

APPENDIX A
POLICIES

Policy #1

Subject: Cancellation Policy

Events requiring advanced payment shall advertise a cancellation policy. Standard cancellation policy should state that reservations cancelled after the RSVP deadline will not receive a refund, but the section can provide a receipt for tax deduction purposes, if requested by the individual.

Policy #2

Subject: Coordinating financial commitments with the Treasurer

All expenditures should be cleared with the Treasurer before commitments are made. This is particularly true for dinner meetings and relatively large commitments.

The budget will provide guidelines but this policy of coordination with the Treasurer will prevent overdrawing the available bank account.

Receipts are required for reimbursement and must be submitted within 30 days of the event or activity for which the expense was incurred.

Policy #3

Subject: Teller's Committee

There will be an appointed Teller's Committee, generally consisting of two members. It will function as needed for a time to be specified at the time of appointment (not necessarily a year).

The procedure to be used by this committee will be entered in Appendix B: Procedure.

Policy #4

Subject: Selection of Officers

When possible, a set pattern of officer selection and progression should be followed to aid in maintaining continuity within the SWE-EWS Executive Council. In addition to the bylaws requirements, the following guidelines should be used in selecting candidates:

The Presidential candidate should have served as a member of the SWE-EWS Executive Council during the previous year.

Policy #5

Subject: Student Member Meals

Student members may be charged a reduced price for program meals as budget allows.

Policy #6

Subject: Condolence and Congratulatory Gifts

The death of a member will be acknowledged with a condolence gift. The cost of this condolence gift will be paid out of SWE-EWS Section Funds. All other condolence or congratulatory acknowledgments will be funded at a personal level or as approved by the Executive Council on a case-by-case basis.

Policy #7

Reserved for future use.

Policy #8

Subject: Development of Long-Term Strategy for SWE-EWS Adopted by the Executive Council January 6, 1996

To facilitate the long-term objectives of SWE-EWS, the Executive Council will develop a program plan. This plan will include long term goals and calendar of events. The program plan will be reviewed and, as deemed appropriate by the incoming Executive Council, adjusted at the beginning of each SWE Fiscal Year.

Policy #9

Subject: Committees

The following are the section standing committees: Program, Finance, and Communications. The Vice President is the Program Committee Chair. The Treasurer is the Finance Committee Chair. The Secretary is the Communications Committee Chair. The Executive Council may establish other committees as the need arises. These committees may include, but are not limited to, the following: Membership, Publicity, Career Guidance, Section History & Recordkeeping, Professional Development, Outreach, and Scholarship.

Each Committee Chair will present a Status Report to the membership when requested by the President, the Executive Council, or a majority of the membership. Each committee chair will prepare transition materials for the incoming committee chair as needed. For standing committees, this may be part of the officer transition.

- a. The Nominating Committee will be as described in the section bylaws.
- b. The Membership Committee will review section membership data from the Society database and update the section email list accordingly. The Membership Chair will send emails to new members, welcoming them to the section, highlighting information about the mailing list and upcoming events. The Membership Chair will also send reminder emails regarding renewing membership. The Membership Committee is responsible for planning the annual membership event.
- c. The Publicity Committee will provide publicity to advance Section and SWE goals and will send news accounts of Section activities to SWE as appropriate.

- d. The Communications Committee will publish section news in email, social media, section webpage, and print form, regularly to provide information to the membership concerning meetings, important activities, achievements of members, etc. The Secretary will serve as chair of this committee.
- e. The Career Guidance Committee will provide information and counseling on engineering careers to students, their counselors and parents; maintain and disseminate information on available engineering scholarships; provide counseling to engineering students; and conduct any other activities approved by the Section membership in furtherance of SWE's career guidance goals.
- f. The Professional Development Committee will encourage and assist Section members to establish goals for and to attain high levels of educational and professional achievement, encourage and assist engineers in readying themselves for a return to active work after a period of absence, and conduct any other activities approved by the Section membership in furtherance of the professional development of its members. The Professional Development Committee will assist the Program Committee in the planning and conducting of professional meetings.
- g. The Finance Committee will advise the Executive Council on financial matters, prepare the annual Section budget for approval, and direct all Section fund-raising activities in accordance with the limitations imposed by SWE and Internal Revenue Service rulings for non-profit educational service organizations. The Treasurer will serve as chair of this committee. This committee will prepare the annual Financial Report to be submitted to SWE.
- h. The Program Committee will arrange membership meetings, either professional or social. This includes formal invitations and thank you notes to the speakers. Professional meetings will be coordinated with the Professional Development Committee. The Vice President will serve as chair of this committee.
- i. The Scholarship Committee will lead or delegate tasks related to section and SWE administered scholarships.
- j. The Outreach Committee will lead or delegate tasks related to Expanding Your Horizons, the Mid-Columbia Regional Science & Engineering Fair, and any other outreach events the section will sponsor or host.

Policy #10

Reserved for future use.

Policy #11

Subject: Guest Speakers

Meals, thank you gifts, and speaker expenses will be covered by the section's budget.

Policy #12

Subject: Managing the Section Email Account

Email distribution lists include "Members and Supporters" "Paid Members" and current year "Officers and Chairs." The Paid Members list is updated by the Membership Chair on a monthly basis, with data from the Society database. If a paid member does not wish to receive email communications, their name will remain in the email distribution list, with the email address removed. "Officers and Chairs" is updated after elections to include the newest Executive Council members and Committee Chairs. "Members and Supporters" list is the most informal. Individuals may request to subscribe or unsubscribe from any list via email. Managing the section email account is the responsibility of the section Secretary and/or Membership Committee Chair.

Policy #13

Subject: Managing the Financial Accounts

At a minimum, the President and Treasurer are authorized signature authority for the section accounts to perform the financial duties of the section, with additional officers as determined necessary by the Executive Council. A transition of the accounts will be made at the start of the new fiscal year, after the submittal of the annual financial report. The signature authority transfer is documented in a written format in accordance with the bank/credit union requirements, such as signed meeting minutes or a corporate resolution. Accounts for special events or activities shall have as a minimum, the Treasurer as an authorized signature authority, with additional officers or committee chairs as determined by the Executive Council. The PayPal Account will be managed by the Treasurer. PayPal income will be transferred to the bank account in a timely manner after the completion of the generating event.

Policy #14

Subject: Managing the Drop box and Social Media

All Officers and Committee chairs will be provided access to the Dropbox. All officers plus designated members of the Communications Committee will be assigned permission to update Social Media Accounts.

APPENDIX A POLICIES Adopted by the Executive Council on December 7, 2020



FY21 President, Dimple Patel

APPENDIX B PROCEDURES

Procedure #1

Subject: Teller's Committee Procedure for counting ballots

Officer elections shall be per the section bylaws. The Teller's Committee will meet at a time as soon after the deadline for receipt of ballots. Postal mailed ballots are to be left sealed for delivery to the Teller's Committee. Emailed ballots are to be electronically filed unopened for delivery to the Teller's Committee. Web-based ballots are to be reviewed by the Teller's Committee.

All other matters that require a vote by the membership, as determined by the Executive Council, shall use the following guidelines: At the time the Teller's committee meets, it should have:

1. List of members eligible to vote
2. Pre-determined specific number required for quorum.
3. Pre-determined number of "for" or "yes" votes required to pass an issue or elect a candidate. Specify a number or a "majority".

The Teller's committee should then follow these steps:

1. Tally the votes and record the outcome.
2. Report full results to the Executive Council.

Procedure #2

Reserved for future use.

Procedure #3

Subject: Nominating Committee

The Nominating Committee will be formed in February so that the slate of officers may be presented at the April Executive Council meeting.

At the time the Nominating Committee meets, it should have:

1. A list of members eligible for office, with telephone numbers and membership grade.
2. A copy of the Section bylaws, and a list of elective office responsibilities.

The Nominating Committee should then follow these steps:

1. The committee should agree on the rules for the brainstorming session. Decide whether a member should be considered for an office if any one, two, or more of the committee

members agrees to the initial nomination.

2. Remove from initial consideration all persons that have held all or most offices in the Section during the past but are not part of the "current progression".
3. Work your way through the membership list, considering each person for each position in a brainstorming session. Make a list of the results sorted by office.
4. Examine the rules cited in the bylaws regarding eligibility requirements for each office. Persons ineligible for some positions may be eligible for others.
5. Prepare a script for your discussion with prospective nominees. It may be necessary to decide ahead of time if particular topics will or won't be used during these discussions. Remember that you may not discuss other nominees under consideration for the officer positions. You might be able to use this opportunity to discuss other interests during the interviews, such as Executive Council positions or guidance/development activity.
6. Contact, preferably by phone or in person, all persons suggested for nomination by the Committee, in order to verify their willingness to run for office(s). Record the outcome.
7. Evaluate the ballot nominees and verify that at least one person is to be named for each office, and that all persons are eligible to run for the respective offices. If necessary, add the persons removed from the list in step 2, and resume at step 6.
8. Report full results of the ballot nominations to the President in accordance with the bylaws.

The Executive Council will present the proposed nominees via email to the voting members and open the discussion to accept additional nominations. The Nominating Committee may wish to help check that these persons are willing to be nominated. The committee should verify that they meet the position eligibility requirements. The Executive Council then will vote to accept the ballot with any amendments, for presentation to the membership for the election.

Adopted by the Executive Council on December 7, 2020

A handwritten signature in black ink, appearing to read "Dimple Patel". The signature is fluid and cursive, with the first name "Dimple" and last name "Patel" clearly distinguishable.

FY21 President, Dimple Patel