

SOCIETY OF WOMEN ENGINEERS

PHILADELPHIA SECTION BYLAWS

(Revised May 1978)

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 Bylaws.

Section 3. Government

- a. This Section shall be governed by these Bylaws and the Bylaws 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 Bylaws, the National Bylaws of the SWE, of the Rules of the Society and/or Section.
- c. The Rules contained in Robert's "Rules of Order Revised" shall govern the Section in all cases to which they are applicable, where not inconsistent with the Bylaws or 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 Bylaws of the SWE.
- b. Voting members shall include Award Members, Senior Members, Members, and Associate 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 President shall appoint an Auditing Committee of two 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 as follows:
 1. A vacancy in the office of President shall be filled by the Vice President.
 2. A vacancy in the office of Section Representative shall be elected by the Executive Council. The Council shall elect an Alternate Section Representative if the Section Representative is unable to attend a particular meeting of the Council of Section Representatives.
 3. All other vacancies in office shall be filled by a special election. This includes a vacancy in the office of Vice-President when the original Vice-President becomes President. This special election can be held by secret ballot at the next regular or special business meeting if one third of the voting members are present or by mail per Article VII.

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 two meetings per year.
- b. Notice for such meeting shall be given by the Secretary or President by mail, telegraph or telephone and reasonable notice shall be given for same.

Section 4. Quorums and Reports

- a. Three 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 regular report of its activities to the membership at the business meeting following each council meeting.

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 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 President, Vice-President, Treasurer, Corresponding Secretary, Recording Secretary, and Section Representative. 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 President, Vice-President, or Section Representative must be an Award Member, 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/he may hold.

d. The term of office shall be one year and shall coincide with the fiscal year.

Section 2. President

- a. The President 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 Bylaws.
- b. The President shall have the power, with the approval of the Council, to appoint and remove committee chairmen and committee members. She/he shall also give written or verbal approval of expenditures to be paid by the Treasurer.
- c. The President shall be responsible for having a variety of programs which meet the needs of the membership. This may be accomplished by means of a program chairman.

Section 3. Vice-President

The Vice-President shall perform the duties of the President in her/his absence and, at the direction of the President, transact any business assigned by the President. The Vice-President shall be an 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/he 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 Bylaws as well as any other correspondence necessary to the Section, and shall file a copy of all correspondence sent out by her/him, in the name of the Section, with the Recording Secretary. Within two weeks after an election she/he shall notify the national Executive Secretary of SWE and all interested local organizations of the names and addresses of the incoming Officers and Section Representative.

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/he shall also be responsible for promptly submitting copies of the minutes of all regular meetings of the Section to the Executive Secretary of the SWE. She/he shall prepare all required reports for national SWE. She/he shall provide each member of the Executive Council and the Chairman of the Nominating Committee with a copy of the Section Bylaws if she/he does not already have one.

Section 7. Section Representative

The Section Representative shall represent the Philadelphia Section at meetings of the national Council of Section Representatives and reply promptly to all mail ballots submitted between their meetings and fulfill all duties required by the National Bylaws of the Society and by action of the Council of Section Representatives.

Section 8. Additional Duties

The officers shall also perform the duties attaching to their offices under Robert's "Rules of Order Revised" 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 four membership meetings per year for the purpose of transacting business. One of the required meetings shall be held in either April or May for the purpose of nominations 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. 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 one third the voting membership.

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/his last known address at least five days prior to such meeting and shall briefly state the business to be discussed at such meeting.

ARTICLE VII - NOMINATIONS AND ELECTIONS

Section 1. Nominations

- a. 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 weeks before the date of the membership meeting at which nominations are to take place.
- b. Nominations for officers of the Section and Section Representative 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.

Section 2. Elections

- a. Elections shall be by secret mail ballot. A ballot shall be sent to each voting member in good standing at her/his 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.

- b. Closing date for balloting shall be June 15 or seven days prior to the beginning of national convention, whichever is earlier.
- c. After 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.

ARTICLE VIII - COMMITTEES

Section 1. Standing Committee Appointments

- a. The President 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 Bylaws may be proposed by:

- a. Majority vote of the Council.
- b. Written petition signed by one third of the voting members of the Section.

Section 2. Balloting

- a. Within sixty days after the vote was cast by the Council or a written petition was submitted by one third the voting membership, a copy of the proposed amendment shall be sent to each voting member of 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 Executive Committee Approval

Within sixty days after the approval of the amendments by the members, the amendment or amendments shall be filed with national headquarters for review by the National Bylaws Committee and acceptance by the Executive Committee. Such amendments shall become effective after the approval by the Executive Committee.

Section 4. Adoption of Amendments

Adoption shall be determined by a two-thirds 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 Bylaws required by an amendment shall be made by a majority vote of the Council.

APPENDIX

(Not a Part of the Bylaws)

SEQUENTIAL SCHEDULE

ITEM	TIMING	Reference Paragraph in Bylaws
1. List of members in good standing (potential nominees) sent to members.	Two weeks in advance	VII, 1, a
2. Business meeting for nominations, annual reports, etc.	April or May	VI, 1, a VII, 1, b III, 4, b
3. Election ballots sent out.	Two weeks in advance	VII, 2, a
4. Balloting closes.	June 15 or seven days before convention	VII, 2, b
5. Corresponding Secretary notifies all interested parties of new officers	Within two weeks	V, 5
6. Tellers send notices of election results to members	By June 30	VII, 2, c
7. New officers assume office	July 1	V, 1, d III, 3
8. Audit committee appointed	Early July	III, 4, b