

1 **BYLAWS OF THE J002, COLUMBIA RIVER 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 J002, Columbia River section (hereinafter
11 called “the section”) of the Society of Women Engineers (hereinafter called “the Society”
12 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 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.
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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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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.
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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.
42

43 Section 4. Quorum

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

ARTICLE III – OFFICERS

Section 1. Officers**

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

Section 2. Eligibility and Term of Office

- A. The officers must be voting members of the Society and assigned to the section.
- B. Section officers shall serve for a term of one fiscal year, to coincide with the Society's fiscal year. The president-elect shall serve for a term as president elect followed by a term as President.
- C. Officers may hold more than one office provided that there is a minimum of three elected officers of the section. The position of president-elect can be held by another member of the executive council or by a committee chair. 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 nominating committee;
 - 4. Authorize the disbursement of 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;
 - 8. Provide oversight and guidance to the committee chairs as assigned, and
 - 9. Perform other duties normally associated with the office of president or as may be assigned by the executive council or the governance documents.
- B. The vice president of professional development shall:
 - 1. Provide oversight and guidance to the professional development committee chairs, as assigned;
 - 2. Organize events and provide services that will aid members in continuing their careers and personal development and
 - 3. Perform such other duties as may be assigned by the president, the executive council, or the governance documents

C. The vice president of outreach shall:

1. Plan and oversee activities that involve outreach to students of all ages;
2. Provide a liaison between college counselors, faculty advisors, and the member section;
3. Provide a liaison with other organizations which promote science and engineering as designated by the executive council;
4. Provide oversight and guidance to the committee chairs as assigned; and
5. Perform such other duties as may be assigned by the president, the executive council, or the governance documents.

D. The president-elect shall:

1. Assume the duties of the president if the president is temporarily unable to serve;
2. Train under the president to prepare for assuming presidential duties the next fiscal year.
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;
2. Provide oversight and guidance to the committee chairs as assigned; and
3. 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;
4. Provide oversight and guidance to the committee chairs as assigned; and
5. 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

- 136 A. The executive council shall elect at least three members to serve on the nominating
137 committee. The nominating committee shall select its own chair, who must be a
138 voting member of the Society but does not need to have been elected to the
139 committee by the executive council.
140
141 B. Members of the nominating committee may not become candidates during their
142 tenure of service on the nominating committee.
143
144 C. The nominating committee shall propose at least one qualified candidate for each of
145 the officer positions. The slate shall be presented to the members of the section by
146 mail, electronic mail, or posting on the section web site by April 15 of each year.
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148 D. Additional candidates may be nominated by petition, provided that:
149 1. The member is eligible for the position;
150 2. The member has given written consent to being placed on the ballot;
151 3. A minimum of two percent or five of the voting members of the section,
152 whichever is greater, have signed a petition or endorsed an email to place the
153 candidate's name on the ballot; and
154 4. The petition, together with the written consent, is submitted to the chair of the
155 nominating committee by April 30 or fifteen days after the slate is announced to
156 the members of the section, whichever is later.
157
158 E. The chair of the nominating committee shall arrange for the distribution of ballots to
159 occur at least twenty-one days prior to the required return date for the vote. Voting
160 may be by mail, electronic mail or web-based provided that mail ballots are sent to
161 those without electronic access. The chair of the nominating committee shall select
162 a tellers committee to receive and count the votes, and to report the results to the
163 president.
164
165 F. The voting members of the section shall elect the section officers.
166
167 G. A plurality shall elect for each office. Write-in votes for eligible candidates shall be
168 allowed. In the event of a tie, the election for that position shall be determined by lot,
169 conducted by the chair of the nominating committee.
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171 Section 5. Alternate Section Representative(s)**

- 172 A. Alternate section representatives may be elected during the officer election process.
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174 B. The executive council may elect alternate(s) for the purpose of attending a region
175 council meeting if the section representative(s) or alternate(s) cannot attend.
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177 C. All alternates shall be designated in the order in which they will be called to serve,
178 with alternates elected by the membership serving before those selected in any
179 other manner.
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- 181 D. Alternate section representatives must meet the same eligibility requirements as
182 section representatives.
183

184 Section 6. Vacancies

- 185 A. A vacancy in the office of president shall be filled by the president-elect for the
186 remainder of the term, followed by one full term as president, provided that the
187 president-elect was elected to that office by the section membership. A president-
188 elect elected by the executive committee to fill a vacancy shall only assume the
189 presidency for the remainder of the term. In such a case, the ballots for the next
190 election will include an election for both president and president-elect.
191
- 192 B. A vacancy in the office of president-elect shall be filled for the remainder of the term
193 by the executive committee within sixty days of the vacancy. A person filling a
194 vacancy as president elect shall not automatically become president, but shall be
195 eligible to be a candidate for president or president-elect for the following fiscal year,
196 regardless of the amount of time served while filling the vacancy.
197
- 198 C. A vacancy in the office of vice president-professional development, vice-president-
199 outreach, secretary, or treasurer shall be filled by election by the executive council
200 within sixty days of the vacancy.
201
- 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 within
205 sixty days of the vacancy.
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208 **ARTICLE IV – EXECUTIVE COUNCIL**

209 Section 1 Composition

210 The governing body of the section shall be the executive council. The officers of the
211 section shall constitute the executive council. An individual holding more than one
212 position on the executive council has only one vote and counts as a single person for
213 the purpose of a quorum.
214
215

216 Section 2. Duties

217 The executive council shall:

- 218 1. Transact the business of the section;
- 219 2. Implement section policies as determined by the membership;
- 220 3. Elect the members of the nominating committee;
- 221 4. Approve the appointment of all committee chairs, except the chair of the
222 nominating committee;
- 223 5. Ensure that the section is represented at region council meetings; and
- 224 6. Approve the section budget and authorize expenditures not included in the
225 approved budget.

226
227 Section 3. Conducting Business

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

231
232 B. Unless otherwise restricted by law or these bylaws, the executive council may also
233 conduct business by telephone, mail, electronic mail, fax, or other electronic devices.

234
235 Section 4. Quorum

236 A. A quorum shall be a majority of the members of the executive council then in office,
237 but not less than four, one of whom is the president, either vice president, or section
238 representative.

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

241
242 Section 5. Removal

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

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249
250 **ARTICLE V – COMMITTEES**

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

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253 B. The chairs of the committees shall be appointed by the president. The members of
254 the committees shall be appointed by the chair of the committee with the approval of
255 the president.

256
257 C. The executive council shall prepare a description of the duties and reporting
258 relationships of each committee.

259
260 D. Each committee chair shall present a status report to the membership when
261 requested by the executive council contact. Each committee chair shall also prepare
262 an annual report providing input to the section representative for the section's final
263 report to the Society.

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266 **ARTICLE VI – DISSOLUTION****

267 In the event of dissolution, the assets of the section shall be first used to pay any
268 remaining debts, after which any remaining funds shall be disbursed to SWE regions,
269 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 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.