



Chapter Bylaws

Wake Technical Community College Chapter

of the AMERICAN ASSOCIATION for WOMEN in COMMUNITY COLLEGES

ARTICLE I. NAME

The name of this organization shall be the Wake Technical Community College Chapter of the American Association for Women in Community Colleges (hereinafter referred to as 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 purposes of this organization shall be to:

- Support community college women in leadership roles.
- Assist community college women in achieving their professional goals.
- Build a supportive community for women in community colleges.
- Promote the equitable and just treatment of women in community colleges.

ARTICLE III. MEMBERSHIP

- Section 1. Active membership is open to any person employed by or enrolled in Wake Technical Community College or who supports the purposes of the Association.
- Section 2. Membership shall become effective upon payment of AAWCC annual dues and Wake Technical Community College Chapter dues and shall remain in good standing with payment of all current year dues. The amount of AAWCC dues shall be fixed by the national Board of Directors and the additional amount for the Wake Technical Community College Chapter dues shall be fixed by the Executive Committee or membership of the chapter.
- Section 3. The local Chapter 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.
- 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.

ARTICLE IV. OFFICERS

- Section 1. The officers of this organization, each of whom must be a national member in good standing, shall be President, Vice President, Vice President of Membership, Secretary, and Treasurer.

- Section 2. Officers shall serve for a term of one year or until their successors have been duly elected and installed.
- Section 3. Officers shall be elected every May. A Nominations Work Group made up of no less than three active, volunteer members will determine a slate of candidates by April of each year.
- Section 4. In the event the office of President becomes vacant, the Vice President 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 position for the remainder of the 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 external entities.
 - (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 Work Groups as necessary.
 - B. The Vice President shall assist the President and shall:
 - (1) Preside at meetings in the absence of the President
 - (2) Perform other duties assigned by the President.
 - C. The Secretary shall:
 - (1) Record and distribute the minutes for all meetings.
 - (2) Maintain all organizational records including a current roll of the membership.
 - D. The Treasurer shall:
 - (1) Be responsible for the deposit of membership dues.
 - (2) Be responsible for preparation and maintenance of the budget, including, but not limited to, 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 against the records of the Vice President of Membership for the annual report.
 - E. The Vice President of Membership shall:
 - (1) Maintain the roll of members.
 - (2) Be responsible for the collection of membership dues.

- (3) Be responsible for membership recruiting and retention.

ARTICLE V. EXECUTIVE COMMITTEE AND WORK GROUPS

Section 1. Executive Committee

- A. The elected officers and chairs of all Work Groups are the members of the Executive Committee.
- B. The Executive Committee has authority to conduct all executive and administrative functions of the Wake Technical Community College chapter. Elective and referendum matters must go to the Wake Technical Community College Chapter as a whole.
- C. To ensure continuity of leadership, the Executive Committee shall be divided into three groups of three members each with rotating three-year terms. Executive Committee members may serve a maximum of three consecutive three-year terms.

Upon formation of the Wake Technical Community College Chapter, the first Executive Committee will be divided into three groups comprised of up to two officers each, as follows:

- (1) Group A will serve a full, three-year term on the Executive Committee.
- (2) Group B will serve an initial term of two years on the Executive Committee.
- (3) Group C will serve an initial term of one year on the Executive Committee.

To maintain equal distribution of members in each group, position vacancies will be filled by majority vote of the remaining Executive Committee members; the new member will serve out the remaining term of the vacated position.

Section 2. Work Groups

The Wake Technical Community College Chapter Executive Committee appoints chairs of Work Groups to include: Governance, Program, Nominating, Finances, and Communication.

Each Work Group reports to the Work Group Chair. Each Work Group Chair reports to the President.

Section 3. Special Work Groups

The Wake Technical Community College Chapter Executive Committee will appoint members to Special Work Groups, provide the charge to the Work Group, and designate the reporting process.

ARTICLE VI. MEETINGS AND ACTIVITIES

The Wake Technical Community College Chapter shall conduct at least four (4) meetings or activities per year. Guests may be included in activities, although a non-member fee may be assessed for guests.

ARTICLE VII. REPORTS

Wake Technical Community College Chapter officers will report to the appropriate AAWCC national officers information that includes, but is not limited to:

- Annual officer election [submit to Regional Director] assurance of membership [submit to Vice President for Membership]
- Annual financial report [submit to Regional Director and Vice President for Finances]
- Semi-annual activity report [submit to Regional Director]

ARTICLE VIII. AMENDING THE BYLAWS

The Executive Committee of the Wake Technical Community College Chapter may amend these Bylaws by majority vote at any regular or special meeting with thirty days' notice to the membership for comments on all proposed changes. Amendments to the bylaws will require a two-thirds majority vote of the Executive Committee.

PETITION FOR LOCAL CHAPTER OR STATE SECTION STATUS

College Affiliation: Wake Technical Community College

Address: 9101 Fayetteville Rd
Raleigh, NC 27603

Initial Contact: HollyAnn Nye Rogers

Phone: 919-866-5080 FAX: n/a

Date Submitted: September 25, 2018, revised November 26, 2018 to change chapter name,
as requested by the national AAWCC Board of Directors

Region: 2

We, the undersigned, valuing and respecting the goals and aims of the American Association for Women in Community Colleges, herein petition the AAWCC Board of Directors to formally recognize the Wake Technical Community College Chapter as a local association of the AAWCC and to acknowledge the undersigned as charter members of said chapter.

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 September 6, 2018. Officers of this association duly elected on September 25, 2018 are:

President: HollyAnn Nye Rogers, MNM

Vice President: Katie Gailes, MBA

Secretary: Beverly House, AS, AAS

Treasurer: Donna Hawkins, PhD

Vice President of Membership: Denise Barton, PhD

We request that the chapter be designated as Wake Technical Community College Chapter.

FOR REGIONAL DIRECTOR USE:

Endorse _____

Forward only _____ Signature _____

Recommendation attached _____ Date _____

LIST OF ALL NATIONAL MEMBERS. (Attach additional sheets as necessary).

A minimum of ten (10) national members are required to be recognized as a chapter state section. **ALL MEMBERS MUST BE NATIONAL MEMBERS.**

Name	Address	Phone	Membership Expires
Katie Gales, MBA	9101 Fayetteville Rd, Raleigh, NC 27603	919-335-1004	June 30, 2019
Carrie Bartek, EdD	9101 Fayetteville Rd, Raleigh, NC 27603	919-866-5586	June 30, 2019
HollyAnn Nye Rogers, MNM	9101 Fayetteville Rd, Raleigh, NC 27603	919-866-5080	June 30, 2019
Donna Hawkins, PhD	9101 Fayetteville Rd, Raleigh, NC 27603	919-335-1235	June 30, 2019
Gayle Greene, EdD	9101 Fayetteville Rd, Raleigh, NC 27603	919-866-5143	June 30, 2019
Denise Barton, PhD	9101 Fayetteville Rd, Raleigh, NC 27603	919-866-5205	June 30, 2019
Beverly House, AS, AAS	9101 Fayetteville Rd, Raleigh, NC 27603	919-866-5293	June 30, 2019
Maria Lafuente Fister, MEd	9101 Fayetteville Rd, Raleigh, NC 27603	919-866-5850	June 30, 2019
Monica Gemperlein, MEd	9101 Fayetteville Rd, Raleigh, NC 27603	919-334-1520	June 30, 2019
Laveda Joseph, MA	9101 Fayetteville Rd, Raleigh, NC 27603	919-866-5364	June 30, 2019

CHAPTER OFFICERS

Chapter Name: Wake Technical Community College Chapter

Address(es): 9101 Fayetteville Rd., Raleigh, NC 27603
919-866-5000

President: HollyAnn Nye Rogers, MNM

Vice President: Katie Gales, MBA

Secretary: Beverly House, AS, AAS

Treasurer: Donna Hawkins, PhD

Vice President of Membership: Denise Barton, PhD

Key Contact Person: HollyAnn Nye Rogers

Number of Members: 10

Are there chapter dues? Yes

If so, what amount? \$30 How often collected: Annually

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

Yes