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

5  
6 **BYLAWS OF REGION F NEW ENGLAND**  
7  
8 **OF**  
9 **THE SOCIETY OF WOMEN ENGINEERS**

10  
11  
12 **ARTICLE I – NAME AND OBJECTIVES\*\***

13 **Section 1. Name**

14 The name of this organization shall be Region F New England (hereinafter called “the  
15 region”) of the Society of Women Engineers (hereinafter called “the Society”).

16  
17 **Section 2. Objectives**

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

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

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 **Section 4. Non-Discrimination Policy**

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

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36 **ARTICLE II – MEMBERSHIP\*\***

37 **Section 1. Members**

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

41  
42 **Section 2. Grades of Membership**

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

45  
46 **Section 3. Region Membership Meetings**

- 48 A. The professional and collegiate members of the region shall meet at least once  
49 annually at the Society or region conference at a time and place announced by the  
50 region governor.  
51
- 52 B. All professional and collegiate members of the region are eligible to attend and  
53 participate in the membership meeting. The quorum shall be the members present.  
54 Results of these meetings shall be referred to the region council for consideration.  
55

56 **Section 4. Region Collegiate Membership Meetings**

- 57 A. The collegiate members of the region shall meet at least once annually at the  
58 Society or region conference to discuss collegiate business of the region and to  
59 formulate recommendations to the region council. The meeting shall be held at a  
60 time and place announced by the region governor. The collegiate members may  
61 also meet upon the request of the governor, lieutenant governor, or any combination  
62 of at least three of the following: a region collegiate representative, the region  
63 collegiate communications editor, the collegiate senator, or a collegiate section  
64 president.  
65
- 66 B. The collegiate members present shall constitute a quorum for the meeting. Each  
67 collegiate section president or her/his designee shall cast a single vote. The region  
68 collegiate representative(s) shall report the results of these meetings to the region  
69 council for consideration.  
70

71

72 **ARTICLE III – OFFICERS**

73 **Section 1. Officers\*\***

74 The officers of the region are the governor, lieutenant governor, secretary, and  
75 treasurer. The offices of Secretary and Treasurer may be held by the same person.  
76

77 **Section 2. Eligibility and Term of Office\*\***

- 78 A. The governor must meet the eligibility requirements as found in the Society bylaws.  
79 The lieutenant governor must meet the same eligibility requirements as the  
80 governor. The secretary and treasurer must be members of the region and must also  
81 be either voting members of the Society or collegiate members who meet the  
82 qualifications stated in the Society bylaws for professional membership. Collegiate  
83 members may be candidates if they will be members of the region and will qualify for  
84 professional membership before the start of the term of office; however they must  
85 meet these requirements in order to serve. Any officer who is a collegiate member  
86 shall have the right to vote during the performance of duties in that position without  
87 gaining any additional voting rights in the region.  
88
- 89 B. The governor shall serve for a term of two fiscal years as specified in the Society  
90 bylaws. The lieutenant governor, secretary, and treasurer shall serve for one fiscal  
91 year.  
92

93 Section 3. Duties\*\*

94 A. Governor

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

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

104  
105 B. Lieutenant Governor

106 The lieutenant governor shall:

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

111  
112 C. Secretary

113 The secretary shall:

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

119  
120 D. Treasurer

121 The treasurer shall:

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

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131 **ARTICLE IV – REGION COUNCIL\*\***

132 Section 1. Composition

- 133 A. All council representatives and alternates, except the collegiate representative(s)  
134 and alternate, must be voting members of the region. The collegiate  
135 representative(s) and alternate (known as the region collegiate communications  
136 editor) must be members of the region.

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

139

140 Section 2. Duties

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

- 142 1. Ensure the objectives and purposes of the region are pursued;
- 143 2. Formulate region policy;
- 144 3. Support the initiation and development of sections within the region;
- 145 4. Approve the region budget by a majority of the region council members;
- 146 5. Ensure a financial assessment is conducted at least once every two years; and
- 147 6. Maintain communication flow between region senators and their constituents on
- 148 relevant issues.

149

150 Section 3. Meetings

151 A. The region council shall meet in-person at least once annually to conduct the  
152 business of the region. The region council may also meet upon the call of the  
153 governor or by written petition of at least one-third of the voting members of the  
154 region council. Unless otherwise restricted by law, the region council may also  
155 conduct business by telephone or other electronic devices, provided that all  
156 members can communicate with one another at the same time.

157

158 B. A majority of the voting representatives of the region council then in office shall  
159 constitute a quorum for the conduct of the business of the council. No member of the  
160 region council may vote by proxy.

161

162 C. At least thirty days notice shall be given to all members of the region council prior to  
163 an in-person meeting, and at least ten days notice shall be given to all members of  
164 the region council prior to a telephone conference call meeting.

165

166 D. The region council may also conduct business by mail, electronic mail, web-based  
167 technology, or fax, provided that:

- 168 1. Complete and identical information is distributed to all members of the region  
169 council at the same time.
- 170 2. Instructions for reply, together with a return date no less than fourteen days from  
171 the date of distribution, are included.
- 172 3. The integrity of each ballot can be verified as to the eligibility of the member  
173 casting the vote and that only one ballot is cast by any member.
- 174 4. The number of ballots returned meets the quorum requirements for an in-person  
175 meeting.
- 176 5. The vote required shall be the same as the vote for an in-person meeting.
- 177 6. The balloting is in accordance with any additional policies adopted by the region  
178 council to ensure that:
  - 179 a. Alternate methods of voting are provided for any region council member who  
180 is unable to use the primary method; and
  - 181 b. The decision to take such a ballot is made by those properly authorized by  
182 the region council to make such decision.

- 183 7. The results of such ballot shall be reported to the region council within fifteen  
184 days after the close of the ballot process.

185  
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187 **ARTICLE V – REGION COLLEGIATE POSITIONS**

188 **Section 1. Region Collegiate Positions**

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

192  
193 **Section 2. Term of Office**

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

196  
197 **Section 3. Duties**

198 A. The RCR(s) shall:

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

204  
205 B. The RCCE shall:

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

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

215 **Section 1. Nomination and Election for Professional Positions\*\***

216  
217 A. The nominating committee shall be composed of at least three voting members with  
218 no more than one member from each section or from the members at large and shall  
219 be chosen in accordance with policies adopted by the region council. The chair of  
220 the nominating committee shall be a nonvoting member of the committee elected by  
221 the region council.

222  
223 B. The nominating committee shall propose at least one qualified candidate for each  
224 available officer and professional senator, as well as for region member of the  
225 Society’s nominating committee. The nominating committee may also propose one  
226 or more qualified candidates for the position of alternate professional senator. Any  
227 alternate professional senator(s) must be elected in the same manner as

228 professional senators as defined by senate and region procedures. Members of the  
229 nominating committee may not become candidates for these positions during their  
230 tenure of service on the nominating committee.  
231

- 232 C. The proposed slate for governor and professional senator shall be presented to the  
233 members of the region council by February 1. Additional candidates may be  
234 nominated by petition, provided that:
- 235 1. The member is eligible for the position;
  - 236 2. The member has given written consent to being placed on the ballot;
  - 237 3. A minimum of two percent of the voting members of the region have signed a  
238 petition or endorsed an e-mail to place the candidate's name on the ballot, with  
239 no more than half of the signatures or endorsements having been made from any  
240 one professional section or the members at large; and
  - 241 4. The petition, together with the written consent, is submitted to the nominating  
242 committee prior to February 20.  
243
- 244 D. The nominating committee shall submit the names of candidates for governor,  
245 professional senator, and alternate senator to the Society headquarters by March 1,  
246 with a copy of such report to the current governor.  
247
- 248 E. The nominating committee shall submit the names of candidates for all professional  
249 positions other than governor, professional senator, and alternate senator to the  
250 region council in accordance with region policy.  
251
- 252 F. The voting members of the region shall elect the governor, professional senators,  
253 and alternate senator(s) in accordance with Society bylaws. The region council shall  
254 elect the other officers and the region member of the Society nominating committee.  
255
- 256 G. A plurality shall elect for each position. Write-in votes for eligible candidates shall be  
257 allowed. In the event of a tie, the election for that position shall be determined by lot.  
258

259 Section 2. Nomination and Election for Collegiate Positions\*\*

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

272 D. A plurality shall elect for each position. Write-in votes for eligible candidates shall be  
273 allowed. In the event of a tie, the election for that position shall be determined by lot.  
274

275 Section 3. Vacancies

276 A. A vacancy in the position of governor shall be filled by the lieutenant governor. If  
277 more than eighteen months remain in the governor's term, the voting members in  
278 the region shall elect someone to fill the vacancy for the second half of the term.  
279

280 B. A vacancy in the position of lieutenant governor, secretary, treasurer, or region  
281 member of the Society nominating committee shall be filled by vote of the region  
282 council.  
283

284 C. A vacancy in the position of senator or alternate senator shall be filled in accordance  
285 with Society bylaws and senate procedures.  
286

287 D. A vacancy in the position of an RCR shall be filled by the RCCE.  
288

289 E. A vacancy in the position of RCCE shall be filled by vote of the collegiate section  
290 presidents of the region.  
291

292 Section 4. Removal

293 A. The governor or a senator may be removed as specified in the Society bylaws.  
294

295 B. The lieutenant governor, secretary, treasurer, or alternate professional senator may  
296 be removed by two-thirds of the voting members of the region council. Such  
297 removal shall be effective immediately.  
298

299 C. An RCR, RCCE, or alternate collegiate senator may be removed by two-thirds of the  
300 collegiate section presidents of the region. Such removal shall be effective  
301 immediately.  
302

303 D. Removal procedures not covered by law or these bylaws shall be developed and  
304 approved by the region council.  
305  
306

307 **ARTICLE VII – COMMITTEES**

308 A. The governor or the region council may establish committees as needs arise.  
309

310 B. 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.

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