

1 NOTE: This bylaws template may be adopted by a SWE region subject to the endnotes and instructions contained
2 therein. PRIOR to adoption, these instructions must be deleted, and all blanks filled in.

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4 The text in sections marked with asterisks (**) may not be amended by the region, except as noted in the endnotes.
5 Additional provisions may be included, as long as they are not in conflict with the marked sections or the Society's
6 bylaws.

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8 **BYLAWS OF OHIO VALLEY REGION¹ G**
9 **OF**
10 **THE SOCIETY OF WOMEN ENGINEERS**
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14 **ARTICLE I – NAME AND OBJECTIVES****

15 Section 1. Name

16 The name of this organization shall be the Ohio Valley Region G (hereinafter called “the
17 region”) of the Society of Women Engineers (hereinafter called “the Society”).

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19 Section 2. Objectives

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

- 22 A. Promote communication within the Society.
23 B. Provide a forum for discussion of national, regional and local Society concerns.
24 C. Promote and support the objectives of the Society.
25 D. Provide a forum for interaction between professional sections and student sections.

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27 Section 3. Powers

28 The region is empowered by the Society to pursue the objectives of the Society under
29 these bylaws and in consonance with the bylaws of the Society.
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32 **ARTICLE II – MEMBERSHIP****

33 Section 1. Members

34 Members of the region are those members of the Society assigned to the region. In
35 accordance with the Society's policies and purposes, the region shall not discriminate in
36 connection with its membership and its services to the public at large. All members of
37 the region shall have the right to attend all in-person region council meetings.
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39 Section 2. Grades of Membership

40 Members shall have the same membership grade and corresponding membership
41 rights in the region as they have in the Society.
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44 **ARTICLE III – OFFICERS**

45 Section 1. Officers**

46 The officers of the region are the governor, lieutenant governor², secretary and
47 treasurer.³ The offices of secretary and treasurer may be held by the same person.
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Section 2. Eligibility and Term of Office**

- A. The governor must meet the eligibility requirements as found in the Society bylaws (Article VI, Section 2, part B). The lieutenant governor must meet the same eligibility requirements as the governor. The secretary and treasurer must be voting members of the region.
- B. The governor shall serve for a term of two fiscal years. Governors may not serve concurrently as a member of the SWE board of directors. The secretary and treasurer shall serve for two fiscal years with rotation to be staggered with the governor⁴. The lieutenant governor (if the position is filled) shall serve for two fiscal years concurrently with the governor.

Section 3. Duties^{5**}

A. Governor

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

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

B. Lieutenant Governor (if position is filled)

The lieutenant governor shall assume the duties of the governor if the governor is temporarily unable to serve, and shall perform such other duties as may be assigned by the governor or the region council.

C. Secretary

The secretary shall:

- 1. Maintain the records of the region; and
- 2. Perform other duties incident to the office of secretary, or as may be assigned by the governor or the region council.

D. Treasurer⁶

The treasurer shall:

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

- 96 Section 4. Nomination and Election**7
97 A. The nominating committee shall be composed of at least three voting members with
98 no more than one member from each section or from the members at large and shall
99 be chosen in accordance with policies adopted by the region council. The chair of
100 the nominating committee shall be a nonvoting member of the committee elected by
101 the members of the region council.
102 B. Members of the nominating committee may not become candidates during their
103 tenure of service on the nominating committee.
104 C. The nominating committee shall propose at least one qualified candidate for each of
105 the available positions, including the regional member of the Society's nominating
106 committee.
107 D. The proposed slate for governor shall be presented to the members of the region
108 council by February 1. Additional candidates may be nominated by petition,
109 provided that:
110 1. The member is eligible for the position;
111 2. The member has given written consent to being placed on the ballot;
112 3. A minimum of two percent of the voting members of the region have signed a
113 petition or endorsed an email to place the candidate's name on the ballot, with no
114 more than half of the signatures or endorsements having been made from any
115 one professional section or the members at large; and
116 4. The petition, together with the written consent, is submitted to the nominating
117 committee prior to February 20.
118 E. The nominating committee shall submit the names of candidates for governor to the
119 Society headquarters by March 1, with a copy of such report to the current governor.
120 F. The nominating committee shall submit the names of candidates for all positions
121 other than governor to the region council in accordance with region policy.
122 G. The voting members of the Society in the region shall elect the governor. The region
123 council shall elect the other officers and the regional member of the Society
124 nominating committee.
125 H. A plurality shall elect for each office. Write-in votes for eligible candidates shall be
126 allowed.
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128 Section 5. Vacancies

- 129 A. A vacancy in the office of governor shall be filled by the lieutenant governor⁸ (if
130 available) for the remainder of the current term or if the region does not have a
131 lieutenant governor, by election by the region council for the remainder of the term.
132 B. A vacancy in the position of lieutenant governor, secretary, treasurer, or regional
133 member of the Society nominating committee shall be filled by election by the
134 region council.
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136 Section 6. Removal

- 137 The region governor may be removed in accordance with the Society bylaws Article VI,
138 Section 2, part C. The lieutenant governor, secretary, or treasurer may be removed by a
139 two-thirds vote of the region council. Such removal shall be effective immediately.
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143 **ARTICLE IV – REGION COUNCIL** **9

144 **Section 1. Composition**

145 The voting members of the region council shall consist of the members of the SWE
146 council of representatives who represent sections of the region¹⁰. The governor shall
147 provide a deciding vote at region council meetings in the event of a tie. Alternate
148 representatives may be selected in accordance with the policies of the council of
149 representatives. The officers of the region shall be nonvoting members of the region
150 council with the right to participate in the discussions of the council but shall retain their
151 voting status if they are also section or MAL council representatives.

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153 **Section 2. Duties**

154 In addition to the duties outlined elsewhere in these bylaws, the region council shall:

- 155 1. Ensure the objectives and purposes of the region are pursued.
- 156 2. Formulate region policy.
- 157 3. Support the initiation and development of sections within the region.
- 158 4. Approve the region budget by a majority of the region council members.

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160 **Section 3. Meetings**

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

- 189 | E. At least thirty¹¹ days notice shall be given to all members of the region council prior
190 | to an in-person meeting, and at least ten days notice shall be given to all members
191 | of the region council prior to a telephone conference call meeting.
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193 | F. No member of the region council may vote by proxy.
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196 | **ARTICLE V – COMMITTEES**

- 197 | A. The region standing committees are: none,
198 | B. The region council may establish other committees as the need arises.
199 | C. Committee chairs shall be appointed by the governor. The members of the
200 | committees shall be appointed by the chair of the region committee with the
201 | approval of the governor.
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Deleted: Audit¶
_____ (etc.)

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204 | **ARTICLE VI – DISSOLUTION****

205 | In the event of dissolution, the assets of the region shall be first used to pay any region
206 | debts, after which any remaining funds shall be disbursed to other SWE regions, SWE
207 | sections, the Society, or SWE endowment funds as recommended by the region council
208 | and approved by the SWE board of directors.
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211 | **ARTICLE VII – PARLIAMENTARY AUTHORITY****

212 | The rules contained in the tenth edition of *Robert's Rules of Order Newly Revised* shall
213 | govern this region in all cases to which they are applicable and in which they are not
214 | inconsistent with these bylaws and any special rules of order the region may adopt.
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217 | **ARTICLE VIII – AMENDMENT****

- 218 | A. These bylaws may be amended by a two-thirds vote at any in-person meeting of the
219 | region council.
220 | B. Amendments may only be proposed by (1) a professional section or (2) five voting
221 | members of the region. All proposed amendments must be submitted to the
222 | governor.
223 | C. Written notice, delivered either by first class mail or electronically, must be given to
224 | all members of the region council at least thirty¹² days prior to the vote.
225 | D. Amendments adopted by the region council shall be sent to the Society secretary or
226 | designee for review, and shall only become effective after approved by the Society
227 | secretary.
228 | E. Changes to required sections of the region bylaws template shall become part of
229 | these bylaws upon approval by the Society¹³. The region secretary shall incorporate
230 | such changes into the region bylaws and forward the updated bylaws to the Society
231 | secretary within six months of notification of the change to the region bylaws
232 | template.
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235 | *Region bylaws based on region bylaws template version 04-27-05*

¹ Insert letter designation and name.

²The position of lieutenant governor is suggested, but is not a required position.

³ The secretary and treasurer positions may be combined if the provision is made part of the bylaws or this phrase may be added "The offices of secretary and treasurer may be held by the same person."

⁴ Can be changed to two year terms if desired. If two year terms, a rotation to stagger the terms may be specified.

⁵ Additional duties may be added as needed.

⁶ This may be combined with the secretary's duties if it is a combined position.

⁷ The provisions in this section with regard to the nomination and election of the governor and the region member of the Society's nominating committee cannot be changed. Those provisions with regard to other region council officers may be changed as desired by the region.

⁸ If there is no lieutenant governor, a vacancy in the office of governor shall be filled for the remainder of the fiscal year by election by the region council.

⁹ These provisions are minimums and cannot be removed. Additional provisions may be added provided that they are not in conflict with the Society's bylaws.

¹⁰ May add "and the region officers". If so, delete the last sentence of the section. If only some of the region officers are to be voting members, then list those officers and revise the last sentence to list the officers who are non-voting members.

¹¹ May change to thirty days if desired.

¹² May change to thirty days if desired.

¹³ The template will not change unless (1) the Society bylaws change and the template change is for compliance, or (2) the template is changed by the board following at least 60 days notice to all regions of an anticipated change.