

1 **BYLAWS OF J003, THE PACIFIC NORTHWEST 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 Pacific Northwest section (hereinafter called
11 “the section”) of the Society of Women Engineers (hereinafter called “the Society” or
12 “SWE”).
13

14 Section 2. Objectives

15 The section is an organizational unit whose purpose is to further the objectives of the
16 Society.
17

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 bylaws of the Society.
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23 **ARTICLE II – MEMBERSHIP****

24 Section 1. Members

25 Members of the section are those members of the Society assigned to the section. In
26 accordance with the Society’s policies and purposes, the section shall not discriminate
27 in connection with its membership and its services to the public at large. All members of
28 the section shall have the right to attend all in-person section and executive council
29 meetings.
30

31 Section 2. Grades of Membership

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

35 Section 3. Business Meeting

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

41 Section 4. Quorum

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

47 **ARTICLE III – OFFICERS**

48 Section 1. Officers**

49 The officers of the section are the president, president-elect, vice president of
50 professional development, vice president of career guidance, secretary, treasurer, and
51 section representative(s) as designated in the bylaws of the Society.

52
53 Section 2. Eligibility and Term of Office**

- 54 A. The president, vice president(s), and section representative(s) must be voting
55 members of the Society. All other section officers must be voting members of the
56 section.
- 57
- 58 B. Section officers shall serve for a term of one fiscal year, to coincide with the
59 Society's fiscal year.
- 60
- 61 C. Officers may hold more than one office provided that there is a minimum of three
62 elected officers of the section. No one may hold the office of president and treasurer
63 at the same time.

64
65 Section 3. Duties**

- 66 A. The president shall:
- 67 1. Represent the section before the public and preside at meetings of the section
68 and its executive council;
- 69 2. Appoint the chairs of all committees, with the approval of the executive council,
70 except the chair of the nominating committee;
- 71 3. Approve the appointment of all committee members, except the members of the
72 nominating committee;
- 73 4. Authorize the disbursement of section funds within the budget approved by the
74 executive council;
- 75 5. Be an authorized signatory on all section accounts;
- 76 6. Coordinate activities and execute the business and policies of the section
77 between meetings;
- 78 7. Review and approve the year-end section financial report; and
- 79 8. Perform other duties normally associated with the office of president or as may
80 be assigned by the executive council or the governance documents.
- 81
- 82 B. The president-elect shall:
- 83 1. Serve as president in the year following their term as president-elect;
- 84 2. Assume the duties of the president if the president is temporarily unable to serve;
- 85 3. Assist the current president with all duties; and
- 86 4. Serve as a section representative.
- 87 Note: This position can remain unfilled.
- 88
- 89 C. The vice president of professional development shall:
- 90 1. Assume the duties of the president if the president is temporarily unable to serve
91 and if president-elect position is unfilled or if president-elect is also temporarily
92 unable to serve;
- 93 2. Chair the professional development committee;

3. Coordinate activities of other committees that pertain to professional development of section members; and
4. Perform such other duties as may be assigned by the president, the executive council, or the governance documents.

D. The vice president of career guidance shall:

1. Chair the career guidance committee;
2. Coordinate activities of other committees that support the section's career guidance goals; and
3. Perform such other duties as may be assigned by the president, the executive council, or the governance documents.

E. The secretary shall:

1. Maintain the records of the section; and
2. 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.

F. 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; and
4. 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.

G. The section representative(s) shall

1. Perform those duties expected of them as described in the region governance documents; and
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.

Section 4. Nomination and Election

A. The executive council shall elect at least three members to serve on the nominating committee. The nominating committee shall select its own chair, who must be a member with the right to vote in the national organization of the Society but does not need to have been elected to the committee by the executive council.

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

- 138 C. The nominating committee shall propose at least one qualified candidate for each of
139 the officer positions. The slate shall be presented to the members of the section by
140 mail, electronic mail, or posting on the section web site by April 15 of each year.
141
- 142 D. Additional candidates may be nominated by petition, provided that:
143 1. The member is eligible for the position;
144 2. The member has given written consent to being placed on the ballot;
145 3. A minimum of two percent or five of the voting members of the section,
146 whichever is greater, have signed a petition or endorsed an email to place the
147 candidate's name on the ballot; and
148 4. The petition, together with the written consent, is submitted to the chair of the
149 nominating committee by April 30 or fifteen days after the slate is announced to
150 the members of the section, whichever is later.
151
- 152 E. The chair of the nominating committee shall arrange for the distribution of ballots to
153 occur at least twenty-one days prior to the required return date for the vote. Voting
154 may be by mail, electronic mail or web-based provided that mail ballots are sent to
155 those without electronic access. The chair of the nominating committee shall select
156 a tellers committee to receive and count the votes, and to report the results to the
157 president.
158
- 159 F. The voting members of the section shall elect the section officers.
160
- 161 G. A plurality shall elect for each office. Write-in votes for eligible candidates shall be
162 allowed. In the event of a tie, the election for that position shall be determined by lot,
163 conducted by the chair of the nominating committee.
164

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

- 166 A. Alternate section representatives shall be elected during the officer election process.
167
- 168 B. The executive council may elect alternate(s) for the purpose of attending a region
169 council meeting if the section representative(s) or alternate(s) cannot attend.
170
- 171 C. All alternates shall be designated in the order in which they will be called to serve,
172 with alternates elected by the membership serving before those selected in any
173 other manner.
174
- 175 D. Alternate section representatives must meet the same eligibility requirements as
176 section representatives.
177

178 Section 6. Vacancies

- 179 A. The president-elect shall assume the office of president for the remainder of the term
180 in the event of a vacancy. If the office of president-elect is unfilled, the vice
181 president of professional development shall assume the office of president for the
182 remainder of the term in the event of a vacancy.
183

184 B. A vacancy in the position of vice president, secretary, or treasurer shall be filled by
185 nomination by the executive council and election by the membership.

186
187 C. A vacancy in the office of section representative shall be filled by the next available
188 alternate section representative. If there is no available alternate section
189 representative, the executive council may elect an alternate to fill the vacancy.

192 **ARTICLE IV – EXECUTIVE COUNCIL**

193 **Section 1 Composition**

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

199 **Section 2. Duties**

200 The executive council shall:

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

210 **Section 3. Conducting Business**

211 A. The executive council shall meet regularly to conduct the business of the section
212 upon the call of the section president or by written petition of at least one-third of the
213 voting members of the executive council.

214
215 B. Unless otherwise restricted by law or these bylaws, the executive council may also
216 conduct business by telephone, mail, electronic mail, fax, or other electronic devices.

218 **Section 4. Quorum**

219 A. A quorum shall be a majority of the members of the executive council then in office,
220 but not less than five, two of whom are the president, vice president, or section
221 representative.

222
223 B. No member of the executive council may vote by proxy.

225 **Section 5. Removal**

226 Any officer may be removed for cause by a vote of two-thirds of the voting members of
227 the section responding to a recall ballot, provided that votes have been received from at
228 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

The executive council may establish 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 of each committee and reporting relationships.

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 tenth edition of *Robert's Rules of Order Newly Revised* 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.

- 274 D. Amendments adopted by the section shall be sent to the Society secretary according
275 to established procedures, and shall become effective after approved by the Society
276 secretary.
- 277 E. Sections marked with a double asterisk (**) are identical to the professional section
278 bylaws template approved by the Society Board of Directors March 11, 2006.
279 Changes to these sections of the professional section bylaws template shall become
280 part of these bylaws upon approval of the Society. The section secretary shall
281 incorporate such changes into the section bylaws and forward the updated bylaws to
282 the Society secretary within six months of notification of the change to the section
283 bylaws template.