

1                   **BYLAWS OF THE D004, Eastern North Carolina 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 <section number, Section Name> section  
11 (hereinafter called “the section”) of the Society of Women Engineers (hereinafter called  
12 “the Society” 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.  
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 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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26

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.  
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44

45 Section 4. Quorum

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

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51 **ARTICLE III – OFFICERS**

52 Section 1. Officers\*\*

53 The officers of the section are the president, vice president, secretary, treasurer, and  
54 section representative(s) as designated in the Society bylaws.

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

57 A. The officers must be members of the Society who are assigned to the section.

58 The president and vice president must also be voting members of the Society.

59 The other officers must also be either voting members of the Society or  
60 collegiate members who meet the qualifications stated in the Society bylaws for  
61 professional membership. Collegiate members may be candidates for positions  
62 other than president and vice president if they will be members of the section  
63 and will qualify for professional membership before the start of the term of  
64 office; however, they must meet these requirements in order to serve. Any  
65 officer who is a collegiate member shall have the right to vote during the  
66 performance of duties in that position without gaining any additional voting  
67 rights in the section.

68  
69 B. Section officers shall serve for a term of one fiscal year, to coincide with the  
70 Society's fiscal year.

71  
72 C. Officers may hold more than one office provided that there is a minimum of three  
73 elected officers of the section. No one may hold the office of president and treasurer  
74 at the same time.

75  
76 Section 3. Duties\*\*

77 A. The president shall:

- 78 1. Represent the section before the public and preside at meetings of the section  
79 and its executive council;  
80 2. Appoint the chairs of all committees, with the approval of the executive council,  
81 except the chair of the nominating committee;  
82 3. Approve the appointment of all committee members, except the members of the  
83 nominating committee;  
84 4. Authorize the disbursement of section funds within the budget approved by the  
85 executive council;  
86 5. Be an authorized signatory on all section accounts;

- 87 6. Coordinate activities and execute the business and policies of the section  
88 between meetings;  
89 7. Review and approve the year-end section financial report;  
90 8. Provide oversight and guidance to the committee chairs as assigned, and  
91 9. Perform other duties normally associated with the office of president or as may  
92 be assigned by the executive council or the governance documents.  
93

94 B. The vice president shall:

- 95 1. Assume the duties of the president if the president is temporarily unable to serve;  
96 2. Provide oversight and guidance to the committee chairs as assigned; and  
97 3. Perform such other duties as may be assigned by the president, the executive  
98 council, or the governance documents.  
99

100 C. The secretary shall:

- 101 1. Maintain the records of the section;  
102 2. Provide oversight and guidance to the committee chairs as assigned; and  
103 3. Perform other duties normally associated with the office of secretary or as may  
104 be assigned by the president, the executive council, or the governance  
105 documents.  
106

107 D. The treasurer shall:

- 108 1. Be responsible for the collection, distribution, and safekeeping of section funds;  
109 2. Prepare, maintain, and report as directed on the financial position of the section  
110 in relation to the approved budget;  
111 3. Submit a financial report to the Society in accordance with established  
112 procedures;  
113 4. Provide oversight and guidance to the committee chairs as assigned; and  
114 5. Perform other duties normally associated with the office of treasurer or as may  
115 be assigned by the president, the executive council, or the governance  
116 documents.  
117

118 E. The section representative(s) shall

- 119 1. Perform those duties expected of them as described in the region governance  
120 documents; and  
121 2. Perform other duties normally associated with the office of section representative  
122 or as may be assigned by the president, the executive council, or the governance  
123 documents.  
124

125 Section 4. Nomination and Election

- 126 A. The executive council shall elect at least three members to serve on the nominating  
127 committee. The nominating committee shall select its own chair, who must be a  
128 voting member of the Society but does not need to have been elected to the  
129 committee by the executive council.

- 130
- 131 B. Members of the nominating committee may not become candidates during their
- 132 tenure of service on the nominating committee.
- 133
- 134 C. The nominating committee shall propose at least one qualified candidate for each of
- 135 the officer positions. The slate shall be presented to the members of the section by
- 136 mail, electronic mail, or posting on the section web site by April 15 of each year.
- 137
- 138 D. Additional candidates may be nominated by petition, provided that:
- 139 1. The member is eligible for the position;
- 140 2. The member has given written consent to being placed on the ballot;
- 141 3. A minimum of two percent or five of the voting members of the section,
- 142 whichever is greater, have signed a petition or endorsed an email to place the
- 143 candidate's name on the ballot; and
- 144 4. The petition, together with the written consent, is submitted to the chair of the
- 145 nominating committee by April 30 or fifteen days after the slate is announced to
- 146 the members of the section, whichever is later.
- 147
- 148 E. The chair of the nominating committee shall arrange for the distribution of ballots to
- 149 occur at least twenty-one days prior to the required return date for the vote. Voting
- 150 may be by mail, electronic mail or web-based provided that mail ballots are sent to
- 151 those without electronic access. The chair of the nominating committee shall select
- 152 a tellers committee to receive and count the votes, and to report the results to the
- 153 president.
- 154
- 155 F. The voting members of the section shall elect the section officers.
- 156
- 157 G. A plurality shall elect for each office. Write-in votes for eligible candidates shall be
- 158 allowed. In the event of a tie, the election for that position shall be determined by lot,
- 159 conducted by the chair of the nominating committee.
- 160

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

- 162 A. Alternate section representatives may be elected during the officer election process.
- 163
- 164 B. The executive council may elect alternate(s) for the purpose of attending a region
- 165 council meeting if the section representative(s) or alternate(s) cannot attend.
- 166
- 167 C. All alternates shall be designated in the order in which they will be called to serve,
- 168 with alternates elected by the membership serving before those selected in any
- 169 other manner.
- 170
- 171 D. Alternate section representatives must meet the same eligibility requirements as
- 172 section representatives.

173  
174 Section 6. Vacancies

- 175 A. A vacancy in the office of president shall be filled by the vice president for the  
176 remainder of the term.  
177  
178 B. A vacancy in the office of vice president, secretary, or treasurer shall be filled by  
179 election by the executive council.  
180  
181 C. A vacancy in the office of section representative shall be filled by the next available  
182 alternate section representative. If there is no available alternate section  
183 representative, the executive council may elect an alternate to fill the vacancy.  
184

185  
186 **ARTICLE IV – EXECUTIVE COUNCIL**

187 Section 1 Composition

188 The governing body of the section shall be the executive council. The officers of the  
189 section shall constitute the executive council. An individual holding more than one  
190 position on the executive council has only one vote and counts as a single person for  
191 the purpose of a quorum.  
192

193 Section 2. Duties

194 The executive council shall:

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

204 Section 3. Conducting Business

- 205 A. The executive council shall meet regularly to conduct the business of the section  
206 upon the call of the section president or by written petition of at least one-third of the  
207 voting members of the executive council.  
208  
209 B. Unless otherwise restricted by law or these bylaws, the executive council may also  
210 conduct business by telephone, mail, electronic mail, fax, or other electronic devices.  
211

212 Section 4. Quorum

- 213 A. A quorum shall be a majority of the members of the executive council then in office,  
214 but not less than three, one of whom is the president, vice president, or section  
215 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 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\*\***

- 258 A. These bylaws may be amended by a two-thirds vote of the members present and  
259 voting at a meeting or of the ballots received prior to the stated deadline.  
260
- 261 B. Amendments may be proposed by a majority of the executive council or five voting  
262 members of the section. All proposed amendments must be submitted to the  
263 secretary.  
264
- 265 C. Written notice, delivered either by mail or electronically, must be given to all  
266 members of the section at least thirty days prior to the date of the meeting or the  
267 specified date for voting to be completed.  
268
- 269 D. Amendments adopted by the section shall be sent to the Society secretary according  
270 to established procedures, and shall become effective after approved by the Society  
271 secretary.  
272
- 273 E. Required sections are marked with a double asterisk (\*\*) and conform to the  
274 professional section bylaws template. Changes to these sections of the professional  
275 section bylaws template shall become part of these bylaws upon approval of the  
276 Society. The section secretary shall incorporate such changes into the section  
277 bylaws and forward the updated bylaws to the Society secretary within six months of  
278 notification of the change to the section bylaws template.  
279