

**[Rebate Chapter TEMPLATE]**  
**Bylaws of [CHAPTER NAME] Chapter**  
**of the Association for Women Geoscientists**

**ARTICLE I. GENERAL PROVISIONS**

**Section 1.** Purpose. The [CHAPTER NAME] Chapter of the Association for Women Geoscientists (AWG) (hereinafter the “Chapter”) is a rebate chapter affiliated with the international AWG organization (hereinafter the “Association”) devoted to enhancing the quality and level of participation of women in geosciences and to encouraging girls and young women (including cis-gender, transgender, gender fluid and non-binary persons) to explore geoscience careers.

**Section 2.** The principal location of the Chapter will be [INSERT LOCATION INFORMATION HERE: i.e., the principal city, town, or affiliated university. Alternatively, you may describe the region served by your chapter. For example, the Pacific Northwest Chapter serves the states of Washington and Oregon.]

**Section 3.** The interests and goals of the Chapter will be in keeping with those of the Articles of Incorporation and Bylaws of the Association. The Chapter is bound by the Bylaws of the Association except that, if any provision of the Bylaws is contrary to the laws of the jurisdiction in which the Chapter is organized, that Chapter shall notify the Association in writing of the need to conform to such laws.

**ARTICLE II. MEMBERSHIP**

**Section 1.** Chapter Members shall be persons whose activities or interests are in keeping with the objectives of the Association.

**Section 2.** Members in good standing of the chapter include all individuals and institutions who have paid their Association dues and have chosen to affiliate with the [INSERT CHAPTER NAME HERE] Chapter.

**Section 3.** Each individual Chapter member shall have the right to vote and such other rights as provided by these Bylaws or as provided by law. Membership rights and all title to or interest in the Chapter shall cease on the termination of membership. No member shall be entitled to share in the distribution of the Chapter assets upon dissolution of the Chapter.

**ARTICLE III. OFFICERS AND EXECUTIVE COMMITTEE**

**Section 1.** The Chapter Executive Committee shall consist of at least three (3) members from that Chapter. These members shall be elected officers fulfilling the duties of President, Secretary, and Treasurer. Additional Chapter officers include [INSTRUCTIONS: List the other officers you wish to include as part of the Executive Committee. These additional positions can be elected or appointed. These may be positions such as Vice President or President-Elect, Editor, Communications Coordinator, Outreach Coordinator, etc.]

**Section 2.** All Officers shall be elected or appointed by the procedures contained in these Bylaws (see Article IV). All Officers must be members in good standing (i.e., have paid their Association dues for the current year) with the Association.

**Section 3.** The Executive Committee shall consist of all Officers (elected and appointed) of the Chapter. The Executive Committee may vote on any matter by mail, email, electronic conferencing, or in person. All actions of the Committee shall require a majority vote of all members of the Committee. *[NOTE: larger Executive Committees may wish to identify a quorum for voting, instead of a simple majority. Please insert a quorum value in place of “a majority vote” if you choose this method.]*

**Section 4.** The President shall call the meetings of, and shall act as presiding officer at, meetings of the Chapter and the Executive Committee. The President shall manage the affairs of the Chapter and ensure that the policies and decisions of the Executive Committee and the Chapter membership are implemented. The President is responsible for ensuring that all Association reporting requirements are met by the Chapter. The President shall represent the Chapter to external entities. The President shall also discharge any additional duties of the office of President, as prescribed by the policies of the Chapter and the Association, which may include signatory authority along with the Chapter Treasurer.

**Section 5.** The Secretary shall be responsible for keeping records of Chapter meetings, archiving Chapter material, and maintaining the Bylaws. The Secretary shall notify the membership of elections and meetings, provide other communications requested by the Executive Committee, and perform other duties as prescribed by the policies of the Chapter.

**Section 6.** The Treasurer shall have custody of all Chapter funds, oversee, and keep detailed accounts of receipts and disbursements of funds, and provide an account of transactions to the Executive Committee. The Treasurer shall submit a financial report to the Association Treasurer and Regional Delegates twice a year or as required by the AWG Board. The Treasurer shall be responsible for all income reporting and tax requirements of the jurisdiction under which the Chapter is organized; this requirement is met for United States Federal tax reporting obligations when the regular financial reports are submitted to the Association. The Treasurer shall oversee fundraising efforts and perform additional duties prescribed by the policies of the Chapter.

*[INSTRUCTIONS – Select any of the following officer descriptions (sections 7 & 8) as appropriate for your Chapter or add officer descriptions following these examples. Each position should be described in a separate section, so renumber sections as appropriate. Other officer positions might include a President-Elect, Vice President, Outreach Coordinator, etc. Delete any descriptions you do not use. Please indicate for each position whether it is elected or appointed by the Executive Committee.]*

**Section 7. [OPTIONAL.]** The Editor shall be responsible for any Chapter publications or public communications and shall perform other duties as requested by the Executive Committee. The Chapter Editor will communicate as appropriate with the Association Editor. The Chapter Editor may appoint assistant editors to carry out tasks related to Chapter publications. This position is *[CHOOSE EITHER elected OR appointed by the Executive Committee]*.

**Section 8. [OPTIONAL]** The Outreach Coordinator will be responsible for planning and coordinating activities that extend beyond the members of the Chapter and will send information to the Association Communications Coordinator as appropriate. This position is *[CHOOSE EITHER elected OR appointed by the Executive Committee]*.

**Section 9.** The Chapter Executive Committee may appoint standing or ad hoc committees to fulfill their obligations and/or further their goals. The chairs of standing committees may be voting members of the Executive Committee. No committee activities shall be contrary to the policies of the Association.

*[INSTRUCTIONS SECTION 10: Insert a sentence on the length of each term and the start date for each*

*office you have identified in Article III, sections 7, 8, etc., following the examples for President, Secretary, and Treasurer. Decide what term lengths will work best for your chapter. Different offices may have different term lengths (for example, 1 year for President, 2 for Treasurer). Optional – you can insert term limits if you choose, for example “No person may serve in any one office consecutively for more than two full terms.”]*

**Section 10.** The term of office of the President shall be for [YEAR/YEARS], beginning [FILL IN DATE, for example September 15] of each year. The term of office of the Secretary shall be for [YEAR/YEARS], beginning [FILL IN DATE] of each year. The term of office of the Treasurer shall be for [YEAR/YEARS], beginning [FILL IN DATE] of each year.

**Section 11.** An officer may be removed for non-performance of duties and responsibilities by a [FILL IN a proportion at least equal to 2/3 but could be unanimous if you choose] vote of the other Executive Committee members. [Non-performance may be defined by the Chapter, but it typically includes failure to carry out specific duties and/or an extended lack of response to phone calls and/or emails. If desired, the Chapter may specify a process by which individuals will be notified of pending removal and a grace period for corrective action.]

**Section 12.** Vacancies on the Executive Committee shall be filled by appointment by the Chapter President with a concurring majority vote of the Executive Committee.

#### **ARTICLE IV. ELECTION OF OFFICERS**

**Section 1.** Prior to each election, a nominating committee, organized by the existing Chapter officers, shall select at least one (1) but not more than two (2) candidates from the membership of the Chapter for each of the Officer positions. All candidates must be members in good standing with the Chapter and with the Association. In addition, any member in good standing may nominate a candidate for a position. A call for nominations will be announced to the Chapter members through email and/or other regular methods of communication, allowing sufficient time for response [INSERT time period appropriate for your chapter, for example, one month, two weeks, etc.].

**Section 2.** The candidates shall be announced to the membership through email and/or other regular methods of communication and a ballot will be sent no later than [FILL IN DATE – It is up to chapters to determine when they want to hold elections.].

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

**Section 4.** The ballots shall be returned by the date specified, following the instructions on the ballot. The ballots will be made available to the Executive Committee for review. After certification of election results, the ballots, written and electronic, shall be destroyed.

**Section 5.** Only Chapter members in good standing (as defined in Article II, Section 2) 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 and the membership shall be notified of the results of an election in a timely manner.

**Section 7.** The President or other Chapter officer will inform the Association of the new officers within 14 days of the election by completing an updated AWG Chapter Officer Reporting form for the Association.

## **ARTICLE V. CHAPTER MEMBERSHIP MEETINGS**

**Section 1.** All meetings will be held at the request of the Executive Committee of the *[FILL IN CHAPTER NAME HERE]* Chapter, who shall determine the purpose, time, format, and place of meetings. Meetings will be announced through email and/or other regular methods of communication.

**Section 2.** No less than *[FILL IN TIME FRAME HERE (days, weeks)]* notice shall be given before any membership meeting at which a vote of the membership is required to transact official business. At any meeting of the *[FILL IN CHAPTER NAME HERE]* Chapter, the presence of *[FILL IN PERCENTAGE / FRACTION (1/4, 25%, etc.)]* of the Chapter members shall constitute a quorum. No official business (i.e., business requiring a vote of the membership, such as amendment of Bylaws, dissolution of the Chapter) may be transacted at a meeting without a quorum.

## **ARTICLE VI. FINANCES**

**Section 1.** The fiscal year of the Chapter shall begin on January 1st of each year, in keeping with the Association's fiscal year.

**Section 2.** The Treasurer shall have financial authority over the Chapter's funds. Only the Treasurer, the President, or a business representative approved by the Executive Committee shall make payments, withdrawals, or issue checks from these funds.

**Section 3.** A portion, as determined by the AWG Board, of Rebate Chapter member Association dues is rebated to the Chapter on a per capita basis each year at the request of the Chapter. To be eligible for rebates, all required Chapter reporting forms must have been submitted, and current Chapter Bylaws must be on file with the Association Secretary.

## **ARTICLE VII. AMENDMENTS TO THE BYLAWS**

**Section 1.** Amendments to the Bylaws may be initiated by the Executive Committee, which may appoint an ad hoc committee to review the Bylaws as needed. Any changes proposed by the ad hoc committee must go to the Executive Committee for approval. Changes approved by the Executive Committee will be referred to the membership for a vote.

**Section 2.** Amendments to the Bylaws also may be initiated by a petition bearing the signatures of at least ten percent (10%) of the membership, or by a majority vote of members attending a business meeting at which the proposal is presented, and a quorum (see Article V, Section 2) is present.

**Section 3.** A majority vote of a quorum of the Chapter members is required to amend the Bylaws. Prior notice of the proposed change must be given not less than *[FILL IN TIME FRAME HERE (days, weeks)]* before the vote.

**Section 4.** Amended Bylaws must be submitted to the AWG Regional Delegates and the AWG Secretary for review and approval. A Chapter's Bylaws must not conflict with the Association Bylaws. Chapter Bylaws shall be stored in a location where all Chapter Executive Committee members can access them.

## **ARTICLE VIII. DISSOLUTION OF THE CHAPTER**

**Section 1.** This Chapter 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, and with approval of two-thirds (2/3) of the total number of the Board of Directors of the Association, subject to standard policy guidelines established by the AWG Board. Dissolution of the Chapter shall be in accordance with the rules governing non-profit organizations within the jurisdiction under which the Chapter was formed.

**Section 2.** Upon dissolution, all financial assets of a rebate chapter remaining after payment of all its debts and liabilities shall be immediately turned over to the Association and shall be added to the general fund.

## **ARTICLE IX. PARLIAMENTARY AUTHORITY**

**Section 1.** The rules contained in the current edition of Robert's Rules of Order (see Chapter Information Manual) shall govern the Chapter's meetings, when applicable, so long as they are not inconsistent with these Bylaws and with any policies of the Association.