

NAMEPA Region D By-Laws

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Article I. NAME

- Section 1.01** The name of this Association shall be the National Association of Multicultural Engineering Program Administrators, Region D, hereinafter referred to as NAMEPA-D.

Article II. PURPOSE

- Section 2.01** To uphold the NAMEPA, Inc. mission.
- Section 2.02** To provide professional development and networking opportunities to our members in NAMEPA-D.
- Section 2.03** To promote synergy and support to members within NAMEPA-D.

Article III. MEMBERSHIP

- Section 3.01** The NAMEPA-D region will consist of the states of Arizona, Colorado, Kansas, Nebraska, New Mexico, North Dakota, Oklahoma, South Dakota, and Texas.
- Section 3.02** The membership of NAMEPA-D is defined by the By-Laws of NAMEPA, Inc.
- Section 3.03** Classes of Member (see National By-Laws: Article II, SECTION 1)
- Section 3.04** Rights of Members (see National By-Laws: Article II, SECTION 3)
- Section 3.05** Dues for all eligible members are due payable according to the National time line. This payment will be for the upcoming year. Annual membership dues will be reviewed and changes will be approved at or before the NAMEPA National conference by the executive board.
- Section 3.06** TERMINATION OF MEMBERSHIP
- (a) Any member may be expelled by two-thirds (2/3) vote of the eligible membership at a Regular Meeting for:

- (i) Any conduct that causes injury to the NAMEPA-D or adversely affects its stated purposes; or
- (ii) Any conduct that is contrary to the By-Laws of NAMEPA-D.
- (iii) Failure to pay annual dues as prescribed by the NAMEPA-D By-Laws shall be interpreted as withdrawal from membership.

Section 3.07 RESIGNATION

- (a) Any member may resign by filing a written resignation with the Secretary, but such resignation shall not relieve the member so resigning of the obligation to pay any dues, assessments or other charges theretofore accrued and unpaid.

Section 3.08 TRANSFER OF MEMBERSHIP

- (a) Membership in the corporation, except for individual membership resulting directly from endowing, corporate or institutional membership, is not transferable or assignable.

Article IV. MEETINGS

Section 4.01 REGULAR MEETINGS

- (a) Regular meetings shall be held at the Fall Regional Conference and the Spring National Conference or as determined by NAMEPA-D. The Chair shall set the time and place of each meeting for the year.
- (b) All Executive Board Members shall provide an oral and written report at all Regular Meetings.

Section 4.02 COMMITTEE AND EXECUTIVE BOARD MEETINGS

- (a) Committee meetings do not constitute regular or special meetings nor are members of any committee authorized to vote on any policy matters affecting NAMEPA-D, unless otherwise authorized by the NAMEPA-D.

Section 4.03 TRANSITION MEETINGS

- (a) Shall take place between newly elected and current or outgoing Executive Board members no later than August 1. (Meeting may take place virtually or via conference call).

Section 4.04 SPECIAL MEETINGS

- (a) The Executive Board of NAMEPA-D shall determine special meetings, including virtual meetings and conference calls. The Secretary must notify all members at least 1 week prior to holding any special meeting.

Section 4.05 QUORUM

- (a) A quorum shall be defined as 20% of the regular membership.

Section 4.06 CONDUCTING MEETINGS

- (a) All meetings shall be conducted in general guidance and accordance with *Robert's Rules of Order*.

Article V. OFFICERS AND ELECTIONS

Section 5.01 OFFICERS

(a) CHAIR

- (i) Shall be elected to serve for a two-year period; the first year of service will be as [Chair-Elect](#)
- (ii) Shall be responsible for presiding at all NAMEPA-D and Executive Board meetings and perform the duties appropriate to his/her office;
- (iii) Shall delegate responsibilities and duties not subject to an entire membership vote to Standing Committee Chairpersons;
- (iv) Shall present future quarterly Meeting agendas to the Executive Board one month prior to the Regular Meetings and
- (v) Shall perform the duties prescribed by the NAMEPA, Inc. Board.

(b) CHAIR-ELECT

- (i) Shall perform the duties of the Chair in his/her absence.
- (ii) Shall be responsible for chairing the Fall Regional Conference Planning Committee.
- (iii) Shall perform other duties as delegated by the Chair.

(c) SECRETARY

- (i) Shall be elected to serve for a two-year period;
- (ii) Shall keep the official written records of the activities of the NAMEPA-D, including the minutes of regularly-scheduled (Fall and Spring), Executive Board, Transition and special meetings;
- (iii) Shall notify, via e-mail or other reliable written communication, the entire membership of NAMEPA-D, including tentative agenda, treasurer's report and past Regular Meeting minutes, one month prior to Regular Meetings;
- (iv) Shall work cooperatively to coordinate his/her efforts in communicating with the entire membership and the Treasurer to maintain a current mailing list of members;

- (v) Shall be responsible for maintaining and distributing the NAMEPA-D Stationary and
 - (vi) Shall perform other duties as delegated by the Chair.
- (d) TREASURER
- (i) Shall be elected to serve for a two-year period;
 - (ii) Shall be responsible for all financial matters of NAMEPA-D and shall receive and distribute funds as authorized by the Chair and Chair-Elect;
 - (iii) Shall prepare bi-annual financial reports to be presented orally and written at regularly-scheduled Meetings;
 - (iv) Shall maintain accurate records of credits, debits, dues and NAMEPA-D Meeting registration fees collected, or other collected monies
 - (v) Shall maintain accurate and current records of members in good standing (paid members) for the purpose of voting;
 - (vi) Shall be responsible for a NAMEPA-D Annual Financial Report
 - (vii) Shall perform other duties as delegated by the Chair.

Section 5.02 ELECTIONS

- (i) The Election Committee Chair shall be appointed by the Executive Board at the Spring Meeting.
- (ii) The Election Committee Chair shall not be eligible for election to Executive Board.
- (iii) Elections for the Chair (Chair-Elect) shall be held on an annual basis
- (iv) Elections for the Secretary shall be held in the Spring of every odd numbered year.
- (v) Elections for the Treasurer shall be held in the Spring of every even numbered year.
- (vi) Election Committee Chair shall prepare and distribute a list of nominees to the NAMEPA-D voting members within 60 days of the adjournment of the Spring Meeting or by May 1, whichever occurs first.
- (vii) In the event a Spring Meeting is not held a call for nominations shall be sent to all voting members by March 1.

- (viii) Elections shall be held two weeks after the distribution of the nominees or by May 15, whichever occurs first.
- (ix) Votes may be submitted via e-mail or other reliable written communications to the Election Committee Chair.

Article VI. EXECUTIVE BOARD

Section 6.01 THE EXECUTIVE BOARD SHALL EXSIST OF

- (a) NAMEPA-D Chair
- (b) NAMEPA-D Chair-Elect
- (c) NAMEPA-D Treasurer
- (d) NAMEPA-D Secretary
- (e) Standing Committee Chairs
 - (i) Membership Committee Chair
 - (ii) Scholarship Committee Chair

Section 6.02 REMOVAL

- (a) Any officer elected by the members may be removed by the affirmative vote of two-thirds of the members entitled to vote represented in person at a meeting called for that purpose whenever in their judgment the best interest of the corporation would be served thereby, but such removal shall be without prejudice to the contract rights, if any, of the person so removed.

Section 6.03 VACANCIES

- (a) In the event that any office should become vacant, that office shall be filled as follows:
 - (i) If the office of Chair should become vacant, the Chair-Elect shall immediately become Chair
 - (ii) If the office of Chair-Elect should become vacant, the remaining Executive Board shall call a special election at the earliest convenient time
 - (iii) If the offices of Chair and Chair-Elect should become vacant, the remaining Executive Board shall call a special election and elect an interim Chair to serve until the next annual meeting, at which time the newly-elected Chair and Chair-Elect shall assume office.
 - (iv) If the office of Secretary or the Treasurer should become vacant, the remaining Executive Board shall elect a replacement to fill that vacancy.

Article VII. AMENDMENTS

- Section 7.01** Amendments to these By-Laws may be proposed by any member in good standing.
- Section 7.02** Proposed amendments shall be submitted to the Executive Board, together with arguments for and against them, no less than 30 days prior to the regular or special meeting at which they are to be voted on.
- Section 7.03** The By-Laws of NAMEPA-D may be amended by the concurring votes of two-thirds (2/3) majority vote of the total eligible voting members present, including proxy votes. (Quorum must be met.)

Article VIII. FISCAL YEAR

- Section 8.01** The NAMEPA-D fiscal year shall be from June 1 to May 31.

Article IX. CONFORMANCE

- Section 9.01** Any provision in these By-Laws which does not conform with the Articles of Incorporation and/or By-Laws of NAMEPA, Inc. is automatically null and void.

By-Laws effective as of 05/31/2005