

1 **BYLAWS OF THE D014, SOUTHEAST FLORIDA SECTION**
2
3 **OF**
4
5 **THE SOCIETY OF WOMEN ENGINEERS**
6
7

8 **ARTICLE I – NAME AND OBJECTIVES****

9 Section 1. Name

10 The name of this organization shall be the D014, SWE Southeast Florida 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.
25

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 fifteen days written notice
41 shall be provided to all members prior to such a business meeting. There shall be a
42 minimum of 1 business meeting per year.
43

44 Section 4. Quorum

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

48
49
50 **ARTICLE III – OFFICERS**

51 **Section 1. Officers****

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

54
55 **Section 2. Eligibility and Term of Office****

56 A. The officers must be voting members of the Society and assigned to the 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 vice president shall:

- 83 1. Assume the duties of the president if the president is temporarily unable to serve;
84 and
85 2. Perform such other duties as may be assigned by the president, the executive
86 council, or the governance documents.

87
88 C. The secretary shall:

- 89 1. Maintain the records of the section; and
90 2. Perform other duties normally associated with the office of secretary or as may
91 be assigned by the president, the executive council, or the governance
92 documents.

94 D. The treasurer shall:

- 95 1. Be responsible for the collection, distribution, and safekeeping of section funds;
- 96 2. Prepare, maintain, and report as directed on the financial position of the section
- 97 in relation to the approved budget;
- 98 3. Submit a financial report to the Society in accordance with established
- 99 procedures; and
- 100 4. Perform other duties normally associated with the office of treasurer or as may
- 101 be assigned by the president, the executive council, or the governance
- 102 documents.

103
104 E. The section representative(s) shall:

- 105 1. Perform those duties expected of them as described in the region governance
- 106 documents; and
- 107 2. Perform other duties normally associated with the office of section representative
- 108 or as may be assigned by the president, the executive council, or the governance
- 109 documents.

110
111 Section 4. Nomination and Election

112 A. The executive council shall elect at least three members to serve on the nominating

113 committee. The nominating committee shall select its own chair, who must be a

114 voting member of the Society but does not need to have been elected to the

115 committee by the executive council.

116
117 B. Members of the nominating committee may not become candidates during their

118 tenure of service on the nominating committee.

119
120 C. The nominating committee shall propose at least one qualified candidate for each of

121 the officer positions. The slate shall be presented to the members of the section by

122 mail, electronic mail, or posting on the section web site by April 15 of each year.

123
124 D. Additional candidates may be nominated by petition, provided that:

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

133
134 E. The chair of the nominating committee shall arrange for the distribution of ballots to

135 occur at least twenty-one days prior to the required return date for the vote. Voting

136 may be by mail, electronic mail or web-based provided that mail ballots are sent to

137 those without electronic access. The chair of the nominating committee shall select

138 a tellers committee to receive and count the votes, and to report the results to the

139 president.

140
141 F. The voting members of the section shall elect the section officers.
142

143 G. A plurality shall elect for each office. Write-in votes for eligible candidates shall be
144 allowed. In the event of a tie, the election for that position shall be determined by lot,
145 conducted by the chair of the nominating committee.
146

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

148 A. Alternate section representatives may be elected during the officer election process.
149

150 B. The executive council may elect alternate(s) for the purpose of attending a region
151 council meeting if the section representative(s) or alternate(s) cannot attend.
152

153 C. All alternates shall be designated in the order in which they will be called to serve,
154 with alternates elected by the membership serving before those selected in any
155 other manner.
156

157 D. Alternate section representatives must meet the same eligibility requirements as
158 section representatives.
159

160 Section 6. Vacancies

161 A. The vice president shall assume the office of president for the remainder of the term
162 in the event of a vacancy.
163

164 B. A vacancy in the position of vice president, secretary, or treasurer shall be filled by
165 election by the executive council
166

167 C. A vacancy in the office of section representative shall be filled by the next available
168 alternate section representative. If there is no available alternate section
169 representative, the executive council may elect an alternate to fill the vacancy.
170
171

172 **ARTICLE IV – EXECUTIVE COUNCIL**

173 Section 1 Composition

174 The governing body of the section shall be the executive council. The officers of the
175 section shall constitute the executive council. An individual holding more than one
176 position on the executive council has only one vote and counts as a single person for
177 the purpose of a quorum.
178

179 Section 2. Duties

180 The executive council shall:

- 181 1. Transact the business of the section;
- 182 2. Implement section policies as determined by the membership;
- 183 3. Elect the members of the nominating committee;
- 184 4. Approve the appointment of all committee chairs, except the chair of the
185 nominating committee;

- 186 5. Ensure that the section is represented at region council meetings; and
187 6. Approve the section budget and authorize expenditures not included in the
188 approved budget.

189
190 Section 3. Conducting Business

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

194
195 B. Unless otherwise restricted by law or these bylaws, the executive council may also
196 conduct business by telephone, mail, electronic mail, fax, or other electronic devices.

197
198 Section 4. Quorum

199 A. A quorum shall be a majority of the members of the executive council then in office,
200 but not less than three, one of whom is the president, vice president, or section
201 representative.

202
203 B. No member of the executive council may vote by proxy.

204
205 Section 5. Removal

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

211
212
213 ARTICLE V – COMMITTEES

214 A. The executive council may establish committees as the need arises.

215
216 B. The chairs of the committees shall be appointed by the president. The members of
217 the committees shall be appointed by the chair of the committee with the approval of
218 the president.

219
220 C. The executive council shall prepare a description of the duties and reporting
221 relationships of each committee.

222
223 D. Each committee chair shall present a status report to the membership when
224 requested by the executive council contact. Each committee chair shall also prepare
225 an annual report providing input to the section representative for the section's final
226 report to the Society.

227
228 ARTICLE VI – DISSOLUTION**

229 In the event of dissolution, the assets of the section shall be first used to pay any
230 remaining debts, after which any remaining funds shall be disbursed to SWE regions,
231 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.
- 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. Required sections are marked with a double asterisk (**) and conform to the professional section bylaws template. 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.