

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
11 called “the section) of the Society of Women Engineers (hereinafter called “the
12 Society” or “SWE”).

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14 Section 2. Objectives

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

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18 Section 3. Powers

19 The section is empowered by the Society to pursue the objectives of the Society
20 under 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.
26 In accordance with the Society’s policies and purposes, the section shall not
27 discriminate in connection with its membership and its services to the public at
28 large. All members of the section shall have the right to attend all in-person
29 executive council meetings.

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31 Section 2. Grades of Membership

32 Members shall have the same membership grade in the section as they have in
33 the 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
37 be called by the president, the executive council, or by a group of five percent or
38 five of the voting members of the section, whichever is greater. At least thirty days
39 written notice shall be provided to all members prior to such a business meeting.

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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.

ARTICLE III—OFFICERS

Section 1. Officers**

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

Section 2. Eligibility and Term of Office**

A. The president, vice president(s), and section representative(s) must be voting members of the Society. All other section officers must be voting members of 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 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 executive council;
4. Authorize the disbursement of the 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 the president or as may be assigned by the executive council or the governance documents.

B. The president-elect shall:

1. Serve as president in the year following their term as president-elect;
2. Assume the duties of the president if the president is temporarily unable to serve;
3. Assist the current president with all duties; and
4. Serve as a section representative.

Note: This position can remain unfilled.

C. The vice president of professional development shall:

- 90 1. Assume the duties of the president if the president is temporarily unable to
91 serve and if president-elect position is unfilled or if president-elect is also
92 temporarily unable to serve;
93 2. Chair the professional development committee;
94 3. Coordinate activities of other committees that pertain to professional
95 development of section members; and
96 4. Perform such other duties as may be assigned by the president, the
97 executive council, or the governance documents.
98
99 D. The vice president of career guidance shall:
100 1. Chair the career guidance committee;
101 2. Coordinate activities of other committees that support the section's career
102 guidance goals; and
103 3. Perform such other duties as may be assigned by the president, the
104 executive council, or the governance documents.
105
106 E. The secretary shall:
107 1. Maintain the records of the section; and
108 2. Perform other duties normally associated with the office of secretary or as
109 may be assigned by the president, the executive council, or the governance
110 documents.
111
112 F. The treasurer shall:
113 1. Be responsible for the collection, distribution, and safekeeping of sections
114 funds;
115 2. Prepare, maintain, and report as directed on the financial position of section
116 in relation to the approved budget;
117 3. Submit a financial report to the Society in accordance with established
118 procedures; and
119 4. Perform other duties normally associated with the office of treasurer or as
120 may be assigned by the president, the executive council, or the governance
121 documents.
122
123 G. The section representative(s) shall:
124 1. Perform those duties expected of them as described in the region
125 governance documents; and
126 2. Perform other duties normally associated with the office of section
127 representative or as may be assigned by the president, the executive
128 council, or the governance documents.
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130 Section 4. Nomination and Election

- 131 A. The executive council shall elect at least three members to serve on the
132 nominating committee. The nominating committee shall select its own chair,
133 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.

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

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

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

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

F. The voting members of the section shall elect the section officers.

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

Section 5. Alternate Section Representative(s)**

A. Alternate section representatives shall be elected during the officer election process.

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

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

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

Section 6. Vacancies

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

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

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

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

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

220
221 B. Unless otherwise restricted by law or these bylaws, the executive council may
222 also conduct business by telephone, mail, electronic mail, fax, or other
223 electronic devices.
224

225 Section 4. Quorum

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

229
230 B. No member of the executive council may vote by proxy.
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232 Section 5. Removal

233 Any officer may be removed for cause by a vote of two-thirds of the voting
234 members of the section responding to a recall ballot, provided that votes have
235 been received from at least the number of members required for a quorum. Such
236 removal shall be effective immediately upon the recording of such vote. Removal
237 procedures not covered by law or these bylaws shall be developed and approved
238 by the executive council.
239

240 ARTICLE V—COMMITTEES

241 Section 1. Committees

242 The executive council may establish committees as the need arises.
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245 Section 2. Appointment

246 The members of the committees shall be appointed by the chair of the committee
247 with the approval of the president.
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249 Section 3. Duties

250 The executive council shall prepare a description of the duties of each committee
251 and reporting relationships.
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253 Section 4. Reports

254 Each committee chair shall present a status report to the membership when
255 requested by the president. Each committee chair shall also prepare an annual
256 report providing input to the section representative for the section's final report to
257 the Society.
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259 ARTICLE VI—DISSOLUTION**

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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 the 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. Sections marked with a double asterisk (**) are identical to the professional section bylaws template approved by the Society Board of Directors March 11, 2006. Changes to these sections of the professional section bylaws template shall become part of these bylaws upon approval of the Society. 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.