

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43

**BYLAWS OF THE SAN DIEGO COUNTY SECTION
OF
THE SOCIETY OF WOMEN ENGINEERS**

ARTICLE I – NAME AND OBJECTIVES**

Section 1. Name

The name of this organization shall be the San Diego County 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.

Section 4. Quorum

44 Fifteen voting members or thirty percent of the voting members of the section,
45 whichever is less, shall constitute a quorum for the conduct of the business of the
46 section.

47
48

49 **ARTICLE III – OFFICERS**

50 **Section 1. Officers****

51 The officers of the section are the president, vice president, recording secretary,
52 corresponding secretary, and treasurer.

53

54 **Section 2. Eligibility and Term of Office****

55 A. The officers must be voting members of the Society who are assigned to the section.

56 The president and vice president must also be non-collegiate members of the
57 Society. Collegiate members who will be assigned to the section may be candidates
58 for positions other than president or vice president provided they will be members of
59 the section and will qualify for professional membership before the start of the term
60 of office; however, they must meet these requirements in order to serve.

61

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

64

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

68

69 **Section 3. Duties****

70 A. The president shall:

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

86

87 B. The vice president shall:

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

92

93 C. The recording secretary shall:

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

99

100 D. The corresponding secretary shall:

- 101 1. Perform all formal correspondence for the section;
102 2. Provide oversight and guidance to the committee chairs as assigned; and
103 3. Perform other duties normally associated with the office of secretary or as may
104 be assigned by the president, the executive council, or the governance
105 documents.

106

107 E. The treasurer shall:

- 108 1. Be responsible for the collection, distribution, and safekeeping of section funds;
109 2. Prepare, maintain, and report as directed on the financial position of the section
110 in relation to the approved budget;
111 3. Submit a financial report to the Society in accordance with established
112 procedures;
113 4. Provide oversight and guidance to the committee chairs as assigned; and
114 5. Perform other duties normally associated with the office of treasurer or as may
115 be assigned by the president, the executive council, or the governance
116 documents.

117

118 Section 4. Nomination and Election

119 A. The executive council shall elect at least three members to serve on the nominating
120 committee. The nominating committee shall select its own chair, who must be a
121 non-collegiate member of the Society but does not need to have been elected to the
122 committee by the executive council.

123

124 B. Members of the nominating committee may not become candidates during their
125 tenure of service on the nominating committee.

126

127 C. The nominating committee shall propose at least one qualified candidate for each of
128 the officer positions. The slate shall be presented to the members of the section by
129 mail, electronic mail, or posting on the section web site by April 15 of each year.

130

131 D. Additional candidates may be nominated by petition, provided that:

- 132 1. The member is eligible for the position;
133 2. The member has given written consent to being placed on the ballot;
134 3. A minimum of two percent or five of the voting members of the section,
135 whichever is greater, have signed a petition or endorsed an email to place the
136 candidate's name on the ballot; and
137 4. The petition, together with the written consent, is submitted to the chair of the
138 nominating committee by April 30 or fifteen days after the slate is announced to
139 the members of the section, whichever is later.
140
141 E. The chair of the nominating committee shall arrange for the distribution of ballots to
142 occur at least twenty-one days prior to the required return date for the vote. Voting
143 may be by mail, electronic mail or web-based provided that mail ballots are sent to
144 those without electronic access. The chair of the nominating committee shall select
145 a tellers committee to receive and count the votes, and to report the results to the
146 president.
147
148 F. The voting members of the section shall elect the section officers.
149
150 G. A plurality shall elect for each office. Write-in votes for eligible candidates shall be
151 allowed. In the event of a tie, the election for that position shall be determined by lot,
152 conducted by the chair of the nominating committee.
153

154 Section 5. Vacancies

- 155 A. A vacancy in the office of president shall be filled by the vice president for the
156 remainder of the term.
157
158 B. A vacancy in the office of vice president, recording secretary, corresponding
159 secretary, or treasurer shall be filled by election by the executive council.
160
161

162 **ARTICLE IV – EXECUTIVE COUNCIL**

163 Section 1. Composition

164 The governing body of the section shall be the executive council. The officers of the
165 section shall constitute the executive council. An individual holding more than one
166 position on the executive council has only one vote and counts as a single person for
167 the purpose of a quorum.
168

169 Section 2. Duties

170 The executive council shall:

- 171 1. Transact the business of the section;
172 2. Implement section policies as determined by the membership;
173 3. Elect the members of the nominating committee;
174 4. Approve the appointment of all committee chairs, except the chair of the
175 nominating committee; and

176 5. Approve the section budget and authorize expenditures not included in the
177 approved budget.

178

179 Section 3. Conducting Business

180 A. The executive council shall meet regularly to conduct the business of the section
181 upon the call of the section president or by written petition of at least one-third of the
182 voting members of the executive council.

183

184 B. Unless otherwise restricted by law or these bylaws, the executive council may also
185 conduct business by telephone, mail, electronic mail, fax, or other electronic devices.

186

187 Section 4. Quorum

188 A. A quorum shall be a majority of the members of the executive council then in office,
189 but not less than three, one of whom is the president or vice president.

190

191 B. No member of the executive council may vote by proxy.

192

193 Section 5. Removal

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

199

200

201 **ARTICLE V – COMMITTEES**

202 A. The executive council may establish committees as the need arises.

203

204 B. The chairs of the committees shall be appointed by the president. The members of
205 the committees shall be appointed by the chair of the committee with the approval of
206 the president.

207

208 C. The executive council shall prepare a description of the duties and reporting
209 relationships of each committee.

210

211 D. Each committee chair shall present a status report to the membership when
212 requested by the executive council contact. Each committee chair shall also prepare
213 an annual report providing input to the section’s final report to the Society.

214

215

216 **ARTICLE VI – DISSOLUTION****

217 In the event of dissolution, the assets of the section shall be first used to pay any
218 remaining debts, after which any remaining funds shall be disbursed to SWE sections,
219 the SWE members at large organization, the Society, or SWE endowment funds as

220 recommended by the section’s executive council and approved by the SWE board of
221 directors.

222
223

224 **ARTICLE VII – PARLIAMENTARY AUTHORITY****

225 The rules contained in the parliamentary authority specified in the Society bylaws shall
226 govern this section in all cases to which they are applicable and in which they are not
227 inconsistent with these bylaws and any special rules of order the section may adopt.

228
229

230 **ARTICLE VIII – AMENDMENT****

231 A. These bylaws may be amended by a two-thirds vote of the members present and
232 voting at a meeting or of the ballots received prior to the stated deadline.

233

234 B. Amendments may be proposed by a majority of the executive council or five voting
235 members of the section. All proposed amendments must be submitted to the
236 recording secretary.

237

238 C. Written notice, delivered either by mail or electronically, must be given to all
239 members of the section at least thirty days prior to the date of the meeting or the
240 specified date for voting to be completed.

241

242 D. Amendments adopted by the section shall be sent to the Society secretary according
243 to established procedures, and shall become effective after approved by the Society
244 secretary.

245

246 E. Required sections are marked with a double asterisk (**) and conform to the
247 professional section bylaws template. Changes to these sections of the professional
248 section bylaws template shall become part of these bylaws upon approval of the
249 Society. The section corresponding secretary shall incorporate such changes into
250 the section bylaws and forward the updated bylaws to the Society secretary within
251 six months of notification of the change to the section bylaws template.