

Association for Women in Science, Philadelphia Chapter

Constitution

Article I. Name and Affiliation

- Section 1. The name of this organization is the Association for Women in Science, Philadelphia Chapter, hereinafter referred to as AWIS-PHL.
- Section 2. AWIS-PHL 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 purpose of AWIS-PHL shall be to promote and support equal opportunities for women to enter the scientific professions and to achieve their career goals.

Article III. Membership

All persons who are members of National AWIS and who have paid chapter dues to AWIS-PHL shall be members of AWIS-PHL. All members of AWIS-PHL shall have voting privileges.

Article IV. Officers

- Section 1. Officers of AWIS-PHL shall be a President, President-Elect, Past President, Vice President, Secretary, and Treasurer. The office of Past President shall be filled by the most recent former President who is available and not currently holding another office.
- Section 2. All officers of AWIS-PHL shall constitute the voting members of the Executive Board.

Article V. Authority

- Section 1. AWIS-PHL shall abide by the Constitution and Bylaws of National AWIS.
- Section 2. AWIS-PHL shall establish Bylaws for the governance of AWIS-PHL.

Article VI. Amendments

- Section 1. Amendments to the Constitution shall be submitted in writing to the Executive Board. 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 ballot vote. A 2/3 majority of AWIS-PHL members voting is required for ratification.
- Section 2. Any approved amendments to the Constitution must also be submitted to National AWIS for review and approval.

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BYLAWS

ARTICLE I. Officers

Section 1. Election of Officers

A President-Elect, Vice President, Secretary and Treasurer shall be elected annually. For the first term, the membership shall also elect a president. The first term shall extend from the date of election until May 31, 1988, Subsequent terms shall begin on June 1 and end on May 31 of the following year. All officers and candidates for office shall be members in good standing of AWIS and AWIS-PHL.

Section 2. Duties of Officers

A. The President shall:

1. Preside at business meetings of AWIS-PHL and at meetings of the Executive Board.
2. Represent AWIS-PHL at national meetings of AWIS, or if unable to attend, shall appoint a representative of AWIS-PHL, preferably from the Executive Board.
3. Act as or appoint a liaison between AWIS-PHL and National AWIS, receive and respond to communications from National AWIS.
4. Coordinate the business affairs of AWIS-PHL.
5. Appoint persons to offices that become vacant with the approval of a majority of the Executive Board. If the office of President-Elect becomes vacant, the President, with the approval of the Executive Board will appoint a President-Elect who must be approved by a majority of the membership in a postal mail and/or electronic ballot.
6. Coordinate the selection of the Elizabeth Bingham Award winner.
7. Perform other duties incident to the office as required by the Constitution and Bylaws of AWIS-PHL.
8. Appoint persons to non-elected positions within the chapter with the approval of a majority of the Executive Board. These shall include committee chairs and other non-voting Executive Board members.
9. Submit the Annual Report to National AWIS.

B. The President-Elect shall:

1. Assist the President in conducting the business affairs of AWIS-PHL.
2. Perform all duties of the President in the absence, disability, or resignation of the President.
3. Appoint members to and chair the Nominations and Election Committee.
4. Perform other duties incident to the office as required by the Constitution and Bylaws of AWIS-PHL.
5. Assume the office of President at the end of the current term.

C. The Past President shall:

1. Assist the President and the President-Elect in the performance of their duties.
2. Coordinate the selection of the Travel Award winners.
3. Perform other duties incident to the office as required by the Constitution and Bylaws of AWIS-PHL or by the Executive Board.

D. The Vice President shall:

1. Chair the Program Committee.
2. Perform other duties incident to the office as required by the Constitution and Bylaws of AWIS-PHL.

E. The Secretary shall:

1. Keep minutes of chapter meetings and Executive Board meetings.
2. Prepare and distribute to all members of AWIS-PHL the agenda of each chapter business meeting at least one week before the scheduled meeting.
3. Report to the membership by postal mail and/or electronic means the results of any chapter elections, votes, or actions.
4. Receive all correspondence to AWIS-PHL and maintain all records of correspondence.
5. Coordinate with the Newsletter Editor on the production and distribution of the Chapter Newsletter, including distribution to National AWIS and other Chapters.
6. Prepare and oversee the distribution of meeting notices, announcements, and ballots as required. Distribution may be by USPS, electronic mail, and/or by posting on the chapter's web site.
7. Perform other duties incident to the office as required by the Constitution and Bylaws of AWIS-PHL.

F. The Treasurer shall:

1. Maintain financial records for AWIS-PHL.
2. Keep an up-to-date roster of AWIS-PHL members.
3. Receive all chapter dues and donations and keep these monies in authorized and insured financial institutions and disperse monies at direction of the Executive Board.
4. Advise the Executive Board of AWIS-PHL of its financial status at each Executive Board meeting.
5. Prepare and present a financial report annually to the Executive Board. This report shall be included in the AWIS-PHL Annual Report and shall be available to the membership upon request.
6. Perform other duties incident to the office as required by the Constitution and Bylaws of AWIS-PHL.

Section 3. Executive Board

A. Membership:

The Executive Board shall consist of the President, President-Elect, Past President, Vice President, Secretary, and Treasurer as voting members. Non-voting members may include: counselors, members-at-large, chairpersons of standing and ad hoc committees, editor of the newsletter, and webmaster, and all must be members in good standing of AWIS and AWIS-PHL.

B. Duties:

1. Establish other committees and appoint their chairpersons.

2. Schedule meetings of the Executive Board and chapter.
 3. Determine a business agenda for each meeting.
 4. Act for the members of AWIS-PHL between meetings.
 5. Executive Board shall at least three times a year. Special meetings may be called by the President.
- C. Four elected members of the Executive Board shall constitute a quorum. Each member has one vote. Members may participate in person or by teleconference.
- D. Elected members of the Executive Board may be removed from office by the unanimous vote of all remaining voting members of the Executive 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 officer who has been removed has the right to appeal directly to the membership by ballot vote.
- E. Other decisions by the Executive Board shall be reached by agreement of four elected members. In the event that such concurrence can not be reached, the issue shall be put before the membership of AWIS-PHL for a vote.

Article II. Dues and Membership

- Section 1. Annual chapter membership dues for AWIS-PHL shall be established by the Executive Board. The national AWIS office (which collects both national and chapter dues annually on the member's membership anniversary) shall be notified by the Treasurer of the cost of AWIS-PHL dues and of any changes in said amount as may be determined by the Executive Board in the future.
- Section 2. Membership in AWIS-PHL shall be forfeited if payment of dues (national and/or local) is delinquent for more than three months. Reinstatement will be made after notification by the national AWIS office that said dues have been paid.

Article III. Standing Committees

- Section 1. The Program Committee shall, with the approval of the Executive Board, arrange programs and other activities for the chapter meetings.
- Section 2. The Membership Committee will seek to expand the membership of the Chapter and assist the Secretary in membership-related duties.
- Section 3. The Chair of each Committee shall be appointed by the Executive Board to serve a term coinciding with the tenure of that Executive Board.
- Section 4. Members of each of these committees shall be appointed by the Chair of that committee.

Article IV. Meetings

Chapter meetings (business meeting and/or program meetings) shall be held on a regular basis, at least four times a year. Special meetings may be called by the President.

In lieu of a business meeting, matters may be brought to the chapter membership by postal mail and/or electronic means.

When decisions are made either at a business meeting or by postal mail and/or electronic means, the quorum shall be 20% of the membership.

Article V. Elections

- Section 1. A Nominations and Election Committee shall be appointed and chaired by the President-Elect, in January. They shall submit a ballot listing the offices and candidates along with a brief biography of each candidate to the Secretary no later than April 1.
- Section 2. The Secretary shall distribute the ballots by postal mail and/or electronic notification no later than April 15.
- Section 3. Voting may be by paper or electronic ballot. Ballots shall be due no later than May 10 and shall be counted by at least two members of the Nominations and Election Committee within 10 days for presentation to the membership within one month at the next meeting, by USPS, electronic mail, and/or by posting on the chapter web site.

Article VI. Responsibilities to National AWIS

As a Chapter of National AWIS, AWIS-PHL must provide the National Headquarters with the following information:

1. The Chapter's current address, email address, and the name and telephone number of a primary contact person as well as the chapter web site URL. National AWIS must be notified when there is any change in this information.
2. A list of the Chapter Officers within thirty days of their election, including address and phone number(s). AWIS-PHL must notify National AWIS of any changes in those offices, or in their addresses or phone numbers.
3. A copy of the AWIS-PHL Annual Report.

Article VII. Affiliation with other Organizations

Upon approval from the Executive Board, AWIS-PHL may hold membership in other organizations having a purpose similar to that of the Chapter.

Article VIII. Amendments and Modifications

Amendments and modifications to the Bylaws may be submitted to the Executive Board. Upon approval by the Executive Board, the amendment or modification shall be submitted to the membership for approval. A 2/3 majority of votes cast shall be required for approval of the amendment or modification. Any approved amendments must also be submitted to National AWIS for review and approval.

Article IX. Annual Report

The Executive Board shall prepare an Annual Report, summarizing the activities and financial status of AWIS-PHL for the previous fiscal year. The Annual Report shall be part of the Chapter record and available to the Chapter membership upon request.

Article X. Newsletter

A newsletter shall be published at regular intervals determined by the Executive Board. The Editor or Co-Editors shall be appointed by the Executive Board, and the term of office shall coincide with the Executive Board. Publication may be by paper and/or electronic means. The newsletter shall be posted on the web site and archived for at least one year following its publication date.

Article XI. Dissolution

In the event of dissolution of AWIS-PHL all assets will be donated to the AWIS Educational Foundation, in accordance with national AWIS guidelines and/or state regulations.

Article XII. Parliamentary Procedure

The chapter shall abide by Robert's Rules of Order, Newly Revised, whenever serious controversies arise.

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