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**BYLAWS OF THE H009 Central Illinois SECTION
OF
THE SOCIETY OF WOMEN ENGINEERS**

ARTICLE I – NAME AND OBJECTIVES**

Section 1. Name

The name of this organization shall be the H009 Central Illinois section (hereinafter called “the section”) of the Society of Women Engineers (hereinafter called “the Society” or “SWE”).

Section 2. Objectives

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

Section 3. Powers

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

ARTICLE II – MEMBERSHIP**

Section 1. Members

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

Section 2. Grades of Membership

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

Section 3. Business Meeting

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

Section 4. Quorum

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

ARTICLE III – OFFICERS

Section 1. Officers**

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

51

52 Section 2. Eligibility and Term of Office**

53 A. The president, president-elect, and section representative(s) must be voting
54 members of the Society. All other section officers must be voting members of the
55 section.

56

57 B. Section officers shall serve the following terms, to coincide with the Society's fiscal
58 year.

59 1. The president and secretary shall serve for one fiscal year.

60 2. The president-elect shall serve for one fiscal year, followed by a term as
61 president.

62 3. The treasurer and section representative(s) shall serve for two fiscal years, with
63 terms staggered as follows:

64 a. The treasurer shall take office during even-numbered fiscal years.

65 b. If there is one section representative, that person shall take office during
66 odd-numbered fiscal years. A second section representative shall take
67 office during even-numbered fiscal years with additional section
68 representatives alternating between even and odd-numbered fiscal years.

69

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

73

74 Section 3. Duties**

75 A. The president shall:

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

78 2. Appoint the chairs of all committees, with the approval of the executive council,
79 except the chair of the nominating committee;

80 3. Approve the appointment of all committee members, except the members of the
81 nominating committee;

82 4. Authorize the disbursement of section funds within the budget approved by the
83 executive council;

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

85 6. Coordinate activities and execute the business and policies of the section
86 between meetings;

87 7. Review and approve the year-end section financial report; and

88 8. Perform other duties normally associated with the office of president or as may
89 be assigned by the executive council or the governance documents.

90

91 B. The president-elect shall:

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

93 2. Coordinate member activities and attendance at regional and national
94 conferences; and

95 3. Perform such other duties as may be assigned by the president, the executive
96 council, or the governance documents.
97

98 C. The secretary shall:

- 99 1. Maintain the records of the section;
100 2. Maintain policy and procedures documents; and
101 3. Perform other duties normally associated with the office of secretary or as may
102 be assigned by the president, the executive council, or the governance
103 documents.
104

105 D. The treasurer shall:

- 106 1. Be responsible for the collection, distribution, and safekeeping of section funds;
107 2. Prepare, maintain, and report as directed on the financial position of the section
108 in relation to the approved budget;
109 3. Submit a financial report to the Society in accordance with established
110 procedures; and
111 4. Perform other duties normally associated with the office of treasurer or as may
112 be assigned by the president, the executive council, or the governance
113 documents.
114

115 E. The section representative(s) shall

- 116 1. Perform those duties expected of them as described in the Society bylaws, the
117 council of representatives' procedures, and the region governance documents;
118 and
119 2. Perform other duties normally associated with the office of section representative
120 or as may be assigned by the president, the executive council, or the governance
121 documents.
122

123 Section 4. Nomination and Election

124 A. The executive council shall elect at least three members to serve on the nominating
125 committee. The nominating committee shall select its own chair, who must be a
126 member with the right to vote in the national organization of the Society but does not
127 need to have been elected to the committee by the executive council.
128

129 B. Members of the nominating committee may not become candidates during their
130 tenure of service on the nominating committee.
131

132 C. The nominating committee shall propose at least one qualified candidate for each of
133 the officer positions. The slate shall be presented to the members of the section by
134 mail, electronic mail, or posting on the section web site by April 15 of each year.
135

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

- 137 1. The member is eligible for the position;
138 2. The member has given written consent to being placed on the ballot;

- 139 3. A minimum of two percent or five of the voting members of the section,
140 whichever is greater, have signed a petition or endorsed an email to place the
141 candidate's name on the ballot; and
142 4. The petition, together with the written consent, is submitted to the chair of the
143 nominating committee by April 30 or fifteen days after the slate is announced to
144 the members of the section, whichever is later.
145
146 E. The chair of the nominating committee shall arrange for the distribution of ballots to
147 occur at least twenty-one days prior to the required return date for the vote. Voting
148 may be by mail, electronic mail or web-based provided that mail ballots are sent to
149 those without electronic access. The chair of the nominating committee shall select
150 a tellers committee to receive and count the votes, and to report the results to the
151 president.
152
153 F. The voting members of the section shall elect the section officers.
154
155 G. A plurality shall elect for each office. Write-in votes for eligible candidates shall be
156 allowed. In the event of a tie, the election for that position shall be determined by lot,
157 conducted by the chair of the nominating committee.
158

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

- 160 A. Alternate section representatives may be elected during the officer election process.
161
162 B. The executive council may elect alternate(s) for the purpose of attending a council of
163 representatives or region council meeting if the section representative(s) or
164 alternate(s) cannot attend.
165
166 C. All alternates shall be designated in the order in which they will be called to serve,
167 with alternates elected by the membership serving before those selected in any
168 other manner.
169
170 D. Alternate section representatives must meet the same eligibility requirements as
171 section representatives.
172

173 Section 6. Vacancies

- 174 A. A vacancy in the office of president shall be filled by the president-elect for the
175 remainder of the term, followed by one full term as president..
176
177 B. A vacancy in the position of president-elect shall be filled by nomination by the
178 executive council and election by the membership.
179
180 C. A vacancy in the position of secretary or treasurer shall be filled by election by the
181 executive council.
182

183 D. A vacancy in the office of section representative shall be filled by the next available
184 alternate section representative. If there is no available alternate section
185 representative, the executive council may elect an alternate to fill the vacancy.
186

187 **ARTICLE IV – EXECUTIVE COUNCIL**

188 **Section 1. Composition**

189 The governing body of the section shall be the executive council. The officers of the
190 section and the chairs of the standing committees shall constitute the executive council.
191 An individual holding more than one position on the executive council has only one vote
192 and counts as a single person for the purpose of a quorum.
193

194 **Section 2. Duties**

195 The executive council shall:

- 196 1. Transact the business of the section;
- 197 2. Implement section policies as determined by the membership;
- 198 3. Elect the members of the nominating committee;
- 199 4. Approve the appointment of all committee chairs, except the chair of the
200 nominating committee;
- 201 5. Ensure that the section is represented at region council and council of
202 representative meetings; and
- 203 6. Approve the section budget and authorize expenditures not included in the
204 approved budget.
205

206 **Section 3. Conducting Business**

- 207 A. The executive council shall meet regularly to conduct the business of the section
208 upon the call of the section president or by written petition of at least one-third of the
209 voting members of the executive council.
210
- 211 B. Unless otherwise restricted by law or these bylaws, the executive council may also
212 conduct business by telephone, mail, electronic mail, fax, or other electronic devices.
213

214 **Section 4. Quorum**

- 215 A. A quorum shall be a majority of the members of the executive council then in office,
216 but not less than three, one of whom is the president, vice president, or section
217 representative.
218
- 219 B. No member of the executive council may vote by proxy.
220

221 **Section 5. Removal**

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

228 **ARTICLE V – COMMITTEES**

229 Section 1. Committees

230 A. The following are the section standing committees:

231 Professional Development

232 Career Guidance

233 B. The executive council may establish other committees as the need arises.

234

235 Section 2. Appointment

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

238

239 Section 3. Duties

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

242

243 Section 4. Reports

244 Each committee chair shall present a status report to the membership when requested
245 by the president. Each committee chair shall also prepare an annual report providing
246 input to the section representative for the section's final report to the Society.

247

248 **ARTICLE VI – DISSOLUTION****

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

254

255 **ARTICLE VII – PARLIAMENTARY AUTHORITY****

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

259

260 **ARTICLE VIII – AMENDMENT****

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

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

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

269 D. Amendments adopted by the section shall be sent to the Society secretary according
270 to established procedures, and shall become effective after approved by the Society
271 secretary.

272 E. Sections marked with a double asterisk (**) are identical to the professional section
273 bylaws template approved by the Society Board of Directors March 11, 2006.

274 Changes to these sections of the professional section bylaws template shall become

275 part of these bylaws upon approval of the Society. The section secretary shall
276 incorporate such changes into the section bylaws and forward the updated bylaws to
277 the Society secretary within six months of notification of the change to the section
278 bylaws template.