

1                                   **BYLAWS OF THE D008, WESTERN CAROLINA SECTION**  
2  
3   **OF**  
4  
5                                   **THE SOCIETY OF WOMEN ENGINEERS**  
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9   **ARTICLE I – NAME AND OBJECTIVES\*\***

10 Section 1. Name

11 The name of this organization shall be the D008, Western Carolina section (hereinafter  
12 called “the section”) of the Society of Women Engineers (hereinafter called “the Society”  
13 or “SWE”).  
14

15 Section 2. Objectives

16 The section is an organizational unit whose purpose is to further the objectives of the  
17 Society.  
18

19 Section 3. Powers

20 The section is empowered by the Society to pursue the objectives of the Society under  
21 these bylaws and in consonance with the Society bylaws.  
22

23 Section 4. Non-discrimination

24 In accordance with the Society’s policies and purposes, the section shall not  
25 discriminate in connection with its membership and its services to the public at large.  
26

27 **ARTICLE II – MEMBERSHIP\*\***

28 Section 1. Members

29 Members of the section are those members of the Society assigned to the section. All  
30 members of the section shall have the right to attend all in-person section and executive  
31 council meetings.  
32

33 Section 2. Grades of Membership

34 Members shall have the same membership grade in the section as they have in the  
35 Society and voting privileges as specified in the Society bylaws.  
36

37 Section 3. Business Meeting

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

43 Section 4. Quorum

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

### 47 **ARTICLE III – OFFICERS**

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

49 The officers of the section are the president, vice president, secretary, treasurer, and  
50 section representative(s) as designated in the bylaws of the Society.  
51

#### 52 **Section 2. Eligibility and Term of Office\*\***

53 A. The officers must be voting members of the Society and assigned to the section.  
54

55 B. Section officers shall serve for a term of one fiscal year, to coincide with the  
56 Society's fiscal year.  
57

58 C. Officers may hold more than one office provided that there is a minimum of three  
59 elected officers of the section. No one may hold the office of president and treasurer  
60 at the same time.  
61

#### 62 **Section 3. Duties\*\***

63 A. The president shall:  
64

- 65 1. Represent the section before the public and preside at meetings of the section  
66 and its executive council;
- 67 2. Appoint the chairs of all committees, with the approval of the executive council,  
68 except the chair of the nominating committee;
- 69 3. Approve the appointment of all committee members, except the members of the  
70 nominating committee;
- 71 4. Authorize the disbursement of section funds within the budget approved by the  
72 executive council;
- 73 5. Be an authorized signatory on all section accounts;
- 74 6. Coordinate activities and execute the business and policies of the section  
75 between meetings;
- 76 7. Review and approve the year-end section financial report; and
- 77 8. Perform other duties normally associated with the office of president or as may  
78 be assigned by the executive council or the governance documents.  
79

80 B. The vice president shall:

- 81 1. Assume the duties of the president if the president is temporarily unable to serve;  
82 and
- 83 2. Perform such other duties as may be assigned by the president, the executive  
84 council, or the governance documents.  
85

86 C. The secretary shall:

1. Maintain the records of the section; and
2. 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; and
4. 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 section representative(s) shall:

1. Perform those duties expected of them as described in the region governance documents; and
2. Perform other duties normally associated with the office of section representative or 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 voting 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.

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 by mail, electronic mail, or posting on the section web site 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.

- 130  
131 E. The chair of the nominating committee shall arrange for the distribution of ballots to  
132 occur at least twenty-one days prior to the required return date for the vote. Voting  
133 may be by mail, electronic mail or web-based provided that mail ballots are sent to  
134 those without electronic access. The chair of the nominating committee shall select  
135 a tellers committee to receive and count the votes, and to report the results to the  
136 president.  
137  
138 F. The voting members of the section shall elect the section officers.  
139  
140 G. A plurality shall elect for each office. Write-in votes for eligible candidates shall be  
141 allowed. In the event of a tie, the election for that position shall be determined by lot,  
142 conducted by the chair of the nominating committee.  
143

144 Section 5. Alternate Section Representative(s)\*\*

- 145 A. Alternate section representatives may be elected during the officer election process.  
146  
147 B. The executive council may elect alternate(s) for the purpose of attending a region  
148 council meeting if the section representative(s) or alternate(s) cannot attend.  
149  
150 C. All alternates shall be designated in the order in which they will be called to serve,  
151 with alternates elected by the membership serving before those selected in any  
152 other manner.  
153  
154 D. Alternate section representatives must meet the same eligibility requirements as  
155 section representatives.  
156

157 Section 6. Vacancies

- 158 A. The vice president shall assume the office of president for the remainder of the term  
159 in the event of a vacancy.  
160  
161 B. A vacancy in the position of vice president, secretary, or treasurer shall be filled by  
162 election by the executive council.  
163  
164 C. A vacancy in the office of section representative shall be filled by the next available  
165 alternate section representative. If there is no available alternate section  
166 representative, the executive council may elect an alternate to fill the vacancy.  
167

168 **ARTICLE IV – EXECUTIVE COUNCIL**

169 Section 1 Composition

170 The governing body of the section shall be the executive council. The officers of the  
171 section and the chairs of the standing committees shall constitute 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.

## Section 2. Duties

The executive council shall:

1. Transact the business of the section;
2. Implement section policies as determined by the membership;
3. Elect the members of the nominating committee;
4. Approve the appointment of all committee chairs, except the chair of the nominating committee;
5. Ensure that the section is represented at region council meetings; and
6. 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, 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**

- A. The executive council may establish committees as the need arises.
- B. The members of the committee shall be appointed by the chair of the committee with the approval of the president.

- 215 C. The executive council shall prepare a description of the duties and reporting  
216 relationship of each committee.  
217  
218 D. Each committee chair shall present a status report to the membership when  
219 requested by the executive council contact. Each committee chair shall also prepare  
220 an annual report providing input to the section's final report to the Society.  
221  
222

#### 223 **ARTICLE VI – DISSOLUTION\*\***

224 In the event of dissolution, the assets of the section shall be first used to pay any  
225 remaining debts, after which any remaining funds shall be disbursed to SWE regions,  
226 SWE sections, the SWE members at large organization, the Society, or SWE  
227 endowment funds as recommended by the section's executive council and approved by  
228 the SWE board of directors.  
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#### 231 **ARTICLE VII – PARLIAMENTARY AUTHORITY\*\***

232 The rules contained in the parliamentary authority specified in the Society bylaws shall  
233 govern this section in all cases to which they are applicable and in which they are not  
234 inconsistent with these bylaws and any special rules of order the section may adopt.  
235  
236

#### 237 **ARTICLE VIII – AMENDMENT\*\***

- 238 A. These bylaws may be amended by a two-thirds vote of the members present and  
239 voting at a meeting or of the ballots received prior to the stated deadline.  
240 B. Amendments may be proposed by a majority of the executive council or five voting  
241 members of the section. All proposed amendments must be submitted to the  
242 secretary.  
243 C. Written notice, delivered either by mail or electronically, must be given to all  
244 members of the section at least thirty days prior to the date of the meeting or the  
245 specified date for voting to be completed.  
246 D. 1Amendments adopted by the section shall be sent to the Society secretary  
247 according to established procedures, and shall become effective after approved by  
248 the Society secretary.  
249 E. Required sections are marked with a double asterisk (\*\*) and conform to the  
250 professional section bylaws template. Changes to these sections of the professional  
251 section bylaws template shall become part of these bylaws upon approval of the  
252 Society. The section secretary shall incorporate such changes into the section  
253 bylaws and forward the updated bylaws to the Society secretary within six months of  
254 notification of the change to the section bylaws template.