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**BYLAWS OF THE J001, EASTERN WASHINGTON SECTION
OF
THE SOCIETY OF WOMEN ENGINEERS**

ARTICLE I – NAME AND OBJECTIVES**

Section 1. Name

The name of this organization shall be the J001, Eastern Washington section (hereinafter called “the section”) of the Society of Women Engineers (hereinafter called “the Society” or “SWE”).

Section 2. Objectives

The section is an organizational unit whose purpose is to further the objectives of the Society.

Section 3. Powers

The section is empowered by the Society to pursue the objectives of the Society under these bylaws and in consonance with the Society bylaws.

Section 4. Non-discrimination

In accordance with the Society’s policies and purposes, the section shall not discriminate in connection with its membership and its services to the public at large.

ARTICLE II – MEMBERSHIP**

Section 1. Members

Members of the section are those members of the Society assigned to the section. All members of the section shall have the right to attend all in-person section and executive council meetings.

Section 2. Grades of Membership

Members shall have the same membership grade in the section as they have in the Society and voting privileges as specified in the Society bylaws.

Section 3. Business Meeting

A meeting of the general membership to conduct the business of the section may be called by the president, the executive council, or by a group of five percent or five of the voting members of the section, whichever is greater. At least thirty days written notice shall be provided to all members prior to such a business meeting.

There shall be a minimum of two (2) business meetings per year; one in the fall and one in the spring.

Section 4. Quorum

47 Fifteen voting members or thirty percent of the voting members of the section,
48 whichever is less, shall constitute a quorum for the conduct of the business of the
49 section.

50
51

52 **ARTICLE III – OFFICERS**

53 Section 1. Officers**

54 The officers of the section are the president, vice president, secretary, treasurer, and
55 section representative(s) as designated in the bylaws of the Society.

56

57 Section 2. Eligibility and Term of Office**

58 A. The officers must be voting members of the Society and assigned to the section.

59

60 B. Section officers shall serve for a term of one fiscal year, to coincide with the
61 Society's fiscal year.

62

63 C. Officers may hold more than one office provided that there is a minimum of three
64 elected officers of the section. No one may hold the office of president and treasurer
65 at the same time.

66

67 Section 3. Duties**

68 A. The president shall:

- 69 1. Represent the section before the public and preside at meetings of the section
70 and its executive council;
- 71 2. Appoint the chairs of all committees, with the approval of the executive council,
72 except the chair of the nominating committee;
- 73 3. Approve the appointment of all committee members, except the members of the
74 nominating committee;
- 75 4. Authorize the disbursement of section funds within the budget approved by the
76 executive council;
- 77 5. Be an authorized signatory on all section accounts;
- 78 6. Coordinate activities and execute the business and policies of the section
79 between meetings;
- 80 7. Review and approve the year-end section financial report;
- 81 8. Provide oversight and guidance to the committee chairs as assigned, and
82 9. Perform other duties normally associated with the office of president or as may
83 be assigned by the executive council or the governance documents.

84

85 B. The vice president shall:

- 86 1. Assume the duties of the president if the president is temporarily unable to serve;
- 87 2. Provide oversight and guidance to the committee chairs as assigned; and
- 88 3. Perform such other duties as may be assigned by the president, the executive
89 council, or the governance documents.

90

91 C. The secretary shall:

- 92 1. Maintain the records of the section;

- 93 2. Provide oversight and guidance to the committee chairs as assigned; and
94 3. Perform other duties normally associated with the office of secretary or as may
95 be assigned by the president, the executive council, or the governance
96 documents.

- 97
98 D. The treasurer shall:
99 1. Be responsible for the collection, distribution, and safekeeping of section funds;
100 2. Prepare, maintain, and report as directed on the financial position of the section
101 in relation to the approved budget;
102 3. Submit a financial report to the Society in accordance with established
103 procedures;
104 4. Provide oversight and guidance to the committee chairs as assigned; and
105 5. Perform other duties normally associated with the office of treasurer or as may
106 be assigned by the president, the executive council, or the governance
107 documents.

- 108
109 E. The section representative(s) shall
110 1. Perform those duties expected of them as described in the region governance
111 documents; and
112 2. Perform other duties normally associated with the office of section representative
113 or as may be assigned by the president, the executive council, or the governance
114 documents.

115
116 Section 4. Nomination and Election

- 117 A. The executive council shall elect at least two members to serve on the nominating
118 committee. The nominating committee shall select its own chair, who must be a
119 voting member of the Society but does not need to have been elected to the
120 committee by the executive council.
121
122 B. Members of the nominating committee may not become candidates during their
123 tenure of service on the nominating committee.
124
125 C. The nominating committee shall propose at least one qualified candidate for each of
126 the officer positions. The slate shall be presented to the members of the section by
127 mail, electronic mail, or posting on the section web site at the spring business
128 meeting of each year.
129
130 D. At the spring business meeting, additional candidates may be nominated from the
131 floor. Written approval from floor nominees is required for placement on the ballot.
132
133 E. Additional candidates may be nominated by petition, provided that:
134 1. The member is eligible for the position;
135 2. The member has given written consent to being placed on the ballot;
136 3. A minimum of two percent or five of the voting members of the section,
137 whichever is greater, have signed a petition or endorsed an email to place the
138 candidate's name on the ballot; and

- 139 4. The petition, together with the written consent, is submitted to the chair of the
140 nominating committee by April 30 or fifteen days after the slate is announced to
141 the members of the section, whichever is later.
142
- 143 F. The chair of the nominating committee shall arrange for the distribution of ballots to
144 occur at least twenty-one days prior to the required return date for the vote. Voting
145 may be by mail, electronic mail or web-based provided that mail ballots are sent to
146 those without electronic access. The chair of the nominating committee shall select
147 a tellers committee to receive and count the votes, and to report the results to the
148 president.
149
- 150 G. The voting members of the section shall elect the section officers.
151
- 152 H. A plurality shall elect for each office. Write-in votes for eligible candidates shall be
153 allowed. In the event of a tie, the election for that position shall be determined by lot,
154 conducted by the chair of the nominating committee.
155

156 Section 5. Alternate Section Representative(s)**

- 157 A. Alternate section representatives may be elected during the officer election process.
158
- 159 B. The executive council may elect alternate(s) for the purpose of attending a region
160 council meeting if the section representative(s) or alternate(s) cannot attend.
161
- 162 C. All alternates shall be designated in the order in which they will be called to serve,
163 with alternates elected by the membership serving before those selected in any
164 other manner.
165
- 166 D. Alternate section representatives must meet the same eligibility requirements as
167 section representatives.
168

169 Section 6. Vacancies

- 170 A. A vacancy in the office of president shall be filled by the vice president for the
171 remainder of the term.
172
- 173 B. A vacancy in the office of vice president, secretary, or treasurer shall be filled by
174 election by the executive council.
175
- 176 C. A vacancy in the office of section representative shall be filled by the next available
177 alternate section representative. If there is no available alternate section
178 representative, the executive council may elect an alternate to fill the vacancy.
179

180 **ARTICLE IV – EXECUTIVE COUNCIL**

181 Section 1 Composition

182 The governing body of the section shall be the executive council. The officers of the
183 section shall constitute the executive council. An individual holding more than one
184 position on the executive council has only one vote and counts as a single person for

185 the purpose of a quorum. Committee chairs shall be non-voting members of the
186 council.

187

188 Section 2. Duties

189 The executive council shall:

- 190 1. Transact the business of the section;
- 191 2. Implement section policies as determined by the membership;
- 192 3. Elect the members of the nominating committee;
- 193 4. Approve the appointment of all committee chairs, except the chair of the
194 nominating committee;
- 195 5. Ensure that the section is represented at region council meetings; and
- 196 6. Approve the section budget and authorize expenditures not included in the
197 approved budget.
- 198 7. Ensure that all section activities are performed in accordance with all valid
199 governance documents such as the section policies and procedures.

200

201 Section 3. Conducting Business

- 202 A. The executive council shall meet at least quarterly, to conduct the business of the
203 section upon the call of the section president, or by written petition of at least one-
204 third of the voting members of the executive council.
- 205
- 206 B. Unless otherwise restricted by law or these bylaws, the executive council may also
207 conduct business by telephone, mail, electronic mail, fax, or other electronic devices.

208

209 Section 4. Quorum

- 210 A. A quorum shall be a majority of the members of the executive council then in office,
211 but not less than three, one of whom is the president, vice president, or section
212 representative.
- 213
- 214 B. No member of the executive council may vote by proxy.

215

216 Section 5. Removal

217 Any officer may be removed for cause by a vote of two-thirds of the voting members of
218 the section responding to a recall ballot, provided that votes have been received from at
219 least the number of members required for a quorum. Such removal shall be effective
220 immediately upon the recording of such vote. Removal procedures not covered by law
221 or these bylaws shall be developed and approved by the executive council.

222

223 **ARTICLE V – COMMITTEES**

- 224 A. The executive council may establish committees as the need arises.
- 225
- 226 B. The chairs of the committees shall be appointed by the president. The members of
227 the committees shall be appointed by the chair of the committee with the approval of
228 the president.

229

- 230 C. The executive council shall prepare a description of the duties and reporting
231 relationships of each committee.
232
- 233 D. Each committee chair shall present a status report to the membership when
234 requested by the executive council contact. Each committee chair shall also prepare
235 an annual report providing input to the section representative for the section's final
236 report to the Society.
237

238 **ARTICLE VI – DISSOLUTION****

239 In the event of dissolution, the assets of the section shall be first used to pay any
240 remaining debts, after which any remaining funds shall be disbursed to SWE regions,
241 SWE sections, the SWE members at large organization, the Society, or SWE
242 endowment funds as recommended by the section's executive council and approved by
243 the SWE board of directors.
244

245 **ARTICLE VII – PARLIAMENTARY AUTHORITY****

246 The rules contained in the tenth edition of *Robert's Rules of Order Newly Revised* shall
247 govern this section in all cases to which they are applicable and in which they are not
248 inconsistent with these bylaws and any special rules of order the section may adopt.
249

250 **ARTICLE VIII – AMENDMENT****

- 251 A. These bylaws may be amended by a two-thirds vote of the members present and
252 voting at a meeting or of the ballots received prior to the stated deadline.
- 253 B. Amendments may be proposed by a majority of the executive council or five voting
254 members of the section. All proposed amendments must be submitted to the
255 secretary.
- 256 C. Written notice, delivered either by mail or electronically, must be given to all
257 members of the section at least thirty days prior to the date of the meeting or the
258 specified date for voting to be completed.
- 259 D. Amendments adopted by the section shall be sent to the Society secretary according
260 to established procedures, and shall become effective after approved by the Society
261 secretary.
- 262 E. Required sections are marked with a double asterisk (**) are conform to the
263 professional section bylaws template. Changes to these sections of the professional
264 section bylaws template shall become part of these bylaws upon approval of the
265 Society. The section secretary shall incorporate such changes into the section
266 bylaws and forward the updated bylaws to the Society secretary within six months of
267 notification of the change to the section bylaws template.
268