This template is provided to initiate the Society of Women Engineers (SWE) bylaws amendment proposal process. Please complete this form with as much information as possible. Submit via e-mail to the Society Secretary secretary@swe.org and Bylaws Committee Chair bylaws-chair@swe.org.

The primary point of contact listed below will be advised regarding next steps.

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| **Submission Date:** | Click or tap to enter a date. |

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| **Intent of Amendment:** | Please describe the purpose of the proposed bylaws amendment |
| **Background Information:** | What context would be useful as it relates to the proposed bylaws amendment |

*NOTE: first person listed is primary point of contact*

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| **Amendment proposed by** | **SWE Member Number** | **E-Mail**  |
| Member name – Primary point of contact | found in SWE Member Portal or contact membership@swe.org | Member E-Mail |
| Member name – Insert additional rows as needed | found in SWE Member Portal or contact membership@swe.org | Member E-Mail |

*Reference SWE Bylaws Article XIII – Amendment.*

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| **Article:** | Click or tap here to enter text. |
| **Section:** | Click or tap here to enter text. |
| **Current Text:** | **Text if Adopted:** |
| Click or tap here to enter text. | Click or tap here to enter text. |

*NOTE: copy and paste this table if multiple areas of the bylaws are affected*

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| --- | --- |
| **Discussion Pro:** | * Click or tap here to enter text.
 |
| **Discussion Con:** | * Click or tap here to enter text.
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| **References:** | * Include resource documents or websites that have been consulted or reviewed
 |

*NOTE: please enter relevant information that you may be aware of, otherwise leave blank or indicate “none”*

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| **Interdependencies to consider****{This section is to be discussed with the Bylaws Committee}** | **[ ]**  Timeline:  | Describe any dates or milestones that are linked to this proposed bylaw amendment? Is there an intended date of implementation, if adopted. For example, beginning of the next fiscal year, immediately, or some other timeframe.  |
| **[ ]**  Budget:  | Does this have a potential financial impact on Society? Please describe if applicable. |
| **[ ]**  Policy: | Are there any policy documents that could be impacted by this proposed bylaws amendment? Please list. |
| **[ ]**  Strategy: | Are there strategic considerations (current or future) that could be affected by this proposed bylaws amendment? Please describe. |
| **[ ]**  Procedure: | Are there any procedure documents that could be impacted by this proposed bylaws amendment? Please list. |
| **[ ]**  Legal: | Are there any guiding legal reasons for the proposed bylaws amendment? Please explain. |
| **[ ]**  SWE group(s): | Are there any SWE groups who may be impacted by the proposed bylaws amendment? Please describe. |
| **[ ]**  Other(s): | Are there other dependencies or outcomes that could be directly impacted by this proposed bylaws amendment? |

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| **Additional Remarks:** | Please share any additional thoughts or feedback that might be helpful information. |