BYLAWS OF THE H095, Kettering University-B SECTION

OF

THE SOCIETY OF WOMEN ENGINEERS

Approved by committee & Section

ARTICLE I – NAME AND OBJECTIVES**

Section 1. Name

The name of this organization shall be the H095, Kettering University-B 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 bylaws of the Society and in consonance with the rules and regulations of Kettering University.

ARTICLE II – MEMBERSHIP**

Section 1. Members

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.

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 fifteen percent or eight 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.

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.

Section 5. Section Voting Privileges

A member is eligible to vote if member is active as defined by the section's operating procedures.

ARTICLE III – OFFICERS

Section 1. Officers**

The officers of the section are the president, vice president, secretary, and treasurer.

Section 2. Eligibility and Term of Office**

A. The president, vice president, secretary, and treasurer must be active members of the section.

B. Section officers shall serve for a term of one year, as defined by the Kettering University's B-section academic calendar. Each officer's position begins 10th week of the spring term and continues for one year. If an office cannot be filled for the entire year, a member only filling the position for one semester may be elected.

C. Officers may hold more than one office provided 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.

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;
   3. Approve the appointment of all committee members;
   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. Seek and nominate replacement faculty advisor or section counselor if need arises;
   7. Coordinate activities and execute the business and policies of the section between meetings;
   8. Coordinate the submittal of quarterly reports to the region representative;
   9. Submit the section annual report to the Society in accordance with established procedures;
   10. Review and approve the year-end section financial report; and
   11. 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. Coordinate the academic term calendar with assistance from the assigned committee chairs; 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. Prepare weekly meeting agendas with assistance from the executive council;
3. Record attendance at each weekly meeting; and
4. 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 budget to be approved by voting membership;
3. Prepare, maintain, and report as directed on the financial position of the section in relation to the approved budget;
4. Be an authorized signatory on all section accounts;
5. Prepare and file taxes on behalf of the section if necessary
6. Submit a financial report to the Society in accordance with established procedures; and
7. 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.

<u>Section 4. Nomination and Election</u>

A. The executive council shall elect an elections chair, whom can not become a candidate during her/his tenure of service as chair.

B. The elections chair shall open nominations during the 6th week. The elections chair shall take nominations during the weekly meeting or in writing before the 7th week meeting. The slate will be presented to the members during the 7th week meeting.

C. At the 7th week meeting, additional willing members in good standing may be nominated. Nominations are closed during this week and final slate is announced to all members via electronic means.

D. Voting will take place during the 8th week business meeting. Electronic votes will be accepted but must be received by the elections chair before the 8th week meeting. Any in person ballot will supersede any previously submitted electronic ballot from the same member. The elections chair shall select a tellers committee to collect the in-person ballots and count the in-person and electronic votes, and to report the results to the president.

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

F. A plurality shall elect for each position. In the event of a tie, the elections chair shall determine the election of that position by lot.

Section 5. Vacancies

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

B. A vacancy in the position of all other offices shall be filled by nomination by the section and elected by the membership.

C. A vacancy in the position of section counselor and/or faculty advisor, will result in the section voting on the new counselor or advisor recommended by the president.

ARTICLE IV – COUNSELOR AND FACULTY ADVISOR**

Section 1. Counselor

A. A counselor is elected 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. The section shall 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.

Section 2. Duties

The executive council shall:

1. Transact the business of the section;
2. Implement section policies as determined by the membership;
3. Determine the level of section support for participants of the regional and national conferences;
4. Approve the appointment of all committee chairs,
5. Elect the elections chair;
6. Ensure that the section is represented at region meetings; and
7. 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 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 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. Committee chairpersons shall further define the duties of each committee member.

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 SWE endowment funds as recommended by the executive council and approved by the 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.

Collegiate section bylaws based on bylaws template version 11-13-06