

1 **Checklist for Changing Standard Professional Section Bylaws to New**
2 **Standard Bylaws**

3
4 *****No changes are allowed if using this document. *****

5
6 Please use the following checklist to make sure you have completed the
7 process correctly.

- 8
9
10 Review the standard bylaws with your section executive council.
11 Replace the words "Section Number, Section Name" in the file with your section's
12 name and number in the Title, Article I and the footer.
13 Schedule a section vote to approve using the attached bylaws as specified in
14 Article VIII.
15 After your section approves the attached file, insert the approval date in the
16 footer.
17 Create a word document file labeled as "Section XXX, 2018 Approved Standard
18 Bylaws."
19 Send the newly created Word file to bylaws-chair@swe.org.

20
21 ***** End of Background Material *****

22 ***** Delete above material from document before submitting *****
23

24 **BYLAWS OF THE ~~<section-number, SECTION-NAME>~~SAN DIEGO COUNTY**
25 **SECTION**
26
27 **OF**
28
29 **THE SOCIETY OF WOMEN ENGINEERS**

30
31
32 **ARTICLE I – NAME AND OBJECTIVES****

33 Section 1. Name

34 The name of this organization shall be the ~~<section-number, Section-Name>~~San Diego
35 County section (hereinafter called “the section”) of the Society of Women Engineers
36 (hereinafter called “the Society” or “SWE”).
37

38 Section 2. Objectives

39 The section is an organizational unit whose purpose is to further the objectives of the
40 Society.
41

42 Section 3. Powers

43 The section is empowered by the Society to pursue the objectives of the Society under
44 these bylaws and in consonance with the Society bylaws.
45

46 Section 4. Non-discrimination

47 In accordance with the Society’s policies and purposes, the section shall not
48 discriminate in connection with its membership and its services to the public at large.
49

50
51 **ARTICLE II – MEMBERSHIP****

52 Section 1. Members

53 Members of the section are those members of the Society assigned to the section. All
54 members of the section shall have the right to attend all in-person section and executive
55 council meetings.
56

57 Section 2. Grades of Membership

58 Members shall have the same membership grade in the section as they have in the
59 Society and voting privileges as specified in the Society bylaws.
60

61 Section 3. Business Meeting

62 A meeting of the general membership to conduct the business of the section may be
63 called by the president, the executive council, or by a group of five percent or five of the
64 voting members of the section, whichever is greater. At least thirty days written notice
65 shall be provided to all members prior to such a business meeting.
66

67 Section 4. Quorum

68 Fifteen voting members or thirty percent of the voting members of the section,
69 whichever is less, shall constitute a quorum for the conduct of the business of the
70 section.

71
72

73 **ARTICLE III – OFFICERS**

74 Section 1. Officers**

75 The officers of the section are the president, vice president, recording secretary,
76 corresponding secretary, and treasurer.

77

78 Section 2. Eligibility and Term of Office**

79 -

80

81 A. The officers must be voting members of the Society who are assigned to the section.
82 The president and vice president must also be non-collegiate members of the
83 Society. Collegiate members who will be assigned to the section may be candidates
84 for positions other than president or vice president provided they will be members of
85 the section and will qualify for professional membership before the start of the term
86 of office; however, they must meet these requirements in order to serve.

87

88

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

91

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

95

96 Section 3. Duties**

97 A. The president shall:

- 98 1. Represent the section before the public and preside at meetings of the section
99 and its executive council;
- 100 2. Appoint the chairs of all committees, with the approval of the executive council,
101 except the chair of the nominating committee;
- 102 3. Approve the appointment of all committee members, except the members of the
103 nominating committee;
- 104 4. Authorize the disbursement of section funds within the budget approved by the
105 executive council;
- 106 5. Be an authorized signatory on all section accounts;
- 107 6. Coordinate activities and execute the business and policies of the section
108 between meetings;
- 109 7. Review and approve the year-end section financial report;
- 110 8. Provide oversight and guidance to the committee chairs as assigned, and
- 111 9. Perform other duties normally associated with the office of president or as may
112 be assigned by the executive council or the governance documents.

*SWE Professional section standard bylaws 01-24-18. Approved by the BOD on 02-09-18
Bylaws of the <fillintheblank>San Diego County Section Approved by Section-#### on mo-da-yr
Approved by Society Secretary on mo-da-yr*

- 113
114 B. The vice president shall:
115 1. Assume the duties of the president if the president is temporarily unable to serve;
116 2. Provide oversight and guidance to the committee chairs as assigned; and
117 3. Perform such other duties as may be assigned by the president, the executive
118 council, or the governance documents.

- 119
120 C. The recording secretary shall:
121 1. Maintain the records of the section;
122 2. Provide oversight and guidance to the committee chairs as assigned; and
123 ~~3.~~ 3. Perform other duties normally associated with the office of secretary or as
124 may be assigned by the president, the executive council, or the governance
125 documents.

- 126
127 D. The corresponding secretary shall:
128 1. Perform all formal correspondence for the section;
129 2. Provide oversight and guidance to the committee chairs as assigned; and
130 3. Perform other duties normally associated with the office of secretary or as may
131 be assigned by the president, the executive council, or the governance
132 documents.

- 133
134 ~~E.~~ E. The treasurer shall:
135 1. Be responsible for the collection, distribution, and safekeeping of section funds;
136 2. Prepare, maintain, and report as directed on the financial position of the section
137 in relation to the approved budget;
138 ~~4.~~ 3. Submit a financial report to the Society in accordance with established
139 procedures;
140 ~~2.~~ 4. Provide oversight and guidance to the committee chairs as assigned; and
141 5. Perform other duties normally associated with the office of treasurer or as may
142 be assigned by the president, the executive council, or the governance
143 documents.

144
145
146 Section 4. Nomination and Election

- 147 A. The executive council shall elect at least three members to serve on the nominating
148 committee. The nominating committee shall select its own chair, who must be a
149 non-collegiate member of the Society but does not need to have been elected to the
150 committee by the executive council.
151
152 B. Members of the nominating committee may not become candidates during their
153 tenure of service on the nominating committee.
154
155 C. The nominating committee shall propose at least one qualified candidate for each of
156 the officer positions. The slate shall be presented to the members of the section by
157 mail, electronic mail, or posting on the section web site by April 15 of each year.

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- 158
159 D. Additional candidates may be nominated by petition, provided that:
160 1. The member is eligible for the position;
161 2. The member has given written consent to being placed on the ballot;
162 3. A minimum of two percent or five of the voting members of the section,
163 whichever is greater, have signed a petition or endorsed an email to place the
164 candidate's name on the ballot; and
165 4. The petition, together with the written consent, is submitted to the chair of the
166 nominating committee by April 30 or fifteen days after the slate is announced to
167 the members of the section, whichever is later.
168
169 E. The chair of the nominating committee shall arrange for the distribution of ballots to
170 occur at least twenty-one days prior to the required return date for the vote. Voting
171 may be by mail, electronic mail or web-based provided that mail ballots are sent to
172 those without electronic access. The chair of the nominating committee shall select
173 a tellers committee to receive and count the votes, and to report the results to the
174 president.
175
176 F. The voting members of the section shall elect the section officers.
177
178 G. A plurality shall elect for each office. Write-in votes for eligible candidates shall be
179 allowed. In the event of a tie, the election for that position shall be determined by lot,
180 conducted by the chair of the nominating committee.
181

182 Section 6. Vacancies

- 183 A. A vacancy in the office of president shall be filled by the vice president for the
184 remainder of the term.
185
186 B. A vacancy in the office of vice president, recording secretary, corresponding
187 secretary, or treasurer shall be filled by election by the executive council.
188
189

190 **ARTICLE IV – EXECUTIVE COUNCIL**

191 Section 1 Composition

192 The governing body of the section shall be the executive council. The officers of the
193 section shall constitute the executive council. An individual holding more than one
194 position on the executive council has only one vote and counts as a single person for
195 the purpose of a quorum.
196

197 Section 2. Duties

- 198 The executive council shall:
199 1. Transact the business of the section;
200 2. Implement section policies as determined by the membership;
201 3. Elect the members of the nominating committee:

- 202 4. Approve the appointment of all committee chairs, except the chair of the
203 nominating committee; and
204 5. Approve the section budget and authorize expenditures not included in the
205 approved budget.
206

207 Section 3. Conducting Business

- 208 A. The executive council shall meet regularly to conduct the business of the section
209 upon the call of the section president or by written petition of at least one-third of the
210 voting members of the executive council.
211
212 B. Unless otherwise restricted by law or these bylaws, the executive council may also
213 conduct business by telephone, mail, electronic mail, fax, or other electronic devices.
214

215 Section 4. Quorum

- 216 A. A quorum shall be a majority of the members of the executive council then in office,
217 but not less than three, one of whom is the president or vice president.
218
219 B. No member of the executive council may vote by proxy.
220

221 Section 5. Removal

222 Any officer may be removed for cause by a vote of two-thirds of the voting members of
223 the section responding to a recall ballot, provided that votes have been received from at
224 least the number of members required for a quorum. Such removal shall be effective
225 immediately upon the recording of such vote. Removal procedures not covered by law
226 or these bylaws shall be developed and approved by the executive council.
227

228

229 **ARTICLE V – COMMITTEES**

- 230 A. The executive council may establish committees as the need arises.
231
232 B. The chairs of the committees shall be appointed by the president. The members of
233 the committees shall be appointed by the chair of the committee with the approval of
234 the president.
235
236 C. The executive council shall prepare a description of the duties and reporting
237 relationships of each committee.
238
239 D. Each committee chair shall present a status report to the membership when
240 requested by the executive council contact. Each committee chair shall also prepare
241 an annual report providing input to the section's final report to the Society.
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244 **ARTICLE VI – DISSOLUTION****

245 In the event of dissolution, the assets of the section shall be first used to pay any
246 remaining debts, after which any remaining funds shall be disbursed to SWE sections,

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247 the SWE members at large organization, the Society, or SWE endowment funds as
248 recommended by the section's executive council and approved by the SWE board of
249 directors.

250
251

252 **ARTICLE VII – PARLIAMENTARY AUTHORITY****

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

256
257

258 **ARTICLE VIII – AMENDMENT****

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

261

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

265

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

269

270 D. Amendments adopted by the section shall be sent to the Society secretary according
271 to established procedures, and shall become effective after approved by the Society
272 secretary.

273

274 E. Required sections are marked with a double asterisk (**) and conform to the
275 professional section bylaws template. Changes to these sections of the professional
276 section bylaws template shall become part of these bylaws upon approval of the
277 Society. The section corresponding secretary shall incorporate such changes into
278 the section bylaws and forward the updated bylaws to the Society secretary within
279 six months of notification of the change to the section bylaws template.

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