

1 **BYLAWS OF THE G003, NORTHEASTERN OHIO SECTION**
2 **OF**
3 **THE SOCIETY OF WOMEN ENGINEERS**
4

5 **ARTICLE I – NAME AND OBJECTIVES****

6 Section 1. Name

7 The name of this organization shall be the G003, Northeastern Ohio section (hereinafter
8 called “the section”) of the Society of Women Engineers (hereinafter called “the Society”
9 or “SWE”).
10

11 Section 2. Objectives

12 The section is an organizational unit whose purpose is to further the objectives of the
13 Society.
14

15 Section 3. Powers

16 The section is empowered by the Society to pursue the objectives of the Society under
17 these bylaws and in consonance with Society bylaws.
18

19 Section 4. Non-discrimination

20 In accordance with the Society’s policies and purposes, the section shall not
21 discriminate in connection with its membership and its services to the public at large.
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23

24 **ARTICLE II – MEMBERSHIP****

25 Section 1. Members

26 Members of the section are those members of the Society assigned to the section. All
27 members of the section shall have the right to attend all in-person section and executive
28 council meetings.
29

30 Section 2. Grades of Membership

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

34 Section 3. Business Meeting

35 A meeting of the general membership to conduct the business of the section may be
36 called by the president, the executive council, or by a group of five percent or five of the
37 voting members of the section, whichever is greater. At least thirty days written notice
38 shall be provided to all members prior to such a business meeting.
39

40 Section 4. Quorum

41 Fifteen voting members or thirty percent of the voting members of the section,
42 whichever is less, shall constitute a quorum for the conduct of the business of the
43 section.
44

45 **ARTICLE III – OFFICERS**
46

47 Section 1. Officers**

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

51 Section 2. Eligibility and Term of Office**

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

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

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

61 Section 3. Duties**

62 A. The president shall:

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

79 B. The vice president shall:

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

85 C. The secretary shall:

- 86 1. Maintain the records of the section;
- 87 2. Provide oversight and guidance to the committee chairs as assigned; and
- 88 3. Perform other duties normally associated with the office of secretary or as may
89 be assigned by the president, the executive council, or the governance
90 documents.

92 D. The treasurer shall:

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

- 102
103 E. The section representative(s) shall
104 1. Perform those duties expected of them as described in the region governance
105 documents; and
106 2. Perform other duties normally associated with the office of section representative
107 or as may be assigned by the president, the executive council, or the governance
108 documents.

109 Section 4. Nomination and Election

- 110 A. The executive council shall elect at least two members to serve on the nominating
111 committee. The nominating committee shall select its own chair, who must be a
112 voting member of the Society but does not need to have been elected to the
113 committee by the executive council.
114
115 B. Members of the nominating committee may not become candidates during their
116 tenure of service on the nominating committee.
117
118 C. The nominating committee shall propose at least one qualified candidate for each of
119 the officer positions. The slate shall be presented to the members of the section by
120 mail, electronic mail, and/or posting on the section web site by April 15 of each year.
121
122 D. Additional candidates may be nominated by petition, provided that:
123 1. The member is eligible for the position;
124 2. The member has given written consent to being placed on the ballot;
125 3. A minimum of two percent or five of the voting members of the section,
126 whichever is greater, have signed a petition or endorsed an email to place the
127 candidate's name on the ballot; and
128 4. The petition, together with the written consent, is submitted to the chair of the
129 nominating committee by April 30 or fifteen days after the slate is announced to
130 the members of the section, whichever is later.
131
132 E. The chair of the nominating committee shall arrange for the distribution of ballots to
133 occur at least twenty-one days prior to the required return date for the vote. Voting
134 may be by mail, electronic mail or web-based provided that mail ballots are sent to
135 those without electronic access. The chair of the nominating committee shall select
136 a tellers committee to receive and count the votes, and to report the results to the
137 president.
138

- 139
140 F. The voting members of the section shall elect the section officers.
141
142 G. A plurality shall elect for each office. Write-in votes for eligible candidates shall be
143 allowed. In the event of a tie, the election for that position shall be determined by lot,
144 conducted by the chair of the nominating committee.

145
146 Section 5. Alternate Section Representative(s)**

- 147 A. Alternate section representatives may be elected during the officer election process.
148
149 B. The executive council may elect alternate(s) for the purpose of attending a region
150 council meeting if the section representative(s) and elected alternate(s) cannot
151 attend.
152
153 C. All alternates shall be designated in the order in which they will be called to serve,
154 with alternates elected by the membership serving before those selected in any
155 other manner.
156
157 D. Alternate section representatives must meet the same eligibility requirements as
158 section representatives.

159
160 Section 6. Vacancies

- 161 A. A vacancy in the office of president shall be filled by the vice president for the
162 remainder of the term.
163
164 B. A vacancy in the office of vice president, secretary, or treasurer shall be filled by
165 election by the executive council.
166
167 C. A vacancy in the office of section representative shall be filled by the next available
168 alternate section representative. If there is no available alternate section
169 representative, the executive council may elect an alternate to fill the vacancy.

170
171 **ARTICLE IV – EXECUTIVE COUNCIL**

172 Section 1 Composition

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

177
178 Section 2. Duties

179 The executive council shall:

- 180 1. Transact the business of the section;
181 2. Implement section policies as determined by the membership;
182 3. Elect the members of the nominating committee;
183 4. Approve the appointment of all committee chairs, except the chair of the
184 nominating committee;

- 185 5. Ensure that the section is represented at region council meetings; and
186 6. Approve the section budget and authorize expenditures not included in the
187 approved budget.
188

189 Section 3. Conducting Business

- 190 A. The executive council shall meet regularly to conduct the business of the section
191 upon the call of the section president or by written petition of at least one-third of the
192 voting members of the executive council.
193
194 B. Unless otherwise restricted by law or these bylaws, the executive council may
195 conduct business by telephone, mail, electronic mail, fax, or other electronic devices.
196

197 Section 4. Quorum

- 198 A. A quorum shall be a majority of the members of the executive council then in office,
199 but not less than three, one of whom is the president, vice president, or section
200 representative.
201
202 B. No member of the executive council may vote by proxy.
203

204 Section 5. Removal

205 Any officer may be removed for cause by a vote of two-thirds of the voting members of
206 the section responding to a recall ballot, provided that votes have been received from at
207 least the number of members required for a quorum. Such removal shall be effective
208 immediately upon the recording of such vote. Removal procedures not covered by law
209 or these bylaws shall be developed and approved by the executive council.
210

211 **ARTICLE V – COMMITTEES**

- 212 A. The executive council may establish committees as the need arises.
213
214 B. The chairs of the committees shall be appointed by the president. The members of
215 the committees shall be appointed by the chair of the committee with the approval of
216 the president.
217
218 C. The executive council shall prepare a description of the duties and reporting
219 relationships of each committee.
220
221 D. Each committee chair shall present a status report to the membership when
222 requested by the executive council contact. Each committee chair shall also prepare
223 an annual report providing input to the section representative for the section's final
224 report to the Society.
225

226 **ARTICLE VI – DISSOLUTION****

227 In the event of dissolution, the assets of the section shall be first used to pay any
228 remaining debts, after which any remaining funds shall be disbursed to SWE regions,
229 SWE sections, the SWE members at large organization, the Society, or SWE

230 endowment funds as recommended by the section's executive council and approved by
231 the SWE board of directors.

232

233 **ARTICLE VII – PARLIAMENTARY AUTHORITY****

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

237

238 **ARTICLE VIII – AMENDMENT****

239 A. These bylaws may be amended by a two-thirds vote of the members present and
240 voting at a meeting or of the ballots received prior to the stated deadline.

241 B. Amendments may be proposed by a majority of the executive council or five voting
242 members of the section. All proposed amendments must be submitted to the
243 secretary.

244 C. Written notice, delivered either by mail or electronically, must be given to all
245 members of the section at least thirty days prior to the date of the meeting or the
246 specified date for voting to be completed.

247 D. Amendments adopted by the section shall be sent to the Society secretary according
248 to established procedures, and shall become effective after approved by the Society
249 secretary.

250 E. Required sections are marked with a double asterisk (**) and conform to the
251 professional section bylaws template. Changes to these sections of the professional
252 section bylaws template shall become part of these bylaws upon approval of the
253 Society. The section secretary shall incorporate such changes into the section
254 bylaws and forward the updated bylaws to the Society secretary within six months of
255 notification of the change to the section bylaws template.

Field Code Changed