



BYLAWS

Preamble

We the members of the Association for Women in Science (AWIS) subscribe to the regulations and policies of AWIS National, and do hereby establish these bylaws to govern proceedings of the Georgia Chapter.

Article I. Description

The organization described herein is the Association for Women in Science (AWIS) Georgia Chapter, a national chapter of AWIS.

Article II. Purpose and Goals

It is the mission of AWIS to champion the interests of women in science, technology, engineering, and mathematics (STEM) across all disciplines and employment sectors. Working for positive system transformation, AWIS strives to ensure that all women in these fields can achieve their full potential through the following goals:

- Fair compensation without discrimination.
- Equitable advancement without bias.
- Exposure to successful role models in leadership positions.
- Recognition and respect for scientific and leadership achievements.

The Georgia Chapter operates for charitable and educational purposes only, to advance the vision of AWIS National throughout the state of Georgia and beyond. Therefore, the Georgia Chapter specifically works to:

- Promote academic achievement and professional development by creating opportunities for formal presentation and the exchange of ideas.
- Foster a diverse, equitable, and inclusive community through mentoring and networking forums.
- Contribute to work/life integration with a supportive environment and resource provisions.
- Engage individuals with the greater scientific and local communities through outreach programming.
- Train members in methods for approaching advocacy and public policy on current issues regarding women in STEM.

Article III. Membership

Section I

- A. Membership is open to any individual without discrimination on the basis of race, national origin, color, creed, age, sex, sexual orientation, gender identity, gender expression, personal appearance, marital status, political affiliation, medical history, disability, veteran status, or by rights secured by the First Amendment of the United States Constitution.
- B. Any individual who supports the mission of AWIS and/or is a member of AWIS National is eligible for membership in the Georgia Chapter and shall hold full membership status upon payment of Chapter and/or National dues, respectively. Hereafter, full members shall be referred to as members.

Section II

Chapter dues, along with National dues, will be collected by AWIS National on a yearly basis. Chapter dues, along with other contributions received, shall be remitted to the Chapter by AWIS National on a quarterly basis provided that the Chapter remains in good standing.

Section III

All Chapter members shall have voting privileges and full access to AWIS sponsored activities.



Article IV. Executive Board

Section I

The AWIS Georgia Chapter Executive Board shall consist of seven [7] elected officers: President, Vice-President, Finance Administrator, Director of Communications, Director of Outreach, Director of Professional Development, and Director of Sponsorship. Collectively, Executive Board members are responsible for the successful operation of the Chapter. Officers shall assist in policy decision-making and perform respective duties prescribed as follows:

A. President

- i. Understand the AWIS mission and vision through being well-acquainted with the organization, its history, strategic plan, and external forces that affect AWIS.
- ii. Serve as the Chief Volunteer Officer of the Chapter by directing and/or coordinating activities.
- iii. Provide encouragement and leadership to all Chapter members, specifically supporting Executive Board members in their roles encompassing planning, finance, accountability, fundraising, and evaluation of program performance.
- iv. Cultivate future leadership by matching members' talents with appropriate tasks.
- v. Foster a collaborative and safe working environment by respecting contributions of other Chapter or Affiliate members.
- vi. Oversee the budget and implement policies regarding participant involvement, program requirements, and benefits.
- vii. Manage Chapter meetings with well-organized agendas.
- viii. When necessary, schedule Board meetings apart from Chapter meetings.
- ix. Represent the Chapter to the public, institutional officials, and AWIS National delegates.
- x. Devote the time and energy required to achieve success for the Chapter.

B. Vice-President

- i. Understand the AWIS mission and vision through being well-acquainted with the organization, its history, strategic plan, and external forces that affect AWIS.
- ii. Support the Executive Board in fulfilling the goals and objectives of the Chapter.
- iii. Accept responsibilities delegated by the President.
- iv. Provide leadership and serve in the absence of the President.
- v. Maintain internal oversight of all programming and/or activities of the Chapter.
- vi. Assist Executive Board members with adhering to their duties as outlined in the Chapter Bylaws.
- vii. Ensure that all Chapter proceedings are conducted in accordance with the stated Chapter Bylaws.
- viii. Maintain order in a meeting if requested by the presiding Executive Board member.
- ix. Encourage cooperation and teamwork by serving as a consensus-builder.
- x. Assist the President in planning and scheduling Chapter and Executive Board meetings.
- xi. Devote the time and energy required to achieve success for the Chapter.

C. Finance Administrator

- i. Understand the AWIS mission and vision through being well-acquainted with the organization, its history, strategic plan, and external forces that affect AWIS.
- ii. Support the Executive Board in fulfilling the goals and objectives of the Chapter.
- iii. Oversee all monetary assets for the Chapter, including but not limited to, arranging for purchases, signing checks, providing receipts and/or vouchers.
- iv. Review expenditures and disbursements monthly, and ensure records are accessible as needed.
- v. Work with Executive Board members on preparation of each fiscal budget.
- vi. Complete actions related to the Chapter's financial responsibilities, thereby ensuring compliance with guidelines issued by AWIS National.
- vii. Review the Chapter's financial reports for presentation to AWIS National for approval.
- viii. Prepare and submit annual reports per IRS and AWIS National requirements.
- ix. Oversee and facilitate all fundraising campaigns for the Chapter.
- x. Devote the time and energy required to achieve success for the Chapter.



D. Director of Communications

- i. Understand the AWIS mission and vision through being well-acquainted with the organization, its history, strategic plan, and external forces that affect AWIS.
- ii. Support the Executive Board in fulfilling the goals and objectives of the Chapter.
- iii. Maintain all non-financial records necessary to comply with applicable laws and policies of AWIS, including but not limited to, membership records, meeting minutes, operating procedures, legal documents, and contracts.
- iv. Record or see to the proper recording of all minutes and transactions during Chapter and Executive Board meetings.
- v. Assure that minutes and substantiating reports are accurately recorded, approved, and made available to all Chapter members.
- vi. Assist the Finance Administrator with completing IRS and AWIS National annual reports.
- vii. Assist the President with preparing all formal communications, branding strategies, and marketing materials of the Chapter.
- viii. Manage the Chapter's online presence (e.g. website) and social media outlets (e.g. Facebook, Twitter, Instagram, LinkedIn).
- ix. Devote the time and energy required to achieve success for the Chapter.

E. Director of Outreach

- i. Understand the AWIS mission and vision through being well-acquainted with the organization, its history, strategic plan, and external forces that affect AWIS.
- ii. Support the Executive Board in fulfilling the goals and objectives of the Chapter.
- iii. Oversee all Chapter outreach activities, including but not limited to, educational initiatives, policy/advocacy opportunities, and mentoring events.
- iv. Manage the Chapter's AWIS Youth Program by providing oversight if needed.
- v. Serve as the point of contact – providing resources as needed – to individuals seeking information on the Chapter's outreach efforts.
- vi. Assist the Director of Communications with keeping the Chapter website and social media platforms up-to-date with outreach-related information.
- vii. Devote the time and energy required to achieve success for the Chapter.

F. Director of Professional Development

- i. Understand the AWIS mission and vision through being well-acquainted with the organization, its history, strategic plan, and external forces that affect AWIS.
- ii. Support the Executive Board in fulfilling the goals and objectives of the Chapter.
- iii. Oversee all professional Chapter activities, including but not limited to, leadership training events, guest lectures/panels, career development workshops, and networking opportunities.
- iv. Serve as the point of contact – providing resources as needed – to individuals seeking information on the Chapter's professional development efforts.
- v. Assist the Director of Communications with keeping the Chapter website and social media platforms up-to-date with professional-related information.
- vi. Devote the time and energy required to achieve success for the Chapter.

G. Director of Sponsorship

- i. Understand the AWIS mission and vision through being well-acquainted with the organization, its history, strategic plan, and external forces that affect AWIS.
- ii. Support the Executive Board in fulfilling the goals and objectives of the Chapter.
- iii. Manage all Chapter fundraising activities.
- iv. Engender and maintain relationships with new and existing sponsors.
- v. Synthesize and submit sponsor applications on an annual basis to relevant corporate, private, government, etc. funding agencies.



- vi. Serve as the point of contact – providing resources as needed – to individuals seeking information on the Chapter's fundraising efforts.
- vii. Assist the Director of Communications with keeping the Chapter website and social media platforms up-to-date with sponsor-related information.
- viii. Assist the Finance Administrator with completing IRS and AWIS National annual reports.
- ix. Devote the time and energy required to achieve success for the Chapter.

Section II

- A. Eligibility for office is limited to individuals who are current, dues paying members of AWIS National who remain in good standing within the Georgia Chapter.
- B. Representatives from institutional and/or corporate partners of AWIS are ineligible unless concurrently enrolled in AWIS National membership with dues paid up-to-date.

Section III

- A. Executive Board members may be nominated by themselves, standing Georgia Chapter members, or AWIS National members.
- B. Officers shall be elected on a bi-annual basis (falling on odd-numbered years) by a majority vote of attending Georgia Chapter members constituting a quorum.
- C. New Board members shall take their position by December 1 of the election year.
- D. The length of an elected term is to last two [2] years or until voluntary or mutual termination.
- E. If the office of President becomes vacant, the Vice-President shall succeed to that office for the remainder of the term. If the Vice-President is unable to serve the full term, a new officer shall be appointed by a majority vote of attending Georgia Chapter members constituting a quorum.
- F. In the case of voluntary or mutual termination for all offices other than the President, nominations and elections to fill the vacant position shall commence immediately. The succeeding Officer shall be elected by a majority vote of attending Georgia Chapter members constituting a quorum.
- G. Executive Board members are limited to two [2] terms of service in the same position.
- H. Any candidate elected to a Board position agrees to attend no less than five [5] out of six [6] Board meetings per year, as well as participate in at least four [4] annual Chapter activities. Deviations from this will be resolved on a case-by-case basis through unanimous approval by the Executive Board.

Section IV

- A. "Mutual termination" of an Executive Board member will occur through a vote of "no confidence" by a unanimous vote of all other Board members. If the vote is not unanimous, but is at least two-thirds [2/3] in favor, the Board may elect to refer the matter to Chapter members for a ballot vote.
- B. If the vote of the Board is unanimous, the member who has been removed from office shall have the right to appeal directly to the membership for a ballot vote.
- C. "Mutual termination" of an Executive Board member by ballot vote must be achieved by a majority plus one [1] agreement from all voting Georgia Chapter members constituting a quorum. Chapter members must be notified at least one [1] week prior to the vote.

Section V

- A. Outgoing Executive Board members will be responsible for the detailed briefing of new officers on all issues that are directly related to the success of the Chapter.
- B. Outgoing officers are required to discuss roles and responsibilities of each position, hand over all resources and documentation, and provide hands-on training as needed to incoming officers during a meeting held in November of the election year. This meeting shall be scheduled at a time that is convenient for all outgoing and incoming Board members.



Article V. Meetings

Section I

- A. Chapter meetings shall be held once per quarter at times and locations as stipulated by the Executive Board.
- B. Chapter meetings are open to all current or prospective Chapter members.
- C. Notification of meeting times and locations, as well as a preliminary draft of the agenda, shall be announced by the President, Vice-President, or Director of Communications at least one [1] week prior to the meeting.

Section II

- A. Executive Board meetings will be held every other month as stipulated by the President or Vice-President and require a quorum to be called to order.
- B. Board meetings are limited to current officers in the Georgia Chapter, or individuals specifically invited to and approved unanimously by all standing Executive Board members.

Section III

Special meetings are allowed as stipulated and presided over by the President or Vice-President.

Section IV

The Chapter shall abide by "Robert's Rules of Order, Newly Revised" when conducting business meetings by following the parliamentary procedure set forth below:

- A. Attendance.
- B. Report by the President.
- C. Report by other Executive Board members and/or guest speakers.
- D. Vote on all Chapter motions and decisions.
- E. Other business put forth by members.
- F. Dismissal by the President.

Article VII. Internal Revenue Service Status

Section I

The AWIS Georgia Chapter shall be organized and operated exclusively for charitable, exempt purposes set forth in section 501(c)(3). None of its earnings will inure to any private shareholder or individual.

Section II

Should the Chapter's annual gross receipts amount to \$50,000 or less, it shall electronically submit Form 990-N, also known as the e-Postcard, by the 15th day of the 5th month after the close of its tax year.

Section III

The Chapter shall not attempt to influence legislation as a substantial part of its activities, nor participate in any campaign activity for or against political candidates.

Article VIII. Management of Funds

Section I

As stated under Article IV, Section I, the Finance Administrator shall be responsible for organizing all AWIS Georgia Chapter fundraisers, as well as managing monetary contributions from external and/or internal benefactors.

Section II

All Chapter funds shall be deposited into and managed from the Chapter's bank account. Both the Finance Administrator and President shall serve as signing officials for transactions from this account, but it shall forever



remain under the name of the organization. See Article XIV, Section II, for details regarding management of funds in the event of the dissolution of the AWIS Georgia Chapter.

Section III

Stipulations for use of funds must be approved by the Executive Board. The amount and allotment of collected funds shall be made available upon request to any standing Chapter member in the form of annual expenditure summaries generated by the Finance Administrator.

Article IX. Responsibilities to AWIS National

Section I

The AWIS Georgia Chapter Executive Board shall prepare an Annual Report, summarizing the activities and financial status of the Chapter for the previous fiscal year. The Annual Report shall be part of the Chapter record, and presented to both Chapter membership and the AWIS National Executive Board.

Section II

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

- A. Current address for the Chapter, as well as the name, email, and telephone number of the primary contact person. AWIS National must be notified when there is any change in this information.
- B. List of the Chapter's Executive Board members within thirty [30] days of their election, including addresses, emails, and telephone numbers. AWIS National must be notified when there is any change in those offices, or in individuals' contact information.
- C. Copy of the AWIS Georgia Chapter Financial Report, due by September 30th of each year.
- D. Copy of the AWIS Georgia Chapter annual Activity Report, due by September 30 of each year.
- E. Copy of IRS Form 990-N within forty-five [45] days of the end of the Chapter fiscal year.

Article X. Affiliation with Other Organizations

Section I

Upon approval of the Executive Board, the AWIS Georgia Chapter may hold membership in other organizations having a purpose similar to that of AWIS National and the Chapter.

Article XI. Quorum

Section I

A quorum shall consist of an assemblage of a majority of active AWIS Georgia Chapter members (fifty [50] percent plus one [1] vote). "Active" designates those individuals who attend at least three [3] Chapter meetings per year, volunteer in four [4] or more Chapter outreach activities, and/or serve on the Executive Board.

Article XII. Amendments

Section I

Amendments to the Bylaws may be proposed and submitted to the Executive Board for review and approval by any standing member of the AWIS Georgia Chapter. The approved version of the amendment shall be presented by the Executive Board, with an explanation of the purpose of the amendment, to all standing Chapter members.

Section II

Proposed amendments shall be approved by a ballot vote, including the option for an electronic ballot, and ratified by a majority plus one [1] agreement from all Executive Board members. Any approved amendments must also be submitted to AWIS National for review and approval.



Article XIII. Ratification

Section I

Ratification of all parts of the AWIS Georgia Chapter Bylaws shall occur by a majority plus one [1] agreement from all Executive Board members and shall take effect immediately.

Article XIV. Dissolution

Section I

In the event of the dissolution of the AWIS Georgia Chapter, AWIS National shall be notified in writing of the dissolution and shall receive the records of the Chapter.

Section II

In accordance with IRS and AWIS National regulations, all assets shall be donated to AWIS National for educational awards.