

Society of Women Engineers Membership Manual

Presented by the FY14 Membership Committee

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Introduction

The purpose of the Society of Women Engineers (Society or SWE) membership committee is to advise the board of directors on membership matters, to assist in the preparation of the proposed strategic membership programs, and to provide tools for membership growth and retention. One of the specific responsibilities of the committee is to maintain the membership manual and membership toolkit as resources for the Society's organizational units (regions, sections, members at large (MAL), and international members). The manual is a useful resource for individuals involved with SWE membership functions within the Society's organizational units, such as data officers, membership chairs and their committees.

The membership toolkit is located in the SWE Resources area of the SWE website at www.swe.org. The toolkit includes samples on specific membership programs and topics successfully used by various organizational units within SWE which can be adapted and used by others. Additional membership information and guidance can be found in the Membership area of the SWE website.

The membership department at SWE headquarters (HQ) is responsible for processing membership applications, determining an applicant's eligibility, addressing membership questions, resolving discrepancies, maintaining membership information in the SWE database, providing online membership reports for access by organizational units, providing membership statistics, issuing dues invoices and reminders, processing renewals, and participating on the Society's membership committee.

Comments or questions regarding membership, including this manual and other resources, may be directed to the membership department at headquarters:

Society of Women Engineers
203 N. LaSalle St., Suite 1675
Chicago, IL 60601
877-793-4636 (telephone)
312-596-5252 (fax)
membership@swe.org
www.swe.org

Acronyms and Terms Related to Membership

Acronyms abound in SWE. They should be avoided in communications with members unless defined when first used in the communication. If anyone uses an acronym that's unfamiliar, ask what it means.

The following acronyms are used in this manual:

AISES – American Indian Science and Engineering Society
C2C – collegiate-to-career (a membership type)
HQ – SWE headquarters
ISA – International Society of Automation
LGBT – lesbian, gay, bisexual, transgender
MAL (or MALs, depending on context) – members at large organization (or members assigned to a region but not to any section)
NSBE – National Society of Black Engineers
SHPE – Society of Hispanic Professional Engineers
SWE (or Society) – Society of Women Engineers

The following nomenclature is preferred by the Society:

- Collegiate: A person who is attending a college or university.
- Student: A person who is attending school between Kindergarten and 12th grade
- Section: A group of SWE members who are located in the same geographical area who have chartered an organizational unit. SWE has “sections” and not “chapters”.

Data Officers and Membership Committees

Each organizational unit in SWE must file its leadership roster for the next fiscal year online to HQ by June 30 and when subsequent changes occur. Access to online membership reports can be viewed by governor, president, treasurer, region collegiate representative, data officer, counselor, faculty advisor, section representative who are current SWE members. The term “data officer” was coined to permit access by someone other than an elected leader of the organizational unit. The data officer is reported to SWE by the organizational unit on its annual leadership roster.

There are differences in how the organizational units are structured and the number of members each has, yet each needs at least one individual to keep track of membership. Some organizational units have large membership committees, with different individuals handling specific aspects of membership, while other assign membership responsibilities to an elected officer, such as the secretary or treasurer. In many cases the organizational unit’s membership committee chair or membership coordinator serves as the data officer. The leadership needs to decide what position(s) it needs to operate effectively and efficiently, and well run organizational units have written “job descriptions” for each position.

However the leadership wishes to structure the membership responsibilities, those working on membership should be familiar with the organizational unit, including its geographic area, and the Society.

The following tasks should be performed:

- Each individual who should have access to the organizational unit’s online membership reports at leadership.swe.org should verify access at the start of the fiscal year. (If access is denied, first determine if the leadership roster for the new fiscal year was submitted to HQ. If it was submitted, resolve with HQ.)
- Download and review online membership reports for the organizational unit at least monthly. These reports can be used to:
 - Update the organizational unit’s e-mail distribution list (address additions, deletions, and changes; make sure those members who have opted out from receiving e-mail from SWE are not included on the general distribution list).
 - Welcome additions (new members and transferred members) to the organizational unit. Refer them to the organizational unit’s website (provided it is kept updated) or provide them with current leadership contact information, calendar of upcoming events, and any other membership information thought to be helpful. Verify that the contact information SWE shows for them on the report is correct; if it isn’t, ask them to update their profile online.
 - Follow up with members if their assignment to the organizational unit seems odd compared to their address. Determine if the member really wants to be assigned to the organizational unit or if they would prefer to be assigned based on their address; forward response from the member to HQ if a change is needed.
 - Become familiar with members assigned to the organizational unit and share pertinent information with others as warranted: What are their particular interests within SWE? Are they able to offer specific talents to the organization? Do they just want to be members with little or no further involvement?

- Verify membership eligibility of individuals being considered as candidates for office or other positions within the organizational unit.
- Verify membership eligibility of potential award nominees.
- Provide information on voting members for the organizational unit to conduct officer elections or when voting is required for other items, such as motions to amend the unit's bylaws. (Note: Collegiate members may not vote in professional sections or the MAL organization. Also note that voting instructions and/or ballots must be sent to voting members of the organizational unit even if they have opted out of receiving mail and/or e-mail from SWE.)
- Remind leaders to renew their SWE membership by June 30 so they will be members in good standing when the new fiscal year starts.
- Compile and distribute leadership roster (e.g., officers, committee chairs, and other appointed positions) for use within the organizational unit.
- Review the information for the organizational unit that is shown on the monthly update report released by HQ. This report shows the number of members assigned to each organizational unit as of the end of the month. It shows member counts (in total as well as for collegiate-level and professional-level members) for those who are paid and unpaid for the current fiscal year. The paid member counts are broken down by new and renewed members. Retention and new member growth percentages are also included. These reports are distributed to various individuals, including data officers, and are posted in the SWE Resources area of the SWE website. Use the monthly update reports to:
 - Track membership statistics and prepare trend reports for the organizational unit's leadership.
 - Alert the organizational unit's leadership and/or nominating committee chair if the number of representatives will likely remain the same or change for the next fiscal year so they are prepared to identify the appropriate number of candidates. (The number of professional-level members listed on the update report for December is a good indicator, as professional sections and the MALs in a region are entitled to one representative per every 100 voting members or fraction hereof, up to a maximum of four representatives. An official report showing the number of representatives each organizational unit may elect is generally distributed to governors and presidents by HQ before the end of January.)

Managing membership data can be a labor intensive responsibility, but if done well, can be a very rewarding effort when you see the results in membership growth. Other tasks that the organizational unit's data officer or membership committee might be responsible for include:

- Maintain database with information about prospective and former members of the organizational unit who did not renew.
- Conduct surveys of members, potential members, and/or former members and analyze results.
- Encourage collegiate members in the area to transition to professional membership when eligible. (Educational information, including expected graduation dates, can be found in the online directory to determine which collegiate might be eligible to transition.)
- Assist SWE collegiate sections located within the organizational unit's geographic territory with identifying members to serve as SWE counselors.
- Organize membership events for the organizational unit, such as summer and/or holiday socials or transition reception for graduating seniors at colleges within the organizational unit's geographic area.
- Remind members to update their membership profile when changes occur.
- Encourage members to upgrade from associate to professional or professional to senior when eligible for a higher grade of membership.

Member Assignments

The data officer and membership chair should know what geographic area is covered by the organizational unit.

Geographic areas for professional sections are defined using United States Postal Service (USPS) ZIP codes, usually by specifying the first three digits although five-digit detailing is used in some cases. The USPS ZIP codes that are not assigned to professional sections are assigned to a region as MAL, with the exception that the overseas U.S. military ZIP codes are assigned to the international members. Three-digit and five-digit lists of USPS ZIP codes in numerical order and the associated assignment are posted in the SWE Resources area of the SWE website. All countries that are not part of the United States or its territories and commonwealths (e.g., Puerto Rico, U.S. Virgin Islands, Guam, Saipan, etc.) are assigned to the international members.

Each member of the Society is assigned to an organizational unit based on information provided on the application or in the member's profile when the member renews. Unless a member requests or selects a different assignment, the member is assigned as follows:

1. A collegiate member enrolled at an institution with a collegiate section or collegiate interest group is assigned to it. If the institution does not have a collegiate section or interest group, the collegiate member is assigned to a professional section, the MALs, or the international members based upon the member's preferred mailing address.
2. A professional member is assigned to either a professional section, the MALs, or the international members based upon the member's preferred mailing address.

Members may select a different assignment when renewing their membership online or by sending a request to HQ at membership@swe.org.

If a member relocates after paying dues for the fiscal year, the assignment is not updated unless requested by the member. In addition, postal codes in some foreign countries resemble USPS ZIP codes and members may be assigned to a professional section or the MALs instead of to the international members. As such, it would be beneficial to the member if the organizational unit's data officer would contact members who have addresses that are outside the unit's geographic area to see if the member would like to have her/his membership assignment updated to reflect the current address; if so, forward the member's response to membership@swe.org.

Dues and Fees

The fiscal year for the Society is July 1 to June 30. Annual dues expire on June 30. Dues renewal notices are distributed to members in April, with reminder notices distributed at periodic intervals thereafter.

To be a member in good standing, the member's dues must be paid for the current fiscal year. Failure to renew by September 30 results in individuals being dropped from membership.

Dues for individual grades of membership are set by the senate. Application and reinstatement fees are set by the board of directors. Dues for corporate members are set by the board of directors.

No organizational unit may assess dues or fees for "local" membership. All members of an organizational unit must be members of the Society who are assigned to that unit.

Membership Manual

Currently basic dues are \$100 for professional-level members and \$20 for collegiate members, SWE offers a number of dues options. Coupon codes (posted on the SWE website) must be used to obtain discounts or joint memberships. Visit the SWE website for dues options and amounts: SWE → Membership → Types & Benefits. Below is an example of dues in FY14. Note that fees are subject to change

Dues Option	Annual Dues
Collegiate to Career (C2C)	One-time \$50 payment secures membership for collegiate years through the first year the member qualifies for professional membership. C2C is beneficial to students with two or more years of schooling left or those pursuing an advanced degree. C2C members must “check in” each year. There are no renewal fees.
Collegiate	Annual dues are \$20. Reduced rates apply for members whose country of residence is listed as Low Income or Low Middle Income by the World Bank List of Economies: Discounts are 66% for countries classified as Low Income and 33% for countries classified as Low Middle Income.
Joint Collegiate with AISES	Joint collegiate membership with SWE and the American Indian Science and Engineering Society (AISES) is available, (See Note A.)
Joint Collegiate with NSBE	Joint collegiate membership with SWE and the National Society of Black Engineers (NSBE),
Joint Collegiate with SHPE	Joint collegiate membership with SWE and the Society of Hispanic Professional Engineers (SHPE) is available,,. (See Note A.)
Transition from Collegiate to Professional	No dues to transition from collegiate to professional for current collegiate to career (C2C) members; \$20 to transition from collegiate to professional for current collegiate members.
Recent Graduate	Annual dues are \$50 for those with a graduation date within the past 24 months, unless the member is eligible for the transition rate for the first year they qualify for professional membership. (See Notes B and C.)
Professional	Annual dues are \$100. A \$5 discount is available for those who renew by June 30. (See Notes B and C.) Reduced rates apply for members whose country of residence is listed as Low Income or Low Middle Income by the World Bank List of Economies: These discounts are 66% for countries classified as Low Income and 33% for countries classified as Low Middle Income.
Retired or Unemployed	Annual dues are \$50. (See Notes B and C.)
Joint Professional with AISES	Joint professional membership with SWE and the American Indian Science and Engineering Society (AISES) is available,,(See Notes A and B.)
Joint Professional with NSBE	Joint professional membership with SWE and the National Society of Black Engineers (NSBE) is available,, (See Notes A and B.)
Joint Professional with SHPE	Joint professional membership with SWE and the Society of Hispanic Professional Engineers (SHPE) is available,,(See Notes A and B.)
Professional Back to School	\$20 annual dues for professional members who have returned to school on a full-time basis.

K-12 Educator	Annual dues are \$20 for full-time K-12 educators. (See Note B.)
Corporate-Sponsored	No annual individual dues as members are sponsored through corporate membership. The corporation will notify SWE with the names of members that will be included in their membership package.
Employer-Sponsored (ESM)	No annual individual dues for members in the employer-sponsored member pilot program, but the member must provide the appropriate code provided by the employer; payment is made by the employer as agreed to with SWE.
Life	No annual dues. (Life membership is available with a \$2,000 donation to the SWE Endowment Fund Inc. - Headquarters Account.)
Waived	No annual dues. (Waived members are those who received the SWE Achievement Award but are not life members as well as those who joined SWE prior to or during 1965 and are fully retired but not life members.)
<p>Note A: Only available online and only available from April 15 to December 31.</p> <p>Note B: New members must also pay a \$20 application fee, unless their membership is included with their registration for the Society's annual conference.</p> <p>Note C: Annual dues are reduced by 50% if application is made from January 1 to March 31.</p>	

Rebates

Rebates for sections and the MAL organization are 20% of the net dues collected by SWE or the dues-equivalent amounts for members assigned to the organizational unit at the time the rebates are calculated.

- Life members and corporate-sponsored members (the individuals specified by the corporate member) are rebated based on full professional dues (currently \$100), even though they do not pay individual dues annually.
- Rebates for members participating in the employer-sponsored member (ESM) pilot program are based on a dues-equivalent amount of \$30 per member.
- No rebates are paid for honorary or waived members.
- Rebates for C2C (collegiate-to-career) dues payments are based on the period in which the C2C payment occurs, even though C2C membership extends through the first year as a professional member; this means no rebates are paid for continuing C2C members.

Rebates for regions follow the same methodology as for sections and MALs except the percentage is 2% and no rebates are paid for any collegiate members.

Rebates are paid twice a year, but only after:

- The organizational unit has filed its leadership roster with HQ (due by June 30);
- The organizational unit has filed its financial report with HQ (due by July 30); and
- The organizational unit's president or governor and treasurer are paid SWE members.

No rebates are paid to international members; however, an amount equivalent to what the rebate would have been for international members is allocated for use by the international members in the Society's operating budget.

Small, Medium, or Large

SWE organizational units are designated as small, medium or large according to the unit's total number of members as of March 30. This designator is important as some SWE awards are offered in small, medium and large categories.

- Small – 35 or fewer members
- Medium – 36 to 100 members
- Large – 101 or more members

Member Responsibilities

A member in good standing is a member whose dues have been paid for the current fiscal year. In addition to meeting any other stated qualifications, a member must be in good standing to be nominated for any position or to vote in the Society and organizational unit elections. Some SWE awards are limited to members in good standing.

All members must abide by the Society's code of conduct, and all leaders must abide by the Society's code of service. These codes are located in the SWE Resources area of the SWE website.

Membership Types

For reporting purposes, there are currently eight membership types: **collegiate, collegiate to career, professional, K-12 educator, life membership, professional 1st year after graduation, retired, and waived permanently.**

- When added together, the members with the membership types of collegiate and collegiate to career equals the total number of collegiate-level members in the Society; all these members have the membership grade of collegiate.
- When added together, the members with the other six membership types equals the total number of professional-level members in the Society; these members have the membership grades of professional, senior, fellow, associate, or honorary. (Since there are no honorary members in the Society at this time, the professional-level members are all voting members of the Society.)

The membership type for each member is reflected on the organizational unit's membership reports that can be downloaded from the SWE website.

Individual Membership Grades

Six individual grades of membership and the qualifications for each are defined in the Society bylaws: **professional, senior, fellow, collegiate, honorary and associate.** The grade determines if the member may vote in the organizational unit and/or the Society. In addition, the grade is one of the eligibility requirements for whether or not a member may be a candidate for specific elected positions in the organizational unit and/or Society. Visit the SWE website for more detailed information. SWE → SWE Resources → Bylaws Documents – Society Region Section MAL

Staff bulk-uploads membership grades for collegiate members and collegiate members transitioning to professional membership. All other membership grades are chosen by the member. The membership grade for each member is reflected on the organizational unit's active membership roster report that can be downloaded from the SWE website. SWE → SWE Resources → Section Information → Monthly Membership Reports. Below is an example of membership grades in FY14. Note that membership grades are subject to change

Professional: A person who is or has been actively engaged in engineering work is eligible if one of the following criteria is met at the time of application for admission or advancement:

- Holds a baccalaureate or advanced degree in engineering, engineering technology, or a science related to engineering; or
- Has at least five years engineering experience indicating engineering competency and achievement.

Senior: A person who is or has been actively engaged in engineering work is eligible if one of the following criteria is met at the time of application for admission or advancement:

- Holds a baccalaureate or advanced degree in engineering, engineering technology, or a science related to engineering and has at least ten years of engineering experience; or
- Has at least fifteen years of engineering experience, indicating engineering competency and achievement.

In addition, anyone who receives the Society's Achievement Award is automatically given the grade of senior unless the individual already holds the grade of fellow.

Fellow: A member who has been a senior member for at least ten years or a member for at least twenty years may be chosen a fellow of the Society in recognition of significant and long-term service to the advancement of women in the engineering profession. (Note: The fellows are responsible for selecting additional fellows.)

Honorary: A person who has achieved recognition as outstanding in the field of engineering or has made a significant contribution of service to the Society may be elected an honorary member by a unanimous vote of those senators present and voting. (Note: At present, there are no living honorary members.)

Associate: A person who supports the goals of the Society but does not qualify for the grades of collegiate, professional, senior, fellow, or honorary may be eligible if such person is either:

- Engaged in work related to the practice of, or training for engineering; or
- Sponsored by a member of the senate, a professional section president, members at large president, region governor, or corporate member.

Collegiate: Any person who meets one of the following requirements, provided that such person is not employed full-time in an engineering position (except educational assignments such as internships or co-ops) or in a field related to engineering:

- Is pursuing an undergraduate course of study towards an associate or a baccalaureate degree in engineering, engineering technology, or a field related to engineering; or
- Is pursuing a graduate course of study towards an advanced degree in engineering or a field related to engineering.

It is important to note what types of membership grades your section, region, or MAL has because this will affect voting during elections.

Voting Members

Voting members of the Society are those with membership grades of professional, senior, fellow, and associate. Voting members of the Society are also voting members of their respective organizational units.

Collegiate members are not voting members of the Society and cannot vote in professional sections or the MAL organization; however, collegiate members assigned to collegiate sections may vote within their collegiate section. In addition, a collegiate serving as collegiate director, a collegiate senator, a region collegiate representative, or as an officer of a region, professional section, or the MAL organization may vote during the performance of duties in that position, without gaining any additional voting rights in the organizational unit. The collegiate section presidents in each region may cast ballots for the election of the collegiate director as well as the region's collegiate senator, collegiate region representative(s), and collegiate region communications editor.

HQ manages the election balloting for the board of directors, board of trustees, region governors, senate leadership, senators, region collegiate representatives, and region collegiate communications editors. Only members whose dues are current as of March 1 are eligible to vote in these elections.

The voting members of each region council include representatives from the professional sections, the MALs, and the collegiates assigned to the region. The official report showing the number of representatives each organizational unit may elect is generally distributed to governors and presidents by HQ before the end of January.

- The number of voting members assigned to each professional section or to the MALs in the region as of December 31 determines the number of representative(s) they may elect for the next fiscal year; professional sections and the MALs of each region are entitled to one representative per every 100 voting members or fraction thereof, up to a maximum of four representatives.
- A maximum of two collegiate representatives may be elected to serve for the next fiscal year based on one collegiate representative for every twenty active collegiate sections or fraction thereof assigned to the region as of December 31.

Corporate Members

Corporate is a grade of membership. An organization is eligible upon payment of annual dues after meeting the criteria as established by the board of directors. The board of directors sets dues and benefits for corporate members. Visit the SWE website for more information on Corporate Membership and Associate Corporate Membership: SWE → Membership → Corporate Membership.

Corporate membership is typically comprised of some or all of the following: SWE professional membership(s), annual conference registration(s), posting(s) on the SWE career center website, and/or listing on SWE website.

The terms Corporate Partnership Council (CPC) members and Heritage Club members are frequently heard within SWE. These terms indicate different levels of monetary sponsorship to the Society; neither is a membership grade and neither requires the sponsor be a corporate member, although some are corporate members..

Employer Sponsored Members

An employer sponsored members (ESM) pilot program was initiated in April 2013. Participating employers identify which employees to include in this program, remit payment to SWE based on the total number of employees, and provide codes to the employees to use when they join SWE or renew their membership. Refer interested employers to HQ for further program details.

HQ issues a monthly ESM report listing all members in the program by assignment code

Life Membership

Life membership is available with a contribution to the SWE Endowment Fund Inc. (SWE-EFI) – Headquarters Account managed by SWE’s board of trustees. The endowment generates income paid annually to SWE, which is why life members are not required to pay annual dues. Life membership is therefore an investment for both the member and for SWE.

SWE-EFI is qualified as tax exempt under section 501(c)(3) of the Internal Revenue Code, and contributions to it are considered charitable donations. (Whether or not such donations may be deducted will depend on individual circumstances; the member should consult a tax advisor if needed.) Some employer matching programs will match contributions to SWE-EFI reducing a member's out-of-pocket contribution. .

The life member contract outlining fees, payment options, terms, and conditions is available on the SWE website. After the contract is fully paid, the member's record is updated to reflect "life" as the membership type, and the member receives an "L" pin to attach to the SWE pin. A life member reception is held during the SWE annual conference.

SWE Basics

SWE is a non-profit, educational, service organization dedicated to making known the need for women engineers and encouraging young women to consider an engineering education. SWE's mission is to stimulate women to achieve full potential in careers as engineers and leaders, expand the image of the engineering profession as a positive force in improving the quality of life, and demonstrate the value of diversity

The Society's objectives are embodied in the tagline, **Aspire, Advance, Achieve**:

- **Aspire:** SWE provides the vehicle for members to give back to the community through outreach programs that encourage young girls to find and follow their dreams as future engineers. SWE's K-12 initiatives motivate students to believe in their math and science skills as well as expose engineering as a meaningful and rewarding career choice for women.
- **Advance:** SWE provides the ranging from leadership training to management tools to networking events to work/life balance workshops. SWE's programs target each stage of the career path, whether the member is just entering the workforce or a seasoned professional.
- **Achieve:** SWE celebrates the rich history and heritage of women in engineering and technology and honors today's leaders and innovators. SWE's awards program recognizes those who have excelled at different stages of their careers and those who have contributed significantly to the advancement of women in the engineering profession.

Membership Benefits

Members join and remain in an organization because they receive benefits from their membership. The benefits come in many forms: from the empowerment of finding the right mentor to the satisfaction of seeing the look on the face of a 12-year-old girl successfully completing a science project and experiencing the thrill of applied engineering and creativity for the first time. Many are content just knowing they support the organization and its objectives through their membership.

It is important to understand what benefits SWE provides and be able to communicate them to members and prospective members. Since individuals have different interests, find out what the individual is passionate about and tailor the recruiting message accordingly.

SWE membership includes:

- Subscription to *SWE, The Magazine of the Society of Women Engineers*, an award-winning quarterly publication that covers articles of interest to women engineers, including technical and career-enhancing topics and public policy initiatives.
- Monthly electronic newsletter which provides updates on more time-sensitive items.

- Webinars (live as well as available as replays) covering a wide variety of professional and personal development topics.
- Reduced registration fees for the Society's annual conference and regional conferences which offer networking, professional development and technical sessions, workshops, and tours.
- Online SWE career center where members can access career planning tools and post their resumes and search hundreds of jobs posted monthly by SWE's sponsors.
- Online membership directory.
- Discounts on various brand-name goods and services. When members take advantage of these discounts they are also supporting SWE through rebates that participating organizations give back to the Society:
 - \$30 off the return-to-work Career Relaunch Forum
 - 10% off test preparation classes, tutoring, and more through Kaplan
 - 15% discount off UCLA Extension's Technical Management Program
 - Auto insurance discounts through GEICO
 - GM supplier discount for a great deal on a new General Motors vehicle
 - Special pricing and promotions on Whirlpool, Maytag, KitchenAid, Amana, and Gladiator GarageWorks appliances
- Access to timely, useful information in the automation field by joining the International Society of Automation (ISA) as an affiliate for \$50, a 50% discount off regular ISA dues.

SWE membership also provides.

- Networking opportunities with practicing women engineers, undergraduates, graduate students, and other SWE supporters.
- Mentoring opportunities and a support system of peer groups, mentors, advisors, and industry leaders.
- Opportunities to share a common element of diversity and work collaboratively together through a SWE affinity group (e.g., African American, Latina, LGBT & Allies (Lesbian, Gay, Bisexual, Transgender), Internationals, and Native American).
- Opportunities to make a difference by organizing or participating in K-12 outreach activities and interfacing with local schools, colleges, and other organizations (e.g., Girl Scouts) as role models, mentors, and counselors.
- Opportunities to attend programs/activities such as social gatherings, meetings with speakers on topical subjects, and technical tours developed by the local organizational unit for the benefit of members and the community.
- Opportunities to develop and refine presentation skills by exhibiting technical posters, presenting papers, participating on panel discussions, or leading seminars/workshops at conferences and meetings.
- Leadership opportunities to practice management and organizational techniques by serving on committees or in leadership roles in the Society and/or its organizational units.
- Opportunities to publish articles in the Society's magazine or in newsletters issued by many of the Society's organizational units.
- Scholarship opportunities, with more than \$500,000 offered each year, for all educational and professional levels, including undergraduate and graduate students and women desiring to reenter the workforce as engineers.
- Opportunities to impact public policy by providing information to government officials on topics such as improvements needed to science and math curricula, the need for more college graduates in STEM fields, and the challenges faced by women in the workforce, particularly in STEM fields.
- Opportunities to be recognized through awards and recognition programs offered by the Society and many of its organizational units that honor those who have excelled at different stages of their

careers as well as those who have contributed significantly to the advancement of women in engineering and technology professions.

- SWE's organizational units are an important vehicle for member participation and may provide additional opportunities and benefits.

Important Dates Related to Membership

July 1	<ul style="list-style-type: none"> • First day of fiscal year; be sure everyone in the organizational unit that should have access to the online membership reports can access them. • Members that have not yet renewed for the current fiscal year are no longer members in good standing. • Deadline for submitting nomination packages for the Society's membership awards.
July 31	<ul style="list-style-type: none"> • Deadline to submit financial reports for previous fiscal year for all organizational units.
September 30	<ul style="list-style-type: none"> • Members that have not renewed for the current fiscal year are dropped for nonpayment and will no longer be listed as an active member.
December 31	<ul style="list-style-type: none"> • Date for determining the number of representatives on region councils for the next fiscal year. • Last day someone may join SWE with an AISES, NSBE, or SHPE joint membership for the fiscal year.
January 1	<ul style="list-style-type: none"> • New professional level members (other than those with joint memberships and K-12 educators) can join SWE for half price for the remainder of the fiscal year, or they may pay 1.5 times full year dues and extend their membership through the next fiscal year.
March 1	<ul style="list-style-type: none"> • Date for determining which members are eligible to vote in the elections that are managed by headquarters.
April 1	<ul style="list-style-type: none"> • Renewal for the next fiscal year opens. • Membership applications begin being processed for the next fiscal year. • Ballot information and instructions distributed for the elections that are managed by headquarters.
During late March or April	<ul style="list-style-type: none"> • Elections occur for collegiate sections; all members listed on the collegiate section's membership roster may vote.
During May	<ul style="list-style-type: none"> • Elections occur for professional sections and the MAL organization; only voting members of the Society.
June 30	<ul style="list-style-type: none"> • Last day of fiscal year; be sure the organizational unit has submitted its online leadership roster for the next fiscal year. • Be sure all leaders of the organizational unit have paid for the next fiscal year so they will be in good standing for the start of the fiscal year. • Put finishing touches on packages for the Society's membership awards and submit; the deadline is tomorrow!

Additional Information and Contacts

The most accurate and up to date information on SWE membership is located on the SWE website (www.swe.org) under the membership tab. Information useful to section presidents and data officers is located under the member services sub-tab.

The membership committee is a strategic group that is chartered to serve the current and future needs of SWE membership. They are comprised of SWE members from multiple regions, nations, both collegiate and professionals, and varying years of membership. The membership committee contact information can be located under the leadership link at the bottom of the SWE website.

SWE HQ is also a great resource for SWE membership questions. They can be contacted at membership@swe.org.