

**BYLAWS OF THE H011, QUAD CITIES/MUSCATINE SECTION
OF
THE SOCIETY OF WOMEN ENGINEERS**

ARTICLE I – NAME AND OBJECTIVES**

Section 1. Name

The name of this organization shall be the H011, Quad Cities/Muscatine 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. There shall be a minimum of one business meeting per year.

Section 4. Quorum

Ten voting members or twenty-five percent of the voting members of the section, whichever is less, shall constitute a quorum for the conduct of the business of the section.

48
49
50 **ARTICLE III – OFFICERS**

51 **Section 1. Officers****

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

54
55 **Section 2. Eligibility and Term of Office****

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

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

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

64
65 **Section 3. Duties****

66 A. The president shall:

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

81
82 B. The vice president shall:

- 83 1. Assume the duties of the president if the president is temporarily unable to serve;
84 2. Coordinate Meetings all section meetings for the year; and
85 3. Perform such other duties as may be assigned by the president, the executive
86 council, or the governance documents.

87
88 C. The secretary shall:

- 89 1. Maintain the records of the section;
90 2. Perform other duties normally associated with the office of secretary or as may
91 be assigned by the president, the executive council, or the governance
92 documents.

94 D. The treasurer shall:

- 95 1. Be responsible for the collection, distribution, and safekeeping of section funds;
- 96 2. Prepare, maintain, and report as directed on the financial position of the section
- 97 in relation to the approved budget;
- 98 3. Submit a financial report to the Society in accordance with established
- 99 procedures; and
- 100 4. Perform other duties normally associated with the office of treasurer or as may
- 101 be assigned by the president, the executive council, or the governance
- 102 documents.

103
104 E. The section representative(s) shall:

- 105 1. Perform those duties expected of them as described in the region governance
- 106 documents; and
- 107 2. Perform other duties normally associated with the office of section representative
- 108 or as may be assigned by the president, the executive council, or the governance
- 109 documents.

110 111 Section 4. Nomination and Election

112 A. The executive council shall solicit candidates for all officer position from the section

113 members.

114
115 B. The slate shall include those who satisfy these requirements:

- 116 1. Members who are eligible for the position;
- 117 2. Have expressed their interest in writing to the executive council.

118
119 C. The executive council shall insure that the slate includes at least one qualified

120 candidate for each of the officer positions.

121
122 D. The president shall appoint two tellers. The tellers cannot be candidates on the

123 slate. The tellers shall arrange for the distribution of ballots to occur at least twenty-

124 one days prior to the required return date for the vote. Voting may be by mail,

125 electronic mail or web-based provided that mail ballots are sent to those without

126 electronic access. The tellers shall receive and count the votes, and report the

127 results to the president.

128
129 E. The voting members of the section shall elect the section officers.

130
131 F. A plurality shall elect for each office. Write-in votes for eligible candidates shall be

132 allowed. In the event of a tie, the election for that position shall be determined by lot,

133 conducted by the chair of the executive council.

134 135 Section 5. Alternate Section Representative(s)**

136 A. Alternate section representatives may be elected during the officer election process.

137
138 B. The executive council may elect alternate(s) for the purpose of attending a region

139 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.

D. Alternate section representatives must meet the same eligibility requirements as section representatives.

Section 6. Vacancies

A. The vice president shall assume the office of president for the remainder of the term in the event of a vacancy.

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

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

ARTICLE IV – EXECUTIVE COUNCIL

Section 1 Composition

The governing body of the section shall be the executive council. The officers of the 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

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

189
190 B. No member of the executive council may vote by proxy.

191 192 Section 5. Removal

193 Any officer may be removed for cause by a vote of two-thirds of the voting members of
194 the section responding to a recall ballot, provided that votes have been received from at
195 least the number of members required for a quorum. Such removal shall be effective
196 immediately upon the recording of such vote. Removal procedures not covered by law
197 or these bylaws shall be developed and approved by the executive council.

198 199 **ARTICLE V – COMMITTEES**

200 Section 1. Committees

201 A. The executive council may establish committees as the need arises.

202
203 B. The chairs of the committees shall be appointed by the president. The members of
204 the committees shall be appointed by the chair of the committee with the approval of
205 the president.

206
207 C. The executive council shall prepare a description of the duties and reporting
208 relationships of each committee.

209
210 D. Each committee chair shall present a status report to the membership when
211 requested by the executive council contact. Each committee chair shall also prepare
212 an annual report providing input to the section representative for the section's final
213 report to the Society.

214 215 Section 2. Appointment

216 The members of the committees shall be appointed by the chair of the committee with
217 the approval of the president.

218 219 Section 3. Duties

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

222 223 Section 4. Reports

224 Each committee chair shall present a status report to the membership when requested
225 by the president. Each committee chair shall also prepare an annual report providing
226 input to the section representative for the section's final report to the Society.

227 228 **ARTICLE VI – DISSOLUTION****

229 In the event of dissolution, the assets of the section shall be first used to pay any
230 remaining debts, after which any remaining funds shall be disbursed to SWE regions,
231 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 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.
- 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 date of the meeting or 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 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.