



The Association for  
**Women in Communications**

**THE ASSOCIATION FOR WOMEN IN COMMUNICATIONS CHAPTER BYLAWS**  
*Revised 2008*

NOTE: Chapters may modify these bylaws to meet their needs, provided no substantive changes are made. Chapters must send a copy of their bylaws, as adopted, to association headquarters.

**ARTICLE I – NAME**

The name of this chapter shall be the (\_\_\_\_\_) Professional Chapter of The Association for Women in Communications.

**ARTICLE II – OBJECT**

**Section A. Definition.** This chapter shall be a nonprofit, professional organization for men and women in journalism and communications.

**Section B. Purposes.** The purposes of this chapter shall be those of the international organization. The Association for Women in Communications is a professional organization that champions the advancement of women across all communications disciplines by recognizing excellence, promoting leadership and positioning its members at the forefront of the evolving communications era.

**ARTICLE III – MEMBERS**

**Section A. Qualifications.** Membership is open to all persons who satisfy the conditions for membership set forth in these bylaws, regardless of race, color, religion, gender, age, national origin, marital status, disability or sexual orientation.

**Section B. Classifications.** Classes of membership in chapters shall be:

1. Professional, as defined in the international bylaws
  - Professionals with a minimum of two years experience and achievement in professional communications.
  - Student members upon termination of college work
2. Student, as defined in the international bylaws --
  - Individuals who are working full-time toward a degree (graduate or undergraduate), who demonstrate a commitment to a communications career and above average scholarship. No student member may join the association within three months of graduation.
3. Chapter honorary membership –  
Conferred by the chapter upon individuals of local distinction who have made a significant contribution to communications or who have advanced the objectives of The Association for Women in Communications.

**Section C. Good Standing.** Members in good standing are those whose current international and chapter dues are paid and who comply with the requirements of the international bylaws and these chapter bylaws.

**Section D. Admission.** Individuals qualified for membership in The Association for Women in Communications may apply or be invited to join the chapter.

**Section E. Privileges.**

1. Professional and student members in good standing may vote and hold elective or appointive office at the chapter and international level.
2. Honorary members have no voice or vote and may hold no elective or appointive office.
3. Members in good standing may transfer membership from one chapter to another.
4. Only members in good standing may attend meetings of the association at the member rate.

**ARTICLE IV - DUES AND FEES**

**Section A. Application Fees.** Application fees and international and chapter dues shall accompany the application for membership.

**Section B. Chapter Dues.** Chapter dues shall be set by majority vote of those present at a regular business meeting, provided that notice of pending vote to change the dues structure has been published in the meeting notice, or otherwise circulated to the membership prior to the meeting at which the vote is taken. Chapters may give discounts to first year graduates, retired professional members, student members, faculty advisors and group membership plan members.

**Section C. Date Payable.** International and chapter dues are payable annually on or before the member's anniversary date.

**Section D. Honorary Members.** Honorary members shall pay no membership dues or fees.

**ARTICLE V – ORGANIZATION**

**Section A. Number of Members.** The chapter shall consist of a minimum of eight members in good standing, as defined in these bylaws. No individual shall be a "local only" member. Affiliation with the international association is required for all members of a local chapter.

**Section B. Annual Business Meeting Representative(s).** The chapter's representative(s) and alternate(s) shall be appointed by the president or board of directors from among members in good standing.

**ARTICLE VI – MEETINGS**

**Section A. Regular Meetings.** Meetings shall be held at least quarterly, with at least four professional programs/projects each year.

**Section B. Special Meetings.** Special meetings may be called by the president or three members of the board of directors.

**Section C. Quorum.** A quorum for any regular or special meeting shall consist of twenty-five percent of the chapter's members in good standing.

**ARTICLE VII - NOMINATIONS AND ELECTIONS**

**Section A. *Nominations Committee.*** A nominating committee consisting of at least three members shall be appointed by the board of directors. It shall be the duty of this committee to call for nominations for office from the membership, as well as to seek at least one candidate for each office for which no nominations were received. The slate of candidates shall be presented to a meeting of the membership of the chapter, at which time additional nominations may be made from the floor for any office.

**Section B. *Elections.*** All officers shall be elected by the close of the academic year to serve for one year or until their successors are elected. A majority shall elect. In the event of more than one candidate for an office, voting shall be by ballot. All terms of office being June 1, or as set by the chapter.

## **ARTICLE VIII - OFFICERS AND COMMITTEES**

**Section A. *Titles of Officers.*** The officers shall include a president, a president-elect, a vice president, secretary and treasurer. Their duties shall be those normally incumbent with the respective offices and those specified in these bylaws and the manual for professional chapter operations. Other officers may be designated by the executive board. An individual may hold two offices. Other officers may be designated by the executive board and the officer structure may be altered by the executive committee.

**Section B. *Eligibility.*** All officers and committee chairs must be members in good standing.

**Section C. *Vacancies.*** A vacancy occurring in an office shall be filled by a majority vote of the board of directors.

### **Section D. *Duties of Officers.***

1. President. The president shall preside at all meetings of the chapter and the board of directors and shall serve as an ex-officio member of all committees except the nominations committee.
2. President-elect. The president-elect shall perform those duties assigned by the president and the board of directors and shall be in training for the presidency.
3. Vice President. The vice president shall perform the duties of the president in the absence or incapacity of the president.
4. Secretary. The secretary shall keep a correct record of the proceedings of all meetings of the chapter and the board of directors shall transmit those records to his/her successor.
5. Treasurer. The treasurer shall keep records of all financial reports, collect fees and dues from applicants, forward required moneys to headquarters, pay out moneys when directed by the chapter of the board of directors, and provide necessary information for required reports to association headquarters. The treasurer shall supply other officers with the names of chapter members who have paid dues and shall transmit records and chapter moneys to a successor.
6. Past President. The past president shall serve in an advisory capacity and shall perform those duties assigned by the president and board of directors.

**Section E. *Executive Board.*** The executive board consists of the aforementioned officers.

**Section F. Committees.** The chapter may have standing committees, special committees and/or task forces at the discretion of the chapter's board of directors.

## **ARTICLE IX - FINANCIAL OPERATIONS, CONTRACTS, CHECKS, DEPOSITS AND FUND**

**Section 1. Fiscal Year.** The fiscal year of the chapter shall begin June 1 and end on May 31, or any other one year period as designated by the board of directors.

**Section 2. Contracts.** The board of directors may authorize any officer or officers, agent or agents of the chapter, in addition to the two officers so authorized by these bylaws, to enter into any contracts or execute and deliver any instrument in the name of and on behalf of the chapter, and such authority may be general or confined to specific instances.

**Section 3. Checks, Drafts, etc.** All checks, drafts or orders for the payment of money, notes or other evidence of indebtedness issued in the name of the chapter shall be signed by such officer or officers, agent or agents of the chapter and in such manner as shall from time to time be determined by resolution of the board of directors. In the absence of such determination by the board of directors, such instruments shall be signed by the treasurer and countersigned by the president or vice president/president-elect of the chapter.

**Section 4. Deposits.** All funds of the chapter shall be deposited in a timely manner to the credit of the chapter in such banks, trust companies or other depositories as the board of directors may select.

**Section 5. Budgeting.** All major projects, services, programs, events and activities conducted by the chapter shall follow fiscally sound practices, procedures and guidelines. Any exceptions to this shall require a special resolution, approved by a two-thirds majority vote, by the board of directors.

**Section 6. Books and Records.** The chapter shall keep correct and complete books and records of accounts and shall also keep minutes of the proceedings of its board of directors and committees having any authority of the board of directors and shall keep at its registered or principal office a record giving the names and addresses of the members of its board of directors. The chapter shall file all tax reports as may be required by local, state or federal governments.

## **ARTICLE X - BOARD OF DIRECTORS**

**Section A. Composition.** The board of directors shall consist of the chapter's elected officers and chairs of the standing committees. The immediate past president shall be a voting member of the board of directors.

**Section B. Duties of the board of directors.** The board of directors shall conduct routine business of the chapter, except those matters requiring a vote of the membership.

**Section C. Quorum.** A majority of the members of the board of directors shall constitute a quorum.

## **ARTICLE XI – DISSOLUTION**

**Section A. Use of Funds.** The chapter shall use its funds only to accomplish the objectives and purposes specified in these bylaws and no part of said funds shall inure or be distributed to members of the organization.

**Section B. Dispersion of Funds.** Should the chapter be dissolved, any funds remaining shall be forwarded to The Association for Women in Communications headquarters or donated to nonprofit organization(s) with goals consistent with the AWC Mission, e.g. a university communications department.

## **ARTICLE XII - AMENDMENT TO BYLAWS**

**Section A. Method.** Chapter bylaws may be amended by a two-thirds affirmative vote of those present and voting at a regular chapter meeting, providing that the amendment, signed by two members in good standing, has been submitted in writing at the previous regular meeting, and provided the amendment does not conflict with the international bylaws.

**Section B. Filing.** Current chapter bylaws must be kept on file at the international headquarters of The Association for Women in Communications.

**ARTICLE XIII - PARLIAMENTARY AUTHORITY**

The current edition of Robert’s Rules of Order, Newly Revised shall govern this chapter in all cases not provided for in these bylaws or in specific rules adopted by the chapter.

These bylaws were enacted and approved on \_\_\_\_\_.  
Month Day, Year

Chapter President Printed Name: \_\_\_\_\_

Chapter President Signature: \_\_\_\_\_