

APPENDIX A
POLICIES

Policy #1

Subject: Non-refundable dinner

Adopted by the Executive Council November 4, 1976

Payment for dinner will be required of all individuals that have sent an RSVP stating they will be present and have failed to cancel by the RSVP date even if they are unable to attend. However, we will provide a receipt for tax deduction purposes and a note of explanation if the person inquires.

Policy #2

Subject: Coordinating financial commitments with the Treasurer

Adopted by the Executive Council November 4, 1976

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.

Policy #3

Subject: Teller's Committee

Adopted by the Executive Council January 25, 1977

Updated by the Executive Council August 16, 2008

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

Adopted by the Executive Council September 27, 1977

Updated by the Executive Council August 16, 2008

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.
- The Section Representative candidate should have served as a member of the SWE-EWS Executive Council within two years of her/his proposed term.

Policy #5

Subject: Student Member Meals

Adopted by the Executive Council February 4, 1992

Student members will be charged half price for program meals as budget allows.

Policy #6

Subject: Condolence and Congratulatory Gifts

Adopted by the Executive Council February 4, 1992

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

Subject: Transferring Members

Adopted by the Executive Council February 4, 1992

With the approval of the transferring member, the SWE-EWS President will send a letter of introduction to the President of the SWE Section that a SWE-EWS member is transferring into.

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 extending over a two year period. 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

Adopted by the Executive Council August 16, 2008

The following are the section standing committees: Program, Finance, Scholarship, and Newsletter. The Vice President is the Program Committee Chair. The Treasurer is the Finance 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, and Continuing Development.

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. At the close of each SWE fiscal year, each committee chair will prepare an Annual Report with recommendations for further action for the guidance of the incoming committee chair and for the Section Representative to use in her final report to the Society.

- a. The Nominating Committee will be as described in Article III, Section 4 of the section bylaws.
- b. The Membership Committee will maintain data files on Section members and on prospective members and will contact, encourage, and assist the latter in applying for membership in the Society. The chair of the committee will maintain the official membership and mailing lists. The chair of this committee is automatically a member of the National SWE Membership Committee.
- c. The Publicity Committee will provide publicity to advance Section and National SWE goals and will send news accounts of Section activities to the National Newsletter. The chair of this committee is automatically a member of the National SWE Publicity Committee.
- d. The Newsletter Committee will publish the Section Newsletter regularly to provide information to the membership concerning meetings, important activities, achievements of members, etc.
- 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. The chair of this committee is automatically a member of the National SWE Career Guidance Committee.
- f. The Continuing 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 Continuing Development Committee will assist the Program Committee in the planning and conducting of professional meetings. This committee will prepare the Continuing Development Report to be submitted to National.
- 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 the National 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 Financial Report to be submitted to National.
- 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 Continuing Development Committee. The Vice President will serve as chair of this committee.

Policy #10

Subject: Tri-Cities Technical Council

Adopted by the Executive Council August 16, 2008

The President will appoint a member to represent SWE-EWS on the Tri-Cities Technical Council. The term of this appointment will be as needed.

Policy #11

Subject: Guest Speakers

Adopted by the Executive Council August 16, 2008

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

APPENDIX B
PROCEDURES

Procedure #1

Subject: Teller's Committee
Procedure for counting ballots

The Teller's committee will meet at a time as soon after the deadline for receipt of electronically or postal mailed ballots. Postal mailed ballots are to be left sealed for delivery to the Teller's Committee. Electronically mailed ballots are to be electronically filed unopened for delivery to the Tellers Committee.

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".
4. Packet of sealed ballots and computer containing filed unopened electronic ballots.

The Teller's committee should then follow these steps:

1. Check off the names of members who voted, on the eligible list.
2. Discard invalid ballots, such as those that are unsigned, signed by an ineligible member, electronically anonymous or received from an ineligible member, or received after the deadline. (Record number of these.)
3. Open all postal ballots without reading them, putting envelopes in one place and ballots in another. Open and print all electronic ballots without reading them, separate (cut) electronic names from ballots, and place names with envelopes and ballots with postal mailed ballots. Save both in case a recount is requested.
4. Tally the votes and record the outcome.
5. Report full results to the Executive Council.

Procedure #2

Subject: Membership Applications
Procedures for retaining new member information for the Section
Updated by Executive Council August 16, 2008

The Membership Committee is responsible for making sure that new members are provided with a copy of the section newsletter and are added to the Section membership list. However, since the application has the address of National SWE printed on it, active measures have to be taken to make sure the Section has current member information.

If possible, make a copy of the new member application before sending it to the national office. Make sure that the name and address of new members are provided to the person maintaining the membership list.

Procedure #3

Subject: Nominating Committee
Procedure for drafting the nominations for Section Officers
Updated by the Executive Council August 16, 2008

The Nominating Committee will meet at a time approximately one month prior to the spring Business Meeting, so that nominations may be concluded at that business 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 Board 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 Executive Council (President) at the Business Meeting.

The Council will present the proposed nominees and open the discussion to accept nominations from the floor. 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 council then will vote to accept the ballot with any amendments, for presentation to the membership for the election.