

SOCIETY OF WOMEN ENGINEERS

\* \* \* \* \*

PHILADELPHIA SECTION

BY-LAWS

ARTICLE I - ORGANIZATION

Section 1. Name and Authority

The name of this organization is the Philadelphia Section of the Society of Women Engineers, operating as such through the authority of the Council of Section Representatives of the Society of Women Engineers (Abbreviated (SWE)).

Section 2. Purposes

The Purposes of the Section shall be to further the aims of the SWE as stated in its National By-Laws.

Section 3. Government

- a. This Section shall be governed by these By-Laws and the By-Laws of the National SWE.
- b. Every question which shall come before a meeting of this Section or of a Committee shall be decided by a majority of the votes cast unless otherwise provided in these By-Laws, the National By-Laws of the SWE, or the Rules of the Society and/or Section.
- c. The Rules contained in Sturgis's "Standard Code of Parliamentary Procedure" shall govern the Section in all cases to which they are applicable, where not inconsistent with the By-Laws of the Rules of the Section.
- d. All acts of the Executive Council which shall have received the expressed or implied sanction of the Section shall be deemed to be the acts of the Section and shall not thereafter be impeached by any member.

ARTICLE II - MEMBERSHIP

Section 1. Membership

- a. Membership in the Section is governed by all provisions relating to membership as stated in the National By-Laws of the SWE.
- b. Voting members shall include Senior Members, ~~Members~~ and ~~Absolute~~ Members.

## ARTICLE III - FUNDS AND DUES

### Section 1. Dues

Dues shall be payable in advance to the National Treasurer who shall return to the Section its apportionment.

### Section 2. Funds

Additional funds required may be raised by the Section by such methods and for such purposes as are not in conflict with National policy.

### Section 3. Fiscal Year

The Fiscal Year shall start on July 1st and end on June 30th of the following year.

### Section 4. Financial Reports

- a. At the final membership meeting of the fiscal year, the Treasurer shall make a financial report to the membership covering the financial activities of the year to date.
- b. At the beginning of the fiscal year the Chairman shall appoint an Auditing Committee of two (2) members to audit the books before they are turned over to the new Treasurer.

## ARTICLE IV - EXECUTIVE COUNCIL

### Section 1. Members

- a. The governing body of the Section shall be the Executive Council, hereinafter called the Council, which shall consist of the elected officers of the section and the Section Representative.
- b. Vacancies occurring in the Council between annual elections shall be filled by a special election except in the case of a vacancy in the office of the Chairman, in which case the Vice-Chairman shall succeed the Chairman and the office of the Vice-Chairman shall be filled in the same manner as a regular vacancy, and except in the case of a vacancy in the office of Section Representative in which case the Executive Council shall elect a successor.

### Section 2. Officers

The Officers of the Section shall hold the same offices on the Council.

### Section 3. Meetings

- a. The Council shall hold not less than four (4) meetings per year.
- b. Notice for such meeting shall be given by the Secretary or Chairman by mail, telegraph, or telephone and reasonable notice shall be given for same.

#### Section 4. Quorums and Reports

- a. Four (4) members of the Council shall constitute a quorum.
- b. The Council shall have the minutes kept of all meetings and of all actions taken by them by which the Section may be bound or which involve expenditures of the funds of the Section. Such minutes shall be kept by the Recording Secretary and it shall be the privilege of any member to inspect the same at any reasonable time.
- c. The Council shall make a yearly report of its activities to the membership.

#### Section 5. Removal

Any Executive Council Member shall be subject to removal at any time, for cause, by a vote of three-quarters (3/4) of the members present at a membership meeting called specially for this purpose. Such removal shall be effective immediately upon the recording of such vote. Previous to such vote, written charges shall be preferred, thirty (30) days' written notice of hearing shall be sent by Registered mail, and an adequate opportunity shall be afforded to be heard before the membership.

#### Section 6. Agenda

The following shall be the order of business at all regular meetings of the Council:

- a. Roll call
- b. Reading of minutes of previous meeting
- c. Reading of communications sent and received
- d. Report of Treasurer (Expenditures, receipts, funds, etc.)
- e. Committee reports
- f. Unfinished business
- g. New business.

### ARTICLE V - OFFICERS AND DUTIES

#### Section 1. Officers

- a. The elected officers of the Section shall be a Chairman, Vice-Chairman, Treasurer, Corresponding Secretary and Recording Secretary. The elected officers shall receive no salary or remuneration for services rendered to the Section but may be reimbursed for authorized expenses incurred for the Section.
- b. Candidates for Chairman, Vice-Chairman or Section Representative must be a Senior Member or Member. Candidates for other offices shall be voting members of the Section.
- c. Any of the offices of Treasurer, Recording Secretary and Corresponding Secretary may be combined at the discretion of the Section. However, any one individual may have only one vote on the Executive Council regardless of the number of offices she may hold.

- d. The term of office shall be one (1) year and shall coincide with the fiscal year.

Section 2. Chairman

- a. The Chairman shall represent the Section before the public, call and preside over the Council and Membership meetings, administer the decisions of the Council and Membership, and coordinate all activities and execute the business and policies of the Section between meetings, in accordance with these By-Laws.
- b. The Chairman shall have the power, with the approval of the Council, to appoint and remove committee chairmen and committee members. She shall also sign vouchers to approve expenditures to be paid by the Treasurer.

Section 3. Vice Chairman

The Vice-Chairman shall perform the duties of the Chairman in her absence and at the Direction of the Chairman, transact any business assigned by the Chairman. The Vice-Chairman shall be ex-officio member of all committees.

Section 4. Treasurer

The Treasurer shall receive authorized funds from the National Treasury, care for the funds of the Section, disburse money upon the direction of the Council, and prepare and keep complete financial records and reports. She shall sign checks, shall verify all vouchers submitted and shall be responsible for promptly reporting to the Council all expenses incurred.

Section 5. Corresponding Secretary

The Corresponding Secretary shall notify the Council members of Council meetings, shall send out ballots for elections and for amendments to the By-Laws as well as any other correspondence necessary to the Section, and shall file a copy of all correspondence sent out by her, in the name of the Section, with the Recording Secretary.

Section 6. Recording Secretary

The Recording Secretary shall keep accurate minutes of all Council meetings and membership meetings and shall keep a file of all historical material pertinent to the Section. She shall also be responsible for promptly submitting copies of the minutes of all regular meetings of the Section to the National Secretary of the SWE.

Section 7. Additional Duties

The officers shall also perform the duties attaching to their offices under Sturgis's "Standard Code of Parliamentary Procedure" and such other duties as may be required of them by the Council.

ARTICLE VI - MEMBERSHIP MEETINGS AND NOTICES

Section 1. Membership Meetings

- a. The Section shall hold not less than two (2) membership meetings per year for the purpose of transacting business. One of the required meetings shall be held in either May or June for the purpose of nominations and elections when there is no mail balloting, and for nominations when there is mail balloting, as well as for the reading of annual reports, etc. The above shall not be construed to limit these meetings to the transaction of business only.
- b. In the event of mail balloting for the officers two or more members shall act as tellers. The tellers shall, in addition to counting ballots, notify each member of the Section of the results by June 30th.
- c. Other regular or special membership meetings for transacting business may be called at any convenient time and place at the discretion of the Council or upon petition of a quorum of the membership.
- d. A quorum of the membership (for the purpose of transacting business) shall be:

When the Section has:

Quorum Majority

15 or less Voting Members	9
16 thru 25 Voting Members	12
26 thru 40 Voting Members	15
41 thru 60 Voting Members	18
61 or over Voting Members	18

Section 2. Notices

- a. Notice of regular business meetings and Special meetings shall be given by the Corresponding Secretary in writing and mailed to each member of the Section at her last known address at least five (5) days prior to such meeting and shall briefly state the business to be discussed at such meeting.
- b. Notice of Special Meetings shall state the purpose or purposes for which the meeting was called and no business other than that set forth shall be considered or transacted.

ARTICLE VII - NOMINATIONS AND ELECTIONS

Section 1. Officers

a. Nominations

1. The Corresponding Secretary shall prepare a complete list of all the Members in good standing and their grade of membership and shall mail a copy of this list to each member of the Section at least two (2) weeks before the date of the membership meeting at which nominations are to take place.
2. Nominations for officers of the Section shall be made from the floor of the meeting called for this purpose. Nominations may be made by a Nominating Committee if the Section so desires with additional nominations from the floor.

b. Elections

1. Elections shall be by secret mail ballot, or by a secret ballot at a membership meeting called for this purpose.
2. If the balloting should be by mail, a ballot shall be sent to each member in good standing at her last known address at least two weeks before the balloting closes. The date that balloting closes shall be clearly specified on the ballot and members shall be required to sign the outside envelope containing the ballot in order for the ballot to be valid.

Section 2. Section Representative to National Council

- a. Nominations for Section Representative shall be made at the business meeting when other officer nominations are made.
- b. The Executive Council shall select the Section Representative from among these nominees and submit the name of the Section Representative for the following fiscal year to the Council by June 30th of each year.
- c. Should a Section Representative be elected to a National Office as an Officer, or appointed to such a National office during her term as Section Representative, the Executive Council shall elect a new Section Representative to take her place.

ARTICLE VIII - COMMITTEES

Section 1. Standing Committee Appointments

- a. The Chairman of the Section shall appoint Committees and Committee Chairmen, with the approval of the Council, for such committees as may be necessary to carry out or further the work of the Section.
- b. Any designated member may serve on any committee or act as its Chairman.

Section 2. Duties

Each committee shall perform the duties assigned to it by the Council.

ARTICLE IX - AMENDMENTS

Section 1. Proposal

Amendments to the By-Laws may be proposed by:

- a. Majority vote of the Council
- b. Written petition signed by a quorum of the members of the Section.

Section 2. Balloting

- a. Within sixty (60) days after the vote was cast by the Council or a written petition was submitted by a quorum of the members of the Section a copy of the proposed amendment shall be sent to each member by the Corresponding Secretary, together with a secret ballot and comments by the Council on the amendment or amendments.
- b. A reasonable limiting date for the return of the ballots shall be indicated on the instructions for voting or on the ballot.

Section 3. National Council Approval

Within sixty (60) days after the approval of the amendment by the members the amendment or amendments shall be submitted to the National Council. Such amendments shall become effective after the approval of the National Council.

Section 4. Adoption of Amendments

Adoption shall be determined by a two-thirds ( $\frac{2}{3}$ ) vote of the ballots returned and/or postmarked by the date specified.

Section 5. Renumbering

Any changes in the order of numbering of paragraphs of the By-Laws required by an amendment shall be made by a majority vote of the Council.

ARTICLE X - ADOPTION

Section 1. Voting

All members of the Society of Women Engineers, Philadelphia Section shall be sent secret ballots to vote on the adoption of these By-Laws. Adoption shall be determined by a two-thirds (2/3) vote of the ballots returned and/or postmarked by the date specified.

Section 2. Precedence

These By-Laws shall supersede all previous Constitutions, By-Laws, and Rules of this Section by the Society of Women Engineers.

Section 3. Effect

These By-Laws shall come into effect immediately upon determination of the two-thirds (2/3) ballot required.