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**BYLAWS OF REGION i – Square Root of -1
OF
THE SOCIETY OF WOMEN ENGINEERS**

ARTICLE I – NAME AND OBJECTIVES**

Section 1. Name

The name of this organization shall be Region i – Square Root of -1 (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 B. All professional and collegiate members of the region are eligible to attend and
48 participate in the membership meeting. The quorum shall be the members present.
49 Results of these meetings shall be referred to the region council for consideration.
50

51 Section 4. Region Collegiate Membership Meetings

52 A. The collegiate members of the region shall meet at least once annually at the
53 Society or region conference to discuss collegiate business of the region and to
54 formulate recommendations to the region council. The meeting shall be held at a
55 time and place announced by the region governor. The collegiate members may
56 also meet upon the request of the governor, lieutenant governor, or any combination
57 of at least three of the following: a region collegiate representative, the region
58 collegiate communications editor, the collegiate senator, or a collegiate section
59 president.
60

61 B. The collegiate members present shall constitute a quorum for the meeting. Each
62 collegiate section president or her/his designee shall cast a single vote. The region
63 collegiate representative(s) shall report the results of these meetings to the region
64 council for consideration.
65
66

67 **ARTICLE III – OFFICERS**

68 Section 1. Officers**

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

72 Section 2. Eligibility and Term of Office**

73 A. The governor must meet the eligibility requirements as found in the Society bylaws.
74 The lieutenant governor must meet the same eligibility requirements as the
75 governor. The secretary and treasurer must be voting members of the region.
76

77 B. The governor shall serve for a term of two fiscal years as specified in the Society
78 bylaws. The lieutenant governor, secretary, and treasurer shall serve for one fiscal
79 year.
80

81 Section 3. Duties**

82 A. Governor

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

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

- 92
93 B. Lieutenant Governor
94 The lieutenant governor shall:
95 1. Assume the duties of the governor if the governor is temporarily unable to serve;
96 2. Provide guidance and oversight to collegiate leaders in the region; and
97 3. Perform such other duties as may be assigned by the governor or the region
98 council.
99
- 100 C. Secretary
101 The secretary shall:
102 1. Maintain the records of the region;
103 2. Have an up-to-date roll of the representatives at all meetings of the region
104 council; and
105 3. Perform other duties incident to the office of secretary or as may be assigned by
106 the governor or the region council.
107
- 108 D. Treasurer
109 The treasurer shall:
110 1. Be responsible for the collection, distribution, and safekeeping of region funds;
111 2. Prepare, maintain, and report as directed on the financial position of the region in
112 relation to the approved budget;
113 3. Submit a financial report to the Society in accordance with established
114 procedures; and
115 4. Perform other duties incident to the office of treasurer or as may be assigned by
116 the governor or the region council.
117

118 **ARTICLE IV – REGION COUNCIL****

119 **Section 1. Composition**

- 120
121 A. All council representatives and alternates, except the collegiate representative(s)
122 and alternate, must be voting members of the region. The collegiate
123 representative(s) and alternate (known as the region collegiate communications
124 editor) must be members of the region.
125

- 126 B. The members of the region council are defined in the Society bylaws.
127

128 **Section 2. Duties**

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

- 130 1. Ensure the objectives and purposes of the region are pursued;
131 2. Formulate region policy;
132 3. Support the initiation and development of sections within the region;
133 4. Approve the region budget by a majority of the region council members;
134 5. Ensure a financial assessment is conducted at least once every two years; and
135 6. Maintain communication flow between region senators and their constituents on
136 relevant issues.

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Section 3. Meetings

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

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

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

184

185 Section 3. Duties

186 A. The RCR(s) shall:

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

192

193 B. The RCCE shall:

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

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202 **ARTICLE VI – NOMINATIONS, ELECTIONS, VACANCIES, AND REMOVAL**

203 **Section 1. Nomination and Election for Professional Positions****

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

210

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

219

220 C. The proposed slate for governor, professional senator, and alternate professional
221 senator shall be presented to the members of the region council by February 1.
222 Additional candidates may be nominated by petition, provided that:

- 223 1. The member is eligible for the position;
- 224 2. The member has given written consent to being placed on the ballot;
- 225 3. A minimum of two percent of the voting members of the region have signed a
226 petition or endorsed an e-mail to place the candidate's name on the ballot, with

- 227 no more than half of the signatures or endorsements having been made from any
228 one professional section or the members at large; and
229 4. The petition, together with the written consent, is submitted to the nominating
230 committee prior to February 20.
231
232 D. The nominating committee shall submit the names of candidates for governor,
233 professional senator, and alternate professional senator to the Society headquarters
234 by March 1, with a copy of such report to the current governor.
235
236 E. The nominating committee shall submit the names of candidates for all professional
237 positions other than governor, professional senator, and alternate professional
238 senator to the region council in accordance with region policy.
239
240 F. The voting members of the region shall elect the governor, professional senator, and
241 alternate professional senator in accordance with Society bylaws. The region
242 council shall elect the other officers and the region member of the Society
243 nominating committee.
244
245 G. A plurality shall elect for each position. Write-in votes for eligible candidates shall be
246 allowed. In the event of a tie, the election for that position shall be determined by lot.
247

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

- 249 A. The nomination and election of collegiate senator, alternate collegiate senator (if
250 any), RCR(s) and RCCE shall proceed in accordance with Society procedures and
251 these bylaws.
252
253 B. Nominations are opened in January and applications are solicited online. Each
254 candidate's eligibility and intent to run for a position must be confirmed no later than
255 February 28.
256
257 C. Elections shall be managed by Society headquarters. The collegiate section
258 presidents of the region as of March 1 shall elect each position. Ballots shall be
259 distributed electronically at least two weeks prior to the required return date.
260
261 D. A plurality shall elect for each position. Write-in votes for eligible candidates shall be
262 allowed. In the event of a tie, the election for that position shall be determined by lot.
263

264 Section 3. Vacancies

- 265 A. A vacancy in the position of governor shall be filled by the lieutenant governor. If
266 more than eighteen months remain in the governor's term, the voting members in
267 the region shall elect someone to fill the vacancy for the second half of the term.
268
269 B. A vacancy in the position of lieutenant governor, secretary, treasurer, or region
270 member of the Society nominating committee shall be filled by vote of the region
271 council.

- 272
273 C. A vacancy in the position of senator or alternate senator shall be filled in accordance
274 with Society bylaws and senate procedures.
275
276 D. A vacancy in the position of an RCR shall be filled by the RCCE.
277
278 E. A vacancy in the position of RCCE shall be filled by vote of the collegiate section
279 presidents of the region.
280

281 **Section 4. Removal**

- 282 A. The governor or a senator may be removed as specified in the Society bylaws.
283
284 B. The lieutenant governor, secretary, treasurer, or alternate professional senator may
285 be removed by two-thirds of the voting members of the region council. Such
286 removal shall be effective immediately.
287
288 C. An RCR, RCCE, or alternate collegiate senator may be removed by two-thirds of the
289 collegiate section presidents of the region. Such removal shall be effective
290 immediately.
291
292 D. Removal procedures not covered by law or these bylaws shall be developed and
293 approved by the region council.
294

295
296 **ARTICLE VII – COMMITTEES**

- 297 A. The governor or the region council may establish committees as needs arise.
298
299 B. Committee chairs shall be appointed by the governor. The members of the
300 committees shall be appointed by the chair of the committee with the approval of the
301 governor.
302

303
304 **ARTICLE VIII – PARLIAMENTARY AUTHORITY****

305 The rules contained in the tenth edition of *Robert's Rules of Order Newly Revised* shall
306 govern this region in all cases to which they are applicable and in which they are not
307 inconsistent with these bylaws and any special rules of order the region may adopt.
308

309
310 **ARTICLE IX – AMENDMENT****

- 311 A. These bylaws may be amended by a three-quarters vote of the region council.
312
313 B. Amendments may be proposed by any five members of the region, provided at least
314 four are voting members. All proposed amendments must be submitted to the
315 region secretary.
316

- 317 C. The text of each amendment shall be delivered either by first-class mail or
318 electronically to all members of the region council at least thirty days prior to
319 commencement of voting.
320
- 321 D. Amendments adopted by the region council shall be sent to the Society secretary
322 according to established procedures and shall become effective after approved by
323 the Society secretary.
324
- 325 E. Required sections are marked with a double asterisk (**) and conform to the region
326 bylaws template approved by the Society board of directors. Changes to required
327 sections of the region bylaws template shall become part of these bylaws upon
328 approval by the Society. The region secretary shall incorporate such changes into
329 the region bylaws and forward the updated bylaws to the Society secretary within six
330 months of notification of the change to the region bylaws template.
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