

**BYLAWS OF THE B051 ARIZONA STATE UNIVERSITY SECTION
OF
THE SOCIETY OF WOMEN ENGINEERS**

ARTICLE I – NAME AND OBJECTIVES**

Section 1. Name

Arizona State University Section of the Society of Women Engineers

The name of this organization shall be the (Section Number, University/College) 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 (University/College).

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 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.

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, and treasurer.

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Section 2. Eligibility and Term of Office**

- A. The president, vice president, secretary, and treasurer must be members of 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 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, 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; and
 - 10. 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; and
 - 2. Perform such other duties as may be assigned by the president, the executive council, or the governance documents.
- C. The secretary shall:

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- 85 1. Maintain the records of the section; and
86 2. Perform other duties normally associated with the office of secretary or as may
87 be assigned by the president, the executive council, or the governance
88 documents.
89
90 D. The treasurer shall:
91 1. Be responsible for the collection, distribution, and safekeeping of section funds;
92 2. Prepare, maintain, and report as directed on the financial position of the section
93 in relation to the approved budget;
94 3. Prepare and file taxes on behalf of the section if necessary;
95 4. Submit a financial report to the Society in accordance with established
96 procedures; and
97 5. Perform other duties normally associated with the office of treasurer or as may
98 be assigned by the president, the executive council, or the governance
99 documents.

100

101 Section 4. Nomination and Election

- 102 A. The executive council shall elect at least three members to serve on the nominating
103 committee. The nominating committee shall select its own chair, who must be a
104 member of the section but does not need to have been elected to the committee by
105 the executive council.
106
107 B. Members of the nominating committee may not become candidates during their
108 tenure of service on the nominating committee
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110 C. The nominating committee shall propose at least one qualified candidate for each of
111 the officer positions and the counselor position. The slate shall be presented to the
112 members of the section by mail, electronic mail, or posting on the section web site
113 by March 31 of each year.
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115 D. Additional candidates may be nominated by petition, provided that:
116 1. The member is eligible for the position;
117 2. The member has given written consent to being placed on the ballot;
118 3. A minimum of two percent or five of the voting members of the section,
119 whichever is greater, have signed a petition or endorsed an email to place the
120 candidate's name on the ballot; and
121 4. The petition, together with the written consent, is submitted to the chair of the
122 nominating committee within fifteen days after the slate is announced to the
123 members of the section.
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125 E. The chair of the nominating committee shall arrange for the distribution of ballots to
126 occur at least twenty-one days prior to the required return date for the vote. Voting

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127 may be by mail, electronic mail or web-based provided that mail ballots are sent to
128 those without electronic access. The chair of the nominating committee shall select
129 a tellers committee to receive and count the votes, and to report the results to the
130 president.

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

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

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138 Section 5. Vacancies

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

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142 B. A vacancy in the position of vice president, secretary, or treasurer shall be filled by
143 election by the executive council.

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145 **ARTICLE IV – COUNSELOR AND FACULTY ADVISOR****

146 Section 1. Counselor

147 A. A counselor is elected each year by the section.

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

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

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

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

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159 Section 2. Faculty Advisor

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

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

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

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

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169 E. The faculty advisor and counselor positions may be filled by the same member.
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171 **ARTICLE V – EXECUTIVE COUNCIL**

172 Section 1 Composition

173 The governing body of the section shall be the executive council. The officers of the
174 section and the chairs of the standing committees shall constitute the voting members
175 of the executive council. An individual holding more than one position on the executive
176 council has only one vote and counts as a single person for the purpose of a quorum.
177 The SWE counselor shall serve as an ex-officio, non-voting member of the executive
178 council.
179

180 Section 2. Duties

181 The executive council shall:

- 182 1. Transact the business of the section;
- 183 2. Implement section policies as determined by the membership;
- 184 3. Elect the members of the nominating committee;
- 185 4. Approve the appointment of all committee chairs, except the chair of the
186 nominating committee;
- 187 5. Ensure that the section is represented at region meetings; and
- 188 6. Approve the section budget and authorize expenditures not included in the
189 approved budget.

190
191 Section 3. Conducting Business

- 192 A. The executive council shall meet regularly to conduct the business of the section
193 upon the call of the section president or by written petition of at least one-third of the
194 voting members of the executive council.
195
- 196 B. Unless otherwise restricted by law or these bylaws, the executive council may also
197 conduct business by telephone, mail, electronic mail, fax, or other electronic devices.
198

199 Section 4. Quorum

- 200 A. A quorum shall be a majority of the members of the executive council then in office,
201 but not less than three, one of whom is the president or vice president.
202
- 203 B. No member of the executive council may vote by proxy.
204

205 Section 5. Removal

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

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212 **ARTICLE VI – COMMITTEES**

213 **Section 1. Committees**

214 A. The section standing committee(s) is (are):

215 There are no standing committees

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217 B. The executive council may establish other committees as the need arises.

218

219 **Section 2. Appointment**

220 The members of the committees shall be appointed by the chair of the committee with
221 the approval of the president.

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223 **Section 3. Duties**

224 The executive council shall prepare a description of the duties of each committee and
225 reporting relationships.

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227 **Section 4. Reports**

228 Each committee chair shall present a status report to the membership when requested
229 by the president. Each committee chair shall also prepare an annual report providing
230 input to the section's final report to the Society.

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232 **ARTICLE VII – 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 executive council and approved by the SWE
237 board of directors.

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239 **ARTICLE VIII – PARLIAMENTARY AUTHORITY****

240 The rules contained in the parliamentary authority specified in the society bylaws 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.

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244 **ARTICLE IX – 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 fifteen days prior to the date of the meeting or the
252 specified date for voting to be completed.

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- 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. Sections marked with a double asterisk (**) are identical to the collegiate section
257 bylaws template approved by the Society Board of Directors on <<date to be
258 added>>. Changes to these sections of the collegiate section bylaws template shall
259 become part of these bylaws upon approval of the Society. The section secretary
260 shall incorporate such changes into the section bylaws and forward the updated
261 bylaws to the Society secretary within six months of notification of the change to the
262 section bylaws template.

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264 **ARTICLE X – COLLEGE/UNIVERSITY ADDITIONAL REQUIREMENTS**

265 This article is available for sections to place in their bylaws any text required by their
266 colleges/universities or a statement declaring this a constitution or other named
267 governing document as required by school guidelines. If you do not have any
268 required text, this article is to be deleted.
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