

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46

**BYLAWS OF REGION B, SONORA
OF
THE SOCIETY OF WOMEN ENGINEERS**

ARTICLE I – NAME AND OBJECTIVES**

Section 1. Name

The name of this organization shall be Region B, Sonora (hereinafter called “the region”) of the Society of Women Engineers (hereinafter called “the Society”).

Section 2. Objectives

The region is an organizational unit whose purpose is to further the objectives of the Society. The region shall:

- A. Promote communication within the Society.
- B. Provide a forum for discussion of concerns or issues of relevance to the Society, the region, or local organizations.
- C. Promote and support the objectives of the Society.
- D. Provide a forum for interaction between professional and collegiate members of the region.

Section 3. Powers

The region is empowered by the Society to pursue the objectives of the Society under these bylaws and in consonance with the bylaws of the Society.

Section 4. Non-Discrimination Policy

In accordance with the Society’s policies and purposes, the region shall not discriminate in connection with its membership and its services to the public at large.

ARTICLE II – MEMBERSHIP**

Section 1. Members

Members of the region are those members of the Society assigned to the region. All members of the region shall have the right to attend all in-person region council meetings.

Section 2. Grades of Membership

Members shall have the same membership grade and corresponding membership rights in the region as they have in the Society.

Section 3. Region Membership Meetings

- A. The professional and collegiate members of the region shall meet at least once annually at the Society or region conference at a time and place announced by the region governor.

- 47
48 B. All professional and collegiate members of the region are eligible to attend and
49 participate in the membership meeting. The quorum shall be the members present.
50 Results of these meetings shall be referred to the region council for consideration.
51

52 Section 4. Region Collegiate Membership Meetings

- 53 A. The collegiate members of the region shall meet at least once annually at the
54 Society or region conference to discuss collegiate business of the region and to
55 formulate recommendations to the region council. The meeting shall be held at a
56 time and place announced by the region governor. The collegiate members may
57 also meet upon the request of the governor, lieutenant governor, or any combination
58 of at least three of the following: a region collegiate representative, the region
59 collegiate communications editor, the collegiate senator, or a collegiate section
60 president.
61
62 B. The collegiate members present shall constitute a quorum for the meeting. Each
63 collegiate section president or her/his designee shall cast a single vote. The region
64 collegiate representative(s) shall report the results of these meetings to the region
65 council for consideration.
66
67

68 **ARTICLE III – OFFICERS**

69 Section 1. Officers**

70 The officers of the region are the governor, lieutenant governor, secretary, and
71 treasurer.
72

73 Section 2. Eligibility and Term of Office**

- 74 A. The governor must meet the eligibility requirements as found in the Society bylaws.
75 The lieutenant governor must meet the same eligibility requirements as the
76 governor. The secretary and treasurer must be members of the region and must
77 also be either voting members of the Society or collegiate members who meet the
78 qualifications stated in the Society bylaws for professional membership. Collegiate
79 members may be candidates if they will be members of the region and will qualify for
80 professional membership before the start of the term of office; however they must
81 meet these requirements in order to serve. Any officer who is a collegiate member
82 shall have the right to vote during the performance of duties in that position without
83 gaining any additional voting rights in the region.
84
85 B. The governor shall serve for a term of two fiscal years as specified in the Society
86 bylaws. The lieutenant governor, secretary, and treasurer shall serve for one fiscal
87 year.
88

89 Section 3. Duties**

90 A. Governor

91 In addition to the duties specified in the Society bylaws, the governor shall:

- 92 1. Execute the business and policies of the region;
93 2. Serve as the nonvoting chair of the region council;
94 3. Authorize the disbursement of region funds within the budget approved by the
95 region council;
96 4. Represent the region before the public;
97 5. Be an authorized signatory on all region accounts; and
98 6. Perform any other duties as may be assigned by the director of regions or the
99 region council.

100

101 B. Lieutenant Governor

102 The lieutenant governor shall:

- 103 1. Assume the duties of the governor if the governor is temporarily unable to serve;
104 2. Provide guidance and oversight to collegiate leaders in the region; and
105 3. Perform such other duties as may be assigned by the governor or the region
106 council.

107

108 C. Secretary

109 The secretary shall:

- 110 1. Maintain the records of the region;
111 2. Have an up-to-date roll of the representatives at all meetings of the region
112 council; and
113 3. Perform other duties incident to the office of secretary or as may be assigned by
114 the governor or the region council.

115

116 D. Treasurer

117 The treasurer shall:

- 118 1. Be responsible for the collection, distribution, and safekeeping of region funds;
119 2. Prepare, maintain, and report as directed on the financial position of the region in
120 relation to the approved budget;
121 3. Submit a financial report to the Society in accordance with established
122 procedures; and
123 4. Perform other duties incident to the office of treasurer or as may be assigned by
124 the governor or the region council.

125

126

127 **ARTICLE IV – REGION COUNCIL****

128 **Section 1. Composition**

129 A. All council representatives and alternates, except the collegiate representative(s)
130 and alternate, must be voting members of the region. The collegiate
131 representative(s) and alternate (known as the region collegiate communications
132 editor) must be members of the region.

133

134 B. The members of the region council are defined in the Society bylaws.

135

136 **Section 2. Duties**

- 137 In addition to the duties outlined elsewhere in these bylaws, the region council shall:
138 1. Ensure the objectives and purposes of the region are pursued;
139 2. Formulate region policy;
140 3. Support the initiation and development of sections within the region;
141 4. Approve the region budget by a majority of the region council members;
142 5. Ensure a financial assessment is conducted at least once every two years; and
143 6. Maintain communication flow between region senators and their constituents on
144 relevant issues.

145
146 Section 3. Meetings

- 147 A. The region council shall meet in-person at least once annually to conduct the
148 business of the region. The region council may also meet upon the call of the
149 governor or by written petition of at least one-third of the voting members of the
150 region council. Unless otherwise restricted by law, the region council may also
151 conduct business by telephone or other electronic devices, provided that all
152 members can communicate with one another at the same time.
153
154 B. A majority of the voting representatives of the region council then in office shall
155 constitute a quorum for the conduct of the business of the council. No member of the
156 region council may vote by proxy.
157
158 C. At least thirty days notice shall be given to all members of the region council prior to
159 an in-person meeting, and at least ten days notice shall be given to all members of
160 the region council prior to a telephone conference call meeting.
161
162 D. The region council may also conduct business by mail, electronic mail, web-based
163 technology, or fax, provided that:
164 1. Complete and identical information is distributed to all members of the region
165 council at the same time.
166 2. Instructions for reply, together with a return date no less than fourteen days from
167 the date of distribution, are included.
168 3. The integrity of each ballot can be verified as to the eligibility of the member
169 casting the vote and that only one ballot is cast by any member.
170 4. The number of ballots returned meets the quorum requirements for an in-person
171 meeting.
172 5. The vote required shall be the same as the vote for an in-person meeting.
173 6. The balloting is in accordance with any additional policies adopted by the region
174 council to ensure that:
175 a. Alternate methods of voting are provided for any region council member who
176 is unable to use the primary method; and
177 b. The decision to take such a ballot is made by those properly authorized by
178 the region council to make such decision.
179 7. The results of such ballot shall be reported to the region council within fifteen
180 days after the close of the ballot process.
181

182
183
184
185
186
187
188
189
190
191
192
193
194
195
196
197
198
199
200
201
202
203
204
205
206
207
208
209
210
211
212
213
214
215
216
217
218
219
220
221
222
223
224
225
226

ARTICLE V – REGION COLLEGIATE POSITIONS

Section 1. Region Collegiate Positions

There shall be at least one region collegiate representative (hereinafter called “RCR”), as specified in the Society bylaws, and one region collegiate communications editor (hereinafter called “RCCE”).

Section 2. Term of Office

The RCR(s) and RCCE shall serve for a term of one fiscal year, to coincide with the Society’s fiscal year.

Section 3. Duties

A. The RCR(s) shall:

1. Represent the collegiate members of the region at region council meetings;
2. Preside at region collegiate membership meetings;
3. Coordinate the submittal of quarterly reports from the collegiate sections; and
4. Perform other duties incident to the office of RCR as described in the Society procedures and region governance documents.

B. The RCCE shall:

1. Assume the duties of RCR if a representative is temporarily unable to serve;
2. Manage the region’s collegiate communications media;
3. Have an up-to-date roll of the collegiate section presidents at all meetings of the collegiate members; and
4. Perform other duties incident to the office of RCCE as described in the Society procedures and region governance documents.

ARTICLE VI – NOMINATIONS, ELECTIONS, VACANCIES, AND REMOVAL

Section 1. Nomination and Election for Professional Positions**

A. The nominating committee shall be composed of at least three voting members with no more than one member from each section or from the members at large and shall be chosen in accordance with policies adopted by the region council. The chair of the nominating committee shall be a nonvoting member of the committee elected by the region council.

B. The nominating committee shall propose at least one qualified candidate for each available officer and professional senator, as well as for region member of the Society’s nominating committee. The nominating committee may also propose one or more qualified candidates for the position of alternate professional senator. The alternate professional senator must be elected in the same manner as professional senators as defined by senate and region procedures. Members of the nominating committee may not become candidates for these positions during their tenure of service on the nominating committee.

- 227
228 C. The proposed slate for governor, professional senator and alternate professional
229 senator shall be presented to the members of the region council by February 1.
230 Additional candidates may be nominated by petition, provided that:
231 1. The member is eligible for the position;
232 2. The member has given written consent to being placed on the ballot;
233 3. A minimum of two percent of the voting members of the region have signed a
234 petition or endorsed an e-mail to place the candidate's name on the ballot, with
235 no more than half of the signatures or endorsements having been made from any
236 one professional section or the members at large; and
237 4. The petition, together with the written consent, is submitted to the nominating
238 committee prior to February 20.
239
240 D. The nominating committee shall submit the names of candidates for governor,
241 professional senator, and alternate professional senator to the Society headquarters
242 by March 1, with a copy of such report to the current governor.
243
244 E. The nominating committee shall submit the names of candidates for all professional
245 positions other than governor, and alternate professional senator professional
246 senator to the region council in accordance with region policy.
247
248 F. The voting members of the region shall elect the governor, professional senators
249 and alternate professional senator in accordance with Society bylaws. The region
250 council shall elect the other officers and the region member of the Society
251 nominating committee.
252
253 G. A plurality shall elect for each position. Write-in votes for eligible candidates shall be
254 allowed. In the event of a tie, the election for that position shall be determined by lot.
255

256 Section 2. Nomination and Election for Collegiate Positions**

- 257 A. The nomination and election of collegiate senator, alternate collegiate senator (if
258 any), RCR(s) and RCCE shall proceed in accordance with Society procedures and
259 these bylaws.
260
261 B. Nominations are opened in January and applications are solicited online. Each
262 candidate's eligibility and intent to run for a position must be confirmed no later than
263 February 28.
264
265 C. Elections shall be managed by Society headquarters. The collegiate section
266 presidents of the region as of March 1 shall elect each position. Ballots shall be
267 distributed electronically at least two weeks prior to the required return date.
268
269 D. A plurality shall elect for each position. Write-in votes for eligible candidates shall be
270 allowed. In the event of a tie, the election for that position shall be determined by lot.
271

272 Section 3. Vacancies

- 273 A. A vacancy in the position of governor shall be filled by the lieutenant governor. If
274 more than eighteen months remain in the governor's term, the voting members in
275 the region shall elect someone to fill the vacancy for the second half of the term.
276
277 B. A vacancy in the position of lieutenant governor, secretary, treasurer, or region
278 member of the Society nominating committee shall be filled by vote of the region
279 council.
280
281 C. A vacancy in the position of senator or alternate senator shall be filled in accordance
282 with Society bylaws and senate procedures.
283
284 D. A vacancy in the position of an RCR shall be filled by the RCCE.
285
286 E. A vacancy in the position of RCCE shall be filled by vote of the collegiate section
287 presidents of the region.
288

289 Section 4. Removal

- 290 A. The governor or a senator may be removed as specified in the Society bylaws.
291
292 B. The lieutenant governor, secretary, treasurer, or alternate professional senator may
293 be removed by two-thirds of the voting members of the region council. Such
294 removal shall be effective immediately.
295
296 C. An RCR, RCCE, or alternate collegiate senator may be removed by two-thirds of the
297 collegiate section presidents of the region. Such removal shall be effective
298 immediately.
299
300 D. Removal procedures not covered by law or these bylaws shall be developed and
301 approved by the region council.
302
303

304 **ARTICLE VII – COMMITTEES**

- 305 A. The region standing committees are:
306 • Assessment
307
308 B. The governor or the region council may establish committees as needs arise.
309
310 C. Committee chairs shall be appointed by the governor. The members of the
311 committees shall be appointed by the chair of the committee with the approval of the
312 governor.
313
314

315 **ARTICLE VIII – PARLIAMENTARY AUTHORITY****

316 The rules contained in the tenth edition of *Robert's Rules of Order Newly Revised* shall
317 govern this region in all cases to which they are applicable and in which they are not
318 inconsistent with these bylaws and any special rules of order the region may adopt.

319
320

321 **ARTICLE IX – AMENDMENT****

322 A. These bylaws may be amended by a three-quarters vote of the region council.

323

324 B. Amendments may be proposed by any five members of the region, provided at least
325 four are voting members. All proposed amendments must be submitted to the
326 region secretary.

327

328 C. The text of each amendment shall be delivered either by first-class mail or
329 electronically to all members of the region council at least thirty days prior to
330 commencement of voting.

331

332 D. Amendments adopted by the region council shall be sent to the Society secretary
333 according to established procedures and shall become effective after approved by
334 the Society secretary.

335

336 E. Required sections are marked with a double asterisk (**) and conform to the region
337 bylaws template approved by the Society board of directors. Changes to required
338 sections of the region bylaws template shall become part of these bylaws upon
339 approval by the Society. The region secretary shall incorporate such changes into
340 the region bylaws and forward the updated bylaws to the Society secretary within six
341 months of notification of the change to the region bylaws template.

342

343