



MOTT COMMUNITY COLLEGE CHAPTER BYLAWS

Mott Community College Chapter of
the AMERICAN ASSOCIATION for WOMEN in COMMUNITY
COLLEGES

ARTICLE I. NAME

The name of this organization shall be the Mott Community College Chapter of the American Association for Women in Community Colleges. 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:

Encourage educational program development for women in community, junior, and technical colleges.

Support women in leadership roles.

Develop communications among women in community, junior, and technical colleges.

Promote and offer local and state workshops for women in community, junior, and technical colleges.

Disseminate information on courses, programs, and services for professional women.

ARTICLE III. MEMBERSHIP

Section 1. Active membership is open to any Mott Community College faculty, staff, administrator, student, and any community member, who supports the purposes of the Association.

Section 2. Membership shall become effective upon payment of AAWCC annual dues and the Mott Community College Chapter dues and shall remain in good standing with payment of all current year dues. The amount of dues shall be fixed by the national Board of Directors. The additional amount for Mott Community College dues shall be fixed by the Executive Committee or membership of the respective Mott Community College Chapter.

Section 3. 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 Past President, President, President-Elect, Treasurer and Secretary.
- Section 2. The President, and Treasurer shall serve for a term of two years or until their successors have been duly elected and installed. The Past-President and the President-Elect shall serve for a term of one year The Secretary shall be appointed by the President and serve for a term of two years or until her successor has been appointed.
- Section 3. Officers shall be elected during April. Nominations for candidates will be advertised in March/Early April to the membership with the nomination and election process detailed.
- A. Beginning April, 2017 and every odd numbered year thereafter an election will be held for the position of Treasurer. The Treasurer is a two-year term.
- B. Beginning April, 2018 and every even number thereafter an election will be held for the position of President-Elect. The President-Elect will serve for only one year before assuming the presidency, which will be a two-year term.
- Section 4. In the event the office of President becomes vacant, the President-Elect shall succeed to the office. In the event the office of President becomes vacant and it is in an odd year without a President-Elect the immediate Past-President will fulfill the duties of the President until an emergency election can take place and a new president be installed. If a vacancy occurs in any other office, the President shall have the power to make an appointment to fill the remaining 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 the public.
 - (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 committees as necessary.
- B. The President-Elect shall assist the President and shall:
- (1) Preside at meetings in the absence of the President.
 - (2) Chair the Scholarship and Award Committee.
 - (3) Perform other duties assigned by the President.

The Past-President shall assist the President and shall:

- (1) Chair the Election Nominating Committee.
- (2) Perform other duties assigned by the President.

D. The Treasurer shall:

- (1) Be responsible for the collection of membership dues.
- (2) Be responsible for preparation and maintenance of the budget, including 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 for the annual report.

E. The Secretary shall:

- (1) Record and distribute the minutes for all meetings.
- (2) Maintain all organizational records including a current roll of the membership.

ARTICLE V. COMMITTEES

Section 1. Executive Committee

The elected officers [and Institutional Representative (if different from officers)] are the members of the Executive Committee.

The Executive Committee has authority to conduct all executive and administrative functions of the Mott Community College Chapter. Elective and referendum matters must go to the Mott Community College Chapter as a whole.

Section 2. Standing Committees

The Mott Community College Chapter President appoints members to Standing Committees and designates the committee chair, with the exception of the election nominating committee which is chaired by the immediate past president.

Each committee reports to the officer in charge of that function. All committees are responsible to the President.

Standing Committees will include:

- (1) Election Committee
- (2) Scholarship Committee
- (3) Award Committee
- (4) Membership Committee

Section 3. Special Committees

The Mott Community College Chapter President will appoint members to special committees, provide the charge to the committee, and designate the reporting process.

ARTICLE VI. MEETINGS AND ACTIVITIES

The Mott Community College Chapter shall conduct a minimum of two business meetings and at least two (2) activities per year.

ARTICLE VII. REPORTS

Mott Community College Chapter officers will provide the appropriate American Association for Women in Community Colleges national officers with information, including at least:

- officer election assurance of membership (annually)
- financial report (annually)
- semi-annual activity report

PETITION FOR LOCAL CHAPTER STATUS

College Affiliation: Mott Community College

Address: 1401 E. Court Street

Flint, MI 48503

Initial Contact: Madonna Carpenter-Jackson Ed. D.

Phone: 810-762-0539 **FAX:** 810-762-5646

Date Submitted: May 12, 2017

Region: Region IV

We, valuing and respecting the goals and aims Of the American Association for Women in Community Colleges, herein petition the Board of Directors of AAWCC to formally recognize our local chapter of AAWCC and to acknowledge the undersigned as charter members of said *Mott Community College 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 4/8/15. Officers of this association duly elected on April 7, 2015 are:

President: Madonna Carpenter-Jackson, Disadvantaged/LEP Coordinator

President-Elect: Sounya Walker, Director, Gateway to College

Secretary: Denica Townsel, CASD Administrative Assistant

Treasurer: Wanda Brown, Bursar

We request that the *Mott Community College Chapter* be designated as MCC Chapter of American Association for Women in Community Colleges.

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.

First Name	Last Name	Location	Membership Expires
Sandra	Alberto	MCC	6/30/17
Wanda	Brown	MCC	6/30/17
Aleisha	Bryant	MCC	6/30/17
Amanda	Burleson	MCC	6/30/17
Joi	Callahan	MCC	6/30/17
Lennetta	Coney	MCC	6/30/17
Mary	Cusack	MCC	6/30/17
Betty	Deloach	MCC	6/30/17
Daphne	Epps	MCC	6/30/17
Rebecca	Gale-Gonzalez	MCC	6/30/17
Sylvia	Green	MCC	6/30/17
Beverly	Walker-Griffea	MCC	6/30/17
Fairy	Hayes-Scott	MCC	6/30/17
Chris	Hiben	MCC	6/30/17

Madonna	Jackson	MCC	6/30/17
Katie	Kiacz	MCC	6/30/17
Diane	LaBree	MCC	6/30/17
Beverly	Lloyd	MCC	6/30/17
Nancy	Metcalfe	MCC	6/30/17
Erica	Ogburn	MCC	6/30/17
Cindy	Sanders	MCC	6/30/17
Marcia	Teer	MCC	6/30/17
Denica	Townsel	MCC	6/30/17
Carol	VanBuren	MCC	6/30/17
Elvina Dawn	Vanniman	MCC	6/30/17
Sounya	Walker	MCC	6/30/17
Amanda	Wares	MCC	6/30/17
Myra	Woods	MCC	6/30/17

CHAPTER OFFICERS

Chapter Name Mott Community College Chapter of AAWCC

Address(es) 1401 East Court Street, Flint, MI 48503

(List multiple campuses if appropriate) Phone: 810-762-0539 FAX: 810-762-5646

President: Madonna Carpenter-Jackson, Disadvantaged/LEP Coordinator

President-Elect: Sounya Walker, Director, Gateway to College

VP-Membership: None

Secretary: Lisa Poma, Executive Assistant to the President

Treasurer: Wanda Brown, Bursar

Program: None

Other: None

Key Contact Person: Madonna Carpenter-Jackson

Number of Members: 18

Are there chapter dues? Yes - X No

If so, what amount?: \$15.00 How often collected?: Annually (by July 1)

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

Yes - X No