

**BYLAWS OF THE E004, NEW YORK SECTION
OF
THE SOCIETY OF WOMEN ENGINEERS**

ARTICLE I – NAME AND OBJECTIVES**

Section 1. Name

The name of this organization shall be the E004, New York 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.

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52 **ARTICLE III – OFFICERS**

53 **Section 1. Officers****

54 The officers of the section are the president, New York City vice president, Long Island
55 vice president, secretary, treasurer, and section representative(s) as designated in the
56 bylaws of the Society.
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58 **Section 2. Eligibility and Term of Office****

- 59 A. The officers must be voting members of the Society and assigned to the section.
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61 B. Section officers shall serve for a term of one fiscal year, to coincide with the
62 Society's fiscal year.
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64 C. Candidates for president must either hold or have held a NYC vice president or LI
65 vice president position.
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67 D. Candidates for president, NYC vice president, and LI vice president must be
68 nominated by another member of the section.
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70 E. The president may only hold one office. Other officers may hold two offices provided
71 that there is a minimum of three elected officers of the section.
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73 **Section 3. Duties****

- 74 A. The president shall:
75 1. Represent the section before the public and preside at meetings of the section
76 and its executive council;
77 2. Appoint the chairs of all committees, with the approval of the executive council,
78 except the chair of the nominating committee;
79 3. Approve the appointment of all committee members, except the members of the
80 nominating committee;
81 4. Authorize the disbursement of section funds within the budget approved by the
82 executive council;
83 5. Be an authorized signatory on all section accounts;
84 6. Coordinate activities and execute the business and policies of the section
85 between meetings;
86 7. Review and approve the year-end section financial report;
87 8. Give final approval for any material to be published by the section for viewing by
88 the entire membership and/or the general public, including the section newsletter
89 and items to be added to the section website; and
90 9. Perform other duties normally associated with the office of president or as may
91 be assigned by the executive council or the governance documents.

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- 93 B. The New York City (NYC) vice president shall:
- 94 1. Assume the duties of the president if the president is temporarily unable to serve;
- 95 2. Coordinate with the president and the New York City professional development
- 96 committee; 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 Long Island (LI) vice president shall:
- 101 1. Assume the duties of the president, if both the president and the NYC vice
- 102 president are simultaneously, temporarily unable to serve;
- 103 2. Coordinate with the president and the Long Island professional development
- 104 committee; and
- 105 3. Perform such other duties as may be assigned by the president, the executive
- 106 council, or the governance documents.
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- 108 D. The secretary shall:
- 109 1. Maintain the records of the section;
- 110 2. Maintain the section's email account; and
- 111 3. Perform other duties normally associated with the office of secretary or as may
- 112 be assigned by the president, the executive council, or the governance
- 113 documents.
- 114
- 115 E. The treasurer shall:
- 116 1. Be responsible for the collection, distribution, and safekeeping of section funds;
- 117 2. Prepare, maintain, and report as directed on the financial position of the section
- 118 in relation to the approved budget;
- 119 3. Submit a financial report to the Society in accordance with established
- 120 procedures; and
- 121 4. Perform other duties normally associated with the office of treasurer or as may
- 122 be assigned by the president, the executive council, or the governance
- 123 documents.
- 124
- 125 F. The section representative(s) shall
- 126 1. Perform those duties expected of them as described in the region bylaws and
- 127 region governance documents; and
- 128 2. Perform other duties normally associated with the office of section representative
- 129 or as may be assigned by the president, the executive council, or the section's
- 130 governance documents.
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132 Section 4. Nomination and Election

- 133 A. The executive council shall elect at least two members to serve on the
- 134 nominating committee and its chair. The nominating committee shall be voting
- 135 members of the Society. The chair of the nominating committee shall be a
- 136 nonvoting member of the committee.

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- 138 B. Members of the nominating committee may not become candidates during their
- 139 tenure of service on the nominating committee.
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- 141 C. The members of the section shall receive by mail, electronic mail, or posting to
- 142 the section website, a written notice by February 1 about the elections for the
- 143 next fiscal year, and to request nominations/volunteers for officer and volunteer
- 144 committee positions.
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- 146 D. The nominating committee shall propose at least one qualified candidate for each
- 147 of the officer positions. The slate shall be presented to the members of the
- 148 section by mail, electronic mail, or posting on the section web site by April 15 of
- 149 each year.
- 150
- 151 E. Candidates may be nominated by email to the nomination chair, provided that:
- 152 1. The member is eligible for the position;
- 153 2. The member has given written consent to being placed on the ballot; and
- 154 3. The email is submitted to the chair of the nominating committee by April 30 or
- 155 fifteen days after nominations are requested from the members of the section,
- 156 whichever is later.
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- 158 H. The chair of the nominating committee shall arrange for the distribution of ballots
- 159 to occur at least twenty-one days prior to the required return date for the vote.
- 160 Voting may be by mail, electronic mail or web-based, provided that mail ballots
- 161 are sent to those without electronic access. The chair of the nominating
- 162 committee shall select a tellers committee to receive and count the votes and
- 163 report the results to the president.
- 164
- 165 I. The voting members of the section shall elect the section officers, and ballots will
- 166 be due or postmarked by midnight on May 31.
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- 168 J. In the event any ballot-related deadline falls on a Saturday or Sunday, the
- 169 deadline shall be the next Monday.
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- 171 K. A plurality shall elect for each office. Write-in votes for eligible candidates shall
- 172 be allowed. In the event of a tie, the election for that position shall be determined
- 173 by lot, conducted by the chair of the nominating committee.
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- 175 L. Results will be announced to the section by June 10.
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177 Section 5. Alternate Section Representative(s)**

- 178 A. Alternate section representatives may be elected during the officer election process.
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- 180 B. The executive council or an elected section representative may elect alternate(s) for
181 the purpose of attending region council meeting if the section representative(s) or
182 alternate(s) cannot attend.
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184 C. All alternates shall be designated in the order in which they will be called to serve,
185 with alternates elected by the membership serving before those selected in any
186 other manner.
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188 D. Alternate section representatives must meet the same eligibility requirements as
189 section representatives.
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191 Section 6. Vacancies

- 192 A. The NYC vice president shall assume the office of president for the remainder of the
193 term in the event of a vacancy.
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195 B. In the event the NYC vice president is unable to assume the office of president for
196 the remainder of the term, the LI vice president shall assume the office of president.
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198 C. A vacancy in the position of NYC vice president, LI vice president, secretary, or
199 treasurer shall be filled by election by the remaining members of the executive
200 council.
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202 D. 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.
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207 **ARTICLE IV – EXECUTIVE COUNCIL**

208 Section 1 Composition

209 The governing body of the section shall be the executive council. The officers of the
210 section shall constitute the executive council. An individual holding more than one
211 position on the executive council has only one vote and counts as a single person for
212 the purpose of a quorum.
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214 Section 2. Duties

215 The executive council shall:

- 216 1. Transact the business of the section;
- 217 2. Implement section policies as determined by the membership;
- 218 3. Approve the appointment of all committee chairs,
- 219 4. Ensure that the section is represented at region council meetings; and
- 220 5. Approve the section budget and authorize expenditures not included in the
221 approved budget.
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223 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 members of the executive council then in office, but not less than three, one of whom is the president, NYC vice president, or LI vice president.

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

C. In the event a quorum is not attained at an executive council meeting, that meeting shall be adjourned and reconvened within 31 days, with a written notice (including via email) of at least 14 days to all invited parties of the new meeting date.

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

Section 1. Committees

The executive council may establish committees and volunteer positions 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.

269 **ARTICLE VI – DISSOLUTION****

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

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277 **ARTICLE VII – PARLIAMENTARY AUTHORITY****

278 The rules contained in the tenth edition of *Robert's Rules of Order Newly Revised* shall
279 govern this section in all cases to which they are applicable and in which they are not
280 inconsistent with these bylaws and any special rules of order the section may adopt.

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283 **ARTICLE VIII – AMENDMENT****

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