

1 **BYLAWS OF THE NORTHEASTERN OHIO SECTION**
2
3 **OF**
4
5 **THE SOCIETY OF WOMEN ENGINEERS**
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8 **ARTICLE I – NAME AND OBJECTIVES****

9 Section 1. Name

10 The name of this organization shall be the NORTHEASTERN OHIO section (hereinafter
11 called “the section”) of the Society of Women Engineers (hereinafter called “the Society”
12 or “SWE”).
13

14 Section 2. Objectives

15 The section is an organizational unit whose purpose is to further the objectives of the
16 Society.
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18 Section 3. Powers

19 The section is empowered by the Society to pursue the objectives of the Society under
20 these bylaws and in consonance with the Society bylaws.
21

22 Section 4. Non-discrimination

23 In accordance with the Society’s policies and purposes, the section shall not
24 discriminate in connection with its membership and its services to the public at large.
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27 **ARTICLE II – MEMBERSHIP****

28 Section 1. Members

29 Members of the section are those members of the Society assigned to the section. All
30 members of the section shall have the right to attend all in-person section and executive
31 council meetings.
32

33 Section 2. Grades of Membership

34 Members shall have the same membership grade in the section as they have in the
35 Society and voting privileges as specified in the Society bylaws.
36

37 Section 3. Business Meeting

38 A meeting of the general membership to conduct the business of the section may be
39 called by the president, the executive council, or by a group of five percent or five of the
40 voting members of the section, whichever is greater. At least thirty days written notice
41 shall be provided to all members prior to such a business meeting.
42

43 Section 4. Quorum

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

ARTICLE III – OFFICERS

Section 1. Officers**

The officers of the section are the president, vice president, secretary, and treasurer.

Section 2. Eligibility and Term of Office**

- A. The officers must be voting members of the Society who are assigned to the section. The president and vice president must also be non-collegiate members of the Society. Collegiate members who will be assigned to the section may be candidates for positions other than president or vice president provided they will be members of the section and will qualify for professional membership before the start of the term of office; however, they must meet these requirements in order to serve.
- B. Section officers shall serve for a term of one fiscal year, to coincide with the Society's fiscal year.
- C. Officers may hold more than one office provided that there is a minimum of three elected officers of the section. No one may hold the office of president and treasurer at the same time.

Section 3. Duties**

- A. The president shall:
 - 1. Represent the section before the public and preside at meetings of the section and its executive council;
 - 2. Appoint the chairs of all committees, with the approval of the executive council, except the chair of the nominating committee;
 - 3. Approve the appointment of all committee members, except the members of the nominating committee;
 - 4. Authorize the disbursement of section funds within the budget approved by the executive council;
 - 5. Be an authorized signatory on all section accounts;
 - 6. Coordinate activities and execute the business and policies of the section between meetings;
 - 7. Review and approve the year-end section financial report;
 - 8. Provide oversight and guidance to the committee chairs as assigned, and
 - 9. Perform other duties normally associated with the office of president or as may be assigned by the executive council or the governance documents.
- B. The vice president shall:
 - 1. Assume the duties of the president if the president is temporarily unable to serve;
 - 2. Provide oversight and guidance to the committee chairs as assigned; and

- 92 3. Perform such other duties as may be assigned by the president, the executive
93 council, or the governance documents.
94

95 C. The secretary shall:

- 96 1. Maintain the records of the section;
97 2. Provide oversight and guidance to the committee chairs as assigned; and
98 3. Perform other duties normally associated with the office of secretary or as may
99 be assigned by the president, the executive council, or the governance
100 documents.
101

102 D. The treasurer shall:

- 103 1. Be responsible for the collection, distribution, and safekeeping of section funds;
104 2. Prepare, maintain, and report as directed on the financial position of the section
105 in relation to the approved budget;
106 3. Submit a financial report to the Society in accordance with established
107 procedures;
108 4. Provide oversight and guidance to the committee chairs as assigned; and
109 5. Perform other duties normally associated with the office of treasurer or as may
110 be assigned by the president, the executive council, or the governance
111 documents.
112
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114 Section 4. Nomination and Election

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

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

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

- 127 D. Additional candidates may be nominated by petition, provided that:

- 128 1. The member is eligible for the position;
129 2. The member has given written consent to being placed on the ballot;
130 3. A minimum of two percent or five of the voting members of the section,
131 whichever is greater, have signed a petition or endorsed an email to place the
132 candidate's name on the ballot; and
133 4. The petition, together with the written consent, is submitted to the chair of the
134 nominating committee by April 30 or fifteen days after the slate is announced to
135 the members of the section, whichever is later.
136

- 137 E. The chair of the nominating committee shall arrange for the distribution of ballots to
138 occur at least twenty-one days prior to the required return date for the vote. Voting
139 may be by mail, electronic mail or web-based provided that mail ballots are sent to
140 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.
143
- 144 F. The voting members of the section shall elect the section officers.
145
- 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.
149

150 Section 6. Vacancies

- 151 A. A vacancy in the office of president shall be filled by the vice president for the
152 remainder of the term.
153
- 154 B. A vacancy in the office of vice president, secretary, or treasurer shall be filled by
155 election by the executive council.
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158 **ARTICLE IV – EXECUTIVE COUNCIL**

159 Section 1 Composition

160 The governing body of the section shall be the executive council. The officers of the
161 section shall constitute the executive council. An individual holding more than one
162 position on the executive council has only one vote and counts as a single person for
163 the purpose of a quorum.
164

165 Section 2. Duties

166 The executive council shall:

- 167 1. Transact the business of the section;
- 168 2. Implement section policies as determined by the membership;
- 169 3. Elect the members of the nominating committee;
- 170 4. Approve the appointment of all committee chairs, except the chair of the
171 nominating committee; and
- 172 5. Approve the section budget and authorize expenditures not included in the
173 approved budget.
174

175 Section 3. Conducting Business

- 176 A. The executive council shall meet regularly to conduct the business of the section
177 upon the call of the section president or by written petition of at least one-third of the
178 voting members of the executive council.
179
- 180 B. Unless otherwise restricted by law or these bylaws, the executive council may also
181 conduct business by telephone, mail, electronic mail, fax, or other electronic devices.

182
183 **Section 4. Quorum**

184 A. A quorum shall be a majority of the members of the executive council then in office,
185 but not less than three, one of whom is the president or vice president.

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

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189 **Section 5. Removal**

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

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197 **ARTICLE V – COMMITTEES**

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

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200 B. The chairs of the committees shall be appointed by the president. The members of
201 the committees shall be appointed by the chair of the committee with the approval of
202 the president.

203
204 C. The executive council shall prepare a description of the duties and reporting
205 relationships of each committee.

206
207 D. Each committee chair shall present a status report to the membership when
208 requested by the executive council contact. Each committee chair shall also prepare
209 an annual report providing input to the section's final report to the Society.

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212 **ARTICLE VI – DISSOLUTION****

213 In the event of dissolution, the assets of the section shall be first used to pay any
214 remaining debts, after which any remaining funds shall be disbursed to SWE sections,
215 the SWE members at large organization, the Society, or SWE endowment funds as
216 recommended by the section's executive council and approved by the SWE board of
217 directors.

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220 **ARTICLE VII – PARLIAMENTARY AUTHORITY****

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

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226 **ARTICLE VIII – AMENDMENT****

*SWE Professional section standard bylaws 01-24-18. Approved by the BOD on 02-09-18
Bylaws of the Northeastern Ohio Section Approved by the Section on 10-31-18
Approved by Society Secretary on 11-25-18*

- 227 A. These bylaws may be amended by a two-thirds vote of the members present and
228 voting at a meeting or of the ballots received prior to the stated deadline.
229
- 230 B. Amendments may be proposed by a majority of the executive council or five voting
231 members of the section. All proposed amendments must be submitted to the
232 secretary.
233
- 234 C. Written notice, delivered either by mail or electronically, must be given to all
235 members of the section at least thirty days prior to the date of the meeting or the
236 specified date for voting to be completed.
237
- 238 D. Amendments adopted by the section shall be sent to the Society secretary according
239 to established procedures, and shall become effective after approved by the Society
240 secretary.
241
- 242 E. Required sections are marked with a double asterisk (**) and conform to the
243 professional section bylaws template. Changes to these sections of the professional
244 section bylaws template shall become part of these bylaws upon approval of the
245 Society. The section secretary shall incorporate such changes into the section
246 bylaws and forward the updated bylaws to the Society secretary within six months of
247 notification of the change to the section bylaws template.
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