

**RECOMMENDED STANDARD SECTION BYLAWS
AS APPROVED BY THE BOARD OF DIRECTORS**
(as approved in July 1985 and amended through January 1994)

The Board of Directors recommend that a Section accept these standard bylaws and amend if and when necessary. A Section may alternatively opt to write its own bylaws.

BYLAWS OF THE ^{CSUEB}B061 SECTION
OF
THE SOCIETY OF WOMEN ENGINEERS
(as adopted in 2004 and amended through _____)

ARTICLE I - NAME AND AUTHORITY

The name of this organization shall be the ^{CSUEB} Section of the Society of Women Engineers. This Section shall be governed by these bylaws and the bylaws of the Society of Women Engineers hereinafter called "the Society".

ARTICLE II - OBJECTIVES

The purpose of this Section shall be to further the objectives of the Society as stated in Article II of the Society bylaws and the third Article of Incorporation of the Society.

ARTICLE III - MEMBERSHIP

The membership requirements and classifications of all Section members shall be as stated in Article III of the Society bylaws, except that Associates and Affiliates are voting members for all Section matters. All Section members shall be members in good standing of the Society.

ARTICLE IV - OFFICERS

Section 1 - List and Term of Office

The officers of the Section shall be:

- a. President
- b. Vice President
- c. Treasurer
- d. Secretary
- e. Section Representative(s) - one Representative or alternate for each 100 Society voting members of this Section or fraction thereof, not to exceed four.

All shall be elected annually, no later than June 1, for a term of office of one year, coinciding with the fiscal year (July 1 - June 30).

Section 2 - Eligibility

To become a candidate for President, Vice President, or Section representative, a member must be a voting member of the Society, as defined in Article III of the Society bylaws. To become a candidate for Secretary or treasurer, a member must be a voting member of the Section as defined in Article III above.

Section 3 - Vacancies

- a. A vacancy in the office of President shall be filled by the Vice President.
- b. A vacancy in the office of Vice President, Secretary, Treasurer, or Section Representative shall be filled by nomination by the Executive Council and special election by the membership.

Section 4 - Duties and Powers

- a. The President shall:
 - (1) Be the authorized leader of the Section.

- (2) Represent the Section before the public.
 - (3) Preside at all meetings of the Section and the Executive Council.
 - (4) Appoint the chairs of all committees, with the approval of the Executive Council, except the Chair of the Nominating Committee, who shall be appointed by the Executive Council.
 - (5) Authorize the signing of checks by the Treasurer.
 - (6) Assume all other executive duties not otherwise delegated.
 - (7) Coordinate all activities and execute the business and policies of the Section between meetings.
- b. The Vice President shall:
- (1) Perform all duties of the President in her/his absence or at her/his request.
 - (2) Perform any other duties assigned by the Executive Council.
- c. The Secretary shall:
- (1) Record, prepare, maintain and distribute as directed the minutes of each meeting of the Section and or the Executive Council.
 - (2) Carry on the Section correspondence as requested by the president or the Executive Council.
 - (3) Notify Executive Council members of Executive Council meetings, notify members of membership meetings, and send out ballots for elections and for amendments to these bylaws.
 - (4) Maintain a file with a copy of all mail sent out in the name of the Section.
- d. The Treasurer shall:
- (1) Be responsible for the collection, safekeeping and distribution of all section funds.
 - (2) Sign checks for the section as authorized by the President.
 - (3) Prepare, maintain and report as directed on the financial position of the Section in relation to the approved budget.
 - (4) Maintain the current official membership records of the Section.
 - (5) Keep an exact account of all receipts and expenditures for submission to the Society Treasurer at the end of each fiscal year.
- e. The Section Representative(s) shall:
- (1) Act as the Official contact between the Board of Directors and the Section.
 - (2) Vote for Section on all matters before the Council of Section Representatives.
 - (3) When possible, assure that she/he (they) or authorized alternate(s) represent(s) the Section at the meeting(s) of the Council of Section Representatives.
 - (4) When possible, assure that she/he (they) or authorized alternate(s) represent(s) the Section at all Region meetings.
 - (5) Prepare and submit reports of Section activities as requested by the Board of Directors.
 - (6) Prepare and submit reports of Section activities as requested by the Director of the Region.
 - (7) Report to the Section on matters reported in the minutes of the Board of Directors, Council of Section Representatives, and Membership meetings.
 - (8) Report to the Section on matters reported in the minutes of any Region meetings.

ARTICLE V - EXECUTIVE COUNCIL

Section 1 - Members

The affairs of this Section shall be managed by an Executive Council consisting of the Section officers, who shall occupy the same offices as in the Section, and the Chairs of the Standing Committees.

Section 2 - Duties and Powers

The Executive Council shall:

- a. Transact the business of the Section when the membership is not meeting.
- b. Implement Section policy as determined by the membership.
- c. Advise the President on the appointment of committee chairs, other than the Nominating Committee Chair, and to approve the appointments.
- d. Appoint the Chair of the Section Nominating Committee.
- e. Approve the budget and authorize the expenditure of funds.
- f. Nominate a candidate for special election by the membership to fill a vacancy in the office of Vice President, Secretary, Treasurer, or Section Representative.

Section 3 - Quorum

Five members of the Executive Council shall constitute a quorum. One of the five members must be the President, Vice President, or Section Representative.

ARTICLE VI - COMMITTEES

Section 1 - Standing Committees

Chairs for the following Standing Committees shall be appointed by the Section President with the approval of the Executive Council:

a. The Membership Committee shall :

- (1) Maintain personal data files on Section members and on prospective members .
- (2) Contact and assist prospective members in applying for membership in the Society.

The chair of this Committee is automatically a member of the Society Membership Committee.

b. The Publicity Committee shall :

- (1) Provide publicity to advance the Society's objectives and Section goals.
- (2) Send news accounts of Section activities to SWE: The Magazine of the Society of Women Engineers.

The Chair of this Committee is automatically a member of the Society Publicity Committee.

c. The Career Guidance Committee shall:

- (1) Provide information and counseling on engineering careers for grade, junior, and high school girls, their counselors, and parents.;
- (2) Maintain and disseminate information on available engineering scholarships.;
- (3) Coordinate the Certificate of Merit and/or Achievement program.;
- (4) Provide counseling and, when possible, financial assistance to women engineering students.
- (5) Conduct any other activities approved by the Section membership in furtherance of the Society's career guidance goals.

The Chair of this Committee is automatically a member of the Society Career Guidance Committee.

d. The Continuing Development Committee shall:

- (1) Encourage and assist Section members to establish goals for and to attain high levels of educational and professional achievement.
- (2) Encourage and assist women engineers in readying themselves for a return to active work after a period of absence.
- (3) Conduct any other activities approved by the Section membership in furtherance of the continuing development of its members.

The Chair of this Committee is automatically a member of the Society Continuing Development Committee.

Section 2 - Reports

a. Each Committee shall present a status report to the membership when requested by the Section President, the Executive Council, or a majority of the membership.

b. At the close of each fiscal year, each Committee Chair shall prepare an annual report with recommendations for further action by the incoming Committee Chair.

Section 3 - Special Committees

Special Committees may be established by the Executive Council or the Section membership when the need arises.

ARTICLE VII - NOMINATIONS

Section 1 - Nominating Committee

The Nominating Committee shall consist of three members elected by the membership at a meeting held prior to April 1, and a non-voting Chair appointed by the Executive Council. Members of the Nominating Committee are excluded from holding elected office the following year.

Section 2 - Nominations

- a. The Nominating Committee shall present a slate of candidates to the membership at the regular business meeting held no later than April 30.
- b. At the meeting, nominations may be made from the floor with prior approval from the nominee.

Section 3 - Elections

- a. Subsequent to the completion of nominations, the Nominating Committee shall send to each Section member in good standing a written ballot to be returned no later than June 1.
- b. Members must sign the outside envelope containing the ballot and the ballot must be post marked by the date specified in order for the ballot to be valid.

ARTICLE VIII - MEETINGS

Section 1 - Membership Meeting

This Section shall hold not less than two membership meetings per year for the purpose of transaction business. One of the required meetings shall be held in April for the presentation of the Nominating Committee slate. Additional business meetings may be called and held in conjunction with other activities at the discretion of the Executive Council.

Section 2 - Quorum

A quorum of the membership which must be present for the purpose of transacting business shall be one-third or fifteen of the Section voting members, whichever is less.

Section 3 - Parliamentary Authority

The rules contained in "Robert's Rules of Order, Revised" shall govern this Section in all cases unless inconsistent with these bylaws.

ARTICLE IX - AMENDMENTS

Section 1 - Proposal

Amendments to these bylaws may be proposed by:

- a. Majority vote of the Executive Council.
- b. Written petition signed by 10% or five members (whichever is greater) of the Section.

Section 2 - Voting

- a. The Section membership shall be notified of the proposed amendment within 30 days of receipt of the amendment proposal.
- b. The Section membership shall be balloted by mail on the proposed amendment between 30 and 60 days after membership notification of the amendment proposal.
- c. Adoption of the amendment shall be determined by a two-thirds vote of the ballots postmarked by the date specified.

Section 3 - Board of Directors Approval

- a. After acceptance by the membership, an amendment must be submitted to the Society Bylaws Committee Chair for review and submittal to the Board of Directors.
- b. An amendment will become effective upon approval of the Board of Directors.

Section 4 - Adoption

After acceptance by the Region, all amendments to these bylaws must be submitted to the Society Bylaws Committee for review. Amendments become effective upon approval of the Society Board of Directors.