

**BYLAWS OF THE H002, DETROIT SECTION  
OF  
THE SOCIETY OF WOMEN ENGINEERS**

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

**Section 1. Name**

The name of this organization shall be the H002, Detroit 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\*\***

The officers of the section are president, vice president of membership, vice president of professional development, vice president of student services, secretary, treasurer, and section representative(s) as designated in the bylaws of the Society.

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

- A. The officers must be voting members of the Society and assigned to 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 five 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; and
  - 8. 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 of membership shall:
  - 1. Assume the duties of the president if the president is temporarily unable to serve;
  - 2. Oversee the membership committee(s) and be responsible for the duties of the membership committee(s); and
  - 3. Perform such other duties as may be assigned by the president, the executive council, or the governance documents
- C. The vice president of professional development shall:

- 89 1. Oversee the professional development committee(s) and be responsible for the  
90 duties of the professional development committee(s); and  
91 2. Perform such other duties as may be assigned by the president, the executive  
92 council, or the governance documents.  
93
- 94 D. The vice president of student services shall:  
95 1. Oversee the student services committee(s) and be responsible for the duties of  
96 the student services committee(s); and  
97 2. Perform such other duties as may be assigned by the president, the executive  
98 council, or the governance documents.  
99
- 100 E. The secretary shall:  
101 1. Maintain the records of the section; and  
102 2. Perform other duties normally associated with the office of secretary or as may  
103 be assigned by the president, the executive council, or the governance  
104 documents.  
105
- 106 F. The treasurer shall:  
107 1. Be responsible for the collection, distribution, and safekeeping of section funds;  
108 2. Prepare, maintain, and report as directed on the financial position of the section  
109 in relation to the approved budget;  
110 3. Submit a financial report to the Society in accordance with established  
111 procedures; and  
112 4. Perform other duties normally associated with the office of treasurer or as may  
113 be assigned by the president, the executive council, or the governance  
114 documents.  
115
- 116 G. The section representative(s) shall:  
117 1. Perform those duties expected of them as described in the region governance  
118 documents; and  
119 2. Perform other duties normally associated with the office of section representative  
120 or as may be assigned by the president, the executive council, or the governance  
121 documents.  
122

#### 123 Section 4. Nomination and Election

- 124 A. The executive council shall elect at least three members to serve on the nominating  
125 committee. The nominating committee shall select its own chair, who must be a  
126 voting member of the Society but does not need to have been elected to the  
127 committee by the executive council.  
128
- 129 B. Members of the nominating committee may not become candidates during their  
130 tenure of service on the nominating committee.  
131

- 132 C. The nominating committee shall propose at least one qualified candidate for each of  
133 the officer positions. The slate shall be presented to the members of the section by  
134 mail, electronic mail, or posting on the section web site by April 15 of each year.  
135
- 136 D. Additional candidates may be nominated by petition, provided that:  
137 1. The member is eligible for the position;  
138 2. The member has given written consent to being placed on the ballot;  
139 3. A minimum of two percent or five of the voting members of the section,  
140 whichever is greater, have signed a petition or endorsed an email to place the  
141 candidate's name on the ballot; and  
142 4. The petition, together with the written consent, is submitted to the chair of the  
143 nominating committee by April 30 or fifteen days after the slate is announced to  
144 the members of the section, whichever is later.  
145
- 146 E. The chair of the nominating committee shall arrange for the distribution of ballots to  
147 occur at least twenty-one days prior to the required return date for the vote. Voting  
148 may be by mail, electronic mail or web-based provided that mail ballots are sent to  
149 those without electronic access. The chair of the nominating committee shall select  
150 a tellers committee to receive and count the votes, and to report the results to the  
151 president.  
152
- 153 F. The voting members of the section shall elect the section officers.  
154
- 155 G. A plurality shall elect for each office. Write-in votes for eligible candidates shall be  
156 allowed. In the event of a tie, the election for that position shall be determined by lot,  
157 conducted by the chair of the nominating committee.  
158

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

- 160 A. Alternate section representatives may be elected during the officer election process.  
161
- 162 B. The executive council may elect alternate(s) for the purpose of attending a region  
163 council meeting if the section representative(s) or 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. The vice president of membership shall assume the office of president for the  
174 remainder of the term in the event of a vacancy.  
175

176 B. A vacancy in the position of any vice president, secretary, or treasurer shall be filled  
177 by 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. The chair of the standing committee shall be a non-voting  
189 member of the executive council.

### 190 191 **Section 2. Duties**

192 The executive council shall:

- 193 1. Transact the business of the section;
- 194 2. Implement section policies as determined by the membership;
- 195 3. Elect the members of the nominating committee;
- 196 4. Approve the appointment of all committee chairs, except the chair of the  
197 nominating committee;
- 198 5. Ensure that the section is represented at region council 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 five, one of whom is the president, one of the vice presidents, or  
213 section 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

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**

### **Section 1. Committees**

A. The following is the section standing committee:

Finance

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

### **Section 2. Appointment**

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

### **Section 3. Duties**

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

### **Section 4. Reports**

Each committee chair shall present a status report to the membership when requested by the president. 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.

- 262 C. Written notice, delivered either by mail or electronically, must be given to all  
263 members of the section at least thirty days prior to the date of the meeting or the  
264 specified date for voting to be completed.
- 265 D. Amendments adopted by the section shall be sent to the Society secretary according  
266 to established procedures, and shall become effective after approved by the Society  
267 secretary.
- 268 E. Required sections are marked with a double asterisk (\*\*) and conform to the  
269 professional section bylaws template. Changes to these sections of the professional  
270 section bylaws template shall become part of these bylaws upon approval of the  
271 Society. The section secretary shall incorporate such changes into the section  
272 bylaws and forward the updated bylaws to the Society secretary within six months of  
273 notification of the change to the section bylaws template.