

CONSTITUTION AND BYLAWS

ASSOCIATION FOR WOMEN IN SCIENCE, NORTHWEST OHIO CHAPTER

CONSTITUTION

Article I. Name and Affiliation

The name of this organization is the Association for Women in Science, Northwest Ohio Chapter, hereinafter referred to as AWIS-NWO. AWIS-NWO 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 purposes 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 contribution 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 recognition of individual women scientists in order to advance the above goals.

Article III. Membership

SECTION 1: Any individual who is a member of the National AWIS and who supports the purposes of AWIS-NWO 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-NWO shall have voting privileges.

Article IV. Authority

SECTION 1: AWIS-NWO shall abide by the Constitution and Bylaws of National AWIS.

SECTION 2: AWIS-NWO 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 at any time by a member 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 of 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 the National AWIS for review and approval.

BYLAWS

Article 1. Executive Board

SECTION 1: The Executive Board shall consist of the President, Past President, President-Elect, Secretary, Treasurer, and Chairs of the Membership and Program Committees. The Secretary and Treasurer may be the same person. The Executive Board shall serve as the policy body of AWIS-NWO.

SECTION 2: The President, President-Elect, Secretary, and Treasurer shall be elected by the members of AWIS-NWO. The term of office shall be for one year, beginning June 1 after their election. 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 becomes vacant, a special election for a replacement shall be held. If the office of Secretary or Treasurer becomes vacant, an interim appointment shall be made 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 elected members of the Board. If the vote is not unanimous, but is at least 2/3 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: Four members of the Executive Board shall constitute a quorum that is required for business to be transacted. This should include at least half of the elected officers.

Article II. Duties of Officers

SECTION 1: The President shall:

- a. Preside at Chapter meetings of AWIS-NWO and at meetings of the Executive Board.
- b. Represent AWIS-NWO at national meetings of AWIS.
- c. Coordinate business and affairs of AWIS-NWO.
- 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 liaison for AWIS-NWO to National AWIS, receiving and responding to communications from National AWIS.

- f. Submit the AWIS-NWO 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 President 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-NWO 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-NWO.
- d. Keep an up-to-date roster of AWIS-NWO 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-NWO.
- b. Maintain financial records for AWIS-NWO.
- c. Prepare and present a financial report annually to the membership and to AWIS-NWO 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 disseminate information about membership in National AWIS.

b. The Program and Publicity Committee shall arrange and publicize Chapter activities. At least one member of the Program and Publicity Committee shall be a student.

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 President, with the approval of a majority of the Executive Board, to serve a term coinciding with the tenure of that President. Any member in good standing with the Chapter may serve on any committee.

Article IV. Nominations and Elections

SECTION 1: An election shall be held once each year to fill the offices of President-Elect, Treasurer, and Secretary for the next term. This election will be held no later than two months prior to the expiration of the current term of office.

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-NWO.

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. Ballots shall be marked and returned on paper.

SECTION 4: Ballots should be counted by at least 3 members of the Nominations and Elections Committee within 10 days after 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, by mail, or on the website.

Article V. Dues and Membership

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: There shall be at least one business meeting of the chapter per year. Special meetings may be called by the President. Chapter activities will occur regularly.

SECTION 2: The Executive Board shall meet at least once a semester to review previous chapter activities and plan future activities. Executive Board meetings shall be open to members of AWIS-NWO.

Article VII. Annual Report

The Executive Board shall prepare an Annual Report, summarizing the activities and financial status of AWIS-NWO 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-NWO must provide the National Headquarters with the following information:

- a. The Chapter's current address and the name, telephone number and e-mail address, if available, of the primary contact person. National AWIS must be notified when there is any change in this information.
- b. A list of the Chapter officers within 30 days of their election, including addresses and phone number. AWIS-NWO must notify National AWIS of any changes in these offices, or in their addresses or phone numbers.
- c. A copy of the AWIS-NWO annual report by April 30 of each year.

Article IX. 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 National AWIS for review and approval.

Article XII. Dissolution

SECTION 1: In the event of the dissolution of AWIS-NWO, 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 record of the chapter.

Article XIII. Parliamentary Procedure

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