

# **Bylaws of the Association for Women Geoscientists, Puget Sound Chapter**

## **Article I. Name**

Section 1. The name of the organization is the Association for Women Geoscientists, Puget Sound Chapter (AWG-PS). The organization is referred to as AWG-PS or the Chapter for purposes of these bylaws.

## **Article II. Chapter Status**

Section 1. The organization is a duly authorized Chapter of the Association for Women Geoscientists (AWG), a corporation with a principle office in the County of San Mateo, State of California.

Section 2. In the event of any conflict, the Bylaws of AWG shall take precedence over the Bylaws of the AWG-PS.

Section 3. The interests and goals of AWG-PS are in keeping with those of the Articles of Incorporation and Bylaws of AWG. The goals of the Association for Women Geoscientists are: 1) to encourage the participation of women in the geosciences, 2) to exchange educational, technical, and professional information, and 3) to enhance the professional growth and advancement of women in the geosciences.

## **Article III. Membership**

Section 1. Membership in AWG-PS shall be open to persons whose professional activities and interests are in keeping with the objectives of AWG.

Section 2. Members in good standing include all individuals, corporations, and institutions with paid up dues in AWG that have chosen affiliation with AWG-PS. AWG members who move to the Puget Sound area may change their affiliation to the Puget Sound Chapter by notifying the AWG and AWG-PS secretaries.

Section 3. Each individual Chapter member shall have the right to vote in chapter elections and other rights as provided by these Bylaws or as provided by law. Membership rights and all title to and interest in AWG-PS shall cease upon the termination of membership.

Section 4. Corporate and institutional members shall not have the right to vote or hold office.

Section 5. Nonmember subscribers with interest in the activities of the Chapter will receive the

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Chapter newsletter for a small fee determined by the AWG-PS Board of Directors. Nonmember subscribers shall not have the right to vote in chapter elections or hold office, but may participate in the activities of AWG-PS.

#### **Article IV. Membership Meetings**

Section 1. All meetings will be held at the request of the AWG-PS Board of Directors, who shall determine the times and places of meetings. The members will be notified of the time, place, and purpose of meetings through an announcement in the newsletter or by e-mail/mail.

Section 2. No less than twenty (20) days notice shall be given before any membership meeting at which a vote of the membership is required to transact business. At any meeting of members of AWG-PS, the presence of one-fourth (1/4) of the Chapter members shall constitute a quorum. No business may be transacted at a meeting without a quorum.

#### **Article V. AWG-PS Board of Directors**

Section 1. The AWG-PS Board of Directors (the Board) shall have the authority to conduct chapter business between membership business meetings and shall function as an executive committee.

Section 2. The Board shall include the current Chapter President, Vice-President, Secretary, and Treasurer. These officers shall be members in good standing affiliated with the Chapter and shall be elected as outlined in these Bylaws. Offices may be shared or combined as long as there is a minimum of three separate elected officers serving as President, Secretary, and Treasurer. Non-elected Board members shall include any Chapter member who is a Regional or Alternate Delegate to the AWG Board of Directors and chairs of any standing committees.

Section 3. The Chapter President shall serve as chair of the Board, shall assure that AWG and AWG-PS policy is observed, shall appoint the chairs of all committees subject to approval of the Board and shall perform duties as directed by the Board.

Section 4. The Chapter Vice-President shall assist the President and, in the absence or inability of the President, shall perform the duties of that office.

Section 5. The Chapter Secretary shall keep a record of the proceedings of the meetings of the Chapter and Board, shall keep the records of Chapter membership, and shall conduct correspondence not specifically assigned to others. The Chapter Secretary shall correspond with and respond to all requests of the AWG Secretary.

Section 6. The Chapter Treasurer shall have custody of all the funds of the Chapter, shall disperse these funds in accordance with Board approval and shall make regular reports to the

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membership and Board. The Chapter Treasurer shall be required to send a financial report covering all income such as from dues rebates, donations and grants, and expenses or other disbursements, every six (6) months to the AWG Treasurer, or as required by the AWG Board of Directors. The Chapter Treasurer shall be responsible for all income reporting and tax requirements of the jurisdiction under which the Chapter is organized. This requirement is met when the regular financial reports are submitted to AWG.

Section 7. All Chapter officers shall serve as the liaison to the corresponding AWG officer.

Section 8. Candidates for the positions of President and Vice-President shall be limited to three (3) consecutive terms of office of one (1) year each. Candidates for the positions of Secretary and Treasurer shall be limited to two (2) consecutive terms of two (2) years each. The positions of Secretary and Treasurer shall be elected in alternate years. All terms shall run from October 1 through September 30.

Section 9. A Board member may be removed from the Board for non-performance of duties and responsibilities by a unanimous vote of the other Board members.

Section 10. Vacancies on the Board shall be filled by appointment by the Chapter President with a concurring majority vote of the Board.

Section 11. At any meeting of the Board, the presence of three (3) board members shall constitute a quorum. In the absence of a quorum, no business can be transacted at the meeting. Business of the Board may be conducted by electronic mail or teleconference.

Section 12. The Chapter President shall submit an annual activity report to the AWG Secretary one month before the end of the fiscal year or as required by the AWG officers.

## **Article VI. Election of Officers**

Section 1. Each year, the Board shall solicit at least one candidate from the membership of AWG-PS for each of the open officer positions. All candidates must be AWG-PS members in good standing.

Section 2. The candidates shall be announced in the Chapter newsletter and a ballot may be enclosed at that time or mailed or e-mailed separately, but distributed no later than August 15<sup>th</sup>.

Section 3. Additional nominations may be made by a write-in on the ballot.

Section 4. The ballots shall be returned before a certain date (stated on the ballot) to AWG-PS for tallying by two members who are not on the ballot. The ballots will be made available to the Board for review if they desire. After certification of the ballot results by the Board, the ballots shall be destroyed.

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Section 5. Only individual members in good standing shall vote.

Section 6. The candidates receiving the highest number of ballot votes shall be duly elected to the office for which they are running. All candidates, the Chapter membership, and the AWG Secretary shall be notified of the results of an election in a timely manner.

## **Article VII. AWG-PS Committees**

Section 1. The Board may establish and maintain committees as needed to further the goals of the organization. The President shall have authority to appoint the chairs of all committees subject to a concurring majority vote of the Board.

Section 2. Committee members shall include any Chapter members or nonmember subscribers that wish to serve on a particular committee. Committee chairs shall be members of AWG-PS with dues in good standing. The term of office of a chair or member of a committee is one (1) year, October 1 through September 30. Members and chairs may succeed themselves.

Section 3. The chair of each committee shall submit an annual report of the committee to the Board or the Chapter membership as directed by the Board.

Section 4. The Chapter may maintain a Scholarship Committee. The primary function of the Scholarship Committee will be to establish and follow procedures for awarding any academic scholarship offered by the Chapter. The chair of the Scholarship Committee shall serve as the liaison to the AWG Foundation.

Section 5. The Chapter may maintain a Publications Committee. The Publications Committee shall be responsible for overseeing the timely publication and mailing of all newsletters, ballots, and announcements to the Chapter membership as directed by the Board. The chair of the Publications Committee shall be the newsletter editor and shall serve as the liaison to the AWG Editor.

## **Article VIII. Finances**

Section 1. Dues are collected by AWG. A portion of each Chapter member's dues is rebated to AWG-PS. The AWG Board of Directors determines the rebate amount.

Section 2. Nonmember subscription fees are kept by the Chapter treasury.

Section 3. The fiscal year of AWG-PS shall begin on October 1st of each year.

Section 4. The financial position of the AWG-PS and a current financial statement shall be

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reviewed twice yearly at Board meetings.

Section 5. The Treasurer shall have financial authority over the Chapter's funds. Only the Treasurer, President, or other business representative approved by the Board shall make payments, withdrawals, or issue checks from these funds.

## **Article IX. Amendments to Bylaws**

Section 1. Amendments to these Bylaws may be initiated by any Chapter officer or by a petition bearing the signatures of at least ten percent (10%) of the Chapter membership.

Section 2. Bylaws may be amended at any regular membership meeting by a two-thirds (2/3) vote of those members in good standing and present, provided that notice be given to the Chapter membership twenty (20) days prior to the meeting of any proposed changes and a quorum is present, as specified in Article IV, Section 2.

Section 3. Bylaws may be amended by written ballot provided that the Chapter distributes a written ballot to every member in good standing. The ballot shall set forth the proposed action, provide an opportunity to specify approval or disapproval of each proposal, and provide a reasonable time within which to return the ballot. Approval of amendments by written ballot shall be by two-thirds (2/3) vote provided the number of votes returned equals or exceeds one-fourth (1/4) of the Chapter membership (a quorum).

## **Article X. Dissolution**

Section 1. AWG-PS may be dissolved by a majority vote of the members affiliated with the Chapter sixty (60) days after they are notified of the proposed action, or by action of the AWG Board of Directors subject to their policy for chapter dissolution. Upon dissolution, all financial assets of AWG-PS shall be turned over to the AWG Board of Directors.

## **Article XI. Parliamentary Authority**

Section 1. The rules contained in the current edition of Robert's Rules of Order shall govern the AWG-PS meetings when applicable.