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**BYLAWS OF THE 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 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.

ARTICLE III – OFFICERS

Section 1. Officers**

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

Section 2. Eligibility and Term of Office**

- A. The officers must be members in good standing of the Society who are assigned to the section. The president and president elect must also be non-collegiate members of the Society. Collegiate members who will be assigned to the section may be candidates for positions other than president or president elect provided 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.
- B. Section officers shall serve for a term of one fiscal year, to coincide with the Society's fiscal year.
- C. The president and treasurer shall each serve for one fiscal year.
- D. The president elect and treasurer elect shall each serve for one fiscal year followed by a term as president and treasurer respectively.
- E. Officers shall hold only one office at a 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. Sit on the Engineering Expo committee
 4. Approve the appointment of all committee members, except the members of the nominating committee;
 5. Authorize the disbursement of section funds within the budget approved by the executive council;
 6. Be an authorized signatory on all section accounts;
 7. Coordinate activities and execute the business and policies of the section between meetings;
 8. Review and approve the year-end section financial report;
 9. Arrange for a financial assessment of the section financial records as recommended by the governance documents;
 10. Provide oversight and guidance to the committee chairs as assigned, 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 president elect shall:

1. Assume the duties of the president in case of temporary absence or temporary inability to serve;
2. Provide oversight and guidance to the committee chairs as assigned;
3. Arrange for the planning of events for the section; and
4. Perform other duties incident to the office of president elect, whether assigned by the president, the executive council, or the governance documents.

C. The secretary shall:

1. Maintain the records of the section;
2. Provide updated meeting notes for every general meeting to the full Wichita Area membership;
3. Provide oversight and guidance to the committee chairs as assigned; 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, 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;
5. Serve as the Budget chair for the Engineering Expo; 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.

E. The treasurer elect shall:

1. Assume the duties of treasurer in case of temporary absence or temporary inability to serve; and
2. Perform other duties incident to the office of treasurer elect, whether assigned by the president, the treasurer or Society governing 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 non-collegiate member 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.

- 135 C. The nominating committee shall propose at least one qualified candidate for the
136 positions of president elect, secretary, and treasurer-elect. The slate shall be
137 presented to the members of the section by mail, electronic mail, or posting on the
138 section web site by April 15 of each year.

Proviso: For the first election cycle following approval of these bylaws by the section, the section will elect a president, president elect, treasurer, and treasurer elect. The president and treasurer so elected will serve terms of one fiscal year. The president elect and treasurer elect so elected will be the first of these offices to begin two year terms.

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141 D. Additional candidates may be nominated by petition, provided that:
142 1. The member is eligible for the position;
143 2. The member has given written consent to being placed on the ballot;
144 3. A minimum of two percent or five of the voting members of the section,
145 whichever is greater, have signed a petition or endorsed an email to place the
146 candidate's name on the ballot; and
147 4. The petition, together with the written consent, is submitted to the chair of the
148 nominating committee by April 30 or fifteen days after the slate is announced to
149 the members of the section, whichever is later.
150
151 E. The chair of the nominating committee shall arrange for the distribution of ballots to
152 occur at least twenty-one days prior to the required return date for the vote. Voting
153 may be by mail, electronic mail or web-based provided that mail ballots are sent to
154 those without electronic access.
155
156 F. The chair of the nominating committee shall select a tellers committee to receive and
157 count the votes, and to report the results to the president. The voting members of the
158 section shall elect the section officers.
159
160 G. A plurality shall elect for each office. Write-in votes for eligible candidates shall be
161 allowed. In the event of a tie, the election for that position shall be determined by lot,
162 conducted by the chair of the nominating committee.
163

164 Section 5. Vacancies

- 165 A. A vacancy in the office of president or treasurer shall be filled by the president elect
166 or treasurer elect respectively for the remainder of the term, followed by one full term
167 as president or treasurer.
168
169 B. A vacancy in the office of president elect or treasurer elect shall be filled for the
170 remainder of the term by the membership within sixty days of the vacancy.
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172 C. A vacancy in the office of secretary, shall be filled by the executive council for the
173 remainder of the term.

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176 **ARTICLE IV – EXECUTIVE COUNCIL**

177 **Section 1. Composition**

178 The governing body of the section shall be the executive council. The executive council
179 shall be comprised of elected officers as voting members and committee chairs as non-
180 voting members.

181
182 **Section 2. Duties**

183 The executive council shall:

- 184 1. Transact the business of the section;
185 2. Implement section policies as determined by the membership;
186 3. Elect the members of the nominating committee:
187 4. Approve the appointment of all committee chairs, except the chair of the
188 nominating committee; and
189 5. Approve the section budget and authorize expenditures not included in the
190 approved budget.

191
192 **Section 3. Conducting Business**

- 193 A. The executive council shall meet regularly to conduct the business of the section
194 upon the call of the section president or by written petition of at least one-third of the
195 voting members of the executive council.
196
197 B. Unless otherwise restricted by law or these bylaws, the executive council may also
198 conduct business by telephone, mail, electronic mail, fax, or other electronic devices.
199

200 **Section 4. Quorum**

- 201 A. A quorum shall be a majority of the members of the executive council then in office,
202 but not less than three, one of whom is the president or president elect.
203
204 B. No member of the executive council may vote by proxy.
205

206 **Section 5. Removal**

207 Any officer may be removed for cause by a vote of two-thirds of the voting members of
208 the section responding to a recall ballot, provided that votes have been received from at
209 least the number of members required for a quorum. Such removal shall be effective
210 immediately upon the recording of such vote. Removal procedures not covered by law
211 or these bylaws shall be developed and approved by the executive council.
212
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214 **ARTICLE V – COMMITTEES**

- 215 A. The executive council may establish committees as the need arises.
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- 217 B. The chairs of the committees shall be appointed by the president. The members of
218 the committees shall be appointed by the chair of the committee with the approval of
219 the president.
220
- 221 C. The executive council shall prepare a description of the duties and reporting
222 relationships of each committee.
223
- 224 D. Each committee chair shall present a status report to the membership when
225 requested by the executive council contact. Each committee chair shall also prepare
226 an annual report providing input to the section's final report to the Society.
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229 **ARTICLE VI – DISSOLUTION****

230 In the event of dissolution, the assets of the section shall be first used to pay any
231 remaining debts, after which any remaining funds shall be disbursed to SWE sections,
232 the SWE members at large organization, the Society, or SWE endowment funds as
233 recommended by the section's executive council and approved by the SWE board of
234 directors.
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237 **ARTICLE VII – PARLIAMENTARY AUTHORITY****

238 The rules contained in the parliamentary authority specified in the Society bylaws shall
239 govern this section in all cases to which they are applicable and in which they are not
240 inconsistent with these bylaws and any special rules of order the section may adopt.
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243 **ARTICLE VIII – AMENDMENT****

- 244 A. These bylaws may be amended by a two-thirds vote of the members present and
245 voting at a meeting or of the ballots received prior to the stated deadline.
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- 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
- 251 C. Written notice, delivered either by mail or electronically, must be given to all
252 members of the section at least thirty days prior to the date of the meeting or the
253 specified date for voting to be completed.
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- 255 D. Amendments adopted by the section shall be sent to the Society secretary according
256 to established procedures, and shall become effective after approved by the Society
257 secretary.
258
- 259 E. Required sections are marked with a double asterisk (**) and conform to the
260 professional section bylaws template. Changes to these sections of the professional
261 section bylaws template shall become part of these bylaws upon approval of the

262 Society. The section secretary shall incorporate such changes into the section
263 bylaws and forward the updated bylaws to the Society secretary within six months of
264 notification of the change to the section bylaws template.