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**BYLAWS OF THE D011 CENTRAL FLORIDA SECTION
OF
THE SOCIETY OF WOMEN ENGINEERS**

ARTICLE I – NAME AND OBJECTIVES**

Section 1. Name

The name of this organization shall be the D011, Central Florida 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 Society bylaws.

Section 4. Non-discrimination

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. 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

Fifteen 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.

ARTICLE III – OFFICERS

Section 1. Officers and Vice Presidents**

The officers of the section are the president, executive vice president, vice president of diversity and inclusion, vice president of education, vice president of membership initiatives, vice president of professional development, secretary, treasurer, and section representative(s) as designated in the Society bylaws.

Section 2. Eligibility and Term of Office**

- A. The officers must be members of the Society who are assigned to the section. The president and vice president must also be voting members of the Society. The other officers must also be either voting members of the Society or collegiate members who meet the qualifications stated in the Society bylaws for professional membership. Collegiate members may be candidates for positions other than president and vice president if 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. Any officer who is a collegiate member shall have the right to vote during the performance of duties in that position without gaining any additional voting rights in the section.
- 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 six 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 executive 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
3. Perform such other duties as may be assigned by the president, the executive council, or the governance documents.

C. The secretary shall:

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

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;
4. Provide oversight and guidance to the committee chairs as assigned; and
5. 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 region governance documents;
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; and
3. Provide oversight and guidance to the committee chairs as assigned.

F. The vice president of diversity and inclusion shall:

1. Perform all duties related to diversity and inclusion as assigned by the executive council; and
2. Provide oversight and guidance to the committee chairs as assigned.

G. The vice president of education shall:

1. Perform all duties related to education as assigned by the executive council; and

- 132 2. Provide oversight and guidance to the committee chairs as assigned.
133
- 134 H. The vice president of membership initiatives shall:
135 1. Perform all duties related to membership as assigned by the executive council;
136 and
137 4. Provide oversight and guidance to the committee chairs as assigned.
138
- 139 I. The vice president of professional development shall:
140 1. Perform all duties related to professional development as assigned by the
141 executive council; and
142 2. Provide oversight and guidance to the committee chairs as assigned.
143
- 144 Section 4. Nomination and Election
- 145 A. The executive council shall elect at least three members to serve on the nominating
146 committee. The nominating committee shall select its own chair, who must be a
147 voting member of the Society but does not need to have been elected to the
148 committee by the executive council.
149
- 150 B. Members of the nominating committee may not become candidates during their
151 tenure of service on the nominating committee.
152
- 153 C. The nominating committee shall propose at least one qualified candidate for each of
154 the officer positions. The slate shall be presented to the members of the section by
155 mail, electronic mail, or posting on the section web site by April 15 of each year.
156
- 157 D. Additional candidates may be nominated by petition, provided that:
158 1. The member is eligible for the position;
159 2. The member has given written consent to being placed on the ballot;
160 3. A minimum of two percent or five of the voting members of the section,
161 whichever is greater, have signed a petition or endorsed an email to place the
162 candidate's name on the ballot; and
163 4. The petition, together with the written consent, is submitted to the chair of the
164 nominating committee by April 30 or fifteen days after the slate is announced to
165 the members of the section, whichever is later.
166
- 167 E. The chair of the nominating committee shall arrange for the distribution of ballots to
168 occur at least twenty-one days prior to the required return date for the vote. Voting
169 may be by mail, electronic mail or web-based provided that mail ballots are sent to
170 those without electronic access. The chair of the nominating committee shall select
171 a tellers committee to receive and count the votes, and to report the results to the
172 president.
173
- 174 F. The voting members of the section shall elect the section officers.
175

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

179
180 Section 5. Alternate Section Representative(s)**

- 181 A. Alternate section representatives may be elected during the officer election process.
182
183 B. If the section representative(s) nor the elected alternates cannot attend a region
184 council meeting, the section president shall be the next alternate section
185 representative. The executive vice president shall be the next alternate after the
186 president.
187
188 C. All alternates shall be designated in the order in which they will be called to serve,
189 with alternates elected by the membership serving before those selected in any
190 other manner.
191
192 D. Alternate section representatives must meet the same eligibility requirements as
193 section representatives.
194

195 Section 6. Vacancies

- 196 A. A vacancy in the office of president shall be filled by the executive vice president for
197 the remainder of the term.
198
199 B. A vacancy in any other officer position shall be filled by election by the executive
200 council.
201
202 C. A vacancy in the office of section representative shall be filled by the next available
203 alternate section representative. If there is no available alternate section
204 representative, the executive council may elect an alternate to fill the vacancy.
205
206
207

208 **ARTICLE IV – EXECUTIVE COUNCIL**

209 Section 1 Composition

210 The governing body of the section shall be the executive council. The officers of the
211 section shall constitute the executive council. An individual holding more than one
212 position on the executive council has only one vote and counts as a single person for
213 the purpose of a quorum. Committee chairs shall be non-voting members of the
214 executive council.
215

216 Section 2. Duties

217 The executive council shall:

- 218 1. Transact the business of the section;
219 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 voting members of the executive council then in office, but not less than five, one of whom is the president, executive 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.
- B. The chairs of the committees shall be appointed by the president. The members of the committees shall be appointed by the chair of the committee with the approval of the president.
- C. The executive council shall prepare a description of the duties and reporting relationships of each committee.
- D. Each committee chair shall present a status report to the membership when requested by the executive council contact. Each committee chair shall also prepare an annual report providing input to the section representative for the section's final report to the Society.

ARTICLE VI – DISSOLUTION**

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

ARTICLE VII – PARLIAMENTARY AUTHORITY**

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

ARTICLE VIII – AMENDMENT**

- A. These bylaws may be amended by a two-thirds vote of the members present and voting at a meeting or of the ballots received prior to the stated deadline.
- B. Amendments may be proposed by a majority of the executive council or five voting members of the section. All proposed amendments must be submitted to the secretary.
- C. Written notice, delivered either by mail or electronically, must be given to all members of the section at least thirty days prior to the date of the meeting or the specified date for voting to be completed.
- D. Amendments adopted by the section shall be sent to the Society secretary according to established procedures, and shall become effective after approved by the Society secretary.
- E. Required sections are marked with a double asterisk (**) and conform to the professional section bylaws template. Changes to these sections of the professional section bylaws template shall become part of these bylaws upon approval of the Society¹. The section secretary shall incorporate such changes into the section bylaws and forward the updated bylaws to the Society secretary within six months of notification of the change to the section bylaws template.