

Grace Wilson

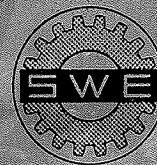
BY-LAWS

OF

The Society

of

Women Engineers



May 1958

BY-LAWS
OF
The Society
of
Women Engineers



May 1958

TABLE OF CONTENTS

Page

ARTICLE I—NAME

Section 1—Name 1

ARTICLE II—OBJECTIVES

Section 1—Objectives 1
Section 2—Powers 1
Section 3—Parliamentary Authority 2

ARTICLE III—MEMBERSHIP

Section 1—Grades of Membership 2
Section 2—Membership Qualifications 3
Section 3—Admissions, Severences
and Reinstatement 4

ARTICLE IV—OFFICERS

Section 1—List 5
Section 2—Eligibility 5
Section 3—Term of Office 5
Section 4—Duties and Powers 5

ARTICLE V—EXECUTIVE COMMITTEE

Section 1—Members 6
Section 2—Meetings 6
Section 3—Duties 6

ARTICLE VI—

COUNCIL OF SECTION REPRESENTATIVES

Section 1—Members 9
Section 2—Meetings 10
Section 3—Duties 10

ARTICLE VII—SECTIONS

Section 1—Charters 11
Section 2—Membership 11
Section 3—Representation 11
Section 4—Section Bylaws 11
Section 5—Section Autonomy 11

TABLE OF CONTENTS—Continued

ARTICLE VIII—STUDENT SECTIONS	
Section 1—Charters	12
Section 2—Membership	12
Section 3—Representation	12
Section 4—Student Section Bylaws	12
Section 5—Student Section Autonomy	12
ARTICLE IX—MEMBERS-AT-LARGE	
Section 1—Membership	13
Section 2—Representation	13
ARTICLE X—COMMITTEES	
Section 1—List	13
Section 2—Reports	13
Section 3—Special Committees	13
ARTICLE XI—NOMINATING COMMITTEE	
Section 1—Members	14
Section 2—Duties	14
ARTICLE XII—ELECTIONS	
Section 1—Voting	14
Section 2—Write-in Vote	14
Section 3—Vote Required to Elect	14
Section 4—Vacancies	14
ARTICLE XIII—FINANCES	
Section 1—Fiscal Year	15
Section 2—Payment of Dues	15
Section 3—Disposition of Funds	15
ARTICLE XIV—CONVENTION	
Section 1—Time	15
Section 2—Scope	15
Section 3—Notice	15
Section 4—Participation	16
ARTICLE XV—AMENDMENTS	
Section 1—Source of Amendments	16
Section 2—Proposal of Amendments	16
Section 3—Vote Required with Notice	16

BYLAWS
OF
THE SOCIETY OF WOMEN ENGINEERS
(Incorporated Feb. 13, 1952
in the District of Columbia)

ARTICLE I—NAME

SECTION 1—NAME
The name of this organization is the SOCIETY OF WOMEN ENGINEERS.

ARTICLE II—OBJECTIVES

SECTION 1—OBJECTIVES
The objectives of the Society are the advancement of the engineering profession and the related arts and sciences, and the maintenance of high professional standing among its members. Specifically, its purposes are as follows:

- a. To encourage in every manner the professional advancement of its members; in particular to encourage membership in other engineering societies and the development of high professional standards.
- b. To make available such information as is not otherwise readily obtainable so that the full capabilities of women engineers may be used for the advancement of engineering and science.
- c. To advance the professional interests of women engineers.
- d. To help women engineers to find their place in industry.
- e. To inform the public of the qualifications, abilities and achievements of women engineers.
- f. To foster congenial relationships between women engineers and industry.
- g. To encourage all women who show an aptitude for and a desire to study engineering.

SECTION 2—POWERS

The members of the Society, either individually

or collectively, are empowered to implement the objectives of the Society in consonance with the dignity of the engineering profession and the reputation of the Society. The Society may approve or adopt any report, standard, code, formula or recommended practice pertinent to its objectives, but may not unite with, endorse, or contribute to a person or group sponsoring political programs.

SECTION 3—PARLIAMENTARY AUTHORITY

In all situations not covered by the charter, by-laws, or rules of the Society, Sturgis's STANDARD CODE OF PARLIAMENTARY PROCEDURE is the parliamentary authority.

ARTICLE III—MEMBERSHIP

SECTION 1—GRADES OF MEMBERSHIP

The membership of the Society consists of:

a. VOTING MEMBERS

(1) Senior Members, who have the right to vote at all meetings, to receive official publications, to be candidates for the offices of President and Vice-President, and to enjoy the rights and privileges of membership in the organization.

(2) Members, who have the same rights and privileges as Senior Members except that they cannot be candidates for the offices of President and Vice-President.

(3) Life Members, who have the same rights and privileges as Senior Members.

b. NON-VOTING MEMBERS

(1) Associates, who have the right to attend all meetings, receive official publications, and participate in Section activities, but do not have voting rights in the national organization.

(2) Students, who have the right to attend all meetings and receive official publications.

c. Honorary Members, who dues are waived and who have the right to attend all meetings and receive official publications. If a member of

[2]

any grade is elected to honorary membership, she retains the rights and privileges of her original grade of membership.

SECTION 2—MEMBERSHIP QUALIFICATIONS

The qualifications for the several grades of membership are as follows:

a. SENIOR MEMBER

Any woman who is or has been actively engaged in the profession of engineering is eligible to become a Senior Member if at the time of application for admission or advancement she qualifies under one of the following classifications:

(1) Holds a degree in engineering from a recognized engineering college or university and has not less than 6 years of increasingly important engineering experience.

(2) Holds a degree in a science related to engineering from a recognized college or university and has not less than 8 years of increasingly important engineering experience.

(3) Has not less than 11 years of increasingly important engineering experience indicating engineering competency and achievement.

b. MEMBER

Any woman who is or has been actively engaged in engineering work is eligible to become a Member if at the time of application for admission or advancement she qualifies under one of the following classifications:

(1) Holds a degree in engineering from a recognized engineering college or university.

(2) Holds a degree in a science related to engineering from a recognized college or university and has at least 2 years engineering experience indicating engineering competency and achievement.

(3) Has at least 5 years engineering experience indicating engineering competency and achievement.

[3]

c. LIFE MEMBER

Any woman who receives the SWE Achievement Award is a Life Member.

d. ASSOCIATE

Any woman who does not qualify as a voting member is eligible for the grade of Associate if she is or has been engaged in work related to the practice of, or training for, engineering.

e. STUDENT

Any woman student enrolled full time in a recognized college or university who is pursuing a course of study leading to a degree in engineering or a science related to engineering is eligible for the grade of Student Member.

f. HONORARY MEMBER

Any woman who has achieved recognition as outstanding in the field of engineering or any person who has made a significant contribution of service to the Society may be elected an Honorary Member by the unanimous vote of the Council of Section Representatives.

SECTION 3—ADMISSIONS, SEVERENCES AND REINSTATEMENTS

a. APPLICATION

An applicant for membership in the Society submits her qualifications and professional references to National Headquarters on a form provided by the Society. The required fees and dues must accompany the application.

b. ADMISSION

A qualified applicant is admitted to the Society upon recommendation by the Admissions Committee and approval by the Executive Committee.

c. RESIGNATION

A member in good standing may resign by submitting her resignation to National Headquarters.

d. DELINQUENCY

A member failing to pay her dues by October 1 is delinquent and is ineligible to vote.

[4]

e. FORFEITURE

A member failing to pay her dues by February 1 of the fiscal year in which she is delinquent automatically forfeits her membership.

f. REINSTATEMENT

(1) A woman who has resigned may apply for re-instatement by submitting her request to National Headquarters on a form provided by the Society. The dues for the current fiscal year must accompany the request.

(2) A woman who has forfeited her membership may rejoin the Society under the same rules as a new applicant.

ARTICLE IV—OFFICERS

SECTION 1—LIST

The officers of the Society are:

- a. PRESIDENT
- b. VICE-PRESIDENT
- c. SECRETARY
- d. TREASURER

SECTION 2—ELIGIBILITY

- a. To become a candidate for any office, a woman must be a voting Member of the Society and must have served at least one year in the Council of Section Representatives or on the former Board of Directors.
- b. To become a candidate for President or Vice-President a woman must be a Senior Member of the Society and must have served at least one year on the Executive Committee or on the former Board of Directors.

SECTION 3—TERM OF OFFICE

The term of office is one year.

SECTION 4—DUTIES AND POWERS

a. PRESIDENT

The President has the following duties and powers:

[5]

(1) To represent the Society before the public and to preside at all meetings of the Executive Committee of the Council of Section Representatives, and of the Membership.

(2) To appoint the Chairman of each Standing Committee after consulting with and getting the approval of the Executive Committee.

(3) To appoint the Chairman of each Special Committee of each Special Committee after consulting with and getting the approval of the Executive Committee and to serve as an ex-officio member of each such committee.

(4) To assist the Secretary in preparing an agenda for all meetings of the Executive Committee, of the Council of Section Representatives, and of the Membership.

(5) To present a progress report at each meeting of the Executive Committee, the Council of Section Representatives, and of the Membership.

(6) To review the budget and authorize the signing of checks for the Society.

(7) To perform any other duties and assume any other responsibilities assigned by the Executive Committee, or the Council of Section Representatives or normally associated with the office of President.

b. VICE-PRESIDENT

The Vice-President has the following duties and powers:

(1) To become the President if there is a vacancy in that office.

(2) To assume the duties of the President if the President is temporarily absent or unable to serve.

(3) To attend all meetings of the Council of Section Representatives, of the Executive Committee and of the Membership.

(4) To serve as an ex-officio member of each standing Committee.

[6]

(5) To perform any other duties assigned by the President.

c. SECRETARY

The Secretary has the following duties and powers:

(1) To record, prepare, correct as directed, sign and distribute the minutes of meetings of the Executive Committee, of the Council of Section Representatives, and of the membership.

(2) To call the official roll and to read minutes, communications and documents at meetings of the Executive Committee, of the Council of Section Representatives, and of the Membership.

(3) To bring to each meeting a copy of the charter, the Bylaws and the parliamentary authority of the Society.

(4) To prepare and distribute the agenda for each meeting and to carry on the correspondence of the Society as directed by the President, the Executive Committee, or the Council of Section Representatives.

(5) To provide all necessary materials and information for the Committee Chairman.

d. TREASURER

The Treasurer has the following duties and powers:

(1) To be responsible for the collection, safe-keeping, and disbursement of the Society's funds.

(2) To sign the checks for the Society.

(3) To present a financial report at each meeting of the Executive Committee, Council of Section Representatives, and of the Membership and to answer inquiries on financial matters.

(4) To be a member of the Finance Committee and assist in preparing the annual budget.

[7]

(5) To provide a roll of the voting members of the Executive Committee, the Council of Section Representatives, and of the Society at each of their respective meetings.

(6) To assume other financial duties assigned by the President, the Executive Committee, or the Council of Section Representatives.

ARTICLE V—EXECUTIVE COMMITTEE

SECTION 1—MEMBERS

- a. The Executive Committee consists of the officers of the Society and five members elected annually for a term of one year.
- b. Voting members who have served at least one year in the Council of Section Representatives or on the former Board of Directors are eligible to become members of the Executive Committee.

SECTION 2—MEETINGS

a. REGULAR MEETINGS

The Executive Committee meets at least three times during the year, the first meeting to be held as soon as possible after July 1.

b. SPECIAL MEETINGS

A special meeting of the Executive Committee may be called upon 30 days notice by the President with the concurrence of at least four members of the Executive Committee or at the petition of any five of its members.

c. QUORUM

A quorum of six members is required in order for the Executive Committee to conduct official business.

SECTION 3—DUTIES

The Executive Committee has the following duties and powers:

- a. To manage the properties of the Society.
- b. To transact the business of the Society when the Council of Section Representatives is not in session or the Membership is not meeting.
- c. To serve as the chief policy interpreting body of the Society.

[8]

d. To provide for the carrying out of decisions of the Executive Committee, the Council of Section Representatives, and of the Membership.

e. To approve the budget and authorize the expenditure of funds.

f. To appoint the Executive Secretary, when authorized by the Council of Section Representatives, and fix the salary and duties.

g. To secure a fidelity bond covering each officer and employee who handles funds of the Society.

h. To select the Chairman of the Nominating Committee.

i. To advise the President on the appointment of Chairmen of the Standing Committees and to approve the appointments.

j. To ensure a competent audit of the financial records of the Society.

k. To secure counsel in parliamentary and legal matters for the Society when necessary.

l. To fix the time and location of the annual convention.

m. To authorize Society publications.

n. To approve Section Bylaws upon recommendation of the Bylaws Committee.

o. To vote promptly by letter or telegram on all items submitted to them by the President or Admission Committee between Meetings.

p. To attend all meetings of the Council of Section Representatives.

q. To grant Section Charters.

ARTICLE VI—COUNCIL OF SECTION REPRESENTATIVES

SECTION 1—MEMBERS

The membership of the Council of Section Representatives (hereinafter referred to as the Council) consists of:

[9]

a. **VOTING MEMBERS**

The voting membership of the Council consists of one elected representative or her alternate from each Section and one appointed representative or her alternate from the members-at-large. The term of office is one year.

b. **NON-VOTING MEMBERS**

(1) Members of the Executive Committee are non-voting members of the Council.

(2) Each Student Section may send a representative to meetings of the Council.

SECTION 2—MEETINGS

The Council meets at least once annually. A quorum of two-thirds of its voting membership is required to conduct an official meeting.

SECTION 3—DUTIES

The Council has the following duties and powers:

- a. To serve as the chief legislative and policy determining body of the Society.
- b. To elect four members of the Nominating Committee.
- c. To authorize the appointment of an Executive Secretary.
- d. To receive and act upon the report of the auditor.
- e. To make recommendations to the Executive Committee and to the Membership at its meetings.
- f. To consider and, if necessary, vote upon recommendations received from the Executive Committee, the Membership meetings, any Section, Section Representative, or Member.
- g. To vote promptly by letter or telegram on all questions or motions submitted to its members by the President between meetings of the Council.
- h. To determine the admission fees and dues required for each grade of membership and to determine the apportionment of dues between the Sections and the national organization.

[10]

ARTICLE VII—SECTIONS

SECTION 1—CHARTERS

- a. Any group of at least ten (10) voting members may apply to the Society for a charter to form a Section.
- b. The Council may revoke the charter of any section, for cause, after giving the Section an adequate opportunity to be heard before the Council or the Executive Committee, by a unanimous vote of the ballots cast by the Council Members.
- c. The Council may disband any Section at the Section's request by a majority vote of the Council Members.

SECTION 2—MEMBERSHIP

Section members have the same membership grade in the Section as they have in the Society.

SECTION 3—REPRESENTATION

Each Section is represented on the Council by the representative or her alternate elected from the voting members.

SECTION 4—SECTION BYLAWS

The Society provides each Section with the bylaws and policies with which no local bylaws may conflict. Each Section may formulate its own bylaws, which must be filled with National Headquarters, reviewed by the Bylaws Committee and accepted by the Executive Committee, which is the final authority.

SECTION 5—SECTION AUTONOMY

Sections are autonomous in their control over local activities and projects, except that no Section activity or rule may be in conflict with these bylaws or with the established policies of the Society.

[11]

ARTICLE VIII—STUDENT SECTIONS

SECTION 1—CHARTERS

- a. Any group of at least eight (8) Students may apply to the Society for a charter to form a Student Section under the guidance of at least one voting member of the Society.
- b. The Council may revoke the charter of any Student Section, for cause, after giving the Student Section an adequate opportunity to be heard before the Council, or the Executive Committee, by an unanimous vote of the ballots cast by the Council Members.
- c. The Council may disband any Student Section at the Student Section's request by a majority vote of the Council Members.

SECTION 2—MEMBERSHIP

Membership in Student Sections is confined to Student Members of the Society.

SECTION 3—REPRESENTATION

Each Student Section may send a representative to meetings of the Council. She may participate in the meeting but she has no vote.

SECTION 4—STUDENT SECTION BYLAWS

The Society provides each Student Section with the bylaws and policies with which no local bylaws may conflict. Each Student Section may formulate its own bylaws, which must be filed with National Headquarters, reviewed by the Bylaws Committee and accepted by the Executive Committee which is the final authority.

SECTION 5—STUDENT SECTION AUTONOMY

Student Sections are autonomous in their control over local activities and projects, except that no student section activity or rule may be in conflict with these bylaws or with the established policies of the Society.

[12]

ARTICLE IX—MEMBERS-AT-LARGE

SECTION 1—MEMBERSHIP

Any member located in an area where there is no Section is a member-at-large.

SECTION 2—REPRESENTATION

The members-at-large are represented on the Council by the representative or her alternate appointed by the President from among the voting members-at-large.

ARTICLE X—COMMITTEES

SECTION 1—LIST

The Standing Committees of the Society are:

- a. ADMISSION
- b. ARCHIVES
- c. AWARDS
- d. BYLAWS
- e. EMPLOYMENT
- f. FINANCE
- g. MEMBERSHIP
- h. PROFESSIONAL GUIDANCE AND EDUCATION
- i. PUBLICATIONS
- j. PUBLIC RELATIONS
- k. STATISTICS

SECTION 2—REPORTS

Standing Committees report annually to the Membership.

Progress reports are made to the Executive Committee and to the Council as requested.

SECTION 3—SPECIAL COMMITTEES

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

[13]

**ARTICLE XI—
NOMINATING COMMITTEE**

SECTION 1—MEMBERS

The Nominating Committee is composed of five members. The Chairman is selected by the Executive Committee, and four members are elected by the Council.

SECTION 2—DUTIES

- a. The Committee selects the name of the best qualified candidate for each of the four offices, for the five members who are to serve on the Executive Committee, and for four members of the Nominating Committee for the following year.
- b. The Nominating Committee presents its report to the Council and submits the slate of candidates to the Secretary of the Society so that it may be presented to each voting member by April 1.

ARTICLE XII—ELECTIONS

SECTION 1—VOTING

- a. The voting members of the Society elect the national officers and five members of the Executive Committee.
- b. The Council elects four members of the Nominating Committee.

SECTION 2—WRITE-IN VOTE

Each member may write on her ballot the name of any qualified member whom she wishes even though that member has not been nominated.

SECTION 3—VOTE REQUIRED TO ELECT

A plurality of the legal votes cast for a particular position elects a candidate to that position.

SECTION 4—VACANCIES

- a. A vacancy in the office of President is filled by the Vice-President.

[14]

- b. A vacancy in the office of Vice-President, Secretary, Treasurer, or member of the Nominating Committee is filled by nomination by the Executive Committee and election by the Council.
- c. Any other vacancy in the Executive Committee is filled by vote of the Council.

ARTICLE XIII—FINANCES

SECTION 1—FISCAL YEAR

The Fiscal Year is July 1 to June 30.

SECTION 2—PAYMENT OF DUES

The annual dues of each member are paid to the National Headquarters.

SECTION 3—DISPOSITION OF FUNDS

The Society must ensure legal provisions for a final disposition of all Society funds, including Special Funds.

ARTICLE XIV—CONVENTION

SECTION 1—TIME

The Society holds an annual convention between March 1 and June 30 at a time and place decided upon by the Executive Committee.

SECTION 2—SCOPE

In addition to program meetings devoted to the advancement of engineering knowledge and professional aspects of the Society, meetings of the Executive Committee, the Council, and of the Membership may be scheduled at the time of the Convention.

SECTION 3—NOTICE

Notice of the Convention must be sent to each member at least 90 days before the opening date of the convention.

[15]

SECTION 3—PARTICIPATION

All members registered at the Convention are eligible to attend and participate in the general membership meeting, for which 10% of the voting members constitute a quorum. Matters referred by the President, the Executive Committee, the Council, or members of the Society may be discussed by all members present, but balloting is limited to the voting members.

ARTICLE XV—AMENDMENTS

SECTION 1—SOURCE OF AMENDMENTS

Amendments to these bylaws may be proposed by any Section, the Bylaws Committee, or by the Council.

SECTION 2—PROPOSAL OF AMENDMENTS

All proposed amendments to these bylaws must be submitted to the Chairman of the Bylaws Committee.

SECTION 3—VOTE REQUIRED WITH NOTICE

These bylaws may be amended by a majority vote of the entire Council provided notice of at least 30 days has been given to all members of the Society.

Please return to

Grace Wilson

2076 Transportation
Bldg.