

1                   **BYLAWS OF THE A006, SAN JOAQUIN VALLEY 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 A006, San Joaquin Valley 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 bylaws of the Society.  
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 thirty days written notice  
41 shall be provided to all members prior to such a business meeting.  
42

43 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.

### **ARTICLE III – OFFICERS**

#### **Section 1. Officers\*\***

The officers of the section are the president, vice president, 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 members of the Society who are assigned to the section. The president and vice president must also be voting members of the Society. The other officers must also be either voting members of the Society or collegiate members who meet the qualifications stated in the Society bylaws for professional membership. Collegiate members may be candidates for positions other than president and vice president if they will be members of the section and will qualify for professional membership before the start of the term of office; however, they must meet these requirements in order to serve. Any officer who is a collegiate member shall have the right to vote during the performance of duties in that position without gaining any additional voting rights in the section.
- B. Section officers shall serve for a term of one fiscal year, to coincide with the Society's fiscal year.
- C. Officers may hold more than one office provided that there is a minimum of three elected officers of the section. 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

*Bylaws of the San Joaquin Valley Section*

*Based on SWE professional section bylaws template version- effective 5-11-11 with BOD motion B1158*

*Approved by Section A006 on 10-9-11*

*Approved by Society bylaws chair on 10-10-11*

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 shall:
1. Assume the duties of the president if the president is temporarily unable to serve;
  2. Provide oversight and guidance to the committee chairs as assigned; and
  3. Perform such other duties as may be assigned by the president, the executive council, or the governance documents.
- C. 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.
- D. 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.
- E. 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

- A. The executive council shall elect at least three members to serve on the nominating committee. The nominating committee shall select its own chair, who must be a member with the right to vote in the national organization of the Society but does not need to have been elected to the committee by the executive council.
- B. Members of the nominating committee may not become candidates during their tenure of service on the nominating committee.

- 131 C. The nominating committee shall propose at least one qualified candidate for each of  
132 the officer positions. The slate shall be presented to the members of the section by  
133 mail, electronic mail, or posting on the section web site by April 15 of each year.  
134
- 135 D. Additional candidates may be nominated by petition, provided that:  
136 1. The member is eligible for the position;  
137 2. The member has given written consent to being placed on the ballot;  
138 3. A minimum of two percent or five of the voting members of the section,  
139 whichever is greater, have signed a petition or endorsed an email to place the  
140 candidate's name on the ballot; and  
141 4. The petition, together with the written consent, is submitted to the chair of the  
142 nominating committee by April 30 or fifteen days after the slate is announced to  
143 the members of the section, whichever is later.  
144
- 145 E. The chair of the nominating committee shall arrange for the distribution of ballots to  
146 occur at least twenty-one days prior to the required return date for the vote. Voting  
147 may be by mail, electronic mail or web-based provided that mail ballots are sent to  
148 those without electronic access. The chair of the nominating committee shall select  
149 a tellers committee to receive and count the votes, and to report the results to the  
150 president.  
151
- 152 F. The voting members of the section shall elect the section officers.  
153
- 154 G. A plurality shall elect for each office. Write-in votes for eligible candidates shall be  
155 allowed. In the event of a tie, the election for that position shall be determined by  
156 lot, conducted by the chair of the nominating committee.  
157

#### 158 Section 5. Alternate Section Representative(s)\*\*

- 159 A. Alternate section representatives may be elected during the officer election  
160 process.  
161
- 162 B. The executive council may elect alternate(s) for the purpose of attending a region  
163 council meeting if the section representative(s) or alternate(s) cannot attend.  
164
- 165 C. All alternates shall be designated in the order in which they will be called to serve,  
166 with alternates elected by the membership serving before those selected in any  
167 other manner.  
168
- 169 D. Alternate section representatives must meet the same eligibility requirements as  
170 section representatives.  
171

#### 172 Section 6. Vacancies

- 173 A. A vacancy in the office of president shall be filled by the vice president for the  
174 remainder of the term.

*Bylaws of the San Joaquin Valley Section*

*Based on SWE professional section bylaws template version- effective 5-11-11 with BOD motion B1158*

*Approved by Section A006 on 10-9-11*

*Approved by Society bylaws chair on 10-10-11*

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

## 183 184 **ARTICLE IV – EXECUTIVE COUNCIL**

### 185 **Section 1 Composition**

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

### 191 **Section 2. Duties**

192 The executive council shall:

- 193 1 Transact the business of the section;  
194 2 Implement section policies as determined by the membership;  
195 3 Elect the members of the nominating committee:  
196 4 Approve the appointment of all committee chairs, except the chair of the  
197 nominating committee;  
198 5 Ensure that the section is represented at region council and council of  
199 representative meetings; and  
200 6 Approve the section budget and authorize expenditures not included in the  
201 approved budget.  
202

### 203 **Section 3. Conducting Business**

- 204 A. The executive council shall meet regularly to conduct the business of the section  
205 upon the call of the section president or by written petition of at least one-third of  
206 the voting members of the executive council.  
207  
208 B. Unless otherwise restricted by law or these bylaws, the executive council may also  
209 conduct business by telephone, mail, electronic mail, fax, or other electronic  
210 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.  
216  
217 B. No member of the executive council may vote by proxy.  
218

219 Section 5. Removal

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

225  
226  
227 **ARTICLE V – COMMITTEES**

- 228 A. The executive council may establish committees as the need arises.  
229  
230 B. The chairs of the committees shall be appointed by the president. The members of  
231 the committees shall be appointed by the chair of the committee with the approval  
232 of the president.  
233  
234 C. The executive council shall prepare a description of the duties of each committee  
235 and reporting relationships.  
236  
237 D. Each committee chair shall present a status report to the membership when  
238 requested by the executive council contact. Each committee chair shall also  
239 prepare an annual report providing input to the section representative for the  
240 section's final report to the Society.

241  
242  
243 **ARTICLE VI – DISSOLUTION\*\***

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

249  
250  
251 **ARTICLE VII – PARLIAMENTARY AUTHORITY\*\***

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

255  
256  
257 **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.

- 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  
270 according to established procedures, and shall become effective after approved by  
271 the Society secretary.  
272
- 273 E. Sections marked with a double asterisk (\*\*) are identical to the professional section  
274 bylaws template approved by the Society board of directors on October 23, 2007.  
275 Changes to these sections of the professional section bylaws template shall  
276 become part of these bylaws upon approval of the Society. The section secretary  
277 shall incorporate such changes into the section bylaws and forward the updated  
278 bylaws to the Society secretary within six months of notification of the change to the  
279 section bylaws template.