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**BYLAWS OF THE E002, LEHIGH VALLEY SECTION
OF
THE SOCIETY OF WOMEN ENGINEERS**

ARTICLE I – NAME AND OBJECTIVES**

Section 1. Name

The name of this organization shall be the E002, Lehigh Valley 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 bylaws of the Society bylaws.

Section 4. Nondiscrimination

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. 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.

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

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

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54 **ARTICLE III – OFFICERS**

55 **Section 1. Officers****

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

58

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

60 A. The president, vice president, and section representative(s) must be voting
61 members of the Society. All other section officers must be voting members of the
62 section. The officers must be voting members of the Society and assigned to the
63 section.

64

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

67

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

71

72 **Section 3. Duties****

73 A. The president shall:

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

89

90 B. The vice president shall:

- 91 1. Assume the duties of the president if the president is temporarily unable to serve;
- 92 2. Provide oversight and guidance to the committee chairs as assigned; and

- 93 3. Perform such other duties as may be assigned by the president, the executive
94 council, or the governance documents.
95
- 96 C. The secretary shall:
97 1. Maintain the records of the section;
98 2. Provide oversight and guidance to the committee chairs as assigned; and
99 3. Perform other duties normally associated with the office of secretary or as may
100 be assigned by the president, the executive council, or the governance
101 documents.
102
- 103 D. The treasurer shall:
104 1. Be responsible for the collection, distribution, and safekeeping of section funds;
105 2. Prepare, maintain, and report as directed on the financial position of the section
106 in relation to the approved budget;
107 3. Submit a financial report to the Society in accordance with established
108 procedures;
109 4. Provide oversight and guidance to the committee chairs as assigned; and
110 5. Perform other duties normally associated with the office of treasurer or as may
111 be assigned by the president, the executive council, or the governance
112 documents.
113
- 114 E. The section representative(s) shall:
115 1. Perform those duties expected of them as described in the Society bylaws, the
116 council of representatives' procedures, and the region governance documents;
117 and
118 2. Perform other duties normally associated with the office of section representative
119 or as may be assigned by the president, the executive council, or the governance
120 documents.
121

122 Section 4. Nomination and Election

- 123 A. The executive council shall elect at least three members to serve on the nominating
124 committee. The nominating committee shall select its own chair, who must be a
125 voting member with the right to vote in the national organization of the Society but
126 does not need to have been elected to the committee by the executive council.
127
- 128 B. Members of the nominating committee may not become candidates during their
129 tenure of service on the nominating committee.
130
- 131 C. The nominating committee shall propose at least one qualified candidate for each of
132 the officer positions. The slate shall be presented to the members of the section by
133 mail, electronic mail, or posting on the section web site by April 20 of each year.
134
- 135 D. Additional candidates may be nominated by petition, provided that:
136 1. The member is eligible for the position;
137 2. The member has given written consent to being placed on the ballot;

- 138 3. A minimum of two percent or five of the voting members of the section,
139 whichever is greater, have signed a petition or endorsed an email to place the
140 candidate's name on the ballot; and
141 4. The petition, together with the written consent, is submitted to the chair of the
142 nominating committee by April 30 or fifteen days after the slate is announced to
143 the members of the section, whichever is later.
144
145 E. The chair of the nominating committee shall arrange for the distribution of ballots to
146 occur at least twenty-one days prior to the required return date for the vote. Voting
147 may be by mail, electronic mail or web-based provided that mail ballots are sent to
148 those without electronic access. The chair of the nominating committee shall select
149 a tellers committee to receive and count the votes, and to report the results to the
150 president.
151
152 F. The voting members of the section shall elect the section officers.
153
154 G. A plurality shall elect for each office. Write-in votes for eligible candidates shall be
155 allowed. In the event of a tie, the election for that position shall be determined by lot,
156 conducted by the chair of the nominating committee.
157

158 Section 5. Alternate Section Representative(s)**

- 159 A. Alternate section representatives may be elected during the officer election process.
160
161 B. The executive council may elect alternate(s) for the purpose of attending a council of
162 representatives or region council meeting if the section representative(s) or
163 alternate(s) cannot attend.
164
165 C. All alternates shall be designated in the order in which they will be called to serve,
166 with alternates elected by the membership serving before those selected in any
167 other manner.
168
169 D. Alternate section representatives must meet the same eligibility requirements as
170 section representatives.
171

172 Section 6. Vacancies

- 173 A. A vacancy in the office of president shall be filled by the vice president for the
174 remainder of the term.
175
176 B. A vacancy in the office of vice president, secretary, or treasurer shall be filled by
177 election by the executive council.
178
179 C. A vacancy in the office of section representative shall be filled by the next available
180 alternate section representative. If there is no available alternate section
181 representative, the executive council may elect an alternate to fill the vacancy.
182

183 **ARTICLE IV – EXECUTIVE COUNCIL**

184 Section 1 Composition

185 The governing body of the section shall be the executive council. The officers of the
186 section shall constitute the executive council. An individual holding more than one
187 position on the executive council has only one vote and counts as a single person for
188 the purpose of a quorum.

189
190 Section 2. Duties

191 The executive council shall:

- 192 1. Transact the business of the section;
- 193 2. Implement section policies as determined by the membership;
- 194 3. Elect the members of the nominating committee;
- 195 4. Approve the appointment of all committee chairs, except the chair of the
196 nominating committee;
- 197 5. Ensure that the section is represented at region council and council of
198 representative meetings; and
- 199 6. Approve the section budget and authorize expenditures not included in the
200 approved budget.

201
202 Section 3. Conducting Business

- 203 A. The executive council shall meet regularly to conduct the business of the section
204 upon the call of the section president or by written petition of at least one-third of the
205 voting members of the executive council.
206
- 207 B. Unless otherwise restricted by law or these bylaws, the executive council may also
208 conduct business by telephone, mail, electronic mail, fax, or other electronic devices.
209

210 Section 4. Quorum

- 211 A. A quorum shall be a majority of the members of the executive council then in office,
212 but not less than three, one of whom is the president, vice president, or section
213 representative.
214
- 215 B. No member of the executive council may vote by proxy.
216

217 Section 5. Removal

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

224 **ARTICLE V – COMMITTEES**

- 225 A. The executive council may establish committees as the need arises.
226
- 227 B. The chairs of the committees shall be appointed by the president. The members of
228 the committees shall be appointed by the chair of the committee with the approval of
229 the president.

- 230
231 C. The executive council shall prepare a description of the duties of each committee
232 and reporting relationships of each committee..
233
234 D. Each committee chair shall present a status report to the membership when
235 requested by the executive council contact. Each committee chair shall also prepare
236 an annual report providing input to the section representative for the section's final
237 report to the Society.
238

239 **ARTICLE VI – DISSOLUTION****

240 In the event of dissolution, the assets of the section shall be first used to pay any
241 remaining debts, after which any remaining funds shall be disbursed to SWE regions,
242 SWE sections, the SWE members at large organization, the Society, or SWE
243 endowment funds as recommended by the section's executive council and approved by
244 the SWE board of directors.
245

246 **ARTICLE VII – PARLIAMENTARY AUTHORITY****

247 The rules contained in the tenth edition of *Robert's Rules of Order Newly Revised* shall
248 govern this section in all cases to which they are applicable and in which they are not
249 inconsistent with these bylaws and any special rules of order the section may adopt.
250

251 **ARTICLE VIII – AMENDMENT****

- 252 A. These bylaws may be amended by a two-thirds vote of the members present and
253 voting at a meeting or of the ballots received prior to the stated deadline.
254 B. Amendments may be proposed by a majority of the executive council or five voting
255 members of the section. All proposed amendments must be submitted to the
256 secretary.
257 C. Written notice, delivered either by mail or electronically, must be given to all
258 members of the section at least thirty days prior to the date of the meeting or the
259 specified date for voting to be completed.
260 D. Amendments adopted by the section shall be sent to the Society secretary according
261 to established procedures, and shall become effective after approved by the Society
262 secretary.
263 E. Sections marked with a double asterisk (**) are identical to the professional section
264 bylaws template approved by the Society board of directors on October 23,
265 2007. Required sections are marked with a doubled asterisk (**) and conform to the
266 professional section bylaws template. Changes to these sections of the professional
267 section bylaws template shall become part of these bylaws upon approval of the
268 Society. The section secretary shall incorporate such changes into the section
269 bylaws and forward the updated bylaws to the Society secretary within six months of
270 notification of the change to the section bylaws template.
271

272 Bylaws based on template version Oct 23, 2007