

**The National Association of University Women
Southwest Section ByLaws**

The following pages reflect the current ByLaws for The National Association of University Women Southwest Section. These ByLaws were passed at the 49th Southwest Sectional Conference. Revised February 3, 2018.

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 ByLaws 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 ByLaws, 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, Treasurer and Nominating Chair. The appointed officers shall be Parliamentarian and Historian.

ARTICLE V-Duties of Officers

SECTION 1. 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 ByLaws, Scholarship Committees and Founders' Day Program.

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 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 the 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 gives parliamentary opinions, upon request at Sectional Conferences. She shall serve as the advisor to the Sectional Director, the Officers and the Committee Chairs regarding the management of the Conference as it relates to the actual transaction of business. The Parliamentarian shall be present at the Pre-Conference board meeting. She must adhere to Roberts Rules of Order.

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

SECTION 9. Nominating Chair

9a. The Nominating Chair is responsible for sending out Notices of Sectional vacancies accompanied by vita form to all branches. Completed form, accompanied with vita shall be signed by Branch President and returned to the Nominating Chair by October 31 of each year preceding the election of Officers.

9b. She shall receive vita and written consent of candidates for nomination by stated deadline.

9c. She and the Nominating Committee shall prepare a list of nominees and biographical sketches of those listed after receiving their written consent to run for Office designated.

9d. She and the Nominating Committee shall clear those names with the Financial Secretary to determine eligibility of the individuals. The report of the Nominating Committee shall be filed with the Sectional Director.

ARTICLE VI- Nomination and Elections

SECTION 1. The Nomination 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, Historian and Nominating Chair shall be limited to two 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 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 Conference shall convene annually.

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 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 Conference.

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 Conference.

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 President and the Immediate Past Sectional Director. The Immediate Past Sectional Director shall be part of the Executive Committee for two 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 with the section. The Chair of the Nominating Committee shall be elected by the membership at the Sectional Conference.

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 Conference.

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 eighty dollars, (\$80.00), forty-eight dollars (\$48.00) of which shall be allocated to the National Association, twenty-two (\$22.00) to the Section of the paying members and ten dollars (\$10.00) toward the maintenance of the National Headquarters. The amount of branch dues is left to the discretion of the branch. Members-at-large shall pay eighty dollars (\$80.00) to the National Association. Life Members shall pay twenty-two dollars (\$22.00) Sectional Allotment.

ARTICLE XI- Parliamentary Authority

The rules contained in Robert's Rules of Order Revised, shall govern the association in the cases to which they are applicable, providing they are not inconsistent with National or Southwest Section ByLaws.

ARTICLE XII Joint Founder's Day

Joint Annual Southwest Section Founders' Day shall be held at the discretion of the Southwest Section Body.

ARTICLE XIII Amendments to the By-Laws

SECTION 1. These ByLaws 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 ByLaws not circulated or submitted in writing to the branches at least 90-days prior to the Sectional Conference 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.

SECTION 3. The sectional proposed budget shall be presented and adopted no later than 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 XV - Scholarship

SECTION 1. The Southwest Section shall establish the Adelaide Dunn Scholarship, in honor of the Founding Member of the Southwest Section. The Scholarship shall be for a male or female student of Black/African descent pursuing a Masters' Degree from an accredited four-year college/university. The recipient shall reside in the Southwest Section.

SECTION 2. A one-hundred ten dollars (\$110.00) donation from each branch will fund the scholarship. The Southwest Section will maintain an ongoing account to receive funds donated by any person or organization for the Sectional Scholarship.

SECTION 3. All applicants must submit two letters of recommendations. One of the letters MUST be written by a current NAUW Member, describing the candidate's: 1) personal characteristics and accomplishments that led to the recommendation and 2) willingness to demonstrate principles of NAUW.

Article XVI –Finances

SECTION 1. The Sectional Financial Secretary and Treasurer shall distribute a financial report to each Branch President at Southwest Sectional Conference.

SECTION 2. The Sectional Director and Financial Secretary shall submit a request for the Sectional Allotment, with receipts, to National no later than August 1.

SECTION 3. The Sectional proposed budget shall be presented at the Executive Committee meeting. It shall be adopted and voted on by attendees at the Sectional Conference during Plenary Session.

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

The member must be active and financial; participate in branch annual fund-raiser and other branch activities; have a leadership role in at least two or more activities; attend at least 80% of branch meetings. She shall give NAUW activities the highest priority.

Attendance at two Sectional Conferences within the last 3 years

Attendance at one National Convention within the last 8 years

Community activities (should be within the last 5 years) Activities include: Serving on community boards, religious/ church activities, volunteering at schools and other non-profit agencies; appearing in publications for community service or received awards for community service.

ARTICLE XVIII Establishment of New Branches

Sectional Directors shall review the application and verify pertinent information including, verification of degree. Prior to submission to the National Office for establishment of a new Branch, the Sectional Director shall visit the group and expenses may be taken from Sectional allotment. The Sectional Director shall meet with all potential members and evaluate the potential of a Branch as requested.

ARTICLE XIX – Committees

SECTION 1. Standing Committees

Standing Committees shall be Membership, ByLaws, Publicity, Scholarship, and Necrology.

SECTION 2. Special Committees

The Southwest Sectional Director may appoint committees as she deems necessary.

SECTION 3. Duties of Committees

- a. **Membership:** The Sectional Director is a member of the National Membership Committee. She is chair of the Sectional membership committee. The function of the Membership Committee is to devise means to bring into affiliation with the Southwest Section of the National Association of University Women all eligible alumnae. Such means may include contacting key people in the interest of organizing Branches and assisting Branches in obtaining members.
- b. **Publicity (Journalist):** The Journalist shall Chair the Journalist Committee. She shall publish articles for the media. The Committee is composed of a member from each branch in the section. The duty of the Committee is to prepare and publish bulletins for the Section with the approval of the Sectional Director.
- c. **ByLaws:** The Lay Member shall chair the ByLaws Committee. The committee is composed of a member from each branch in the Section. The duty of the By-Laws Committee is to prepare necessary amendments of the ByLaws and to ensure that the Sectional By-Laws are updated to mirror the National ByLaws.

- d. Scholarship: The Lay Member is a member of the Scholarship Committee. The Committee is composed of a member from each branch in the section. The duties for this Committee are found in Article XV- Scholarship, Sections 1-4.
- e. Necrology: The Corresponding Secretary is chair of the Necrology Committee. The Branch President submits the name(s) of deceased members to the corresponding Secretary. The Corresponding Secretary shall compile a roll of the deceased members in the Section and present the roll for the memorial ceremonies at the Sectional and National Convention.
- f. Founders Day: The Lay Member shall chair the Founders Day Committee. The Committee is composed of a member from each branch in the Section. Founders' Day is observed annually at the Sectional Conference.
- g. Historian: The Historian shall chair the Historian Committee. The Committee is composed of a member from each branch in the Section. The duty of the Committee is to assist in the collection of materials concerning activities and achievements of the branches. Published in Article V- Duties of Officers
- h. Nomination: The chair of the Nomination Committee shall follow Article VI – Nomination and Election in the ByLaws which describes the duties of the committee. The Committee is composed of a member for each branch in the section.
- i. Protocol: The Committee is composed of a member from each branch in the section. The duty of the Committee is to ensure that Protocol is followed at the Sectional Conference in regards to National and Sectional Officers seating and other acts of respect.
- j. Technology: The Chair of the Technology Committee shall work closely with the Sectional Director to maintain the Sectional web page in alignment with National rules. She shall also assist with technology at events. The Committee is composed of a member from each branch in the section.
- k. Hospitality/Bereavement: Each Branch President is responsible for sending gestures of hospitality to members who are ill, hospitalized and/or deceased and may contact the National Corresponding Secretary for recognition. If the Branch desires to present a resolution to the family of a deceased NAUW member, the Branch President notifies the Sectional Director who requests the resolution be prepared by the Corresponding Secretary. A request is made to the National Office who sends recognition. If a member of the Sectional Executive Board is ill or hospitalized, a card is sent by the Corresponding Secretary. If a member of the Sectional Executive Board passes away, excluding the Sectional Director, a plant and a resolution will be presented to the family by the Sectional Corresponding Secretary according to the family's wishes. The Sectional Director may convey any form of condolence that she deems necessary.

If any current elected National Officer of the Southwest Section, Sectional Director or past Sectional Director passes away, a floral arrangement shall be presented along with a resolution or recognition from the Section and the National headquarters.

ByLaws Revised: February 3, 2018

Southwest Sectional Director: Dr. Essie French Preston

Lay Member: Clara Frost

Beach Cities Branch: Michelle Ouattara

Culver City Branch: Helen Ricks

Inglewood Branch: Donna Wilson

Inland Empire Branch: Rita Miles

Los Angeles Branch: Terry H. Cummings

Santa Monica Branch: Zola Jones

South Bay Branch: Hattie McFrazier

South Central Branch: Christiana Worthams & Jennifer Walker

Tri Cities Branch: Wendy Wimberly

West Coast Cities Branch: Valeria Vaultz