

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.

3
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.

7
8 **BYLAWS OF REGION¹ _____**
9 **OF**
10 **THE SOCIETY OF WOMEN ENGINEERS**

11
12
13
14 **ARTICLE I – NAME AND OBJECTIVES****

15 **Section 1. Name**

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

18
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.

26
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.

30
31
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 region council meetings.

38
39 **Section 2. Grades of Membership**

40 Members shall have the same membership grade in the region as they have in the
41 Society.

42
43
44 **ARTICLE III – OFFICERS**

45 **Section 1. Officers****

46 The officers of the region are the region governor, lieutenant governor², region secretary
47 and region treasurer.³

50 Section 2. Eligibility and Term of Office**

- 51 A. The region governor must meet the eligibility requirements as found in the Society
52 bylaws. The lieutenant governor must meet the same eligibility requirements as the
53 governor. The region secretary and region treasurer must be voting members of the
54 region.
55
- 56 B. The region governor shall serve for a term of two fiscal years. Region governors may
57 not serve concurrently as a member of the board of directors. The lieutenant
58 governor, region secretary and region treasurer shall serve for one fiscal year⁴.
59

60 Section 3. Duties^{5**}

61 A. Region Governor

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

- 63 1. Execute the business and policies of the region;
64 2. Serve as the nonvoting chair of the region council;
65 3. Authorize the disbursement of region funds within the budget approved by the
66 region council;
67 4. Represent the region before the public;
68 5. Be an authorized signatory on the region checking account; and
69 6. Perform any other duties as assigned by the director of regions or the region
70 council.
71

72 B. Lieutenant Governor

73 The lieutenant governor shall assume the duties of the governor if the governor is
74 temporarily unable to serve, and shall perform such other duties as may be assigned
75 by the region governor or the region council.
76

77 C. Region Secretary and Region Treasurer⁶

78 The region secretary shall maintain the records of the region and the region
79 treasurer shall be responsible for any region funds. Both officers shall also perform
80 such duties as may be assigned by the region governor or the region council.
81

82 Section 4. Nomination and Election^{**7}

- 83 A. The region nominating committee shall be composed of at least three voting
84 members with no more than one from each section, chosen in accordance with
85 policies adopted by the region council. The chair of the nominating committee shall
86 be a nonvoting member of the committee elected by the members of the region
87 council.
88
- 89 B. Members of the nominating committee should have had recent experience in region
90 affairs in order to have an understanding and knowledge of the capabilities of those
91 members who are eligible for nomination. Members of the nominating committee
92 may not become candidates during their tenure of service on the nominating
93 committee.
94

- 95 C. The nominating committee shall propose at least one qualified candidate for each of
96 the available positions, including the regional member of the Society's nominating
97 committee.
98
- 99 D. The proposed slate for region governor shall be presented to the members of the
100 region council by February 1. Additional candidates may be nominated by petition,
101 provided that:
102 a. The member is eligible for the position;
103 b. The member has given written consent to being placed on the ballot;
104 c. A minimum of two percent of the voting members of the region have signed a
105 petition or endorsed an email to place the candidate's name on the ballot, with no
106 more than half of the signatures or endorsements having been made from any
107 one professional section; and
108 d. The petition, together with the written consent, is submitted to the nominating
109 committee prior to February 20.
110
- 111 E. The nominating committee shall submit the names of candidates for region governor
112 to the Society headquarters by March 1, with a copy of such report to the current
113 region governor.
114
- 115 F. The nominating committee shall submit the names of candidates for all positions
116 other than region governor to the region council in accordance with region policy.
117
- 118 G. The voting members of the Society in the region shall elect the region governor. The
119 region council shall elect the other officers and the regional member of the Society
120 nominating committee.
121
- 122 H. A plurality shall elect for each office. Write-in votes for eligible candidates shall be
123 allowed.
124

125 Section 5. Vacancies

- 126 A. The lieutenant governor⁸ shall assume the office of region governor in the event of a
127 vacancy in that office until the close of that fiscal year. If a subsequent fiscal year
128 remains in that term, the voting members in the region shall elect someone to fill the
129 vacancy for the second half of the term.
130 B. A vacancy in the position of lieutenant governor, region secretary, region treasurer,
131 or regional member of the Society nominating committee shall be filled by election
132 by the region council.
133

134 Section 6. Removal

135 The lieutenant governor, secretary, or treasurer may be removed by a two thirds vote of
136 the region council. Such removal shall be effective immediately.
137

138 **ARTICLE IV – REGION COUNCIL****9

- 139 A. The voting members of the region council shall consist of the members of the SWE
140 council of representatives who are members of the region. Alternate representatives
141 may be selected in accordance with the policies of the council of representatives.
142 The officers of the region shall be non-voting members of the region council with the
143 right to participate in the discussions of the council.
144
- 145 B. The region council shall meet annually at the national conference to conduct the
146 business of the region. The region council may also meet upon the call of the
147 governor or by written petition of at least one third of the voting members of the
148 region council.
149
- 150 C. Unless otherwise restricted by law or these bylaws, 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 D. The region council may also conduct business by mail, electronic mail, or fax,
155 provided that:
- 156 1. Complete and identical information is distributed to all members of the region
157 council at the same time.
 - 158 2. Instructions for reply, together with a return date no less than fourteen days from
159 the date of distribution, are included.
 - 160 3. The integrity of each ballot can be verified as to the eligibility of the member
161 casting the vote and that only one ballot is cast by any member.
 - 162 4. The number of ballots returned meets the quorum requirements for an in-person
163 meeting.
 - 164 5. The vote required shall be the same as the vote for an in-person meeting.
 - 165 6. The balloting is in accordance with any additional policies adopted by the region
166 council to ensure that:
 - 167 a. Alternate methods of voting are provided for any region council member who
168 is unable to use the primary method; and
 - 169 b. The decision to take such a ballot is made by those properly authorized by
170 the region council to make such decision.
 - 171 7. The results of such ballot shall be reported to the region council within fifteen
172 days after the close of the ballot process.
173
- 174 E. A majority of the number of the voting representatives of the region council then in
175 office shall constitute a quorum for the conduct of the business of the council.
176
- 177 F. At least sixty days notice shall be given to all members of the region council prior to
178 an in-person meeting, and at least ten days notice shall be given to all members of
179 the region council prior to a telephone conference call meeting.
180
- 181 G. No member of the region council may vote by proxy.
182
183

184 **ARTICLE V – COMMITTEES**

185 A. The region standing committees are:

- 186 • Audit
187 • _____ (etc.)
188

189 B. The executive committee may establish other committees as the need arises.
190

191 C. Committee chairs shall be appointed by the region governor. The members of the
192 committees shall be appointed by the chair of the region committee with the approval of
193 the region governor.
194

195
196 **ARTICLE VI – DISSOLUTION****

197 In the event of dissolution, the assets of the region shall be first used to pay any
198 remaining debts, after which all remaining assets and property of the region shall be
199 forwarded to the Society headquarters.
200

201
202 **ARTICLE VII – PARLIAMENTARY AUTHORITY****

203 The rules contained in the tenth edition of *Robert's Rules of Order Newly Revised* shall
204 govern this region in all cases to which they are applicable and in which they are not
205 inconsistent with these bylaws and any special rules of order the region may adopt.
206

207
208 **ARTICLE VIII – AMENDMENT****

209
210 A. These bylaws may be amended by a two-thirds vote at any in-person meeting of the
211 region council.

212 B. Amendments may only be proposed by (1) a professional section or (2) five voting
213 members of the region. All proposed amendments must be submitted to the region
214 governor.

215 C. Written notice, delivered either by first class mail or electronically, must be given to
216 all members of the region council at least sixty days prior to the vote.

217 D. Amendments adopted by the region council shall be sent to the Society secretary or
218 designee for review, and only become effective after approved by the Society
219 secretary.

220 E. Changes to required sections of the region bylaws template shall become part of
221 these bylaws upon approval of the board of directors. No region vote or further
222 approval by SWE shall be required for such mandatory language changes.
223

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.

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 also be changed to secretary/treasurer as a combined position

⁷ The provisions in this section with regard to the nomination and election of the region 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 region 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.