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**BYLAWS OF THE C004, AUSTIN SECTION
OF
THE SOCIETY OF WOMEN ENGINEERS**

ARTICLE I – NAME AND OBJECTIVES**

Section 1. Name

The name of this organization shall be the C004, Austin 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, vice president, secretary, treasurer, and section representative(s) as designated in the Society bylaws.

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;
 - 8. Provide oversight and guidance to the committee chairs as assigned, and

89 9. Perform other duties normally associated with the office of president or as may
90 be assigned by the executive council or the governance documents.
91

92 B. The vice president shall:

- 93 1. Assume the duties of the president if the president is temporarily unable to serve;
94 2. Provide oversight and guidance to the committee chairs as assigned; and
95 3. Perform such other duties as may be assigned by the president, the executive
96 council, or the governance documents.
97

98 C. The secretary shall:

- 99 1. Maintain the records of the section;
100 2. Provide oversight and guidance to the committee chairs as assigned; and
101 3. Perform other duties normally associated with the office of secretary or as may
102 be assigned by the president, the executive council, or the governance
103 documents.
104

105 D. The treasurer shall:

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

116 E. The section representative(s) shall:

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

123 Section 4. Nomination and Election

124 A. The executive council shall elect at least three members to serve on the nominating
125 committee. The nominating committee shall select its own chair, who must be a
126 voting member of the Society but does not need to have been elected to the
127 committee by the executive council.
128

129 B. Members of the nominating committee may not become candidates during their
130 tenure of service on the nominating committee.
131

- 132 C. The nominating committee shall propose at least one qualified candidate for each of
133 the officer positions. The slate shall be presented to the members of the section by
134 mail, electronic mail, or posting on the section web site by April 15 of each year.
135
- 136 D. Additional candidates may be nominated by petition, provided that:
137 1. The member is eligible for the position;
138 2. The member has given written consent to being placed on the ballot;
139 3. A minimum of two percent or five of the voting members of the section,
140 whichever is greater, have signed a petition or endorsed an email to place the
141 candidate's name on the ballot; and
142 4. The petition, together with the written consent, is submitted to the chair of the
143 nominating committee by April 30 or fifteen days after the slate is announced to
144 the members of the section, whichever is later.
145
- 146 E. The chair of the nominating committee shall arrange for the distribution of ballots to
147 occur at least twenty-one days prior to the required return date for the vote. Voting
148 may be by mail, electronic mail or web-based provided that mail ballots are sent to
149 those without electronic access. The chair of the nominating committee shall select
150 a tellers committee to receive and count the votes, and to report the results to the
151 president.
152
- 153 F. The voting members of the section shall elect the section officers.
154
- 155 G. A plurality shall elect for each office. Write-in votes for eligible candidates shall be
156 allowed. In the event of a tie, the election for that position shall be determined by lot,
157 conducted by the chair of the nominating committee.
158

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

- 160 A. Alternate section representatives may be elected during the officer election process.
161
- 162 B. The executive council may elect alternate(s) for the purpose of attending a region
163 council meeting if the section representative(s) or alternate(s) cannot attend.
164
- 165 C. All alternates shall be designated in the order in which they will be called to serve,
166 with alternates elected by the membership serving before those selected in any
167 other manner.
168
- 169 D. Alternate section representatives must meet the same eligibility requirements as
170 section representatives.
171

172 Section 6. Vacancies

- 173 A. A vacancy in the office of president shall be filled by the vice president for the
174 remainder of the term.
175

176 B. A vacancy in the office of vice president, secretary, or treasurer shall be filled by
177 election by the executive council.

178
179 C. A vacancy in the office of section representative shall be filled by the next available
180 alternate section representative. If there is no available alternate section
181 representative, the executive council may elect an alternate to fill the vacancy.
182

183 184 **ARTICLE IV – EXECUTIVE COUNCIL**

185 **Section 1. Composition**

186 The governing body of the section shall be the executive council. The officers of the
187 section shall constitute the executive council. An individual holding more than one
188 position on the executive council has only one vote and counts as a single person for
189 the purpose of a quorum.
190

191 **Section 2. Duties**

192 The executive council shall:

- 193 1. Transact the business of the section;
- 194 2. Implement section policies as determined by the membership;
- 195 3. Elect the members of the nominating committee;
- 196 4. Approve the appointment of all committee chairs, except the chair of the
197 nominating committee;
- 198 5. Ensure that the section is represented at region council meetings; and
- 199 6. Approve the section budget and authorize expenditures not included in the
200 approved budget.
201

202 **Section 3. Conducting Business**

203 A. The executive council shall meet regularly to conduct the business of the section
204 upon the call of the section president or by written petition of at least one-third of the
205 voting members of the executive council.
206

207 B. Unless otherwise restricted by law or these bylaws, the executive council may also
208 conduct business by telephone, mail, electronic mail, fax, or other electronic devices.
209

210 **Section 4. Quorum**

211 A. A quorum shall be a majority of the members of the executive council then in office,
212 but not less than three, one of whom is the president, vice president, or section
213 representative.
214

215 B. No member of the executive council may vote by proxy.
216

217 **Section 5. Removal**

218 Any officer may be removed for cause by a vote of two-thirds of the voting members of
219 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 chairs of the committees shall be appointed by the president. The members of the committees shall be appointed by the chair of the committee with the approval of the president.

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

D. Each committee chair shall present a status report to the membership when requested by the executive council contact. 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 parliamentary authority specified in the Society bylaws 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 present and voting at a meeting or of the ballots received prior to the stated deadline.

B. Amendments may be proposed by a majority of the executive council or five voting members of the section. All proposed amendments must be submitted to the secretary.

- 263 C. Written notice, delivered either by mail or electronically, must be given to all
264 members of the section at least thirty days prior to the date of the meeting or the
265 specified date for voting to be completed.
266
- 267 D. Amendments adopted by the section shall be sent to the Society secretary according
268 to established procedures, and shall become effective after approved by the Society
269 secretary.
270
- 271 E. Required sections are marked with a double asterisk (**) and conform to the
272 professional section bylaws template. Changes to these sections of the professional
273 section bylaws template shall become part of these bylaws upon approval of the
274 Society. The section secretary shall incorporate such changes into the section
275 bylaws and forward the updated bylaws to the Society secretary within six months of
276 notification of the change to the section bylaws template.
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