

**The National Association of University Women
Southwest Section By Laws**

The following pages reflect the current By Laws for the Southwest Section of The National Association of University Women. All italicized wording indicates revisions made during the 37th Southwest Sectional Conference, hosted by the Compton Branch.

ARTICLE I-Name

The name of this association shall be The National Association of University Women, Southwest Section.

ARTICLE II-Purpose

The purpose of this section is to coordinate the work of the branches of the section in terms of the National Program and in line with the National Charter and By-Laws, Policies and Procedures.

ARTICLE III-Membership

The Southwest Section shall be composed of branches located within the geographical area designated by the National Charter and By-Laws, Policies and Procedures. *This includes the states of California, Arizona, New Mexico, Colorado, Nevada and Hawaii.*

ARTICLE IV-Officers

The elected officers of this section shall be a Sectional Director, Lay Member, Recording Secretary, Corresponding Secretary, Financial Secretary and Treasurer. *The appointed officers shall be Parliamentarian and Historian.*

ARTICLE V-Duties of Officers

SECTION I. Sectional Director

The Sectional Director shall preside at all Sectional Conferences and Executive Committee meetings. She shall serve as liaison between branches of the section and the national body. She shall stimulate growth and activity in the branches, interpret the policies of the association in the section and hold at least one sectional meeting annually. She shall prepare consolidated reports of the branches and present the reports to the National Convention. She shall be a member of the *National* Membership Committee.

SECTION 2. Lay Member

The Lay Member shall be elected by the section to represent the laity on the National Board of Directors. Should an emergency occur when the Sectional Director is absent or unable to complete her term, the Lay Member of the section shall preside until the next Sectional Conference, at which time an election for the Sectional Director will be held. *The Lay Member shall chair the By - Laws and Scholarship Committees.*

SECTION 3. Recording Secretary

The Recording Secretary shall be responsible for taking accurate and complete minutes of all Sectional Conferences and Executive Committee meetings. She shall, with the Sectional Director, be responsible for the distribution of minutes to the National and Sectional Officers and branches of the section, no later than two months after the meetings.

SECTION 4. Corresponding Secretary

The Corresponding Secretary shall be responsible for the correspondence of the *Southwest* Section. She shall assist the Recording Secretary when needed. She shall perform the duties of the Recording Secretary in case of absence or inability to serve until the expiration of term of office, or the disability ceases to exist.

SECTION 5. Financial Secretary

The Financial Secretary shall receive all monies of the section, turning them over to the Treasurer at regular intervals not exceeding one month, receiving a receipt. She shall keep a record of all monies received and shall countersign all vouchers for the expenditures of the section upon receipt of same and mail to the Treasurer immediately. *She shall make a report of all financial matters at the Annual Sectional Conference and Executive Committee Meetings.*

SECTION 6. Treasurer

The Treasurer shall make a detailed report of all financial matters to be presented at the Sectional Conference and Executive Committee meetings. She shall receive from the Financial Secretary all Sectional monies. She shall deposit these funds in a bank account in the name of the section. It shall be the duty of the Treasurer to make disbursements as directed by a voucher, prepared by the Financial Secretary and signed by the Sectional Director.

SECTION 7. Parliamentarian

The Parliamentarian shall advise the Sectional Director in the proper conduct of business at the Sectional Conference and Executive Committee Meetings. The ruling of the Parliamentarian shall be binding.

SECTION 8. Historian

The Historian shall collect and file current material concerning activities and achievements of the branches and individual members of the section and forward all pertinent information to the National Journalist.

ARTICLE VI-Nominations and Elections

SECTION 1. The Nominating Committee shall receive nominations from branch recommendations only.

SECTION 2. Elected Sectional Officers shall not be from the same branch.

SECTION 3. A member shall be eligible for election to sectional office when she has been active and financial in her branch and in the section for at least two years prior to nomination.

SECTION 3b. *A member shall be eligible to serve as Sectional Director who has been active and financial in the association for at least four years, shall have attended one of the last two National Conventions and at least two of the last three Sectional Conferences.*

SECTION 4. The *election of officers* shall be staggered with the Sectional Director, Financial Secretary, Corresponding Secretary, and Nominating Chair elected in the odd years. The Lay Member, Recording Secretary and Treasurer shall be elected in the even years.

SECTION 5. The term of office shall be for two years. *The tenure of office for the Sectional Director, Lay Member, Recording Secretary, Corresponding Secretary, Parliamentarian and Historian shall be limited to two (2) consecutive terms. This is a total of four (4) years.*

SECTION 6. *The tenure of office for the Financial Secretary and Treasurer shall be limited to three (3) consecutive terms. This is a total of six (6) years.*

SECTION 7. *The officers shall be elected during the annual Sectional Conference. All members who are financial and registered for the Sectional Conference may vote.*

SECTION 8. The newly elected officers should be in receipt of all official records and documents from the outgoing officers thirty days after the election.

SECTION 9. *If there are no Branch Nominations for any given office, the Sectional Director may appoint an officer with the approval of the Executive Committee during the Sectional Conference.*

ARTICLE VII-Meetings and Quorums

SECTION 1. The Sectional shall convene annually.

SECTION 2. *The Time and Place Committee shall select an alternate Host Branch for each conference. If Host Branch is unable to host the conference, the Sectional Director is to be notified by July 1st so that an alternate Host Branch may be appraised.*

SECTION 3. A quorum shall be the majority of the Membership present at a Sectional meeting.

SECTION 4. Branches shall be listed in alphabetical order to host Sectional Conferences.

ARTICLE VIII - Committees

SECTION 1. There shall be an Executive Committee and a Nominating Committee.

SECTION 2. There shall be as many Ad Hoc Committees as the Sectional Director deems necessary to conduct the work of the section.

SECTION 3. *The Executive Committee shall be composed of all Sectional Officers, Branch Presidents and the Immediate Past Sectional Director. The Immediate Past Sectional Director shall be a part of the Executive Committee for two (2) years after her term as Sectional Director.*

The Executive Committee shall have the power to act in the interim of Annual meetings. It shall make reports of its actions to the branches after each meeting. It shall meet at the discretion and call of the Sectional Director to take action on any matter relevant to the section.

SECTION 4. The Nominating Committee is composed of members selected from each branch within the section. The Chair of the Nominating Committee shall be elected by the membership at the Sectional Conferences.

SECTION 5. All committees shall provide a written report that has been accepted by the body, to be entered and documented in the minutes of the Sectional.

ARTICLE IX- Representation

SECTION 1. Any financial Sectional Member *registered for the Sectional Conference* shall have voice and vote in any meeting of the Sectional Conference.

ARTICLE X- Dues

SECTION 1. Sectional dues and the report of dues shall be as stipulated by the National Body. A copy of this report shall be sent to the Sectional Director.

SECTION 2. Annual National dues shall be *sixty-five (\$65), fifty-three (\$53)* of which shall be allocated to National, and *twelve dollars (\$12)* to the Section of the paying member. The amount of branch dues is left to the discretion of the branch. *Members-at-large shall pay sixty five dollars (\$65) to the National Association. Life Members shall pay seventeen dollars (\$17). Five dollars (\$5) of this allotment is designated to National and twelve dollars (\$12) to the Southwest Section.*

ARTICLE XI-Parliamentary Authority

The rules *contained* in Robert's Rules of Order Revised, shall govern the association in all cases to which they are applicable, *providing they are not inconsistent with National or Southwest Sectional By-Laws.*

ARTICLE XII- Joint Founder's Day

Joint Annual Southwest Section Founder's Day shall be held at the discretion of the Southwest Sectional Body.

ARTICLE XIII-Amendments To The By-Laws

SECTION 1. These By-Laws may be amended by a majority vote of registered members present at a Sectional Conference, provided they have been submitted in writing to the branches at least ninety days prior to the conference.

SECTION 2. Those By-Laws not circulated may be amended at any Sectional Conference/Meeting provided there is not a dissenting vote for the consideration of the proposed amendment and providing there is not a dissenting vote to the adoption of the amendment.

ARTICLE XIV- Branch Calendar

Branches shall submit *Branch Calendars to the* Sectional Director by October 1, and be distributed to Branch Presidents by December.

ARTICLE XV- Scholarship

SECTION 1. *The Southwest Section shall establish the Adelaide Dunn Scholarship for a student pursuing a Masters Degree from an accredited four year college/university.* The recipient shall reside in the Southwest Section.

SECTION 2. A one-hundred dollar (\$100.00) donation from each branch will fund the scholarship.

SECTION 3. The Sectional will maintain an ongoing account to receive funds donated by any person or organization for the Sectional Scholarship. Incentive awards will be given for different levels of donations. Lay Member will include quote in the scholarship letter she sends to the branches.

SECTION 4. The Southwest Scholarship shall be the Adelaide Dunn Scholarship in honor of the Founding Member of the Southwest Section.

ARTICLE XVI- Finances

SECTION 1. Each branch shall receive a financial statement from the Sectional Financial Secretary and Treasurer.

SECTION 2. The Sectional Financial Secretary shall submit to each branch a statement concerning the Sectional allotment from National.

SECTION 3. The Sectional proposed budget shall be presented and adopted at the first Executive meeting after the Sectional Conference.

SECTION 4. The Sectional Conference is responsible for all financial activities. The Sectional Conference shall be allowed to keep surplus funds should there be any. National will not be expected to pay Sectional deficiencies.

ARTICLE XVII-Woman of the Year

Woman of the Year Selection Criterion

50% - Branch Activities, participation, commitment and loyalty. The candidate should actively participate in the membership drive to recruit new members: participate in branches annual fund-raiser, selling a designated number of tickets or paying a designated amount specified by your branch. Spearhead at least two or more activities by chairing the activity or serving as a Committee Member; attendance (80%) at monthly meetings; attendance (80%) at scheduled events; give NAUW activities highest priority; must be financial.

10% - Attendance at two (2) Sectional Conferences within the last five (5) years

10% - Attendance at one (1) National Convention within the last 8 years

20% - Community Activities(should be within the last 10 years) Activities include: Serving on community boards, religious/church activities, volunteering at schools, volunteering at other non-profit agencies, publications for community service, or awards for community services.

10% - Scrapbook/written documentation required (6 pages minimum - 10 pages maximum)

The Southwest Section will choose the Sectional "Woman of the Year" from among the branches "Woman of the Year". Deadline date: January.

BY-LAWS REVISED: February 3, 2006

***Participating Members: Sallie Gibson-Southwest Sectional Director
Evelyn L. Wright-Southwest Sectional Lay Member***

*Josephine Bolden-Compton Branch
Ethel Hubert-Los Angeles Branch
Margarete McCrary-Santa Monica Branch
Essie McGriff-Southwest Sectional Consultant
Delma Tyreebee-Culver City Branch
Dr. Deirdre Sermons-Los Angeles Branch*

THE NATIONAL ASSOCIATION OF UNIVERSITY WOMEN

SOUTHWEST SECTION
BY - LAWS
REVISED FEBRUARY 3, 2006

Sallie Gibson
Sectional Director

Evelyn L. Wright
Lay Member