

# **Association for Women in Communications**

## **Topeka Professional Chapter Manual & Bylaws**

The directory includes AWC members in good standing as of April 12, 2005. It is intended for use by members of the Topeka Professional Chapter of the Association for Women in Communications, and should not be used as a commercial mailing list.

## **Mission of the Association for Women in Communications**

The Association for Women in Communications is a professional organization that champions the advancement of women across all communications disciplines by recognizing excellence, promoting leadership and positioning members at the front of the evolving communications era.

## **About AWC**

The Association for Women in Communications is the one organization that recognizes the complex relationships that exist across communications disciplines. Modern communicators must demonstrate competence in varied disciplines and be able to network and make career moves across the broad spectrum of communications fields.

Disciplines represented within the association include: print and broadcast journalism, television and radio production, film, advertising, public relations, marketing, graphic design, multi-media design, and photography. The list is continually growing as the profession expands into the newer media.

## **Purposes of the Association for Women in Communications**

The purposes of The Association of Women in Communications, are those that affect professional communicators:

- To unite members for the purpose of promoting the advancement of women in all fields of communications;
- To work for free expression and free flow of information and for the First Amendment rights and responsibilities of communicators;
- To recognize distinguished professional achievements; and
- To promote high professional standards throughout the communications industry.

## **The National Organization**

The Association of Women in Communications, Inc., is one of the nation's oldest professional communications organizations. AWC unites professionals and students from all aspects of contemporary communications, including print and broadcast journalism, public relations, advertising, communications education and research, publishing, marketing, photojournalism, audiovisual production, graphic arts and communications law.

Founded at the University of Washington in Seattle in 1909, the organization was first known as Theta Sigma Phi, a college honorary organization for women in journalism. National headquarters was established in Austin, Texas, in the 1930s. In 1972, the name was changed to Women in Communications, Inc. and allowed men to become active members. In 1973, Women in Communications created an awards program (later named the Clarion Awards) to recognize excellence in communications. In 1988, the national headquarters was moved to Washington, D.C.

## **A New Name and Structure for a New Century**

At the annual conference in fall of 1996, held in Portland, Oregon, the delegates voted to dissolve Women in Communications, Inc. and replace it with The Association for Women in Communications. They envisioned a new organization true to its heritage and founding principles. The new structure has an 11-member board with broad geographic and chapter size coverage.

Since the early days of print journalism, Women in Communications has evolved to become the overarching association to unite communicators across a vast spectrum of disciplines—from print and broadcast journalism, to graphic design, photography, public relations, advertising, marketing, new media and much more. Perhaps symbolic of this growth is AWC's Web site, [www.womcom.org](http://www.womcom.org), viewed by an increasing number of members globally

## Topeka Professional Chapter

The local chapter of Theta Sigma Phi was founded October 9, 1950. The official charter was presented March 27, 1951, to 22 members. A previous Theta Sigma Phi chapter had ceased in 1941.

### Past Presidents

1952-53 Lois Lauer Wolfe	2000-01 Cathy Menzie
1953-54 Faye Converse-Beldon	2001-02 Irene Haws
1954-55 Mary Ann Smith	2002-03 Cindy Daugherty
1955-56 Virginia Frost-Ruhl	2003-03 Lyila Devlin (June)
1956-57 Mona Millikan	2003-04 Irene Haws
1957-58 Jessimai Strange	2004-05 Julie Prideaux
1958-59 Eula Mae Kelly	2005-06 Carol Yoho
1959-60 Alta Huff	2006-07 Kathryn Sager
1960-61 Barbara McLean	2007-08 Mary Napier
1961-62 Jessimai Strange	
1962-63 Jessimai Strange	
1963-64 Connie Gardner	
1964-65 Connie Gardner	
1965-66 Elizabeth Rion	
1966-67 Jane Dennery	
1967-68 Jane Dennery	
1968-69 Kathie Donnelly-Magers	
1969-70 Melba Shaw	
1970-71 Kathy Ketchum	
1971-72 Kathy Ketchum	
1972-73 Sue Webster Hale	
1973-74 Sue Webster Hale	
1974-75 Betty Lou Denton	
1975-76 Betty Lou Denton	
1976-77 Linda King Laird	
1977-78 Andrea Glenn	
1978-79 Carolyn Terhune	
1979-80 Carolyn Terhune	
1980-81 Jean Greenlee	
1981-82 Sandi Wilber	
1982-83 Carol O'Donnell Wilson	
1983-84 Susan Rowell	
1984-85 Debbi Morrow	
1985-86 Cindy Barry	
1986-87 Karla Engel Beam	
1987-88 Mary Betzen	
1988-89 Sue Henke	
1989-90 Leslie Palace	
1990-91 Leslie Palace	
1991-92 Sharon Leatherman	
1992-93 Cindy VonFeldt	
1993-94 Bobbie Athon	
1994-95 Laura Maag Lutz	
1995-96 Janet Zoble	
1996-97 Pat Magerkurth	
1997-98 Adrienne Evans	
1998-99 Karen Heaton	
1999-00 Mary Beth Brutton	

## **Chapter Policies**

1. Guests are invited to visit chapter meetings a maximum of three times.
2. Guests will be charged \$11 for meals.
3. The person making a lunch reservation for a chapter meeting will be responsible for no show charges. Specify at the time of making reservations to attend a meeting if it is for an *Eating* or *Non-eating* reservation. If you are not eating at the luncheon portion of the meeting, please make every effort to be seated by 12:15 pm out of respect for the speaker. The Non-Eating reservation will ensure that you have a seat at the program even if you are not going to eat.
4. The Job Information Bank shall be made available to members.
5. The membership contact information is intended for use by members of the Topeka Professional Chapter of the Association for Women in Communications, and should not be used as a commercial mailing list. Members should not send unsolicited advertising for their businesses to the AWC membership without their permission. However, donations such as door prizes that may contain their business name are welcome.

## **The Topeka Chapter Website address is:**

**[www.topekaawc.org](http://www.topekaawc.org)**

**All current information is posted online.**

## **Topeka Chapter Membership Dues**

<b>Professional</b>	<b>\$12</b>
<b>Graduate</b>	<b>\$12</b>
<b>Executive</b>	<b>\$12</b>
<b>Entrepreneur</b>	<b>\$12</b>
<b>Group</b>	<b>\$12</b>
<b>Collegiate/Student</b>	<b>\$ 7</b>
<b>Retired</b>	<b>\$35</b>

**For a complete list of qualifications for membership types and national dues\* requirements contact the membership chair.**

\*National Dues are in addition to the local chapter dues.

# **Bylaws of the Topeka Professional Chapter of the Association for Women in Communications**

## **Article I: Name**

The name of this chapter shall be the Topeka Professional Chapter of The Association for Women In Communications.

## **Article II: Object**

Section A. Definition. This chapter shall be a non-profit professional organization for women and men in journalism and communications.

Section B. Purposes. The purposes of this chapter shall be those of the national organization: The Association for Women in Communications is a professional organization that champions the advancement of women across all communications disciplines by recognizing excellence, promoting leadership and positioning its members at the forefront of the evolving communications era.

## **Article III: Membership**

Section A. Qualifications. Membership is open to all who satisfy the conditions for membership as set forth in the national bylaws of The Association for Women in Communications, regardless of race, color, religion, sex, age, national origin, marital status, disability or sexual orientation

Section B. Classifications. Classes of membership shall be:

1. **Professional**, as defined in the national bylaws—Individuals currently active and recognized for consistent professional achievement in communications, student members upon termination of college work or professionals with a minimum of two years of distinguished service and achievement in professional communications. (sub-classifications include recent graduate, entrepreneur and executive – see membership information for complete details)
2. **Student**, as defined in the national bylaws—Individuals working toward a degree who demonstrate a commitment to communications as a career and above average scholarship. This chapter shall accept student members if there is no local campus chapter available to them.
3. **Chapter honorary membership**, bestowed by the chapter upon individuals of local distinction who have made a significant contribution to communications or who have advanced the objectives of The Association for Women in Communications. This honor is reserved for persons who do not qualify for professional membership.

Section C. Good Standing. Members in good standing are those whose current national and chapter dues are paid and who comply with the provisions of the national bylaws and these chapter bylaws.

Section D. Admission. Individuals qualified for membership in the Association for Women in Communications, may apply or be invited to join the chapter

Section E. Privileges.

1. Professional and student members in good standing may vote and hold elective or appointive office at the chapter, and national levels.
2. Honorary members have no voice or vote and may hold no elective or appointive office.
3. Members in good standing may transfer membership from one chapter to another without payment of dues to the new chapter for that year.
4. Only members in good standing may attend national and regional meetings of the organization at member rates.

Section F. Re-affiliation. A student or professional member who is not in good standing may re-affiliate with the organization by using the re-affiliation form and paying the application fee plus current dues.

#### **Article IV: Dues and Fees**

Section A. Application Fees. Application fees and national and chapter dues for the first year shall accompany the application for membership.

Section B. Chapter Dues. Chapter dues shall be set by the majority vote of those present at a regular business meeting, provided that notice of a pending vote to change the amount of dues has been published in the meeting notice or otherwise circulated to the membership prior to the meeting at which the vote is taken.

Section C. Date Payable. National and chapter dues are payable annually on or before the member's anniversary date.

Section D. Amounts.

1. Professional members shall pay full dues, unless the chapter dues structure provides discounts for first-year graduates, professional members who are enrolled as full-time students in a degree program, or retired professional members, in the same manner as outlined in the national bylaws for discounts on national dues.
2. The national application fee for students shall cover all national dues through graduation or termination of college work. Students shall pay chapter dues as set by the chapter.
3. Honorary members shall pay no membership dues or fees.

#### **Article V: Organization**

Section A. Number of members. This chapter shall consist of a minimum of eight members in good standing as defined in these bylaws. No individual shall be a "local only" member. Affiliation with the International association is required for all members of a local chapter

Section B. Meetings.

1. Regular meetings shall be held every month, with at least six programs/projects of a professional nature each fiscal year.
2. Special meetings may be called by the president or three members of the Board of Directors.
3. A quorum for any regular meeting shall consist of 20 percent of the chapter's members in good standing.

Section C. National Meeting Delegate. The chapter's delegate and alternate to the annual meeting shall be elected by a majority vote at a regularly scheduled meeting. In an emergency when neither the elected delegate or alternate can attend, the president or chapter board of directors shall appoint a member in good standing to serve as the chapter's delegate.

#### **Article VI: Officers**

Section A. Titles. The officers shall include a president, president-elect, vice president-programs, vice president-membership, vice president-administration, and vice president-finance, whose duties shall be those normally incumbent upon the respective offices and those specified in Section D and in the Professional Chapters Manual.

Section B. Eligibility. All officers and committee chairs must be members in good standing.

Section C. Vacancies. A vacancy occurring in an office shall be filled by a majority vote of the Board of Directors. With this exception: if the vacancy is that of the office of president, the president-elect shall automatically move president, leaving the vacant office, that of president-elect.

#### Section D. Duties.

1. The president shall preside at all meetings of the chapter, the board of directors, and the executive board, and shall serve as an ex-officio member of all committees except the nominating committee. The incoming president shall appoint the committee chairs for the administrative year that she will serve as president.
2. The president-elect shall perform the duties of the president in the president's absence and shall serve as an ex-officio member of all committees except the nominating committee. The president-elect shall be responsible for the chapter newsletter and may appoint a committee for such purpose. The president-elect shall be responsible for preparing any proposed changes to the bylaws for membership vote and updating the bylaws with such changes as necessary, and may appoint a committee for such purpose.
3. The vice-president of programs is responsible for the supervision and planning of programs for all chapter meetings including six professional programs each year.
4. The vice-president membership shall solicit eligible persons for membership in the chapter and process their applications, and institute and oversee any membership recruitment committees and shall contact inactive members for re-affiliation purposes, oversee any membership retention committees and prepare a yearly directory of current members. Deletions from the "Members only" E-Mail list should come periodically, after every attempt to maintain a member has failed, and the VP of Membership with board approval directs that the member be removed from the Members Only E-mail list
5. The vice-president administration shall keep a correct record of the proceedings of all meetings of the chapter, the board of directors, and the executive committee; shall conduct the official correspondence, except that assigned to another member or the direct responsibility of an individual committee, and shall transmit those records to a successor. Correspondence shall also include the sending of congratulatory, sympathy and get well wishes on behalf of the chapter.
6. The vice-president finance shall keep records of all financial reports, pay out monies when directed by the chapter, and provide necessary financial information for national reports. The vice-president finance shall supply other officers with names of chapter members who have paid dues and shall send reminders to members who have not paid dues and shall transmit chapter records and monies to a successor.
7. All elected officers will transmit their officer records to their successors.
8. All elected officers and appointed committee chairs shall submit a summary report of the year's activities and goals to the outgoing president and chapter historian.
9. The Immediate Past-President shall serve in an advisory capacity to the board of directors and also shall serve on the Bylaws Committee when such a committee meets.

## **Article VII: Nominations and Elections**

Section A. Nominating Committee. A nominating committee, consisting of at least three members, shall be elected by a majority vote of the membership no later than February 1. It shall be the duty of this committee to make nominations for each office to be filled and to present a slate of candidates to the membership for voting.

Section B. Election. All officers shall be elected by April 30 to serve for one year or until their successors are elected. Terms of office shall begin June 1. Election shall be by voice vote unless there is more than one candidate for an office, in which case election shall be by ballot. A majority shall elect. The president-elect shall be elected annually, serve one year as president-elect, immediately followed by one year as president and one year as immediate past president.

## **Article IX: Executive Committee and Board of Directors**

Section A. The executive committee shall consist of the elected officers and the immediate past president.

Section B. The board of directors shall consist of the executive committee and the standing committee chairs.

Section C. The board of directors shall have the general supervision of the affairs of the chapter between its business meetings and, acting as a body, shall establish policies and procedures to administer the chapter, provided such policies and procedures shall not conflict with the national bylaws or these bylaws or with any specific rules adopted by the delegates at the national annual meeting.

Section D. A majority of the members of the board of directors of executive committee shall constitute a quorum.

Section E. Meetings shall be open to all members in good standing as observers.

## **Article X: Committees**

Section A. There shall be standing and special committees.

1. Standing committees shall be programs, membership, finance, freedom of information/progress of women in communications, job information, student relations, special events, hospitality, and publicity/communications.
2. Special committees shall include those committees requested by the national organization or others as the executive committee desires and shall include but are not limited to, Historical Committee and Website Development.

Section B. Duties of the standing committees.

1. The program committee, chaired by the vice-president programs, shall arrange the monthly programs, correlating its plans with other committee chairs concerned.
2. The membership committee, chaired by the vice-president membership, shall search out and invite potential members who demonstrate consistent professional achievement in communications and students who are prospective members to attend a chapter meeting and to submit an application for membership. This committee shall follow the required procedure for local and national approval and shall notify the new member and chapter officers when approval is received. The committee shall maintain a current list of active and prospective members, giving names, place of employment, type of work, addresses and telephone numbers for both home and business. The membership committee shall be responsible for awarding the chapter membership awards including the Rising Star Award, the Vanguard Award, and any other such awards as the chapter sees fit to award. The finance committee, chaired by the vice-president finance, shall supervise the financial affairs of the chapter, preparing a budget as needed and proposing possible money-making projects.

3. The freedom of information/progress of women committee shall inform chapter members of all communications issues concerning First Amendment rights and shall inform members of pending state and federal legislation of interest and importance to working women in the communications field.
4. The job information committee shall act as a job information center for members seeking employment in the communications field and shall assist employers seeking to fill positions in the communications field.
5. The student relations committee shall plan special events and ways to help communications students and shall administer the annual scholarship.
6. The special events committee shall explore special projects that might be adopted by the membership and shall lead in carrying out such projects.
7. The publicity/communications committee shall be responsible for all chapter publicity, shall notify members of meetings and other chapter affairs, including chapter meeting publicity and material for the national newsletter, and shall search out and present to the chapter ways to improve the image of the Association for Women in Communications, in the community.
8. The hospitality committee shall arrange for the location and menu of each monthly meeting and shall be responsible for nametags and greeting guests at meetings.

### **Article XI: Dissolution**

Section A. This chapter shall use its funds only to accomplish the objectives and purposes specified in these bylaws and no part of said funds shall inure or be distributed to members of the organization.

Section B. Should the chapter be dissolved, any funds remaining shall be distributed to one or more regularly organized and qualified charitable, educational, or philanthropic organizations to be selected by the board of directors.

### **Article XII: Parliamentary Authority**

The current edition of Robert's Rules of Order shall govern this organization in all cases not provided for in the bylaws or in adopted organization special rules.

### **Article XIII: Amendment to Bylaws**

Section A. These bylaws may be amended by a two-thirds vote of those present and voting at a regular chapter meeting, provided that the amendment, signed by two members in good standing, has been submitted in writing at the previous regular meeting and provided the amendment does not conflict with national bylaws.

Section B. Current chapter bylaws must be on file with the National Headquarters of Association for Women in Communications