BYLAWS OF THE F063, RENSSELAER POLYTECHNIC INSTITUTE SECTION
OF
THE SOCIETY OF WOMEN ENGINEERS

ARTICLE I – NAME AND OBJECTIVES**

Section 1. Name

The name of this organization shall be the F063, Rensselaer Polytechnic Institute section (hereinafter called "the section") of the Society of Women Engineers (hereinafter called "the Society" or "RPI 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 bylaws of the Society and in consonance with the rules and regulations of Rensselaer Polytechnic Institute.

ARTICLE II – MEMBERSHIP**

Section 1. Members

a. Members of the section are those members of the Society assigned to the section. 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. All members of the section shall have the right to attend all in-person section and executive council meetings.
b. Active members of the section are those students who have attended a minimum number of events and meetings during the year, as specified by the executive council.

Section 2. Grades of Membership

Members shall have the same membership grade in the section as they have in the Society. Collegiate members shall be voting members of the section.

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 fifteen days written notice shall be provided to all members prior to such a business meeting. There shall be a minimum of two business meetings per annum.

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, treasurer, secretary, outreach director, membership director, and knowledge source director.

Section 2. Eligibility and Term of Office**

A. The officers must be active members of the section at the time of election and for the duration of their term.

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 there is a minimum of four elected officers of the section. No one may hold the office of president and treasurer at the same time.

D. Officer positions may be held by only one member at a time. No officer position may be held by co-officers.

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. Coordinate the submittal of quarterly reports to the region representative;
   8. Submit the section annual report to the Society in accordance with established procedures;
   9. Review and approve the year-end section financial report;
   10. Coordinate submittal of awards;
   11. Coordinate section attendance to Society conferences;
   12. Maintain contact with Rensselaer faculty and staff of programs related to the section's needs; and

13. 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. Oversees scheduling of all section events and coordinates with other campus organizations;
3. Coordinates section attendance to region conferences; and
4. Perform such other duties as may be assigned by the president, the executive council, or the governance documents.

C. The treasurer shall:
1. 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. Prepare and file taxes on behalf of the section if necessary;
4. Submit a financial report to the Society in accordance with established procedures;
5. Provide oversight to fundraising activities; and
6. 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.

D. The secretary shall:
1. Maintain the records of the section;
2. Maintain the goals of the section and ensure that they are being pursued; 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.

E. The outreach director shall:
1. Maintain communication with local educational outreach organizations the section participates in;
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.

F. The membership director shall:
1. Be responsible for membership recruitment and retention activities of the section;
2. Facilitate the transition of collegiate membership to professional membership;
3. Maintain records of active and Society membership status; and
4. Perform such other duties as may be assigned by the president, the executive council, or the governance documents.

G. The knowledge source director shall:
1. Be responsible for providing professional development activities; and

2. Perform such other duties 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 of the section 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

C. The nominating committee shall propose at least one qualified candidate for each of the officer positions and the counselor position. The slate shall be presented to the members of the section by mail, electronic mail, or posting on the section web site by February 28 of each year.

D. Additional candidates may be nominated by petition, provided that:
   1. The member is eligible for the position;
   2. The member has given written consent to being placed on the ballot;
   3. A member has submitted an application for the position to the nominating committee.
   4. A minimum of two percent or five of the voting members of the section, whichever is greater, have signed a petition or endorsed an email to place the candidates name on the ballot; and
   5. The petition, together with the written consent, is submitted to the chair of the nominating committee within fifteen days after the slate is announced to the members of the section.

E. Voting
   1. The chair of the nominating committee shall arrange for the presentation of all nominees at least fifteen days prior to the election meeting.
   2. Absentee ballots shall be distributed by request only and are due to the nomination committee chair 48 hours prior to the election meeting. Ballots may be sent by mail, electronic mail or web base providing that mail ballots are sent to those without electronic access. Members who vote through absentee ballot will not be permitted to cast a regular ballot during the election meeting.
   3. Voting shall conclude during the elections meeting, which shall occur by April 10 of each year.
   2. The chair of the nominating committee shall select a tellers committee to receive and count the votes, and to report the results to the president.

F. The voting members of the section shall elect the section officers and counselor.

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

Section 5. Vacancies

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

B. A vacancy in any office other than president shall be filled by election by the section voting members.

ARTICLE IV – FACULTY ADVISOR AND COUNSELOR**

Section 1. Counselor

A. A counselor is appointed each year by the section.

B. The counselor must be a non-collegiate member in good standing of the Society.

C. The counselor is considered a non-voting member of the section.

D. The counselor is responsible to the region governor for the section's compliance with the bylaw's, policies, and procedures of the Society.

E. At any time, by a majority vote of its membership, the section may replace their counselor or fill a vacancy in the counselor position.

Section 2. Faculty Advisor

A. It is recommended, but not required, that the section have a faculty advisor.

B. It is preferred, but not required, that the faculty advisor be a SWE member.

C. The faculty advisor is considered a non-voting member of the section.

D. The selection of a faculty advisor is to be in compliance with the policies and procedures of the college/university of the section.

E. The faculty advisor and counselor positions may be filled by the same member.

ARTICLE V – EXECUTIVE COUNCIL

Section 1 Composition

The governing body of the section shall be the executive council. The officers of the section shall constitute the voting members of 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. The SWE counselor shall serve as an

ex-officio, non-voting member of the executive council. Committee chairs are non-voting members of the Executive Council.

Section 2. Duties

The executive council shall:

1. Transact the business of the section;
2. Implement section policies as determined by the membership;
3. Approve the appointment of all committee chairs;
4. Ensure that the section is represented at region meetings; and
5. 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 four, one of whom is the president or vice president.

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 VI – COMMITTEES

Section 1. Committees

The executive council may establish other committees 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 of each committee and reporting relationships. A detailed list of committee chairs and their responsibilities can be found in the section's procedural documents.

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's final report to the Society.

ARTICLE VII – DISSOLUTION**

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

ARTICLE VIII – 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 IX – 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 fifteen 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. Sections marked with a double asterisk (**) are identical to the collegiate section bylaws template approved by the Society Board of Directors on November 13, 2006. Changes to these sections of the collegiate 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.