

# Manual of Instruction

## Section Name: Structure & Organizations

### Section Number: 3.02

#### Title: Region Meetings

##### Meeting Schedule

Region Meetings shall be held at least twice a year, in the Fall and in the Spring. The Region Director shall be responsible to report the date of the Region Meeting to the State President-Elect in a timely fashion. Two or more Regions may hold a joint Region Meeting. It is recommended that each Region hold at least one Leadership Meeting per year, with Region officers, Local Chapter Presidents, and Region Chairs present.

##### Meeting Schedule

##### **A minimum of one Region meeting shall be held per year.**

- 1) The Region Director shall be responsible to report the date of the Region Meeting to the State President-Elect in a timely fashion.
- 2) Two or more Regions may hold a joint Region Meeting.
- 3) Leadership Meeting: It is recommended that each Region hold at least one Leadership Meeting per year, with Region officers, Local Chapter Presidents, and Region Chairs present.
- 4) Nominating Committee:
  - a) During the Region Meeting, a nominating Committee shall be elected for the purpose of Nominating a Region Director and Assistant Region Director, who will be elected at the meeting preceding the State Annual Conference.
  - b) There should be at least one representative of each Local Chapter in the Region on the Nominating committee
- 5) Audit Committee:
  - a) An Audit Committee shall be appointed to audit the financial records of the Region after the meeting preceding the State Annual Conference
  - b) There should be at least one representative of each Local Chapter in the Region on the audit committee.
  - c) The members of the audit committee shall select a chair from the members of the audit committee
  - d) The Audit Committee shall audit the financial records of the Region after the Business Meeting and program of the meeting preceding the State Conference.

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- 6) Elections:
  - a) The Election of the Region Director and Assistant Region Director shall take place at the meeting preceding the State Annual Conference.
  - b) If the Region elects other officers, that election takes place at the same meeting.
  - c) The Region Nominating Committee shall be responsible for providing ballots to all members in good standing who attend the Region Meeting.
  - d) The Region Director shall announce the Nominations and ask for Nominations from the floor prior to the vote.
  - e) The Nominating Committee shall count the ballots and announce the results.
  - f) There shall be a vote to destroy the ballots after the results are announced.
- 7) **Quorum:**
  - a) **No member shall have more than one vote and no voting by proxy shall be allowed.**
  - b) **A representative, member in good standing, from at least 1/3 of the local Chapters shall constitute a quorum.**
- 8) State Competitions: If the local Chapters in the Region have candidates for the State Competitions (New Careerist, Career Recognition, Political Development) at the State Conference, the candidates shall present their speeches at the Region Meeting preceding the State Conference.

### **State Representative for the Meeting**

The Region Director is responsible for requesting a State Representative for the Meeting if so desired. The Region Director shall include a second and third choice for State Representative. The request should also include what the Region would like the State Representative to do at the Region Meeting, such as speaking on a particular topic or leading a workshop. The Region Director is responsible for contacting the assigned State Representative with all necessary information about the Region Meeting

**State Representative for the Meeting**  
unchanged

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## Meeting Arrangements

The Local Chapters in the Region shall host the Region Meeting in alphabetical order.

All members in good standing in the Region shall be invited to attend the Region Meeting, and may vote.

The Region Director has overall responsibility for the date, the agenda and program for the Region Meeting, and presides over the meeting. The host Local Chapter shall work together with the Region Director on the details of the Meeting, such as the time and place for the meeting.

The Local Chapter President of the host Local Chapter is responsible for appointing a Meeting Chair, who will oversee the Committee for the meeting. The responsibilities of the Meeting Chair and Committee are obtaining a location for the meeting, deciding on a price for the meeting, printing the program and arranging for United States Flag, a lectern and microphone if needed. The Meeting Chair and Committee will consult with the Region Director, and keep the Region Director informed of all decisions.

## Call to Region Meeting

The Region Director is responsible for the "Call to Region Meeting" to be sent to the Region Officers, the Region Chairs, and the Local Chapter Presidents in a timely manner prior to the Region Meeting. All necessary information shall be included in this letter, such as date, time, location, cost, name and address for reservations, deadline for reservations. Directions for the location should be included.

The Local Chapter Presidents are responsible for notifying the members of their Local Chapters of the Region Meeting, with all of the details.

## Meeting Arrangements

Unchanged

## Call to Region Meeting

Unchanged

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## Financial Responsibilities

- a) The Region is responsible for lodging for the State Representative attending the meeting. The State is responsible for the cost of travel of the State Representative to and from the meeting.
- b) A budget for the meeting should be prepared and submitted to the Region Director.
- c) Any profit or loss from the Region Meeting is the responsibility of the Region.
- d) The Region is responsible for any costs for the judges, if required, for the Personal & Professional Development Programs' (i.e., Career Recognition, New Careerist and Personal & Professional Development) speech competitions at the Region Meeting. The Region is not responsible for costs for the contestants participating in the Speech Competition. The Local Chapter sponsoring the candidate pays the meeting costs of their sponsored candidate.

## Fall Region Meeting

At the Fall Region Meeting, a Nominating Committee shall be elected for the purpose of Nominating a Region Director and Assistant Region Director, who will be elected at the Spring Region Meeting. There should be at least one representative of each Local Chapter in the Region on the Nominating Committee.

An Audit Committee shall be appointed to Audit the financial records of the Region after the Spring Region Meeting. There should be at least one representative of each Local Chapter in the Region on the Audit Committee. The members of the Audit Committee shall choose a Chair from the members of the Audit Committee.

## Spring Region Meeting

The Election of Region Director and Assistant Region Director shall take place at the Spring Region Meeting. If the Region elects other officers, that election shall take

## Financial Responsibilities

Unchanged

## Fall Region Meeting

Moved to Meeting Schedule  
'Fall' meeting changed to 'Meeting'

## Spring Region Meeting

Moved to Meeting Schedule  
'Spring' meeting changed to 'Meeting preceding State Annual Conference'

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place at the Spring Region Meeting. The Region Nominating Committee shall be responsible for providing ballots to all members in good standing who attend the Region Meeting. The Region Director shall announce the Nominations and ask for Nominations from the floor prior to the vote. The Nominating Committee shall count the ballots, and announce the results. There shall be a vote to destroy the ballots after the results are announced.

If the local Chapters in the Region have candidates for the State Competitions (New Careerist, Career Recognition, Personal and Professional Development) at the State Conference, the candidates shall present their speeches at the Spring Region Meeting.

After the Business Meeting and Program, the Region Audit Committee shall audit the financial records of the Region

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### **Included in Toolkit**

#### **For more information go to:**

TK 3.02 Standing Rules

**Date of Board Approval:** 10/13/12 **Proposed 4/21/18**

**Effective Date:** 10/13/12

\* Underlined passages denotes wording from the NYS Women, Inc. Bylaws Article VIII: Regional Organization