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47 Section 4. Quorum

48 Ten voting members or thirty percent of the voting members of the section, whichever is  
49 less, shall constitute a quorum for the conduct of the business of the section.  
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51 **ARTICLE III – OFFICERS**

52 Section 1. Officers\*\*

53 The officers of the section are the president, vice president, secretary, treasurer and  
54 section representative(s) as designated in the Society bylaws.  
55

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

57 A. The officers must be voting members of the Society and assigned to the section.  
58

59 B. Section officers shall serve for a term of one fiscal year, to coincide with the  
60 Society's fiscal year.  
61

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  
64 treasurer at the same time.  
65

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;  
80 8. Provide oversight and guidance to the committee chairs as assigned, and  
81 9. Perform other duties normally associated with the office of president or as may  
82 be assigned by the executive council or the governance documents.  
83

84 B. The vice president shall:

- 85 1. Assume the duties of president in case of temporary absence or temporary  
86 inability to serve; and  
87 2. Provide oversight and guidance to the committee chairs as assigned; and  
88 3. Perform other duties incident to the office of vice president as may be assigned  
89 by the president, the executive council, or the Society governance documents.  
90

91 C. The secretary shall:

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

97  
98 D. The treasurer shall:

- 99 1. Be responsible for the collection, distribution, and safekeeping of section funds;  
100 2. Prepare, maintain, and report as directed on the financial position of the section  
101 in relation to the approved budget;  
102 3. Submit a financial report to the Society in accordance with established  
103 procedures ;  
104 4. Provide oversight and guidance to the committee chairs as assigned; and  
105 5. Perform other duties normally associated with the office of treasurer, whether  
106 assigned by the president, the executive council, or Society governing  
107 documents.

108  
109 E. The section representative(s) shall

- 110 1. Perform those duties expected of them as described in the region governance  
111 documents; and  
112 2. Perform other duties normally associated with the office of section representative  
113 or as may be assigned by the president, executive council, or the governance  
114 documents.

115  
116 Section 4. Nomination and Election

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

121  
122 B. Members of the nominating committee may not become candidates during their  
123 tenure of service on the nominating committee

124  
125 C. The nominating committee shall propose at least one qualified candidate for each of  
126 the officer positions. The slate shall be presented to the members of the section by  
127 mail, electronic mail, or posting on the section website by April 15 of each year.

128  
129 D. Additional candidates may be nominated by petition, provided that:

- 130 1. The member is eligible for the position;  
131 2. The member has given written consent to being placed on the ballot;  
132 3. A minimum of two percent or three of the voting members of the section,  
133 whichever is greater, have signed a petition or endorsed an email to place the  
134 candidate's name on the ballot; and

135 4. The petition, together with the written consent, is submitted to the chair of the  
136 nominating committee by April 30 or fifteen days after the slate is announced to  
137 the members of the section, whichever is later.  
138

139 E. The chair of the nominating committee shall arrange for the distribution of ballots to  
140 occur at least twenty-one days prior to the required return date for the vote. Voting  
141 may be by mail, electronic mail or web-based provided that mail ballots are sent to  
142 those without electronic access. The chair of the nominating committee shall select a  
143 tellers committee to receive and count the votes, and to report the results to the  
144 president.  
145

146 F. The voting members of the section shall elect the section officers. Members whose  
147 dues are current as of March 1 shall be eligible to vote in the election.  
148

149 G. A plurality shall elect for each office. Write-in votes for eligible candidates shall be  
150 allowed. In the event of a tie, the election for that position shall be determined by lot,  
151 conducted by the chair of the nominating committee.  
152

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

154 A. Alternate section representatives may be elected during the officer election process.  
155

156 B. The executive council may elect alternate(s) for the purpose of attending a region  
157 council meeting if the section representative(s) or alternate(s) cannot attend.  
158

159 C. All alternates shall be designated in the order in which they will be called to serve,  
160 with alternates elected by the membership serving before those selected in any  
161 other manner.  
162

163 D. Alternate section representatives must meet the same eligibility requirements as  
164 section representatives  
165

166 Section 6. Vacancies

167 A. A vacancy in the office of president shall be filled by the vice president for the  
168 remainder of the term.  
169

170 B. A vacancy in the office of vice president, secretary, or treasurer shall be filled by  
171 election by the executive council and election by the membership.  
172

173 C. A vacancy in the office of section representative shall be filled by the next available  
174 alternate section representative. If there is no available alternate section  
175 representative, the executive council may elect an alternate to fill the vacancy.  
176

## **ARTICLE IV – EXECUTIVE COUNCIL**

### **Section 1. Composition**

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

### **Section 2. Duties**

The executive council shall:

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

### **Section 3. Conducting Business**

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

### **Section 4. Quorum**

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

### **Section 5. Removal**

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

## **ARTICLE V – COMMITTEES**

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

- 220 B. The chair of the committees shall be appointed by the president. The members of  
221 the committees shall be appointed by the chair of the committee with the approval of  
222 the president.  
223  
224 C. The executive council shall prepare a description of the duties and reporting  
225 relationships of each committee.  
226  
227 D. Each committee chair shall present a status report to the membership when  
228 requested by the executive council contact. Each committee chair shall also prepare  
229 an annual report providing input to the section representative for the section's final  
230 report to the Society.  
231

232 **ARTICLE VI – DISSOLUTION\*\***

233 In the event of dissolution, the assets of the section shall be first used to pay any  
234 remaining debts, after which any remaining funds shall be disbursed to SWE regions,  
235 SWE sections, the SWE members at large organization, the Society, or SWE  
236 endowment funds as recommended by the section's executive council and approved by  
237 the SWE board of directors.  
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239

240 **ARTICLE VII – PARLIAMENTARY AUTHORITY\*\***

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

- 247 A. These bylaws may be amended by a two-thirds vote of the members present and  
248 voting at a meeting or of the ballots received prior to the stated deadline.  
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250 B. Amendments may be proposed by a majority of the executive council or five voting  
251 members of the section. All proposed amendments must be submitted to the  
252 secretary.  
253  
254 C. Written notice, delivered either by mail or electronically, must be given to all  
255 members of the section at least thirty days prior to the date of the meeting or the  
256 specified date for voting to be completed.  
257  
258 D. Amendments adopted by the section shall be sent to the Society secretary according  
259 to established procedures, and shall become effective after approved by the Society  
260 secretary.  
261  
262 E. Required sections are marked with a double asterisk (\*\*) and conform to the  
263 professional section bylaws template. Changes to these sections of the professional  
264 section bylaws template shall become part of these bylaws upon approval of the

265 Society. The section secretary shall incorporate such changes into the section  
266 bylaws and forward the updated bylaws to the Society secretary within six months of  
267 notification of the change to the section bylaws template.  
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