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**BYLAWS OF THE I005, WICHITA AREA SECTION
OF
THE SOCIETY OF WOMEN ENGINEERS**

ARTICLE I – NAME AND OBJECTIVES**

Section 1. Name

The name of this organization shall be the I005, Wichita Area 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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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 bylaws of the Society.
55

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

57 A. The officers must be voting members of the Society and assigned to the section.
58

59 B. Section officers shall serve for a term of one fiscal year, to coincide with the
60 Society's fiscal year.
61

62 C. Officers may hold more than one office provided that there is a minimum of three
63 elected officers of the section. No one may hold the office of president and treasurer
64 at the same time.
65

66 **Section 3. Duties****

67 A. The president shall:

- 68 1. Represent the section before the public and preside at meetings of the section
69 and its executive council;
70 2. Appoint the chairs of all committees, with the approval of the executive council,
71 except the chair of the nominating committee;
72 3. Approve the appointment of all committee members, except the members of the
73 nominating committee;
74 4. Authorize the disbursement of section funds within the budget approved by the
75 executive council;
76 5. Be an authorized signatory on all section accounts;
77 6. Coordinate activities and execute the business and policies of the section
78 between meetings;
79 7. Review and approve the year-end section financial report;
80 8. Arrange for an audit of the section financial records as recommended by the
81 governance documents;
82 9. Provide oversight and guidance to the committee chairs as assigned, and
83 10. Perform other duties normally associated with the office of president or as may
84 be assigned by the executive council or the governance documents.
85

86 B. The vice president shall:

- 87 1. Assume the duties of the president if the president is temporarily unable to serve;
88 2. Provide oversight and guidance to the committee chairs as assigned; and
89 3. Perform such other duties as may be assigned by the president, the executive
90 council, or the governance documents.
91

92 C. The secretary shall:

- 93 1. Maintain the records of the section;
- 94 2. Provide oversight and guidance to the committee chairs as assigned; and
- 95 3. Perform other duties normally associated with the office of secretary or as may
- 96 be assigned by the president, the executive council, or the governance
- 97 documents.

98
99 D. The treasurer shall:

- 100 1. Be responsible for the collection, distribution, and safekeeping of section funds;
- 101 2. Prepare, maintain, and report as directed on the financial position of the section
- 102 in relation to the approved budget;
- 103 3. Submit a financial report to the Society in accordance with established
- 104 procedures;
- 105 4. Provide oversight and guidance to the committee chairs as assigned; and
- 106 5. Perform other duties normally associated with the office of treasurer or as may
- 107 be assigned by the president, the executive council, or the governance
- 108 documents.

109
110 E. The section representative(s) shall:

- 111 1. Perform those duties expected of them as described in the region governance
- 112 documents; and
- 113 2. Perform other duties normally associated with the office of section representative
- 114 or as may be assigned by the president, the executive council, or the governance
- 115 documents.

116
117 Section 4. Nomination and Election

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

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

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

121 committee by the executive council.

122
123 B. Members of the nominating committee may not become candidates during their

124 tenure of service on the nominating committee.

125
126 C. The nominating committee shall propose at least one qualified candidate for each of

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

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

129
130 D. Additional candidates may be nominated by petition, provided that:

- 131 1. The member is eligible for the position;
- 132 2. The member has given written consent to being placed on the ballot;
- 133 3. A minimum of two percent or five of the voting members of the section,
- 134 whichever is greater, have signed a petition or endorsed an email to place the
- 135 candidate's name on the ballot; and

136 4. The petition, together with the written consent, is submitted to the chair of the
137 nominating committee by April 30 or fifteen days after the slate is announced to
138 the members of the section, whichever is later.

139
140 E. The chair of the nominating committee shall arrange for the distribution of ballots to
141 occur at least twenty-one days prior to the required return date for the vote. Voting
142 may be by mail, electronic mail or web-based provided that mail ballots are sent to
143 those without electronic access. The chair of the nominating committee shall select
144 a tellers committee to receive and count the votes, and to report the results to the
145 president.

146
147 F. The voting members of the section shall elect the section officers.

148
149 G. A plurality shall elect for each office. Write-in votes for eligible candidates shall be
150 allowed. In the event of a tie, the election for that position shall be determined by lot,
151 conducted by the chair of the nominating committee.

152
153 Section 5. Alternate Section Representative(s)**

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

155
156 B. The executive council may elect alternate(s) for the purpose of attending a region
157 council meeting if the section representative(s) or alternate(s) cannot attend.

158
159 C. All alternates shall be designated in the order in which they will be called to serve,
160 with alternates elected by the membership serving before those selected in any
161 other manner.

162
163 D. Alternate section representatives must meet the same eligibility requirements as
164 section representatives.

165
166 Section 6. Vacancies

167 A. A vacancy in the office of president shall be filled by the vice president for the
168 remainder of the term.

169
170 B. A vacancy in the office of vice president, secretary, or treasurer shall be filled by
171 election by the executive council.

172
173 C. A vacancy in the office of section representative shall be filled by the next available
174 alternate section representative. If there is no available alternate section
175 representative, the executive council may elect an alternate to fill the vacancy.

176
177 **ARTICLE IV – EXECUTIVE COUNCIL**

178 Section 1 Composition

179 The governing body of the section shall be the executive council. The officers of the
180 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

- 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, vice president, or section 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.

- 226
227 D. Each committee chair shall present a status report to the membership when
228 requested by the executive council contact. Each committee chair shall also prepare
229 an annual report providing input to the section representative for the section's final
230 report to the Society.
231

232 **ARTICLE VI – DISSOLUTION****

233 In the event of dissolution, the assets of the section shall be first used to pay any
234 remaining debts, after which any remaining funds shall be disbursed to SWE regions,
235 SWE sections, the SWE members at large organization, the Society, or SWE
236 endowment funds as recommended by the section's executive council and approved by
237 the SWE board of directors.
238

239 **ARTICLE VII – PARLIAMENTARY AUTHORITY****

240 The rules contained in the tenth edition of *Robert's Rules of Order Newly Revised* shall
241 govern this section in all cases to which they are applicable and in which they are not
242 inconsistent with these bylaws and any special rules of order the section may adopt.
243

244 **ARTICLE VIII – AMENDMENT****

- 245 A. These bylaws may be amended by a two-thirds vote of the members present and
246 voting at a meeting or of the ballots received prior to the stated deadline.
247 B. Amendments may be proposed by a majority of the executive council or five voting
248 members of the section. All proposed amendments must be submitted to the
249 secretary.
250 C. Written notice, delivered either by mail or electronically, must be given to all
251 members of the section at least thirty days prior to the date of the meeting or the
252 specified date for voting to be completed.
253 D. Amendments adopted by the section shall be sent to the Society secretary according
254 to established procedures, and shall become effective after approved by the Society
255 secretary.
256 E. Required sections are marked with a double asterisk (**) and conform to the
257 professional section bylaws template. Changes to these sections of the professional
258 section bylaws template shall become part of these bylaws upon approval of the
259 Society. The section secretary shall incorporate such changes into the section
260 bylaws and forward the updated bylaws to the Society secretary within six months of
261 notification of the change to the section bylaws template.
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