and Special Projects
 - 3. Professional Development and Events Coordinator
 - C. Directors are considered to be voting members of the leadership team.

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 *SDCAAWCC*. Elective and referendum matters must go to the *SDCAAWCC Chapter* as a whole.
- Section 2. **Standing Committees**
The *SDCAAWCC* President appoints members to Standing Committees. Each committee may select its chair. Existing committees are: Membership, Programing (includes Fundraising), and Affinity Groups. Standing Committees may be added or changed by a simple majority vote of the membership.
- Each committee reports to the officer in charge of that function. All committees are responsible to the President-Elect/Vice President.



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Section 3. Special Committees

The *SDCAAWCC* President will appoint members to special committees, provide the charge to the committee, and designate the reporting process.

ARTICLE VI. MEETINGS AND ACTIVITIES

Section 1. The *SDCAAWCC* shall conduct at least four (4) meetings or activities per year. Guests may be included in activities, although there may be an increased fee for non-members.

Section 2. All events displaying the *SDCAAWCC* logo must be approved by the chapter President and Executive Team and must be promoted primarily as chapter events. Events shall follow guidelines for chapter events.

Section 3. *SDCAAWCC* logo may only be used with the express consent of the chapter Executive Team for events and otherwise.

ARTICLE VII. FIDUCIARY RESPONSIBILITY

As this is a Regional Chapter, all dues paying Region X institutions are members of the San Diego & Imperial Counties Community Colleges Association (SDICCCA). San Diego Mesa College will maintain fiduciary responsibility for the *SDCAAWCC* funds, consistent with all SDICCCA collaborations, where one member institution will maintain fiduciary responsibility for a given program. As such, the person elected to the role of Treasurer should be an employee of the San Diego Community College District unless a SDCCD candidate cannot be found. If the Treasurer is not an SDCCD employee, all fiduciary forms must be signed and processed by the highest ranking SDCCD officer.

ARTICLE VIII. REPORTS

SDCAAWCC 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 Finances]
- semi-annual activity report [submit to Regional Director]

~~PETITION FOR LOCAL CHAPTER OR STATE SECTION STATUS~~



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College Affiliation: San Diego Regional Chapter - Hosted by San Diego Mesa College (Regional Member Colleges include - members from the following colleges may be members: Cuyamaca College, Grossmont College, Imperial Valley College, MiraCosta College, San Diego City College, San Diego College of Continuing Education, San Diego Mesa College, San Diego Miramar College, Southwestern College, the Grossmont-Cuyamaca Community College District, and the San Diego Community College District Offices)

institutions in the area are also members)

Address: 7250 Mesa College Drive

San Diego CA 92111

Initial Contact: _____

Phone: (619)388-2598 **FAX:** _____

Date Submitted: 27 February 2023

Region: Western

We, the undersigned, valuing and respecting the goals and aims Of the American Association for Women in Community Colleges, herein petition the Board of Directors of AAWCC to formally recognize our local/state association as a (*Local Chapter or State Section*) of AAWCC and to acknowledge the undersigned as charter members of said (*chapter/section*).

We agree to recognize and conform to all policies, procedures, and standards of the American Association for Women in Community Colleges.

Attached are bylaws approved by our association on (date). Officers of this association duly elected on (date) are:

President: Dr. Edeam Onwuchekwa Jonah

President-Elect: _____

Secretary: _____

Treasurer: Dr. Veronica Gerace (Acting), Immediate Past President



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CHAPTER OFFICERS

Chapter Name *The San Diego Chapter of the American Association of Women in Community Colleges*

Address(es)

(List multiple campuses if appropriate) _____ Phone FAX

President _____

President Elect _____

VP Membership _____

Secretary _____

Treasurer _____

Program _____

Other _____

Key Contact Person _____

Number of Members _____

Are there chapter dues? **Yes** No



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If so, what amount \$20 how often collected annually

Do you collect National AAWCC dues at the same time you collect chapter dues?

Yes No