

BYLAWS

Article I. Executive Board

Section 1: The Executive Board shall consist of a President, Past-President, President-Elect, Vice Presidents for Programs, Finance, Communications and Public Relations. The Executive Board shall serve as the Policy Body of the Washington D.C. Metropolitan Chapter.

Section 2: The President, and above listed Vice Presidents, shall be elected by the members of the Washington DC Metropolitan Chapter. The term of office shall be for one year, starting January 1.

Section 3: If any elected officer is unable to serve a full term, a new officer shall be appointed by a majority vote of the remaining members of the Executive Board.

Section 4: Elected members of the Executive Board may be removed from office by a unanimous vote of all the remaining voting members of the Board. The member who has been removed shall have the right to appeal directly to the membership by a ballot vote. If the vote of the Board is not unanimous, but is at least 2/3 in favor of removing the member, the Board may refer the matter to the membership for a ballot vote.

Article II. Duties of Officers

Section 1: The President shall:

- a. Preside at chapter meetings of the Washington DC Metropolitan Chapter and at meetings of the Executive Board.
- b. Represent the Washington DC Metropolitan Chapter at national meetings of AWIS.
- c. Coordinate the business and affairs of the Washington DC Metropolitan Chapter.
- d. Appoint persons to non-elected positions on 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 the Washington DC Metropolitan Chapter to National AWIS, receiving and responding to communications from National AWIS.
- f. Submit the Washington DC Metropolitan Chapter 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 Vice President for Programs 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. Plan the programs and activities of the Washington DC Metropolitan Chapter.
- d. Become the chair of the standing programs committee.
- e. Be empowered to establish standing and ad hoc committees as she/he sees necessary to perform chapter functions.
- f. Be responsible for creating necessary committees and monitor their progress by regular reporting of committee chairs.
- g. 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 VP of Programs in the performance of their duties.
- b. Chair the nominations and elections committee.
- c. Perform other duties incident to the office as required by the Constitution and Bylaws or by the Executive Board.

Section 4: The President Elect shall:

- a. Assist the President and VP of Programs in the performance of their duties during the transitional period.
- b. Perform other duties incident to the office as required by the Constitution and Bylaws or by the Executive Board.

Section 5: The Vice President of Finance shall

- a. Receive from National AWIS 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 the Washington DC Metropolitan Chapter.
- b. Maintain financial records for the Washington DC Metropolitan Chapter.
- c. Prepare and present a financial report annually to the membership and to the Executive Board when requested. This report shall be a part of the Washington DC Metropolitan Chapter Annual Report.
- d. Perform other duties incident to the office as required by the Constitution and Bylaws or by the Executive Board.

Section 6: The Vice President of Communications shall

- a. Keep minutes of Chapter meetings and Executive Board meetings.
- b. Keep an up to date roster of the Washington DC Metropolitan Chapter members.
- c. Record amendments to the Constitution and Bylaws approved by the membership.
- d. Coordinate the receiveing and maintaining of all records of correspondence to the Washington DC Metropolitan Chapter.
- e. Disseminate notices to the membership.
- f. Perform other duties incident to the office as required by the Constitution and Bylaws or by the Executive Board.

Section 7: The Vice President of Public Relations shall

- a. Prepare and distribute to all members of the chapter meeting announcement and agenda for each chapter meeting in advance of the meeting.
- b. Be responsible for recruiting and retaining chapter membership.
- c. Oversee all aspects of managment of the DC Metropolitan Chapter web site, including oversight of content and ensuring that the webmaster is keeping site current and interactive.
- d. 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 program committee, chaired by the Vice President for Programs
- b. The nominations and elections committee, chaired by the Past-President

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 or VP of Programs with approval of the Executive Board, to serve a term coinciding with the tenure of that President. The Chair of each committee must be a full member of the chapter. The chair will prepare a report to the VP for programs on a quarterly basis on the committee progress or upcoming events.

Section 4: Any member or associate in good standing with the Chapter may serve on any committee.

Article IV. Nominations and Elections

Section 1: An election shall be held once every year to fill the offices of President, Vice President, Treasurer, Recording Secretary, and Corresponding Secretary for the next term. This election shall be held no later than two months prior to the expiration of the current term.

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 the Washington DC Metropolitan Chapter.

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.

Section 4: Ballots shall be counted by at least 3 members of the Nominations and Elections Committee within 10 days after the ballot due date. The results of the election are to be announced to the membership within one month of the election.

Article V. Dues and Membership

Section 1: The annual membership dues for the Washington DC Metropolitan Chapter shall be established by the Executive Board and shall be paid through National AWIS together with dues for National AWIS. Members in good standing are those whose annual dues are recorded as paid up 30 days prior to any claim for membership benefits.

Section 2: Any member whose annual dues assessment is two months in arrears shall cease to be a member of the Association. Written notice shall be sent to members notifying them that their membership will be terminated at least 30 days prior to the termination date. Reinstatement will be made after receipt of dues by National AWIS and notice to the VP for Finance.

Article VI. Meetings

Section 1: Chapter meetings shall be held on a regular basis, at least four times a year. Special meetings may be called by the President. Notice of meetings shall be given through the chapter electronic list.

Section 2: The Executive Board shall meet at least once a year to review past chapter activities and plan future activities and projects. Executive Board meetings shall be open to members of the Washington DC Metropolitan Chapter.

Article VII. Annual Report

The Executive Board shall prepare an Annual Report, summarizing the activities and financial status of the Washington DC Metropolitan Chapter 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

Section 1:

As a chapter of National AWIS, the Washington DC Metropolitan Chapter must provide the National Headquarters with the following information:

- a. The Chapter's current address and the name and telephone number of a primary contact person. National AWIS must be notified when there is any change in this information.
- b. A list of the Chapter officers within thirty days of their election, including addresses and phone numbers. The Washington DC Metropolitan Chapter must notify National AWIS of any changes in those Officers, or in their addresses or phone numbers.
- c. A copy of the Washington DC Metropolitan Chapter's Annual Report by August 31 of each year.

Article IX. Affiliation with other organizations

Upon approval of the Executive Board, the Washington DC Metropolitan Chapter may hold membership in other organizations having a purpose similar to that of the Chapter.

Article X. Amendments

Amendments to the Bylaws may be submitted at any time to the Executive Board for review. The final version of any such amendment is to be submitted to the members of the Chapter for approval by ballot vote. A simple majority of the voting membership is required for ratification. Any approved amendments must also be submitted to National AWIS for review and approval.

Article XI. Dissolution

Section 1: In the event of the dissolution of the Washington DC Metropolitan Chapter, 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 records of the Chapter.

Article XII. Parliamentary Procedure

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