

1                   **BYLAWS OF E001, THE BALTIMORE-WASHINGTON SECTION**  
2  
3                                   **OF**  
4  
5                   **THE SOCIETY OF WOMEN ENGINEERS**  
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8   **ARTICLE I – NAME AND OBJECTIVES\*\***

9   Section 1. Name

10 The name of this organization shall be the E001, Baltimore-Washington 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 Society bylaws.  
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   **ARTICLE II – MEMBERSHIP\*\***

27   Section 1. Members

28 Members of the section are those members of the Society assigned to the section. All  
29 members of the section shall have the right to attend all in-person section and executive  
30 council meetings.  
31

32 Section 2. Grades of Membership

33 Members shall have the same membership grade in the section as they have in the  
34 Society and voting privileges as specified in the Society bylaws.  
35

36 Section 3. Business Meeting

37 A meeting of the general membership to conduct the business of the section may be  
38 called by the president, the executive council, or by a group of five percent or five of the  
39 voting members of the section, whichever is greater. At least thirty days written notice,  
40 delivered either by mail or electronically, shall be provided to all members prior to such  
41 a business meeting.  
42

43 Section 4. Quorum

44 Fifteen voting members or thirty percent of the voting members of the section,  
45 whichever is less, shall constitute a quorum for the conduct of the business of the  
46 section.

### **ARTICLE III – OFFICERS**

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

The officers of the section are the president, two vice presidents, two secretaries, treasurer, and section representative(s) as designated in the Society bylaws. The two offices of the vice president may be combined at the discretion of the executive council. The two offices of the secretary may be combined at the discretion of the executive council.

#### **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; and
  8. Perform other duties normally associated with the office of president or as may be assigned by the executive council or the governance documents.

- 92
- 93 B. The first vice president shall:
- 94 1. Assume the duties of the president if the president is temporarily unable to serve;
- 95 2. Coordinate the professional development activities of the section; and
- 96 3. Perform such other duties as may be assigned by the president, the executive
- 97 council, or the governance documents.
- 98
- 99 C. The second vice president shall:
- 100 1. Coordinate the outreach activities of the section; and
- 101 2. Perform such other duties as may be assigned by the president, the executive
- 102 council, or the governance documents.
- 103
- 104 D. The first secretary shall:
- 105 1. Maintain the records of the section; and
- 106 2. Perform other duties normally associated with the office of secretary or as may
- 107 be assigned by the president, the executive council, or the governance
- 108 documents.
- 109
- 110 E. The second secretary shall:
- 111 1. Maintain the external correspondence of the section; and
- 112 2. Perform other duties normally associated with the office of secretary or as may
- 113 be assigned by the president, the executive council, or the governance
- 114 documents.
- 115
- 116 F. The treasurer shall:
- 117 1. Be responsible for the collection, distribution, and safekeeping of section funds;
- 118 2. Prepare, maintain, and report as directed on the financial position of the section
- 119 in relation to the approved budget;
- 120 3. Submit a financial report to the Society in accordance with established
- 121 procedures; and
- 122 4. Perform other duties normally associated with the office of treasurer or as may
- 123 be assigned by the president, the executive council, or the governance
- 124 documents.
- 125
- 126 G. The section representative(s) shall
- 127 1. Perform those duties expected of them as described in the region governance
- 128 documents; and
- 129 2. Perform other duties normally associated with the office of section representative
- 130 or as may be assigned by the president, the executive council, or the governance
- 131 documents.
- 132

133 Section 4. Nomination and Election

- 134 A. The executive council shall elect at least three members to serve on the nominating
- 135 committee. The nominating committee shall select its own chair, who must be a

voting member of the Society but does not need to have been elected to the committee by the executive council.

- B. The chair of the nominating committee may not become a candidate 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. The slate shall be presented to the members of the section such that all section members have access to the information by April 15 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 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 candidate's name on the ballot; and
  - 4. The petition, together with the written consent, is submitted to the chair of the nominating committee by April 30 or fifteen days after the slate is announced to the members of the section, whichever is later.
- E. The chair of the nominating committee shall arrange for the distribution of ballots to occur at least twenty-one days prior to the required return date for the vote. Voting may be by mail, electronic mail or web-based provided that mail ballots are sent to those without electronic access.
- F. 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 by June 15.
- G. The voting members of the section shall elect the section officers. No member of the section may vote by proxy.
- H. A plurality shall elect for each office. 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. Alternate Section Representative(s)\*\*

- A. Alternate section representatives may be elected during the officer election process.
- B. The executive council may elect alternate(s) for the purpose of attending a region council meeting if the section representative(s) or alternate(s) cannot attend.
- C. All alternates shall be designated in the order in which they will be called to serve, with alternates elected by the membership serving before those selected in any other manner.

- 181  
182 D. Alternate section representatives must meet the same eligibility requirements as  
183 section representatives.  
184

185 Section 6. Vacancies

- 186 A. The first vice president shall assume the office of president for the remainder of the  
187 term in the event of a vacancy. If the first vice president is unable to assume the  
188 office of president, the second vice president, a section representative, treasurer, or  
189 a secretary may assume the office of president by election by the executive council.  
190  
191 B. A vacancy in the office of vice president, secretary, or treasurer shall be filled by  
192 election by the executive council.  
193  
194 C. A vacancy in the office of section representative shall be filled by the next available  
195 alternate section representative. If there is no available alternate section  
196 representative, the executive council may elect an alternate to fill the vacancy for the  
197 remainder of the term.  
198

199 **ARTICLE IV – EXECUTIVE COUNCIL**

200 Section 1 Composition

201 The governing body of the section shall be the executive council. The officers of the  
202 section shall constitute the executive council. An individual holding more than one  
203 position on the executive council has only one vote and counts as a single person for  
204 the purpose of a quorum.  
205

206 Section 2. Duties

207 The executive council shall:

- 208 1. Transact the business of the section;  
209 2. Implement section policies as determined by the membership;  
210 3. Elect the members of the nominating committee;  
211 4. Approve the appointment of all committee chairs, except the chair of the  
212 nominating committee;  
213 5. Ensure that the section is represented at region council meetings; and  
214 6. Approve the section budget and authorize expenditures not included in the  
215 approved budget.  
216

217 Section 3. Conducting Business

- 218 A. The executive council shall meet regularly to conduct the business of the section  
219 upon the call of the section president or by written petition of at least one-third of the  
220 voting members of the executive council.  
221  
222 B. Unless otherwise restricted by law or these bylaws, the executive council may also  
223 conduct business by telephone, mail, electronic mail, fax, or other electronic devices.  
224

225 Section 4. Quorum

A. A quorum shall be a majority of the members of the executive council then in office, or five members of the executive council, whichever is less, one of whom is the president, vice president, or section representative.

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 V – COMMITTEES**

#### Section 1. Committees

A. The section has no standing committees

B. 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 and reporting relationships of each committee.

#### 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 representative for the section's final report to the Society.

### **ARTICLE VI – 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 section's executive council and approved by the SWE board of directors.

### **ARTICLE VII – 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 VIII – AMENDMENT\*\***

- 270 A. These bylaws may be amended by a two-thirds vote of the members present and  
271 voting at a meeting or of the ballots received prior to the stated deadline.
- 272 B. Amendments may be proposed by a majority of the executive council or five voting  
273 members of the section. All proposed amendments must be submitted to the first  
274 secretary.
- 275 C. Written notice, delivered either by mail or electronically, must be given to all  
276 members of the section at least thirty days prior to the date of the meeting or the  
277 specified date for voting to be completed.
- 278 D. Amendments adopted by the section shall be sent to the Society secretary according  
279 to established procedures, and shall become effective after approved by the Society  
280 secretary.
- 281 E. Required sections are marked with a double asterisk (\*\*) and conform to the  
282 professional section bylaws template. Changes to these sections of the professional  
283 section bylaws template shall become part of these bylaws upon approval of the  
284 Society. The section first secretary shall incorporate such changes into the section  
285 bylaws and forward the updated bylaws to the Society secretary within six months of  
286 notification of the change to the section bylaws template.