



BYLAWS

**Rocky Mountain Region
Federally Employed Women
(Revised May 2010)**



**BYLAWS
ROCKY MOUNTAIN REGION
OF FEDERALLY EMPLOYED WOMEN**

Article I – Name

The name of this organization shall be the Rocky Mountain Region, Federally Employed Women (FEW), hereinafter referred to as the Region.

Article II – Purpose

The purpose of the Region is to provide a governing body to control the activities of the Rocky Mountain Region of FEW in support of National goals and purposes. It will guide the membership of the regional chapters in matters of mutual interest; control and administer funds collected from chapters or other fund-raising efforts for the use of the Region; and, see that procedures voted on by the Regional Board are carried out by each chapter.

Article III – Membership and Dues

The membership shall include all chartered chapters in good standing in the Rocky Mountain Region as designated in the National FEW Bylaws. Chapter presidents, or their designees, represent chapter members on the Regional Board provided the \$10 per member assessments are current.

Article IV – Regional Board

SECTION A. VOTING MEMBERS. All elected officers of the Region, elected chapter presidents, or their designated representatives, and Regional Representative(s) and the Immediate Past Regional Manager shall constitute the Regional Board.

SECTION B. DUTIES. The Regional Board shall:

1. Conduct ongoing business for the Region;
2. Review progress of chapters in the Region;
3. Provide guidance and support to chapters;
4. Sponsor at least one regional training program;
5. Assure Regional funds are obligated to support FEW goals;
6. Convene a special meeting of the Board at the request of 2 or more members of the Board and within 15 days of notice.

SECTION C. MEETINGS. Meetings of the Regional Board shall be convened at least semiannually. Purpose of the meeting(s) shall be to:

1. Conduct one annual training session;
2. Conduct the business of the Region;
3. Receive reports from Regional Officers on progress and achievements.

SECTION D. QUORUM. A majority of the Regional Board constitutes a quorum to vote on business of the region. Business conducted by mail or phone requires the same quorum for voting issues. This majority must represent over 50 percent of the chapters.

Article V – Elected Officers

SECTION A. OFFICERS. The elected officers of the Region shall be Regional Manager, Assistant Regional Manager, Secretary, Treasurer, and Chairperson of the Nominating and Election Committee.

SECTION B. TERM OF OFFICE

1. Officers shall take office on August 1 and serve for a term of two years;
2. No member shall be elected to the same office for more than two consecutive terms. Any officer filling an unexpired term of one year or less shall be eligible for election for one full term; and
3. Members may hold or be candidates for more than one office at either the Chapter; Regional or National level at the same time with the exception of Nominations and Elections committee members and the Regional Manager holding another voting position on the National Board of Directors.

SECTION C. DUTIES OF OFFICERS

1. The Regional Manager shall:
 - a. Serve as Chairperson of the Regional Board, schedule and conduct regular meetings and special meetings as required;
 - b. Make all necessary appointments, changes or replacements to the standing committee chairs;
 - c. Be an ex-officio member of all committees except the Nominating and Elections Committee;
 - d. Assist in the development and organization of new chapters;
 - e. Serve as liaison between the National FEW organization and the Regional Chapters;
 - f. Represent the Region as a member of the National Board of Directors;
 - g. Perform such functions as deemed advisable when requested by the National Board.
2. The Assistant Regional Manager shall:
 - a. Assume the duties of Regional Manager in the absence of the Regional Manager.
 - b. Serve as chairperson of the fund-raising committee, schedule and conduct fund-raising activities of the Region;
 - c. Assist the Regional Manager in his/her duties as directed.
3. The Secretary shall:

- a. Record minutes of all meetings and provide copies as required;
 - b. Prepare correspondence as directed by the Regional Manager or the Regional Board;
 - c. Keep a roster of chapters and chapter officers within the Regional and distribute them as required.
4. The Treasurer shall:
- a. Provide budget worksheet for Regional Board for preparation of new fiscal year budget;
 - b. Receive all Regional funds and disburse in accordance with the budget approved by the Regional Board; co-sign all checks with either the Regional Manager or Assistant Regional Manager;
 - c. Record all receipts and disbursements;
 - d. Deposit all funds in a bank account established in the name of the Region;
 - e. Have all books and records available for inspection by the Regional Board;
 - f. Prepare a financial statement prior to each Regional Board meeting and at the end of the fiscal year;
 - g. Prepare and forward such financial reports as may be required by National FEW;
 - h. Submit books for audit at the end of the fiscal year, upon transfer to a new Treasurer, and upon request of the Regional Board.
5. The Chairperson, Nominating and Elections Committee shall:
- a. Coordinate the activities of the Nominating and Elections Committee;
 - b. Present tentative slate of qualified nominees to Regional Board at the Spring Board meeting;
 - c. Ensure the nominations and elections are initiated and completed in a timely manner in accordance with these bylaws.
6. Each officer shall prepare written reports to the Regional Manger to be presented and distributed in writing at the Regional Board meetings.
7. Under the direction of the incoming Regional Manger, there shall be an orderly transfer of the books and permanent records of each officer in a timely fashion.

Article VI – Vacancies and Removal

SECTION A. VACANCIES. With approval of the Regional Board, the Regional Manger shall appoint a qualified member to serve the remaining term of any vacated office other than that of Regional Manager which will require a special election conducted under terms of Article VIII.

SECTION B. REMOVAL FROM OFFICE. Any elected officer may be removed from office for nonperformance of duties or misfeasance by two-thirds consensus of the Regional Board. A successor, with the approval of the Regional Board, can thereafter be appointed by the Regional Manager for the remainder of the term.

Article VII – Committees

SECTION A. STANDING COMMITTEES. The Standing Committees of the Region shall be Awards, Bylaws, Compliance, Diversity, Legislative, Membership, and Public Relations.

SECTION B. ELECTED COMMITTEES. The Nominations and Elections Committee is the only elected committee.

SECTION C. RECORDS TRANSFER. Under the direction of the incoming Regional Manager, there will be an orderly transfer of records in a timely fashion.

SECTION D. DUTIES OF STANDING COMMITTEES

1. Awards Committee shall:
 - a. Initiate the annual awards program and prepare informational correspondence to Chapters and the board to announce the awards criteria and categories by the end of the first quarter of each fiscal year (December 31);
 - b. Convene a committee to review awards submissions, select the winners in each category, and present the annual awards;
 - c. Assist the chapters as requested.

2. Bylaws Committee shall:
 - a. Maintain copies of the National, Regional and Chapter bylaws;
 - b. Periodically review the Regional Bylaws to ensure consistency with the National Bylaws;
 - c. Assist the Chapters by reviewing their bylaws and providing advice and assistance to revise, edit and update their bylaws to ensure consistency with the National and Regional Bylaws; and
 - d. Conduct the amendment process as needed and update and distribute revised bylaws.

3. Compliance Committee shall:
 - a. Coordinate matters and problems concerned with compliance with the Regional Manager/Regional Board;
 - b. Provide advice and guidance to chapters on the handling of compliance problems in both the monitoring and guidance functions.
 - c. Assist chapters as requested.

4. Legislative Committee shall:
 - a. Keep the chapters informed of the latest legislative issues that affect federal employees;
 - b. Maintain a legislative alert system to call the chapter legislative chairs to alert their members when issues supported by FEW require prompt action such as writing, calling or visiting congressional members;
 - c. Assist chapters as requested.

5. Membership Committee shall:
 - a. Promote and solicit membership in all areas of the Region where Federal activities are located;
 - b. Initiate contact with members-at-large to promote chapter affiliation where indicated;
 - c. Assist chapters as requested.

6. Diversity Committee shall:
 - a. Promote diversity issues with the chapters in the Region and at the Regional Training Programs;
 - b. Assist chapters as requested.

7. Nominating and Elections Committee (Elected) – The Nominating and Elections Committee shall perform the duties as specified in Article VIII of these bylaws.

8. Public Relations Committee – shall assist the chapters and region by encouraging the free flow of information and developing publicity material for the local chapters and regional organization. This material should focus on internal/external audiences.

Article VIII – Nominating and Elections

SECTION A. The Nominating and Elections Committee shall be comprised of three (3) members elected at the bi-annual election to serve for one, two-year term. The person receiving the highest number of votes shall be designated as chairperson, with a vote on the Region Board.

SECTION B. NOMINATION PROCEDURES

1. Nominations shall be solicited by the Nominating and Elections Committee from chapters no later than April 1, of the nominating year.
2. Chapters shall return their nominations to the Nominating Committee no later than April 15.

SECTION C. ELECTIONS

1. The officers of the Rocky Mountain Region shall be elected from the qualified members of the chapters in good standing within the Region;
2. The President of each chapter in good standing shall be responsible for submitting a complete roster (or set of labels) of members eligible to vote to the Nominating and Elections Committee by May 1 or upon request;
3. A ballot containing the official slate of candidates shall be distributed to the membership entitled to vote by May 15 and allow 21 days for return of ballots;
4. Elections shall be by plurality vote (winner is candidate getting most votes);
5. The results of the election shall be forwarded to the chapter presidents and the candidates within 15 days of close of election;

6. Any member of the Nominating and Elections Committee who becomes a candidate for Regional office shall immediately resign from the committee and another member shall be appointed by the Region Manager to fill the vacancy.

Article IX – Special Committees and Appointments

SECTION A. SPECIAL COMMITTEES. The Regional Manager may appoint such special committees as may be appropriate and give them necessary instructions.

SECTION B. REGIONAL REPRESENTATIVES. The Regional Manager shall appoint any authorized Regional Representative(s) – may not come from same chapter as the Regional Manager. The Regional Representative(s) shall:

1. Be eligible to represent the Region on the National Board of Directors if the region has more than one vote or if the Regional Manager cannot attend;
2. Work with the Regional Manager as requested;
3. Assist new chapters with development and organization;
4. Report activities to the Regional Manager on a regular basis and provide written reports at board meetings.

SECTION C. PARLIAMENTARIAN. The Regional Manager may appoint a parliamentarian as needed. The Parliamentarian shall:

1. Advise the Regional Manager and members on parliamentary procedure when requested;
2. Serve as Parliamentarian at Regional Board meetings, Regional training conferences and other meetings as assigned.

SECTION D. AUDITOR. The Regional Manager will appoint an auditor. The auditor shall:

1. Audit the Treasurer's books at the close of the fiscal year, at turnover to a new Treasurer, or anytime at the request of the Regional board;
2. Submit a written report to the Regional Board to be filed when the audit is completed.

Article X – Finances

SECTION A. SUPPORT. This Region shall be self-sustaining except National FEW may authorize and reimburse, totally or in part, for certain expenses.

SECTION B. INCOME. Income may be derived from proceeds of regional assessments, regional training programs, fund raising activities, donations, etc.

SECTION C. ASSESSMENTS. Special chapter assessments may be levied by the Regional Board if the budget review shows a deficit in traditional income sources.

SECTION D. PROCEEDS. Net proceeds from Regional Training Programs shall be apportioned as follows: 75 percent equally divided among all of its chapters unless there are extenuating circumstances; i.e., a Chapter does not fulfill its designated responsibility or obligation as assigned by the lead RTP Chair/Committee and/or when a Chapter chooses not to participate. The board will make decision on the disbursement or non-disbursement of funds to the Chapter after start-up funds have been spent and all financial obligations have been met.

Article XI – Amendments

SECTION A. PROCEDURE. After a Regional Board review, amendments to bylaws must be sent to all members in good standing by the Bylaws Chair. Regional Members will be given 30 days to consider the change and return their ballot to the Bylaws Chair before the amendment, if approved, takes effect. Bylaws changes will be enacted by a 2/3 vote of the ballots returned.

SECTION B. NATIONAL CHANGES. If any amendment to the National Bylaws makes a corresponding amendment to these bylaws necessary, or causes them to be in conflict, these bylaws shall be amended automatically according to amendments adopted by the vote of the National membership.

Article XII – Parliamentary Authority

ROBERT’S RULES OF ORDER NEWLY REVISED shall apply on all questions of procedure and parliamentary law not specified in these bylaws or the National FEW bylaws.

ADOPTED November 10, 1977

AMENDED October 27, 1979; January 1983; June 30, 1989; August 1993; June 1994; September 1996; June 1997.

REVISED April 9, 2008, by the National Bylaws Chair to update the changes required from the recent national bylaws revision.

UPDATED and approved by the National Bylaws Chair, February 28, 2010

REVISED by Region membership, May 2010

REVIEWED AND APPROVED by the National Bylaws Chair, June 25, 2010