

**Bylaws of the  
Association for Women Geoscientists, Pacific Northwest Chapter**

**Article I. Name**

Section 1. The name of the organization is the Association for Women Geoscientists, Pacific Northwest Chapter (AWG-PNW). The organization is referred to as AWG-PNW 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 nonprofit corporation.

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

Section 3. The interests and goals of AWG-PNW 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.

Section 4. AWG-PNW shall serve AWG members in the States of Washington and Oregon and accept members from neighboring areas.

**Article III. Membership**

Section 1. Membership in AWG-PNW shall be open to persons whose professional activities or 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-PNW. AWG members who move to the Pacific Northwest area may change their affiliation to the Pacific Northwest Chapter by notifying the AWG Office and the AWG-PNW Chapter President or Secretary.

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-PNW shall cease upon the termination of membership.

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

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

Section 1. All meetings will be held at the request of the AWG-PNW 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 electronically.

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-PNW, 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-PNW Board of Directors**

Section 1. The AWG-PNW 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, Treasurer, and Past-President. 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-PNW 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.

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 membership and Board. The Chapter Treasurer shall be required to send a financial report

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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 for federal taxes when the regular financial reports are submitted to AWG.

Section 7. The Past-President shall attend meetings of the Board, and shall assist or advise on special projects. If, in the absence or inability of the President to serve, the Vice-President is also unable to serve, or if the office of Vice-President is vacant, the duties and title of President shall fall to the Past-President.

Section 8. All Chapter officers shall serve as the liaison to any corresponding AWG officer.

Section 9. 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. The Past-President's term of office shall continue until replaced by a new Past President, not to exceed 3 consecutive terms of office of one (1) year each. All terms shall run from October 1 through September 30.

Section 10. 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 11. Vacancies on the Board shall be filled by appointment by the Chapter President with a concurring majority vote of the Board.

Section 12. 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 13. The Chapter President shall submit activity reports as required by AWG.

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

Section 1. Each year, the Board shall solicit at least one candidate from the membership of AWG-PNW for each of the open officer positions. All candidates must be AWG-PNW members in good standing. A call for nominations will be issued to the Chapter membership no later than June 30. Any member in good standing may nominate a member in good standing as a candidate for a Chapter officer position.

Section 2. The candidates shall be announced electronically and a ballot may be enclosed at that time or mailed or electronically distributed separately, but distributed no later than August 31<sup>st</sup>.

Adopted 8/31/01; Revised 9/8/04; Revised 8/25/07; Revised 12/31/07; Proposed 7/2020 revision

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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-PNW 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; e-mailed ballots shall be deleted.

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 within the time frame required by AWG but no later than the start of the terms of office.

### **Article VII. AWG-PNW 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 that wish to serve on a particular committee. Committee chairs shall be members of AWG-PNW 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 reports of committee activities to the Board or the Chapter membership as directed by the Board.

Section 4. The Chapter may maintain a standing 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 standing Communications Committee. The Communications Committee shall be responsible for overseeing the timely publication and distribution of all newsletters, ballots, and announcements to the Chapter membership, as directed by the Board. The Communications Committee shall also be responsible for the maintenance of other information outlets established by the Chapter. The chair of the Communications Committee shall be the newsletter editor and shall serve as the liaison to the AWG Editor. Other committee members shall include the manager(s) of the Chapter email accounts, the AWG-PNW web site, and any social media accounts the Chapter may establish.

Adopted 8/31/01; Revised 9/8/04; Revised 8/25/07; Revised 12/31/07; Proposed 7/2020 revision

### **Article VIII. Finances**

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

Section 2. The fiscal year of AWG-PNW shall begin on January 1st of each year.

Section 3. The financial position of AWG-PNW and a current financial statement shall be reviewed no less than twice yearly at Board meetings.

Section 4. 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 or electronically distributed ballot provided that the Chapter distributes a 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 or electronically distributed 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 of the Chapter**

Section 1. This Chapter may dissolve by approval by a two-thirds (2/3) majority of all members, or by approval of the AWG-PNW Board and a majority of all the members. AWG-PNW may also be dissolved by action of the AWG Board of Directors subject to their policy for chapter dissolution.

Section 2. In the event of dissolution, the AWG-PNW Board shall send a request, via the Pacific

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Region Delegates, to the AWG President for consideration at an upcoming meeting of the AWG Board of Directors. If the AWG Board approves the request to dissolve, all financial assets of the Chapter must be turned over to AWG.

### **Article XI. Parliamentary Authority**

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

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