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**BYLAWS OF THE H001, CHICAGO REGIONAL SECTION
OF
THE SOCIETY OF WOMEN ENGINEERS**

ARTICLE I – NAME AND OBJECTIVES**

Section 1. Name

The name of this organization shall be the H001, Chicago Regional 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. Nondiscrimination

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

Forty voting members or fifteen 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**

- A. The officers of the section are the president, vice president(s), secretary(ies), treasurer, and section representative(s) as designated in the Society bylaws.
- B. The office of vice president may be split into up to three positions as determined by the executive council by January 31 of each fiscal year, to be called first vice president, second vice president and third vice president as appropriate.
- C. The office of secretary may be split into up to two positions as determined by the executive council by January 31 of each fiscal year, to be called first secretary and second secretary as appropriate.

Section 2. Eligibility and Term of Office**

- A. The officers must be voting members of the Society and assigned to 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 not hold more than one office.

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.
- B. The first 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 second and third vice presidents, if elected, shall:

- 93 1. Perform such other duties as may be assigned by the president, the executive
94 council, or the governance documents.
95

96 D. The first secretary shall:

- 97 1. Maintain the records of the section;
98 2. For corporate purposes, be authorized to sign on behalf of the section; and
99 3. Perform other duties normally associated with the office of secretary or as may
100 be assigned by the president, the executive council, or the governance
101 documents.
102

103 E. The second secretary shall:

- 104 1. Maintain the records of the section;
105 2. Perform other duties normally associated with the office of secretary or as may
106 be assigned by the president, the executive council, or the governance
107 documents.
108

109 F. The treasurer shall:

- 110 1. Be responsible for the collection, distribution, and safekeeping of section funds;
111 2. Prepare, maintain, and report as directed on the financial position of the section
112 in relation to the approved budget;
113 3. Submit a financial report to the Society in accordance with established
114 procedures; and
115 4. Perform other duties normally associated with the office of treasurer or as may
116 be assigned by the president, the executive council, or the governance
117 documents.
118

119 G. The section representative(s) shall

- 120 1. Perform those duties expected of them as described in the region governance
121 documents; and
122 2. Perform other duties normally associated with the office of section representative
123 or as may be assigned by the president, the executive council, or the governance
124 documents.
125

126 Section 4. Nomination and Election

- 127 A. The executive council shall propose candidates for the nominating committee. The
128 membership shall elect at least three members of the nominating committee. The
129 executive council shall elect the non-voting chair, who must be a voting member of
130 the Society.
131

- 132 B. Members of the nominating committee may not become candidates during their
133 tenure of service on the nominating committee.
134

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

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

162 Section 5. Alternate Section Representative(s)**

- 163 A. Alternate section representatives may be elected during the officer election process.
- 164
- 165 B. The executive council may elect alternate(s) for the purpose of attending a region
- 166 council meeting if the section representative(s) or alternate(s) cannot attend.
- 167
- 168 C. All alternates shall be designated in the order in which they will be called to serve,
- 169 with alternates elected by the membership serving before those selected in any
- 170 other manner.
- 171
- 172 D. Alternate section representatives must meet the same eligibility requirements as
- 173 section representatives.
- 174

175 Section 6. Vacancies

- 176 A. The first vice president shall assume the office of president for the remainder of the
- 177 term in the event of a vacancy.
- 178
- 179 B. A vacancy in the position of vice president(s), secretary(ies), or treasurer shall be
- 180 filled by election by a two-thirds vote of the executive council.
- 181
- 182 C. A vacancy in the office of section representative shall be filled by the next available
- 183 alternate section representative. If there is no available alternate section

representative, the executive council may elect an alternate to fill the vacancy by a two-thirds vote.

ARTICLE IV – EXECUTIVE COUNCIL

Section 1. Composition

The governing body of the section shall be the executive council. The officers of the section 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 chair of the nominating committee;
4. Propose nominees for the nominating committee;
5. Approve the appointment of all committee chairs, except the chair of the nominating committee;
6. Ensure that the section is represented at region council 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 five, four of whom are officers of the section of which one must be 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

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 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**

- A. These bylaws may be amended by a two-thirds vote of the members returning ballots received prior to the stated deadline.
- B. Amendments may be proposed by a majority of the executive council or ten voting members of the section. All proposed amendments must be submitted to the first secretary.
- C. Written notice, delivered either by mail or electronically, must be given to all members of the section at least thirty days prior to 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. Required sections are marked with a double asterisk (**) and conform to the professional section bylaws template. Changes to these sections of the professional section bylaws template shall become part of these bylaws upon approval of the Society. The section's first 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.