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**BYLAWS OF THE H003, NORTHEAST INDIANA SECTION  
OF  
THE SOCIETY OF WOMEN ENGINEERS**

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**ARTICLE I – NAME AND OBJECTIVES\*\***

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Section 1. Name

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The name of this organization shall be the H003, Northeast Indiana section (hereinafter called “the section”) of the Society of Women Engineers (hereinafter called “the Society” or “SWE”).

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Section 2. Objectives

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

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Section 3. Powers

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

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**ARTICLE II – MEMBERSHIP\*\***

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Section 1. Members

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

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Section 2. Grades of Membership

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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.

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Section 3. Business Meeting

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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 1 business meeting per year.

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Section 4. Quorum

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

49 **ARTICLE III – OFFICERS**

50 **Section 1. Officers\*\***

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

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

55 A. The president, vice president, and section representative(s) must be voting  
56 members of the Society. All other section officers must be voting members of the  
57 section.

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

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

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66 **Section 3. Duties\*\***

67 A. The president shall:

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

82

83 B. The vice president shall:

- 84 1. Assume the duties of the president if the president is temporarily unable to serve;
- 85 2. Coordinate meetings of the section by: (1) setting the agenda, (2) finding a host  
86 site, and (3) facilitating the meeting; and
- 87 3. Perform such other duties as may be assigned by the president, the executive  
88 council, or the governance documents.

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90 C. The secretary shall:

- 91 1. Maintain the records of the section; and
- 92 2. Perform other duties normally associated with the office of secretary or as may  
93 be assigned by the president, the executive council, or the governance  
94 documents.

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- D. The treasurer shall:
  - 1. Be responsible for the collection, distribution, and safekeeping of section funds;
  - 2. Prepare, maintain, and report as directed on the financial position of the section in relation to the approved budget;
  - 3. Submit a financial report to the Society in accordance with established procedures; and
  - 4. Perform other duties normally associated with the office of treasurer or as may be assigned by the president, the executive council, or the governance documents.
  
- E. The section representative(s) shall
  - 1. Perform those duties expected of them as described in the Society bylaws, the council of representatives' procedures, and the region governance documents; and
  - 2. Perform other duties normally associated with the office of section representative or as may be assigned by the president, the executive council, or the governance documents.

Section 4. Nomination and Election

- A. The executive council shall elect at least three members to serve on the nominating committee. The nominating committee shall select its own chair, who must be a member with the right to vote in the national organization of the Society but does not need to have been elected to the committee by the executive council.
  
- B. Members of the nominating committee may not become candidates during their tenure of service on the nominating committee.
  
- C. The nominating committee shall propose at least one qualified candidate for each of the officer positions. The slate shall be presented to the members of the section by mail, electronic mail, or posting on the section web site by April 15 of each year.
  
- D. Additional candidates may be nominated by petition, provided that:
  - 1. The member is eligible for the position;
  - 2. The member has given written consent to being placed on the ballot;
  - 3. A minimum of two percent or five of the voting members of the section, whichever is greater, have signed a petition or endorsed an email to place the candidate's name on the ballot; and
  - 4. The petition, together with the written consent, is submitted to the chair of the nominating committee by April 30 or fifteen days after the slate is announced to the members of the section, whichever is later.
  
- E. The chair of the nominating committee shall arrange for the distribution of ballots to occur at least twenty-one days prior to the required return date for the vote. Voting may be by mail, electronic mail or web-based provided that mail ballots are sent to those without electronic access. The chair of the nominating committee shall select

141 a tellers committee to receive and count the votes, and to report the results to the  
142 president.

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144 F. The voting members of the section shall elect the section officers.

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146 G. A plurality shall elect for each office. Write-in votes for eligible candidates shall be  
147 allowed. In the event of a tie, the election for that position shall be determined by lot,  
148 conducted by the chair of the nominating committee.

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

151 A. The alternate section representative will be the president or vice president, called to  
152 serve in that order.

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154 B. The executive council may elect alternate(s) for the purpose of attending a council of  
155 representatives or region council meeting if the section representative(s) or  
156 alternate(s) cannot attend.

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158 C. All alternates shall be designated in the order in which they will be called to serve,  
159 with alternates elected by the membership serving before those selected in any  
160 other manner.

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162 D. Alternate section representatives must meet the same eligibility requirements as  
163 section representatives.

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165 Section 6. Vacancies

166 A. The vice president shall assume the office of president for the remainder of the term  
167 in the event of a vacancy.

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169 B. A vacancy in the position of vice president, secretary, or treasurer shall be filled by  
170 election by the executive council.

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172 C. A vacancy in the office of section representative shall be filled by the next available  
173 alternate section representative, or the executive council may elect an alternate to fill  
174 the vacancy.

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## 177 **ARTICLE IV – EXECUTIVE COUNCIL**

### 178 Section 1. Composition

179 The governing body of the section shall be the executive council. The officers of the  
180 section and the chairs of the standing committees shall constitute the executive council.  
181 An individual holding more than one position on the executive council has only one vote  
182 and counts as a single person for the purpose of a quorum.

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### 184 Section 2. Duties

185 The executive council shall:

186 1. Transact the business of the section;

- 187 2. Implement section policies as determined by the membership;  
188 3. Elect the members of the nominating committee;  
189 4. Approve the appointment of all committee chairs, except the chair of the  
190 nominating committee;  
191 5. Ensure that the section is represented at region council and council of  
192 representative meetings; and  
193 6. Approve the section budget and authorize expenditures not included in the  
194 approved budget.

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196 Section 3. Conducting Business

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

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

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204 Section 4. Quorum

205 A. A quorum shall be a majority of the members of the executive council then in office,  
206 but not less than three, one of whom is the president, vice president, or section  
207 representative.

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

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211 Section 5. Removal

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

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219 **ARTICLE V – COMMITTEES**

220 Section 1. Committees

221 A. The following are the section standing committees:

222 Career Guidance and Outreach

223 Membership

224 Publicity

225 Professional Development

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227 B. The executive council may establish other committees as the need arises.

228

229 Section 2. Appointment

230 The members of the committees shall be appointed by the chair of the committee with  
231 the approval of the president.

232

233 Section 3. Duties  
234 The executive council shall prepare a description of the duties of each committee and  
235 reporting relationships.  
236

237 Section 4. Reports  
238 Each committee chair shall present a status report to the membership when requested  
239 by the president. Each committee chair shall also prepare an annual report providing  
240 input to the section representative for the section's final report to the Society.  
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243 **ARTICLE VI – DISSOLUTION\*\***

244 In the event of dissolution, the assets of the section shall be first used to pay any  
245 remaining debts, after which any remaining funds shall be disbursed to SWE regions,  
246 SWE sections, the SWE members at large organization, the Society, or SWE  
247 endowment funds as recommended by the section's executive council and approved by  
248 the SWE board of directors.  
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251 **ARTICLE VII – PARLIAMENTARY AUTHORITY\*\***

252 The rules contained in the tenth edition of *Robert's Rules of Order Newly Revised* shall  
253 govern this section in all cases to which they are applicable and in which they are not  
254 inconsistent with these bylaws and any special rules of order the section may adopt.  
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257 **ARTICLE VIII – AMENDMENT\*\***

- 258 A. These bylaws may be amended by a two-thirds vote of the members present and  
259 voting at a meeting or of the ballots received prior to the stated deadline.  
260 B. Amendments may be proposed by a majority of the executive council or five voting  
261 members of the section. All proposed amendments must be submitted to the  
262 secretary.  
263 C. Written notice, delivered either by mail or electronically, must be given to all  
264 members of the section at least thirty days prior to the date of the meeting or the  
265 specified date for voting to be completed.  
266 D. Amendments adopted by the section shall be sent to the Society secretary according  
267 to established procedures, and shall become effective after approved by the Society  
268 secretary.  
269 E. Sections marked with a double asterisk (\*\*) are identical to the professional section  
270 bylaws template approved by the Society Board of Directors March 11, 2006.  
271 Changes to these sections of the professional section bylaws template shall become  
272 part of these bylaws upon approval of the Society. The section secretary shall  
273 incorporate such changes into the section bylaws and forward the updated bylaws to  
274 the Society secretary within six months of notification of the change to the section  
275 bylaws template.