

**BYLAWS OF C082 UNIVERSITY OF NORTH TEXAS SECTION
OF
THE SOCIETY OF WOMEN ENGINEERS**

ARTICLE I – NAME AND OBJECTIVES**

Section 1. Name

The name of this organization shall be the C082, University of North Texas 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 and in consonance with the rules and regulations of the University of North Texas.

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. All members shall have the right to attend all regional conferences and national conferences.

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. Active collegiate members, as defined by executive council, shall be voting members of the section. If a member can financially not support National Dues but is active as defined by executive council, shall be voting members of the section. Collegiate members shall be voting members of the section.

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 fifteen days written notice shall be provided to all members prior to such a business meeting.

Section 4. Quorum

*Standard Collegiate Section Bylaws Approved for Use by Board of Directors on June 30, 2008 with Editorial Changes Made by Society Secretary on 08/26/09
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42 ~~Fifteen voting members or t~~hirty percent of the present voting members of the section,
43 ~~whichever is less~~, shall constitute a quorum for the conduct of the business of the
44 section.

46
47 **ARTICLE III – OFFICERS**

48 **Section 1. Officers****

49 The officers of the section are the president, vice president, secretary, and treasurer.
50 ~~Officers may be added as needed. Officers may be added as needed by the Executive~~
51 ~~Council. Officers have the powers to create committees.~~

Commented [NAD1]: Add the new officer titles

52
53 **Section 2. Eligibility and Term of Office****

- 54 A. The officers must be members of the section.
- 55
- 56 B. Officers shall serve for a term of one fiscal year, to coincide with the Society's fiscal
57 year.
- 58
- 59 C. Officers may hold more than one office provided there is a minimum of three elected
60 officers of the section. No one may hold the office of president and treasurer at the
61 same time.
- 62
- 63 D. Officer positions may be held by only one member at a time. No officer position may
64 be held by co-officers. An officer elect may be elected at the time of officer elections
65 for those officers who are only able to serve a half term. Half term service may only
66 be dependent on educational opportunities or graduation.

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Commented [JL2]: We should consider revising this rule or eliminating it. Our section is growing and this policy is not scalable. We need officers to have the time to focus strongly on their role without overworking themselves.

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Commented [JL3]: I think we may want to also allow for professional opportunities, such as out of state short-term internships or co-ops

67
68 **Section 3. Duties****

- 69 A. The president shall:
- 70 1. Represent the section before the public and preside at meetings of the section
71 and its executive council;
 - 72 2. Appoint the chairs of all committees, with the approval of the executive council,
73 except the chair of the nominating committee;
 - 74 3. Approve the appointment of all committee members, except the members of the
75 nominating committee;
 - 76 4. Authorize the disbursement of section funds within the budget approved by the
77 executive council;
 - 78 5. Be an authorized signatory on all section accounts;
 - 79 6. Coordinate activities and execute the business and policies of the section
80 between meetings;
 - 81 7. Coordinate the submittal of quarterly reports to the region representative;

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- 82 8. Submit the section annual report to the Society in accordance with established
83 procedures;
- 84 9. Review and approve the year-end section financial report;
- 85 10. Provide oversight and guidance to the committee chairs as assigned; and
- 86 11. Perform other duties normally associated with the office of president or as may
87 be assigned by the executive council or the governance documents.
- 88
- 89 B. The vice president shall:
- 90 1. Assume the duties of the president if the president is temporarily unable to serve;
- 91 2. Provide oversight and guidance to the committee chairs as assigned; and
- 92 3. Perform such other duties as may be assigned by the president, the executive
93 council, or the governance documents; ~~and-~~
- 94 4. Vice President oversees Outreach activities.
- 95
- 96 C. The secretary shall:
- 97 1. Maintain the records of the section;
- 98 2. Provide oversight and guidance to the committee chairs as assigned; and
- 99 3. Perform other duties normally associated with the office of secretary or as may
100 be assigned by the president, the executive council, or the governance
101 documents; ~~and~~
- 102 4. Secretary will handle web presence and social media.-
- 103
- 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. Prepare and file taxes on behalf of the section if necessary;
- 110 4. Submit a financial report to the Society in accordance with established
111 procedures;
- 112 5. Provide oversight and guidance to the committee chairs as assigned; and
- 113 6. 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 **Section 4. Nomination and Election**

- 118 A. The executive council shall elect at least three members to serve on the nominating
119 committee. The nominating committee shall select its own chair, who must be a
120 member of the section but does not need to have been elected to the committee by
121 the executive council.
- 122

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Commented [JL5]: Do we need this? Should we revise?

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- 123 B. Members of the nominating committee may not become candidates during their
124 tenure of service on the nominating committee
125
- 126 C. The nominating committee shall propose at least one qualified candidate for each of
127 the officer positions and the counselor position. The slate shall be presented to the
128 members of the section by mail, electronic mail, or posting on the section web site
129 by March 31 of each year.
130
- 131 D. Additional candidates may be nominated by petition, provided that:
132 1. The member is eligible for the position;
133 2. The member has given written consent to being placed on the ballot;
134 3. A minimum of two percent or five of the voting members of the section,
135 whichever is greater, have signed a petition or endorsed an email to place the
136 candidate's name on the ballot; and
137 4. The petition, together with the written consent, is submitted to the chair of the
138 nominating committee within fifteen days after the slate is announced to the
139 members of the section.
140
- 141 E. The chair of the nominating committee shall arrange for the distribution of ballots to
142 occur at least twenty-one days prior to the required return date for the vote. Voting
143 may be by mail, electronic mail or web-based provided that mail ballots are sent to
144 those without electronic access. The chair of the nominating committee shall select
145 a tellers committee to receive and count the votes, and to report the results to the
146 president.
147
- 148 F. The voting members of the section shall elect the section officers and counselor.
149
- 150 G. A plurality shall elect for each position. Write-in votes for eligible candidates shall be
151 allowed. In the event of a tie, the election for that position shall be determined by lot,
152 conducted by the chair of the nominating committee.
153

154 Section 5. Vacancies

- 155 A. The vice president shall assume the office of president for the remainder of the term
156 in the event of a vacancy.
157
- 158 B. A vacancy in any office other than president shall be filled by election by the
159 executive council.
160

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

162 Section 1. Counselor
163

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Commented [JL6]: We should consider adding for a situation where the role could be eliminated in the future, and how we can fill the position without an election (such as appointment of volunteer)

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- 164 A. A counselor is elected each year by the section.
165
166 B. The counselor must be a non-collegiate member in good standing of the Society.
167
168 C. The counselor is a non-voting member of the section.
169
170 D. The counselor is responsible to the region governor for the section's compliance
171 with the bylaw's, policies, and procedures of the Society.
172
173 E. At any time, by a majority vote of its membership, the section may replace their
174 counselor or fill a vacancy in the counselor position.
175

176 Section 2. Faculty Advisor

- 177 A. It is recommended, but not required, that the section have a faculty advisor.
178
179 B. It is preferred, but not required, that the faculty advisor be a SWE member.
180
181 C. The faculty advisor is a non-voting member of the section.
182
183 D. The selection of a faculty advisor is to be in compliance with the policies and
184 procedures of the college/university of the section.
185
186 E. The faculty advisor and counselor positions may be filled by the same member.
187

188

189 **ARTICLE V – EXECUTIVE COUNCIL**

190 Section 1 Composition

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

197 Section 2. Duties

198 The executive council shall:

- 199 1. Transact the business of the section;
200 2. Implement section policies as determined by the membership;
201 3. Elect the members of the nominating committee;
202 4. Approve the appointment of all committee chairs, except the chair of the
203 nominating committee;
204 5. Ensure that the section is represented at region meetings; and

Commented [JL7]: More extra stuff?

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- 205 6. Approve the section budget and authorize expenditures not included in the
206 approved budget.

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Commented [JLS]: I'm not sure we've discussed in detail a monthly budget as an executive board. It might be good if we start doing this at our exec board meetings so that we're all aware of our standings. Bria, Jessie, what do you think of something like that?

207
208 Section 3. Conducting Business

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

216 Section 4. Quorum

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

221
222 Section 5. Removal

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

228
229
230 **ARTICLE VI – COMMITTEES**

231 Section 1. Committees

- 232 A. The executive council may establish committees as the need arises.
233
234 B. The members of the committees shall be appointed by the chair of the committee
235 with the approval of the president.
236
237 C. The executive council shall prepare a description of the duties of each committee
238 and reporting relationships.
239
240 D. Each committee chair shall present a status report to the membership when
241 requested by the executive council contact. Each committee chair shall also prepare an
242 annual report providing input to the section's final report to the Society.

243
244 **ARTICLE VII – DISSOLUTION****
245

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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 - Not-for-Profit Statement

This is a not-for-profit student organization.

ARTICLE X - Statement of Non-discrimination

This organization shall not discriminate on the basis of age, color, ethnicity, gender, national origin, disability or handicap, race, religion, sexual orientation, Vietnam Era veteran status. This policy will include, but is not limited to, recruiting, membership, organization activities or opportunities to hold office.

ARTICLE XI – Statement of Non-Hazing

This organization will not engage in hazing, participate in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or person attending the institution.

ARTICLE XII – Statement of Compliance with Campus Regulations

This organization shall comply with all University and campus policies and regulations and local, state, and federal laws.

ARTICLE XIII – 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.

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- 284 B. Amendments may be proposed by a majority of the executive council or five voting
285 members of the section. All proposed amendments must be submitted to the
286 secretary.
- 287 C. Written notice, delivered either by mail or electronically, must be given to all
288 members of the section at least fifteen days prior to the date of the meeting or the
289 specified date for voting to be completed.
- 290 D. Amendments adopted by the section shall be sent to the Society secretary according
291 to established procedures, and shall become effective after approved by the Society
292 secretary.
- 293 E. Sections marked with a double asterisk (**) are identical to the collegiate section
294 bylaws template approved by the Society Board of Directors on November 13, 2006.
295 Changes to these sections of the collegiate section bylaws template shall become
296 part of these bylaws upon approval of the Society secretary. The section secretary
297 shall incorporate such changes into the section bylaws and forward the updated
298 bylaws to the Society secretary within six months of notification of the change to the
299 section bylaws template.
300
301
302