

Manual of Instruction

Section Name: Officers

Section Number: 1.11

Title: Region Director and Structure

Description: The Region is a geographical division of New York State Women, Inc. that includes one or more Local Chapters.

Structure of New York State Women, Inc.

New York State Women, Inc. is divided into eight Regions: [See Map – MOI 3.08]

2. New York, Bronx, Queens, Kings, and Richmond Counties, Nassau and Suffolk Counties
3. Albany, Columbia, Greene, Rensselaer, Schoharie, Ulster, Dutchess, Orange, Putnam, Rockland, Westchester, Sullivan Counties
5. Clinton, Essex, Franklin, Fulton, Hamilton, Herkimer, Jefferson, Lewis, Madison, Montgomery, Oneida, Onondaga, Oswego, St. Lawrence, Saratoga, Schenectady, Warren, Washington Counties
6. Broome, Chemung, Chenango, Cortland, Delaware, Otsego, Schuyler, Tioga, Tompkins Counties
7. Cayuga, Livingston, Monroe, Ontario, Seneca, Steuben, Wayne, Yates Counties
8. Allegheny, Cattaraugus, Chautauqua, Erie, Genesee, Niagara, Orleans, Wyoming Counties

The Board of Directors of New York State Women, Inc. determines the number and boundaries of the Regions.

The Region boundaries are based on those of the Counties of New York State. However, the Region boundaries are flexible, allowing those Local Chapters that wish to transfer to an immediately adjacent Region from the one to which they are originally assigned (based on their location in a certain County) to do so.

Purpose of the Region

- 1) The Region serves the purpose of
 - a) Being a conduit of information from the State organization to the Local Chapters/members, and from the Local Chapters to the State organization;
 - b) Providing the members of each Region with a vote on the Board of Directors of New York State Women, Inc. through the election of a Region Director
- 2) The Region Director attends the State Board meeting(s) and has a vote on the Board; in the absence of the Region Director the Assistant Region Director votes in the place of the Region Director. The Region Director notifies the State Executive of the concerns and needs of the Local Chapters and members of the Region. After the statewide meetings, the Region Director disseminates to the Local Chapters and members of the Region the information from the State Board of Directors meetings/Annual Conference.
- 3) Each Region shall hold a minimum of one meeting per year. A representative of the NYSW, Inc. Executive Committee shall be available to attend the Region Meeting at the request of the Region Director, to bring information from the State organization.

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Regional Dues

Region Dues, if any, shall be determined by the members of the Local Chapters/members in a Region at a Region Meeting. Dues are payable May of the current year, effective June 30th based on the number of members as of April 30th.

Transfer to another Region

The boundaries of the Regions are approved by the Board of Directors and they have the authority to change the number of regions and the boundaries of each region.

If a Chapter decides that the needs of its members could be served better by being part of another Region, that Chapter may request to transfer to an immediately adjacent Region.

The procedures for transfers to another Region are:

- 1) A Local Chapter that decides to transfer shall hold a vote, and the members of that Local Chapter must decide by a 2/3 vote to transfer. The vote to transfer shall be recorded in the minutes of that meeting, and those minutes shall be submitted with the application to transfer.
- 2) The Application to Transfer to a different Region shall be submitted to the Region Director of the original Region (transferring), to the Region Director of the new Region (transferee), and to the NYSW, Inc. Executive Committee to be forwarded to the NYSW, Inc. Board of Directors for consideration and approval at the State Board of Directors Meeting.
- 3) A Region may not refuse to accept the transfer of a Local Chapter in good standing.
- 4) The amount of Dues paid by a transferring Chapter shall be determined by the new (transferee) Region's annual per member Dues.
- 5) The transferring Local Chapter shall be entitled to a share of the original Region's Treasury.
 - a. The amount shall be determined by the transferring Local Chapter and the original Region and approved by vote at the next Region Meeting.
 - b. The Local Chapter must have been a member of the original (transferring) Region (or former District) for at least 3 years
 - c. The amount shall be transferred to the new (transferee) Region's Treasury upon approval.

[See Toolkit TK1.11 for Application to Transfer Local Chapter to a different Region form]

Election of the Director and Assistant Director

- 1) Each Region is to elect from its membership one Region Director, and one Assistant Director. They shall serve for a one-year term, with a maximum of two consecutive terms.
- 2) The Region Director shall be a member of the board of directors of the state organization:
 - a) Region Director and Assistant Region Director shall assume office at the close of the annual conference and shall serve until the close of the following annual conference and (or) until their successor assumes office
 - b) The incoming Region Director and Assistant Region Director shall have the privilege of attending the pre-conference board meeting without a vote
- 3) While serving as a Region Director, it is preferred a member not serve as a local chapter president.
- 4) A Region Director shall not hold any other position with a vote on the NYSW, Inc. Board of Directors.
- 5) The election of Region Directors and Assistant Region Directors shall be ratified on the first day of the state conference.

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- 6) Region Directors and Assistant Region Directors' elections shall be by ballot at a spring Region Meeting prior to the annual conference of the state organization. A plurality of all votes cast shall constitute an election
- 7) The voting body at a Region Meeting shall be composed of the Region Director, Assistant Region Director and members in good standing who have registered.
- 8) In the case of a vacancy in the office of Region Director, the Assistant Region Director shall succeed to the office of Region Director. A special Region Meeting, either face to face or in electronic/technical format, shall then be called to elect an Assistant Region Director. However, should the vacancy occur before the Region Director's election is ratified at state conference, a special Region Meeting shall be called to elect a Region Director.
- 9) A Region may elect or the Region Director may appoint additional officers but no such additional officer shall assume the office of Region Director. Where such additional officers are elected they may be nominated and elected in such manner as the Region shall decide.

Duties of the Region Director

- a) Act as liaison officer between the local chapter and the state organization;
- b) Serve as a member of the state board of directors;
- c) Appoint Chairs to work with their state and local chapter counterparts to promote state programs;
- d) Assist the local chapters in the Region in the furthering of state programs;
- e) Work to stabilize and promote membership within the Region;
- f) Assist the state membership chair in organizing new local chapters in the Region;
- g) Maintain a close relationship with local chapter presidents within the Region;
- h) Ensure that each local chapter in the Region is contacted by the Region Director at least once a year;
- i) Plan a minimum of one Region Meeting a year, preside at all Region Meetings and submit a report of each Region Meeting to the state president-elect;
- j) Provide for the election of the succeeding Region Director at the annual meeting.
- k) The outgoing Region Director shall arrange to give the new Region Director all Region records and equipment as soon as possible.
- l) If the Region Director and Assistant Region Director both are unable to attend state board meetings or the pre-conference board meeting, then the Region Director shall appoint a representative to assume the position of Region Director with voting rights. The Region Director will notify the state president the name of the person representing the Region prior to the start of the board meeting. The state president shall approve the appointment at the roll call of the state meeting.

Duties of the Assistant Region Director

- a) Assist the Region Director in every way possible;
- b) Serve as the representative of the Region Director when requested to do so;
- c) Assume the position of Region Director with voting rights at state board meetings when the Region Director is unable to attend. If the Assistant Region Director assumes the position of Region Director in the absence of the Region Director at State Meetings, the Assistant Region Director shall receive the budgeted stipend from State for attending the meeting.

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Financial Responsibilities of the Region

- 1) When a Region is scheduled to host one of the State meetings (State Board of Directors Meeting or Annual Conference) that Region is responsible for developing a budget for approval by the NYSW Inc. Executive Committee
- 2) Regions or their local chapters are responsible for the expenses of any candidates they send to the State Competitions.
- 3) Regions are responsible for any stipends they vote to give to their Region Director and Assistant Region Director for representing them at State Meetings.

Included in Toolkit

For more information go to:

TK 1.11 Request for State Representative for Region Meeting

TK 1.11 Local Chapter Visitation Report Form

TK 1.11 Application for Local Chapter to transfer to Region

MOI 3.08 Organization Map

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