

1 **BYLAWS OF THE H054 University of Illinois at Urbana-Champaign SECTION**
2
3 **OF**
4
5 **THE SOCIETY OF WOMEN ENGINEERS**
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8 **ARTICLE I – NAME AND OBJECTIVES****

9 Section 1. Name

10 The name of this organization shall be the H054 University of Illinois at Urbana-
11 Champaign section (hereinafter called “the section”) of the Society of Women Engineers
12 (hereinafter called “the Society” or “SWE”).
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14 Section 2. Objectives

15 The section is an organizational unit whose purpose is to further the objectives of the
16 Society.
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18 Section 3. Powers

19 The section is empowered by the Society to pursue the objectives of the Society under
20 these bylaws and in consonance with the bylaws of the Society and in consonance with
21 the rules and regulations of the University of Illinois.
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23 **ARTICLE II – MEMBERSHIP****

24 Section 1. Members

25 Members of the section are those members of the Society assigned to the section. In
26 accordance with the Society’s policies and purposes, the section shall not discriminate
27 in connection with its membership and its services to the public at large. All members of
28 the section shall have the right to attend all in-person section and executive council
29 meetings.
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31 Section 2. Grades of Membership

32 Members shall have the same membership grade in the section as they have in the
33 Society and voting privileges as specified in the Society bylaws.
34

35 Section 3. Business Meeting¹

36 A meeting of the general membership to conduct the business of the section may be
37 called by the president, the executive council, or by a group of five percent of the voting
38 members of the section¹. At least fifteen days written notice shall be provided to all
39 members prior to such a business meeting.
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41 Section 4. Quorum²

42 Thirty percent of the voting members of the section shall constitute a quorum for the
43 conduct of the business of the section.
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45 **ARTICLE III – OFFICERS**

46 Section 1. Officers**³

¹ Sections may add: There shall be a minimum of ____ business meetings per year.

47 The officers of the section are the president, external vice president, internal vice
48 president, secretary, and treasurer.

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50 Section 2. Eligibility and Term of Office**

51 A. The president, external vice president, internal vice president, secretary, and
52 treasurer must be members of the section.

53

54 B. Section officers shall serve for a term of one fiscal year, to coincide with the
55 Society's fiscal year⁴.

56

57 C. Officers may hold more than one office provided there is a minimum of three elected
58 officers of the section. No one may hold the office of president and treasurer at the
59 same time.

60

61 D. Officer positions may be held by only one member at a time. No officer position may
62 be held by co-officers.

63

64 Section 3. Duties^{5**}

65 A. The president shall:

66 1. Represent the section before the public and preside at meetings of the section
67 and its executive council;

68 2. Appoint the chairs of all committees as necessary, with the approval of the
69 executive council;

70 3. Approve the appointment of all committee members;

71 4. Authorize the disbursement of section funds within the budget approved by the
72 executive council;

73 5. Be an authorized signatory on all section accounts;

74 6. Coordinate activities and execute the business and policies of the section
75 between meetings;

76 7. Coordinate the submittal of quarterly reports to the region representative;

77 8. Submit the section annual report to the Society in accordance with established
78 procedures;

79 9. Review and approve the year-end section financial report; and

80 10. Perform other duties normally associated with the office of president or as may
81 be assigned by the executive council or the governance documents.

82

83 B. The external vice president shall:

84 1. Assume the duties of the president if the president is temporarily unable to serve;

85 2. Organize monthly meetings by making arrangements for corporate
86 representatives;

87 3. Maintain a database of corporate contacts and build new corporate relationships;

88 4. Act as the main representative for the section's industrial relations; and

89

90 5. Perform such other duties as may be assigned by the president, the executive
91 council, or the governance documents.

92

- 93 C. The internal vice president shall:
94 1. Coordinate with the president to plan and execute officer retreats during the
95 commencement of each term;
96 2. Build rapport among officers through the organization of officer bonding events;
97 3. Oversee elections; and
98 2. Perform other duties normally associated with the office of secretary or as may be
99 assigned by the president, the executive council, or the governance documents.
- 100 D. The secretary shall:
101 1. Maintain the records of the section; and
102 2. Perform other duties normally associated with the office of secretary or as may
103 be assigned by the president, the executive council, or the governance
104 documents.
- 105
106 D. The treasurer shall:
107 1. Be responsible for the collection, distribution, and safekeeping of section funds;
108 2. Prepare, maintain, and report as directed on the financial position of the section
109 in relation to the approved budget;
110 3. Prepare and file taxes on behalf of the section if necessary;
111 4. Submit a financial report to the Society in accordance with established
112 procedures; and
113 5. Perform other duties normally associated with the office of treasurer or as may
114 be assigned by the president, the executive council, or the governance
115 documents.
- 116
117 G. All officers shall:
118 1. Submit weekly electronic updates to an assigned executive group consisting of at
119 least one executive officer;
120 2. Staff two hours in the society office per week; and
121 3. Attend biweekly officer board meetings.
- 122
123

124 Section 4. Nomination and Election⁶

- 125 A. The executive council shall issue a call for nominations. Nominations shall be
126 submitted to the internal vice president. Nominations may be submitted by current
127 officers or candidates may self-nominate if five active membership points have been
128 obtained as specified in the governance documents.
- 129
130 B. Nominating officers may not become candidates for the positions they are proposing
131 others for.
- 132
133 C. At least one qualified candidate for each of the officer positions and the counselor
134 position shall be proposed by the current executive council. The slate shall be
135 presented to the members of the section by mail, electronic mail, or posting on the
136 section web site by March 31 of each year.
- 137
138 D. Additional candidates may be nominated by petition, provided that:

- 139 1. The member is eligible for the position;
140 2. The member has given written consent to being placed on the ballot;
141 3. A minimum of two percent or five of the voting members of the section,
142 whichever is greater, have signed a petition or endorsed an email to place the
143 candidate's name on the ballot; and
144 4. The petition, together with the written consent, is submitted to the internal vice
145 president within fifteen days after the slate is announced to the members of the
146 section.

147
148 E. The internal vice president shall arrange for the distribution of ballots to occur at
149 least twenty-one days prior to the required return date for the vote. Voting may be
150 by mail, electronic mail or web-based provided that mail ballots are sent to those
151 without electronic access. The chair of the nominating committee shall select a
152 tellers committee to receive and count the votes, and to report the results to the
153 president.

154
155 F. The voting members of the section shall elect the section officers and counselor.

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157 G. A simple majority shall elect for each position. Write-in votes for eligible candidates
158 shall be allowed. In the event of a tie, the election for that position shall be
159 determined by lot, conducted by the internal vice president.

160

161 Section 5. Vacancies

162 A. The external vice president shall assume the office of president for the remainder of
163 the term in the event of a vacancy.

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165 B. A vacancy in the position of vice president, secretary, or treasurer shall be filled by
166 election by the executive council⁸.

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168 **ARTICLE IV – COUNSELOR AND FACULTY ADVISOR****

169 Section 1. Counselor

170 A. A counselor is elected each year by the section.

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172 B. The counselor must be a non-collegiate member in good standing of the Society.

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174 C. The counselor is considered a non-voting member of the section.

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176 D. The counselor is responsible to the region governor for the section's compliance
177 with the bylaw's, policies, and procedures of the Society.

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179 E. At any time, by a majority vote of its membership, the section may replace their
180 counselor or fill a vacancy in the counselor position.

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182 Section 2. Faculty Advisor

183 A. It is recommended, but not required, that the section have a faculty advisor.

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- 185 B. It is preferred, but not required, that the faculty advisor be a SWE member.
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187 C. The faculty advisor is considered a non-voting member of the section.
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189 D. The selection of a faculty advisor is to be in compliance with the policies and
190 procedures of the college/university of the section.
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192 E. The faculty advisor and counselor positions may be filled by the same member.
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194 **ARTICLE V – EXECUTIVE COUNCIL**⁹

195 Section 1 Composition

196 The governing body of the section shall be the executive council. The officers of the
197 section shall constitute the voting members of the executive council.¹⁰ An individual
198 holding more than one position on the executive council has only one vote and counts
199 as a single person for the purpose of a quorum. The SWE counselor shall serve as an
200 ex-officio, non-voting member of the executive council.
201

202 Section 2. Duties

203 The executive council shall:

- 204 5. Transact the business of the section;
- 205 6. Implement section policies as determined by the membership;
- 206 7. Approve the appointment of all committee chairs;
- 207 8. Ensure that the section is represented at region meetings; and
- 208 9. Approve the section budget and authorize expenditures not included in the
209 approved budget.

210 Section 3. Conducting Business

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- 212 A. The executive council shall meet regularly to conduct the business of the section
213 upon the call of the section president or by written petition of at least one-third of the
214 voting members of the executive council.
215
- 216 B. Unless otherwise restricted by law or these bylaws, the executive council may also
217 conduct business by telephone, mail, electronic mail, fax, or other electronic devices.
218

219 Section 4. Quorum

220 A. A quorum shall be a majority of the members of the executive council then in office,
221 but not less than three¹¹, one of whom is the president or external vice president.
222

223 B. No member of the executive council may vote by proxy.
224

225 Section 5. Removal

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

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ARTICLE VI – COMMITTEES

Section 1. Committees

- A. The section does not contain standing committees.
- B. The executive council may establish other committees as the need arises.

Section 2. Appointment

The members of the committees shall be appointed by the chair of the committee with the approval of the president.

Section 3. Duties

The executive council shall prepare a description of the duties of each committee and reporting relationships.

Section 4. Reports

Each committee chair shall present a status report to the membership when requested by the president. Each committee chair shall also prepare an annual report providing input to the section’s final report to the Society.

ARTICLE VII – DISSOLUTION**

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

ARTICLE VIII – PARLIAMENTARY AUTHORITY**

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

ARTICLE IX – AMENDMENT**

- A. These bylaws may be amended by a two-thirds vote of the members present and voting at a meeting or of the ballots received prior to the stated deadline.
- B. Amendments may be proposed by a majority of the executive council or five voting members of the section. All proposed amendments must be submitted to the secretary.
- C. Written notice, delivered either by mail or electronically, must be given to all members of the section at least fifteen days prior to the date of the meeting or the specified date for voting to be completed.
- D. Amendments adopted by the section shall be sent to the Society secretary according to established procedures, and shall become effective after approved by the Society secretary.
- E. Sections marked with a double asterisk (**) are identical to the collegiate section bylaws template approved by the Society Board of Directors on November 13, 2006.

277 Changes to these sections of the collegiate section bylaws template shall become
278 part of these bylaws upon approval of the Society¹⁴. The section secretary shall
279 incorporate such changes into the section bylaws and forward the updated bylaws to
280 the Society secretary within six months of notification of the change to the section
281 bylaws template.
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Collegiate section bylaws based on bylaws template version 11-13-06

¹ Sections may change this to use a number and percent that is appropriate for the size of the section.

² Sections may change this to use a number and percent that is appropriate for the size of the section.

³ The officers shown here (president, vice president, secretary, and treasurer) are the minimum positions. President-elect may be added or replace vice president. The secretary and treasurer positions may be combined if the provision is made part of the bylaws. Other officer positions, such as multiple vice presidents, may be added as deemed appropriate to carry out the activities of the section. All positions elected by the membership must be included in the bylaws in appropriate sections.

⁴ Officer terms may be altered to accommodate sections at colleges/universities with mandatory co-op/intern programs where consecutive semester/quarter officer terms are not possible.

⁵ Additional duties may be added as needed.

⁶ This is a suggested section for nominations and elections; the section may choose to adopt it, modify it, or replace it with their own provisions, as long as the rights of all members are upheld and the provisions are in the section's bylaws. Deadline dates should be chosen to conform with the section's business schedule, keeping in mind that there is a fifteen-day period allowed for petition candidates and that new section officers must be reported to Society headquarters by the end of the fiscal year (June 30).

⁸ Alternate provision "A vacancy in the position of vice president, secretary, or treasurer shall be filled by nomination by the executive council and election by the membership."

⁹ The provisions are minimums and cannot be removed. Additional provisions may be added provided that they are not in conflict with the Society's bylaws.

¹⁰ Options include adding other positions, such as president elect or additional vice presidents, defined in the bylaws to the executive council, or removing the chairs of the standing committees

¹¹ Adjust the minimum number for a quorum as necessary, based on the number of positions on the executive council.

¹⁴ The collegiate section template will not change unless (1) the Society bylaws change and the collegiate section template change is for compliance, or (2) the collegiate section template is changed by the board following at least 60 days notice to all collegiate sections of an anticipated change