

**BYLAWS OF THE E006, ROCHESTER SECTION
OF
THE SOCIETY OF WOMEN ENGINEERS**

1
2 **ARTICLE I – NAME AND OBJECTIVES****

3 Section 1. Name

4 The name of this organization shall be the E006, Rochester section (hereinafter called
5 “the section”) of the Society of Women Engineers (hereinafter called “the Society” or
6 “SWE”).

7
8 Section 2. Objectives

9 The section is an organizational unit whose purpose is to further the objectives of the
10 Society.

11
12 Section 3. Powers

13 The section is empowered by the Society to pursue the objectives of the Society under
14 these bylaws and in consonance with the Society bylaws.

15
16 Section 4. Non-Discrimination

17 In accordance with the Society’s policies and purposes, the section shall not
18 discriminate in connection with its membership and its services to the public at large.

19
20 **ARTICLE II – MEMBERSHIP****

21 Section 1. Members

22 Members of the section are those members of the Society assigned to the section. All
23 members of the section shall have the right to attend all in-person section and executive
24 council meetings. Members shall have the same membership grade in the section as
25 they have in the Society and voting privileges as specified in the Society bylaws.

26
27 Section 2. Business Meeting

28 A meeting of the general membership to conduct the business of the section may be
29 called by the president, the executive council, or by a group of five percent or five of the
30 voting members of the section, whichever is greater. At least thirty days written notice
31 shall be provided to all members prior to such a business meeting.

32
33 Section 3. Quorum

34 Fifteen voting members or thirty percent of the voting members of the section,
35 whichever is less, shall constitute a quorum for the conduct of the business of the
36 section.

37
38 Section 4. Non-Discrimination

39 In accordance with the Society’s policies and purposes, the section shall not
40 discriminate in connection with its membership and its services to the public at large.

41
42 **ARTICLE III – OFFICERS**

Based on 6-30-08 standard section bylaws. Updated to meet requirements of 03-14-10 template on 10-30-10

Approved by Section on 03-05-09

Approved by Society Bylaws Chair on 11-2-10

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43 Section 1. Officers**

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

46
47 Section 2. Eligibility and Term of Office**

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

49
50 B. Section officers shall serve for a term of one fiscal year, to coincide with the
51 Society's fiscal year.

52
53 C. Officers may hold more than one office provided that there is a minimum of three
54 elected officers of the section. No one may hold the office of president and treasurer
55 at the same time.

56
57 Section 3. Duties**

58 A. The president shall:

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

74
75 B. The vice president shall:

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

80
81 C. The secretary shall:

- 82 1. Maintain the records of the section;
- 83 2. Provide oversight and guidance to the committee chairs as assigned; and

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84 3. Perform other duties normally associated with the office of secretary or as may
85 be assigned by the president, the executive council, or the governance
86 documents.
87

88 D. The treasurer shall:

- 89 1. Be responsible for the collection, distribution, and safekeeping of section funds;
- 90 2. Prepare, maintain, and report as directed on the financial position of the section
91 in relation to the approved budget;
- 92 3. Submit a financial report to the Society in accordance with established
93 procedures;
- 94 4. Provide oversight and guidance to the committee chairs as assigned; and
- 95 5. Perform other duties normally associated with the office of treasurer or as may
96 be assigned by the president, the executive council, or the governance
97 documents.
98

99 E. The section representative(s) shall:

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

106 Section 4. Nomination and Election

107 A. The executive council shall elect at least three members to serve on the nominating
108 committee. The nominating committee shall select its own chair, who must be a
109 voting member of the Society but does not need to have been elected to the
110 committee by the executive council.
111

112 B. Members of the nominating committee may not become candidates during their
113 tenure of service on the nominating committee.
114

115 C. The nominating committee shall propose at least one qualified candidate for each of
116 the officer positions. The slate shall be presented to the members of the section by
117 mail, electronic mail, or posting on the section web site by April 15 of each year.
118

119 D. Additional candidates may be nominated by petition, provided that:

- 120 1. The member is eligible for the position;
- 121 2. The member has given written consent to being placed on the ballot;
- 122 3. A minimum of two percent or five of the voting members of the section,
123 whichever is greater, have signed a petition or endorsed an email to place the
124 candidate's name on the ballot; and

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- 125 4. The petition, together with the written consent, is submitted to the chair of the
126 nominating committee by April 30 or fifteen days after the slate is announced to
127 the members of the section, whichever is later.
128
- 129 E. The chair of the nominating committee shall arrange for the distribution of ballots to
130 occur at least twenty-one days prior to the required return date for the vote. Voting
131 may be by mail, electronic mail or web-based provided that mail ballots are sent to
132 those without electronic access. The chair of the nominating committee shall select
133 a tellers committee to receive and count the votes, and to report the results to the
134 president.
135
- 136 F. The voting members of the section shall elect the section officers.
137
- 138 G. A plurality shall elect for each office. Write-in votes for eligible candidates shall be
139 allowed. In the event of a tie, the election for that position shall be determined by lot,
140 conducted by the chair of the nominating committee.
141

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

- 143 A. Alternate section representatives may be elected during the officer election process.
144
- 145 B. The executive council may elect alternate(s) for the purpose of attending a region
146 council meeting if the section representative(s) or alternate(s) cannot attend.
147
- 148 C. All alternates shall be designated in the order in which they will be called to serve,
149 with alternates elected by the membership serving before those selected in any
150 other manner.
151
- 152 D. Alternate section representatives must meet the same eligibility requirements as
153 section representatives.
154

155 Section 6. Vacancies

- 156 A. A vacancy in the office of president shall be filled by the vice president for the
157 remainder of the term.
158
- 159 B. A vacancy in the office of vice president, secretary, or treasurer shall be filled by
160 election by the executive council.
161
- 162 C. A vacancy in the office of section representative shall be filled by the next available
163 alternate section representative. If there is no available alternate section
164 representative, the executive council may elect an alternate to fill the vacancy.
165

166 **ARTICLE IV – EXECUTIVE COUNCIL**

Based on 6-30-08 standard section bylaws. Updated to meet requirements of 03-14-10 template on 10-30-10

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167 Section 1 Composition

168 The governing body of the section shall be the executive council. The officers of the
169 section shall constitute the executive council. An individual holding more than one
170 position on the executive council has only one vote and counts as a single person for
171 the purpose of a quorum.

172

173 Section 2. Duties

174 The executive council shall:

- 175 1. Transact the business of the section;
- 176 2. Implement section policies as determined by the membership;
- 177 3. Elect the members of the nominating committee;
- 178 4. Approve the appointment of all committee chairs, except the chair of the
179 nominating committee;
- 180 5. Ensure that the section is represented at region council meetings; and
- 181 6. Approve the section budget and authorize expenditures not included in the
182 approved budget.

183

184 Section 3. Conducting Business

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

188

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

191

192 Section 4. Quorum

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

196

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

198

199 Section 5. Removal

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

205

206 **ARTICLE V – COMMITTEES**

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

208

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- 209 B. The chairs of the committees shall be appointed by the president. The members of
210 the committees shall be appointed by the chair of the committee with the approval of
211 the president.
212
- 213 C. The executive council shall prepare a description of the duties and reporting
214 relationships of each committee.
215
- 216 D. Each committee chair shall present a status report to the membership when
217 requested by the executive council contact. Each committee chair shall also prepare
218 an annual report providing input to the section representative for the section's final
219 report to the Society.
220

221 **ARTICLE VI – DISSOLUTION****

222 In the event of dissolution, the assets of the section shall be first used to pay any
223 remaining debts, after which any remaining funds shall be disbursed to SWE regions,
224 SWE sections, the SWE members at large organization, the Society, or SWE
225 endowment funds as recommended by the section's executive council and approved by
226 the SWE board of directors.
227

228 **ARTICLE VII – PARLIAMENTARY AUTHORITY****

229 The rules contained in the tenth edition of *Robert's Rules of Order Newly Revised* shall
230 govern this section in all cases to which they are applicable and in which they are not
231 inconsistent with these bylaws and any special rules of order the section may adopt.
232

233 **ARTICLE VIII – AMENDMENT****

- 234 A. These bylaws may be amended by a two-thirds vote of the members present and
235 voting at a meeting or of the ballots received prior to the stated deadline.
- 236 B. Amendments may be proposed by a majority of the executive council or five voting
237 members of the section. All proposed amendments must be submitted to the
238 secretary.
- 239 C. Written notice, delivered either by mail or electronically, must be given to all
240 members of the section at least thirty days prior to the date of the meeting or the
241 specified date for voting to be completed.
- 242 D. Amendments adopted by the section shall be sent to the Society secretary according
243 to established procedures, and shall become effective after approved by the Society
244 secretary.
- 245 E. Required sections are marked with a double asterisk (**) and conform to the
246 professional section bylaws template. Changes to these sections of the professional
247 section bylaws template shall become part of these bylaws upon approval of the
248 Society. The section secretary shall incorporate such changes into the section
249 bylaws and forward the updated bylaws to the Society secretary within six months of
250 notification of the change to the section bylaws template.

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