



47 Section 2. Eligibility and Term of Office\*\*

- 48 A. The president, vice president, and section representative(s) must be voting  
49 members of the Society. All other section officers must be voting members of the  
50 section.  
51  
52 B. Section officers shall serve for a term of one fiscal year, to coincide with the  
53 Society's fiscal year.  
54  
55 C. Officers may hold more than one office provided that there is a minimum of three  
56 elected officers of the section. No one may hold the office of president and treasurer  
57 at the same time.  
58

59 Section 3. Duties\*\*

- 60 A. The president shall:  
61 1. Represent the section before the public and preside at meetings of the section  
62 and its executive council;  
63 2. Appoint the chairs of all committees, with the approval of the executive council,  
64 except the chair of the nominating committee;  
65 3. Approve the appointment of all committee members, except the members of the  
66 nominating committee;  
67 4. Authorize the disbursement of section funds within the budget approved by the  
68 executive council;  
69 5. Be an authorized signatory on all section accounts;  
70 6. Coordinate activities and execute the business and policies of the section  
71 between meetings;  
72 7. Review and approve the year-end section financial report;  
73 8. Provide oversight and guidance to the committee chairs as assigned, and  
74 9. Perform other duties normally associated with the office of president or as may  
75 be assigned by the executive council or the governance documents.  
76  
77 B. The vice president shall:  
78 1. Assume the duties of the president if the president is temporarily unable to serve;  
79 2. Provide oversight and guidance to the committee chairs as assigned; and  
80 3. Perform such other duties as may be assigned by the president, the executive  
81 council, or the governance documents.  
82  
83 C. The secretary shall:  
84 1. Maintain the records of the section;  
85 2. Provide oversight and guidance to the committee chairs as assigned; and  
86 3. Perform other duties normally associated with the office of secretary or as may  
87 be assigned by the president, the executive council, or the governance  
88 documents.  
89  
90 D. The treasurer shall:  
91 1. Be responsible for the collection, distribution, and safekeeping of section funds;

- 92 2. Prepare, maintain, and report as directed on the financial position of the section  
93 in relation to the approved budget;  
94 3. Submit a financial report to the Society in accordance with established  
95 procedures;  
96 4. Provide oversight and guidance to the committee chairs as assigned; and  
97 5. Perform other duties normally associated with the office of treasurer or as may  
98 be assigned by the president, the executive council, or the governance  
99 documents.

100  
101 E. The section representative(s) shall

- 102 1. Perform those duties expected of them as described in the Society bylaws, the  
103 council of representatives' procedures, and the region governance documents;  
104 and  
105 2. Perform other duties normally associated with the office of section representative  
106 or as may be assigned by the president, the executive council, or the governance  
107 documents.

108  
109 Section 4. Nomination and Election

110 A. The executive council shall elect at least two members to serve on the nominating  
111 committee. The nominating committee shall select its own chair, who must be a  
112 member with the right to vote in the national organization of the Society but does not  
113 need to have been elected to the committee by the executive council.

114  
115 B. Members of the nominating committee may not become candidates during their  
116 tenure of service on the nominating committee.

117  
118 C. The nominating committee shall propose at least one qualified candidate for each of  
119 the officer positions. The slate shall be presented to the members of the section by  
120 mail, electronic mail, and/or posting on the section web site by April 15 of each year.

121  
122 D. Additional candidates may be nominated by petition, provided that:

- 123 1. The member is eligible for the position;  
124 2. The member has given written consent to being placed on the ballot;  
125 3. A minimum of two percent or five of the voting members of the section,  
126 whichever is greater, have signed a petition or endorsed an email to place the  
127 candidate's name on the ballot; and  
128 4. The petition, together with the written consent, is submitted to the chair of the  
129 nominating committee by April 30 or fifteen days after the slate is announced to  
130 the members of the section, whichever is later.

131  
132 E. The chair of the nominating committee shall arrange for the distribution of ballots to  
133 occur at least twenty-one days prior to the required return date for the vote. Voting  
134 may be by mail, electronic mail or web-based provided that mail ballots are sent to  
135 those without electronic access. The chair of the nominating committee shall select  
136 a tellers committee to receive and count the votes, and to report the results to the  
137 president.

- 138  
139 F. The voting members of the section shall elect the section officers.  
140  
141 G. A plurality shall elect for each office. Write-in votes for eligible candidates shall be  
142 allowed. In the event of a tie, the election for that position shall be determined by lot,  
143 conducted by the chair of the nominating committee.  
144

145 Section 5. Alternate Section Representative(s)\*\*

- 146 A. Alternate section representatives may be elected during the officer election process.  
147  
148 B. The executive council may elect alternate(s) for the purpose of attending a council of  
149 representatives or region council meeting if the section representative(s) and elected  
150 alternate(s) cannot attend.  
151  
152 C. All alternates shall be designated in the order in which they will be called to serve,  
153 with alternates elected by the membership serving before those selected in any  
154 other manner.  
155  
156 D. Alternate section representatives must meet the same eligibility requirements as  
157 section representatives.  
158

159 Section 6. Vacancies

- 160 A. A vacancy in the office of president shall be filled by the vice president for the  
161 remainder of the term.  
162  
163 B. A vacancy in the office of vice president, secretary, or treasurer shall be filled by  
164 election by the executive council.  
165  
166 C. A vacancy in the office of section representative shall be filled by the next available  
167 alternate section representative. If there is no available alternate section  
168 representative, the executive council may elect an alternate to fill the vacancy.  
169

170 **ARTICLE IV – EXECUTIVE COUNCIL**

171 Section 1 Composition

172 The governing body of the section shall be the executive council. The officers of the  
173 section shall constitute the executive council. An individual holding more than one  
174 position on the executive council has only one vote and counts as a single person for  
175 the purpose of a quorum.  
176

177 Section 2. Duties

178 The executive council shall:

- 179 1. Transact the business of the section;  
180 2. Implement section policies as determined by the membership;  
181 3. Elect the members of the nominating committee;  
182 4. Approve the appointment of all committee chairs, except the chair of the  
183 nominating committee;

- 184 5. Ensure that the section is represented at region council and council of  
185 representative meetings; and  
186 6. Approve the section budget and authorize expenditures not included in the  
187 approved budget.  
188

189 Section 3. Conducting Business

- 190 A. The executive council shall meet regularly to conduct the business of the section  
191 upon the call of the section president or by written petition of at least one-third of the  
192 voting members of the executive council.  
193  
194 B. Unless otherwise restricted by law or these bylaws, the executive council may  
195 conduct business by telephone, mail, electronic mail, fax, or other electronic devices.  
196

197 Section 4. Quorum

- 198 A. A quorum shall be a majority of the members of the executive council then in office,  
199 but not less than three, one of whom is the president, vice president, or section  
200 representative.  
201  
202 B. No member of the executive council may vote by proxy.  
203

204 Section 5. Removal

205 Any officer may be removed for cause by a vote of two-thirds of the voting members of  
206 the section responding to a recall ballot, provided that votes have been received from at  
207 least the number of members required for a quorum. Such removal shall be effective  
208 immediately upon the recording of such vote. Removal procedures not covered by law  
209 or these bylaws shall be developed and approved by the executive council.  
210

211 **ARTICLE V – COMMITTEES**

- 212 A. The executive council may establish committees as the need arises.  
213  
214 B. The chairs of the committees shall be appointed by the president. The members of  
215 the committees shall be appointed by the chair of the committee with the approval of  
216 the president.  
217  
218 C. The executive council shall prepare a description of the duties of each committee  
219 and reporting relationships.  
220  
221 D. Each committee chair shall present a status report to the membership when  
222 requested by the executive council contact. Each committee chair shall also prepare  
223 an annual report providing input to the section representative for the section's final  
224 report to the Society.  
225

226 **ARTICLE VI – DISSOLUTION\*\***

227 In the event of dissolution, the assets of the section shall be first used to pay any  
228 remaining debts, after which any remaining funds shall be disbursed to SWE regions,  
229 SWE sections, the SWE members at large organization, the Society, or SWE

230 endowment funds as recommended by the section's executive council and approved by  
231 the SWE board of directors.

232

233 **ARTICLE VII – PARLIAMENTARY AUTHORITY\*\***

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

237

238 **ARTICLE VIII – AMENDMENT\*\***

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

241 B. Amendments may be proposed by a majority of the executive council or five voting  
242 members of the section. All proposed amendments must be submitted to the  
243 secretary.

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

247 D. Amendments adopted by the section shall be sent to the Society secretary according  
248 to established procedures, and shall become effective after approved by the Society  
249 secretary.

250 E. Sections marked with a double asterisk (\*\*) are identical to the professional section  
251 bylaws template approved by the Society board of directors on October 23, 2007.  
252 Changes to these sections of the professional section bylaws template shall become  
253 part of these bylaws upon approval of the Society. The section secretary shall  
254 incorporate such changes into the section bylaws and forward the updated bylaws to  
255 the Society secretary within six months of notification of the change to the section  
256 bylaws template.

257

258 Bylaws based on template version Oct 23, 2007